



Local Agency Formation Commission of Napa County

Subdivision of the State of California

We Manage Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

■ Kenneth Leary, Chair ■ Beth Painter, Vice Chair ■ Anne Cottrell ■ Margie Mohler ■ Belia Ramos
■ Joelle Gallagher, Alternate ■ Eve Kahn, Alternate ■ David Oro, Alternate

Administrative Office
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REGULAR MEETING AGENDA

Monday, February 3, 2025, 2:00PM

County of Napa Administration Building

1195 Third Street, Board Chambers, 3rd Floor

Napa, California 94559

1. **CALL TO ORDER BY CHAIR; ROLL CALL**

2. **PLEDGE OF ALLEGIANCE**

3. **OATH OF OFFICE FOR NEW COMMISSIONER**

Commission Counsel will administer an Oath of Office for new Alternate Commissioner David Oro.

4. **APPROVAL OF AGENDA**

The Chair will consider approving the Agenda as prepared by the Executive Officer with any requests to remove or rearrange items by members of the Commission or staff.

5. **PUBLIC COMMENTS**

The public may address the Commission concerning any matter not on the Agenda. The Commission is prohibited from discussing or taking action on any item not appearing on the posted Agenda.

6. **CONSENT ITEMS**

Action Items:

a) **Approval of Meeting Minutes:** [December 9, 2024 Special Meeting](#)

Receive Report for Information Only:

b) [Current and Future Proposals](#)

c) [Second Quarter Budget Report for Fiscal Year 2024-25](#)

7. **PUBLIC HEARING ITEMS**

Any member of the public may address the Commission with respect to a scheduled public hearing item.

a) **Consider Approval of an Outside Service Agreement Authorizing the City of Napa to Provide Water Service to 7855 St. Helena Highway (APN 027-280-077) and Associated CEQA Findings**

The Commission will consider approving a request from the City of Napa to provide new permanent public water service to 7855 St. Helena Highway, identified as Assessor Parcel Number 027-280-077. The affected territory is approximately 3.56 acres in size and located in unincorporated Napa County outside the City's jurisdictional boundary and sphere of influence. The approval of the outside service agreement is exempt from CEQA pursuant to CEQA Guidelines Sections 15282(k), 15301, and 15303. The recommended action is for the Commission to adopt a resolution approving the City of Napa's request.

8. ACTION ITEMS

Items calendared for action do not require a public hearing before consideration by the Commission. Applicants may address the Commission. Any member of the public may provide comments on an item.

a) [Proposed Penny Lane No. 6 Reorganization and Associated CEQA Findings](#)

The Commission will consider a proposal to annex one parcel and the adjacent portion of public right-of-way to the City of Napa along with concurrent detachment of the affected territory from County Service Area No. 4. The affected territory is approximately 0.52 acres in size, located at 2133 Penny Lane, and identified as Assessor Parcel Number 046-481-028. The approval of this reorganization is exempt from CEQA pursuant to CEQA Guidelines Sections 15061(b)(3) and 15319(b).

b) [Strategic Plan and Work Program Updates and Possible Direction](#)

The Commission will receive an update from staff on the adopted Strategic Plan 2023-25 and the adopted Work Program for Fiscal Year 2024-25. The Commission will consider providing direction to staff with respect to any desired changes to the Work Program and/or scheduling a future strategic planning session.

c) [Draft Request for Proposals for City of St. Helena Municipal Service Review](#)

The Commission will receive a draft request for proposals (RFP) prepared by staff for purposes of hiring a consultant to prepare the scheduled City of St. Helena Municipal Service Review. The Commission will consider providing formal direction to staff to circulate the RFP with any desired changes.

d) [Consider Adopting Resolutions Amending Budget Policy and Policy on Conducting Commission Meetings and Business](#)

The Commission will consider proposed amendments to its Budget Policy a) and Policy on Conducting Commission Meetings and Business as prepared by the ad hoc Policy Committee. The recommended action is for the Commission to approve each policy amendment by resolution.

e) [Consider Appointments to Ad Hoc Budget Committee and Ad Hoc Legislative Committee](#)

The Commission will consider the membership of its ad hoc Fiscal Year 2025-26 Budget Committee and ad hoc Legislative Committee.

9. EXECUTIVE OFFICER REPORT

10. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

11. ADJOURNMENT TO NEXT SCHEDULED MEETING

Monday, April 7, 2025, at 2:00 P.M. at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd floor, Napa, CA 94559.

MEETING INFORMATION

AGENDA ITEMS: The Commission may reschedule items on the Agenda. The Commission will generally hear uncontested matters first, followed by discussions of contested matters, and staff announcements in that order.

CONDUCT OF HEARINGS: A contested matter is usually heard as follows: (1) discussion of the staff report and any related environmental document(s); (2) testimony of proponent; (3) public testimony; (4) rebuttal by proponent; (5) provision of additional clarification by staff as required; (6) close of the public hearing; (7) Commission discussion and Commission vote.

