



Local Agency Formation Commission of Napa County
Subdivision of the State of California

1754 Second Street, Suite C
Napa, California 94559
Phone: (707) 259-8645
www.napa.lafco.ca.gov

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

Agenda Item 5a (Consent/Action)

TO: Local Agency Formation Commission

PREPARED BY: Stephanie Pratt, Clerk/Jr. Analyst *SP*

MEETING DATE: December 9, 2024

SUBJECT: Approval of Meeting Minutes: October 7, 2024 Regular Meeting

SUMMARY AND RECOMMENDATION

This is a consent item for formal action. Accordingly, if interested, the Commission is invited to pull this item for additional discussion with the concurrence of the Chair.

The Commission will consider approving the draft meeting minutes prepared by staff for the October 7, 2024 regular meeting, included as Attachment 1.

Staff recommends approval of draft meeting minutes.

ATTACHMENT

- 1) Draft Minutes for October 7, 2024 Regular Meeting

Margie Mohler, Commissioner
Councilmember, Town of Yountville

Beth Painter, Commissioner
Councilmember, City of Napa

Vacant, Alternate Commissioner
Councilmember, City of American Canyon

Anne Cottrell, Chair
County of Napa Supervisor, 3rd District

Belia Ramos, Commissioner
County of Napa Supervisor, 5th District

Joelle Gallagher, Alternate Commissioner
County of Napa Supervisor, 1st District

Kenneth Leary, Vice Chair
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY REGULAR MEETING MINUTES OF MONDAY, OCTOBER 7, 2024

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Cottrell called a regular meeting of October 7, 2024, to order at 2:03 P.M.

At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Anne Cottrell, Chair	Joelle Gallagher	Brendon Freeman, Executive Officer
Kenneth Leary, Vice Chair	Eve Kahn <i>(Absent)</i>	Dawn Mittleman Longoria, Assistant Executive Officer <i>(Absent)</i>
Margie Mohler	Mariam Aboudamous <i>(Absent)</i>	Gary Bell, Commission Counsel
Beth Painter		Stephanie Pratt, Clerk/Jr. Analyst
Belia Ramos		

2. PLEDGE OF ALLEGIANCE

Chair Cottrell led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Chair Cottrell asked if there were any requests to remove or rearrange the agenda. There were none.

Upon motion by Commissioner Mohler and second by Commissioner Painter, the Commission unanimously adopted the agenda as submitted by the following vote:

VOTE:

AYES: COTTRELL, LEARY, MOHLER, PAINTER, RAMOS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

4. PUBLIC COMMENTS

Chair Cottrell invited members of the audience to provide public comment. No comments were received.

5. CONSENT ITEMS

Action Items:

- Approval of Meeting Minutes: August 5, 2024, Regular Meeting
- Approval of Resolution Amending Conflict of Interest Code

Receive Report for Information Only:

- Current and Future Proposals
- Legislative Report
- Update on Countywide Fire and Emergency Medical Services Municipal Service Review

Chair Cottrell pulled item c) Current and Future Proposals for further discussion regarding Big Ranch Road and asked for public comment. No comments were received. Upon motion by Commissioner Ramos and second by Commissioner Mohler, all consent items except for item in c) Current and Future Proposals, were approved by the following vote:

VOTE:

AYES: COTTRELL, LEARY, MOHLER, PAINTER, RAMOS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

In this discussion it was important to clarify that the City of Napa is merely processing an application from landowners on Big Ranch Road and thus the City is not the applicant. LAFCO does not usually support annexations that creates additional island except in specific circumstances. Logical and orderly development needs cannot be met without the creation of islands, in this exception due to the City's rural urban limit line and housing needs. A future workshop on Islands addressing the Concept of Orderly Development will be further addressed with Agenda Item 8.

Upon motion by Commissioner Mohler and second by Commissioner Leary, consent item c) was approved by the following vote:

VOTE:

AYES: COTTRELL, LEARY, MOHLER, PAINTER, RAMOS
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

6. ACTION ITEMS

a) Proposed Lynn Drive Annexation to the Napa Sanitation District and Associated CEQA Findings

The Commission considered a proposal for the annexation of one parcel totaling 1.67 acres in size to the Napa Sanitation District. The affected territory is located at 25 Lynn Drive in the City of Napa and identified as Assessor Parcel Number 041-560-001. The annexation is exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines 14 CCR § 15061(b)(3) (common sense exemption); 14 CCR § 15301 (minor alteration to existing facilities); 14 CCR § 15303 (new construction or conversion of small structures); 14 CCR § 15319(b) (annexations of lots for exempt facilities), and 14 CCR § 15282(k) (installation of pipeline not exceeding one mile).

Chair Cottrell invited members of the audience to provide public comment. No comments were received.

Upon motion by Commissioner Mohler and second by Commissioner Painter the Commission unanimously approved the proposed Lynn Drive Annexation to the Napa Sanitation District and associated CEQA findings by the following vote:

VOTE:

AYES: COTTRELL, LEARY, MOHLER, PAINTER, RAMOS
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE
RECUSAL: NONE

a) Consider Establishment of an Ad Hoc Policy Subcommittee

The Commission considered establishing an Ad Hoc Subcommittee with two appointed members to advise staff in completing a review and update of adopted local policies. It would disband upon completion of the policy review and update. It was decided that this will be on the December Agenda with the addition of the topics to include being budget, finance and independence. Commissioner Ramos and Commissioner Gallagher expressed interest in serving on this Ad Hoc Policy Subcommittee.

7. EXECUTIVE OFFICER REPORT

Executive Officer Freeman reported that staff is still limited but continue moving ahead. The Strategic Plan and Work Program update will be addressed at the December Commission Meeting. He was able to share that the upcoming CALAFCO Conference final program was ready to view.

8. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

Commissioner Leary will not be in attendance at the next meeting but expressed his interest in serving on the Legislative Committee or any other committee.

Chair Cottrell thanked Executive Officer Freeman for being the point person for the AP Triton run Fire/EMS MSR. She requested to include the topic of Islands on a future agenda and stated that it should include a map showing the islands throughout the city, unintended consequences when not annexing them and when is land use a factor.

9. ADJOURNMENT at 2:49 P.M. TO NEXT SCHEDULED MEETING

Monday, December 9, 2024, at 10:00 A.M. at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd floor, Napa, CA 94559.

Anne Cottrell, LAFCO Chair

ATTEST:

Brendon Freeman, Executive Officer

Prepared by:

Stephanie Pratt, Clerk/Jr. Analyst