



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

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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: February 5, 2024

SUBJECT: Approval of Meeting Minutes: December 4, 2023

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 December 4, 2023 regular meeting, included as Attachment One.

Staff recommends approval of draft meeting minutes.

ATTACHMENTS

- 1) Draft Minutes for December 4, 2023 Regular Meeting

Margie Mohler, Commissioner
Councilmember, Town of Yountville

Beth Painter, Commissioner
Councilmember, City of Napa

Mariam Aboudamous, 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
MEETING MINUTES OF DECEMBER 4, 2023**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Mohler called the regular meeting of December 4, 2023, to order at 2:00 PM.

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

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

2. PLEDGE OF ALLEGIANCE

Chair Mohler led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Chair Mohler asked if there were any requests to remove or rearrange items on the Agenda by the Commission or Staff. Executive Officer Freeman noted that the packet contained some duplicates and omissions with several of the attachments, and the corrected version was now on the website.

Upon motion by Commissioner Painter and second by Commissioner Leary, the agenda was approved by the following vote:

VOTE:

AYES: MOHLER, COTTRELL, LEARY, PAINTER, RAMOS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

4. PUBLIC COMMENTS

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

5. CONSENT ITEMS

Action Items:

- a) Approval of Meeting Minutes: October 2, 2023, Regular Meeting
- b) Approval of Meeting Calendar for 2024
- c) Approval of Work Program Amendment Rescheduling Future Agenda Items
- d) Establishing Matching Retirement Savings Contributions for the Executive Officer and Assistant Executive Officer in 2024
- e) Direction for Alternate Public Member Appointment Procedure

Receive Report for Information Only:

- f) First Quarter Budget Report for Fiscal Year 2023-24
- g) Current and Future Proposals

- h) Update on Selection of Consultant for Countywide Fire and Emergency Medical Services Municipal Service Review and Sphere of Influence Reviews**
- i) Legislative Report**
- j) Expiring Commissioner Terms in 2024**

Chair Mohler asked if the Commissioners wanted to discuss any of the consent items, no comments were received.

Upon motion by Commissioner Leary and second by Commissioner Cottrell, the December 4, 2023, Consent items were approved by the following vote:

VOTE:

AYES: MOHLER, COTTRELL, LEARY, PAINTER, RAMOS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

6. PUBLIC HEARING ITEMS

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

- a) Sphere of Influence Amendment Requests Involving 1130 Trower Avenue, the City of Napa, and the Napa Sanitation District; Proposed Trower Avenue No. 5 Annexation to the Napa Sanitation District; Outside Water Service Agreement Involving 1130 Trower Avenue and the City of Napa; and Associated CEQA Findings**

The Commission considered the following actions involving one parcel located at 1130 Trower Avenue and identified as Assessor Parcel Number 038-240-020: (1) amend the spheres of influence of the City of Napa and the Napa Sanitation District to include the entirety of 1130 Trower Avenue; (2) proposed annexation of 1130 Trower Avenue to the Napa Sanitation District; and (3) approve an outside water service agreement involving the City of Napa and 1130 Trower Avenue. The Commission also considered the Initial Study, Mitigated Negative Declaration, and Addendum to the Initial Study and Mitigated Negative Declaration prepared and certified by the Napa Valley Unified School District, serving as the lead agency for the project under the California Environmental Quality Act.

Commissioner Mohler opened a Public Hearing

Public comment was made by representatives of the Napa Valley School District, Assistant Superintendent Mike Pearson and Vice President of Van Pelt CS Kelli Jurgenson, with a comprehensive Power Point Presentation.

Upon motion by Vice-Chair Cottrell and second by Commissioner Ramos, all four proposed actions were approved by the following vote:

VOTE:

AYES: MOHLER, COTTRELL, LEARY, PAINTER, RAMOS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

7. ACTION ITEMS

a) Financial Audit for Fiscal Year Ending June 30, 2023

The Commission received and filed a “Clean” financial audit as presented by Tracy Schultze and prepared by Brown Armstrong for the fiscal year ending June 30, 2023.

Upon motion by Commissioner Painter and second by Vice-Chair Cottrell, the Commission unanimously approved the Financial Audit for Fiscal Year Ending June 30, 2023, by the following vote:

VOTE:

AYES: MOHLER, COTTRELL, LEARY, PAINTER, RAMOS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

b) Proposed Sierra Avenue/Villa Lane Annexation to the Napa Sanitation District and Associated CEQA Findings

The Commission considered a proposal for the annexation of two parcels totaling approximately 10.45 acres in size to the Napa Sanitation District. The affected territory is located at 1185 Sierra Avenue and identified as Assessor Parcel Numbers 038-250-035 and 038-250-037. The Commission also found that the project, including the proposed annexation, is within the scope of the City of Napa General Plan Update Final Environmental Impact Report, certified by the City Council on September 20, 2022, and that the City of Napa General Plan Update Final Environmental Impact Report adequately describes the proposed annexation for purposes of the California Environmental Quality Act.

Upon motion by Commissioner Painter and second by Chair Mohler, the Commission unanimously approved the proposed Sierra Avenue/Villa Lane Annexation to the Napa Sanitation District and associated CEQA findings by the following vote:

VOTE:

AYES: MOHLER, COTTRELL, LEARY, PAINTER, RAMOS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

c) Consider Options to Amend the Agreement for the Provision of Support Services

The Commission received an update on its existing Support Services Agreement with the County of Napa and provided direction to staff and the ad hoc subcommittee with respect to pursuing any amendments to the Agreement.

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

d) Consider Subcommittee Appointments

The Commission approved the membership of its Fiscal Year 2024-25 Budget Committee to be Chair Mohler and Commissioner Leary; the Legislative Committee to be Commissioner Painter and Vice Chair Cottrell; and the ad hoc Support Services Agreement Committee to be Commissioners Leary and Ramos. The Subcommittee Appointments were voted on as one item.

Upon motion by Chair Mohler and second by Commissioner Leary, the Commission unanimously approved the Subcommittee Appointments by the following vote:

VOTE:

AYES: MOHLER, COTTRELL, LEARY, PAINTER, RAMOS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

8 COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

No discussion or action occurred.

9. RECOGNITION: CALAFCO 2023 Annual Conference Summary and Celebration

LAFCO of Napa County was honored for exceptional achievement in multiple areas at the California Association of LAFCO's (CALAFCO) annual meeting on October 19, 2023, winning three notable awards and reigning triumphant in the election of two commissioners to the CALAFCO Board of Directors.

Chair Margie Mohler was reelected to her fourth term as a city member and was also elected as Chair of the CALAFCO Board. Commissioner Ken Leary won his first term on the CALAFCO Board as a public member.

Napa LAFCO's success continued by winning a prestigious award for agricultural preservation and excellence in public service for their actions related to Green Island Vineyard.

The second recognition was the Associate Member Achievement Award for Colantuono, Highsmith & Whatley, PC (CHW), with Gary Bell on hand to accept the award.

The third award of note is the Lifetime Achievement Award for Assistant Executive Officer Dawn Mittleman Longoria, with a career spanning over four decades.

10. ADJOURNMENT at 3:45 PM TO NEXT REGULARY SCHEDULED MEETING

Monday, February 5, 2024, at 2:00 PM 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