ADDRESSING THE COMMISSION: The Local Agency Formation Commission (LAFCO) of Napa County welcomes and encourages participation in its meetings. Any person who wishes to address the Commission should move to the front of the chambers when an item is called and, when recognized by the Chair, state their name, address, and affiliation. Please attempt to make your statements concise and to the point. It is most helpful if you can cite facts to support your contentions. Groups of people with similar viewpoints should appoint a spokesperson to represent their views to the Commission. The Commission appreciates your cooperation in this matter.

PUBLIC COMMENT TIME LIMITS: The Commission will hear public comment prior to the consideration of any item. (1) A principal proponent will be allowed up to a 5-minute statement; (2) other proponents will be allowed up to a 3-minute statement; (3) opponents are allowed up to a 3-minute statement with the exception of spokespersons for any group who shall be permitted up to 5-minutes; (4) the principal proponent shall have up to a 3-minute rebuttal; (5) staff will provide clarification, as required.

SUBMITTING WRITTEN COMMENTS TO BE READ AT THE MEETING: Any member of the public may submit a written comment to the Commission before the meeting by email to info@napa.lafco.ca.gov or by mail to Napa LAFCO at 1754 Second Street, Suite C, Napa, CA 94559-2450. If you are commenting on a particular item on the Agenda, please identify the Agenda item number and letter. Any comments of 500 words or less (per person, per item) will be read into the record if: (1) the subject line includes “COMMENT TO COMMISSION – PLEASE READ”; and (2) it is received by the Commission prior to the deadline of **January 29, 2025, at 12:00 P.M.**

SUBMITTING SUPPLEMENTAL WRITTEN COMMENTS: Any member of the public may submit supplemental written comments to the Commission, beyond the 500-word limit for comments read into the record, and those supplemental written comments will be made a part of the written record.

VOTING: A quorum consists of three members of the Commission. No action or recommendation of the Commission is valid unless a majority of the quorum of the Commission concurs therein.

OFF AGENDA ITEMS: Matters under the jurisdiction of the Commission and not on the posted Agenda may be addressed by the public under “Public Comments” on the Agenda. The Commission limits testimony on matters not on the Agenda to 500-words or less for a particular subject. The Commission cannot take action on any unscheduled items.

SPECIAL NEEDS: Meetings are accessible to persons with disabilities. Requests for assistive listening devices or other considerations should be made 72 hours in advance through LAFCO staff at (707) 259-8645 or info@napa.lafco.ca.gov.

POLITICAL REFORM ACT: Pursuant to Government Code Sections 56700.1 and 81000 et seq., any person or combination of persons who directly or indirectly contributes \$1,000 or more or expends \$1,000 or more in support of or in opposition to a change of organization or reorganization that will be, or has been, submitted to LAFCO must comply, to the same extent as provided for local initiative measures, with reporting and disclosure requirements of the California Political Reform Act of 1974. Additional information can be obtained by contacting the Fair Political Practices Commission. Pursuant to Government Code Section 84308, if you wish to participate in the proceedings indicated on this Agenda, you or your agent is prohibited from making a campaign contribution of \$250 or more to any Commissioner or Alternate Commissioner. This prohibition begins on the date you begin to actively support or oppose an application before LAFCO and continues until 12 months after a final decision is rendered by LAFCO. If you or your agent has made a contribution of \$250 or more to any Commissioner or Alternate Commissioner during the 12 months preceding the decision, that Commissioner or Alternate Commissioner must disqualify themselves from the decision in the proceeding. However, disqualification is not required if the Commissioner or Alternate Commissioner returns that campaign contribution within 30 days of learning both about the contribution and the fact that you are a participant in the proceedings.

MEETING MATERIALS: Any writings or documents provided to a majority of the members of the Commission regarding any item on this Agenda after the posting of the Agenda and not otherwise exempt from disclosure will be

made available for public review at www.napa.lafco.ca.gov or by contacting LAFCO staff at info@napa.lafco.ca.gov or call the LAFCO office at (707) 259-8645. If supplemental materials are made available to the members of the Commission at the meeting, a copy will be available for public review at www.napa.lafco.ca.gov. Staff reports are available online at www.napa.lafco.ca.gov/staff-reports-2023 or upon request to LAFCO staff at info@napa.lafco.ca.gov or call the LAFCO office at (707) 259-8645.

VIEWING RECORDING OF MEETING: The Commission's meeting will be recorded. Members of the public may access the meeting and other archived Commission meetings by going to <https://napa.lafco.ca.gov/2023-agendas-and-minutes>. Please allow up to one week for production time. Meetings are also broadcast on Napa TV on the second and fourth Tuesdays of each month at 8pm and second and fourth Wednesdays at 1pm (<http://napavalleytv.org/channel-28>).
