



**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](http://www.napa.lafco.ca.gov)

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

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**Agenda Item 5a (Consent/Action)**

**TO:** Local Agency Formation Commission

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

**MEETING DATE:** October 7, 2024

**SUBJECT:** Approval of Meeting Minutes: August 5, 2024 Regular Meeting

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**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 August 5, 2024 regular meeting, included as Attachment 1.

Staff recommends approval of draft meeting minutes.

**ATTACHMENT**

- 1) Draft Minutes for August 5, 2024 Regular Meeting

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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 REGULAR MEETING MINUTES OF MONDAY, AUGUST 5, 2024

### 1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Cottrell called a special meeting of August 5, 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	Dawn Mittleman Longoria, Assistant Executive Officer
Margie Mohler	Mariam Aboudamous ( <i>Absent</i> )	( <i>Absent</i> )
Beth Painter		Gary Bell, Commission Counsel
Belia Ramos		Stephanie Pratt, Clerk/Jr. Analyst

### 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. Executive Officer Freeman stated that a correction to item 5b was needed on Attachment 1 and copies of the corrected report could be found with all Commissioners in their supplemental folder.

Upon motion by Commissioner Painter and second by Commissioner Mohler, 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 public comments were received.

### 5. CONSENT ITEMS

#### Action Items:

a) **Approval of Meeting Minutes: June 3, 2024, Special Meeting**

#### Receive Report for Information Only:

b) **Draft Year-End Budget Report for Fiscal Year 2023-24**

c) **Current and Future Proposals**

d) **Legislative Report**

e) **Update on Countywide Fire and Emergency Medical Services Municipal Service Review**

Upon motion by Commissioner Mohler and second by Commissioner Leary, all consent items were approved by the following vote:

**VOTE:**

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

**6. ACTION ITEMS**

**a) Proposed Devlin Road No. 6 Annexation to the Napa Sanitation District and Associated CEQA Findings**

The Commission considered a proposal for the annexation of one parcel totaling 27.55 acres in size to the Napa Sanitation District. The affected territory is identified as Assessor Parcel Number 057-170-024. The Commission also considered whether the initial study and adopted a mitigated negative declaration certified by the County of Napa, as lead agency, is adequate for the Commission's use and for purposes of the California Environmental Quality Act. Staff recommended approval of the Draft Resolution.

Prior to the vote, Commissioner Ramos referred to disclosures required by the Levine Act for all applications, as it relates to political donations to Commissioners in amounts over \$250. Commissioner Painter reported that she had received a campaign contribution from the applicant in April of 2024 and would recuse herself from the vote.

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

Upon motion by Commissioner Mohler and second by Commissioner Ramos the Commission unanimously approved the proposed Devlin Road No. 6 Annexation to the Napa Sanitation District and associated CEQA findings by the following vote:

**VOTE:**

**AYES:** **COTTRELL, LEARY, MOHLER, RAMOS**  
**NOES:** **NONE**  
**ABSENT:** **NONE**  
**ABSTAIN:** **NONE**  
**RECUSAL:** **PAINTER (CALIFORNIA LEVINE ACT - California SB1439 prohibits County "officers" from participating in any action related to a contract if such member receives political contributions totaling more than \$250 within the previous twelve months, and for three months following the date a final decision concerning the contract has been made, from the person or company awarded the contract. The Levine Act also requires disclosure of such contribution by a party to be awarded a specific contract.)**

**b) Proposed Budget Adjustments for Fiscal Year 2023-24 and Fiscal Year 2024-25**

The Commission considered approving budget adjustments for fiscal year 2023-24 and fiscal year 2024-25.

Upon motion by Commissioner Mohler and second by Commissioner Painter, the Commission unanimously approved the budget adjustments by the following vote:

**VOTE:**

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

**c) Direction on Support Services Agreement with County of Napa**

The Commission considered providing direction to staff regarding the existing Support Services Agreement between LAFCO and the County of Napa. Legal Counsel Bell and Commissioners advised staff to continue in the direction of modernizing the agreement with an eye toward avoiding future amendments, determining a procedure to facilitate collaboration with the County, and to look for opportunities to build in greater flexibility for LAFCO staffing issues.

Upon motion by Commissioner Mohler and second by Commissioner Ramos, the Commission unanimously provided the aforementioned direction to staff by the following vote:

**VOTE:**

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

**d) CALAFCO Nominations and Annual Conference Items**

The Commission considered appointing voting delegates to represent Napa LAFCO at CALAFCO's Annual Conference scheduled for October 16 – 18 at the Tenaya Lodge near Yosemite. The Commission also considered potential nominations for the CALAFCO Board of Directors and achievement awards.

Upon motion by Commissioner Mohler and second by Commissioner Ramos, the Commission unanimously appointed Commissioner Mohler and Chair Cottrell as the regular and alternate voting delegate, respectively, by the following vote:

**VOTE:**

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

**e) Consider Leadership Napa Valley Sponsorship**

The Commission considered becoming a sponsor for Leadership Napa Valley and participate in the program's government day and determined there are more efficient and cost-effective ways to engage with the community at the present.

**7. EXECUTIVE OFFICER REPORT**

Executive Officer Freeman reported that the issue of unincorporated islands continues to occur in conversations and noted Attorney General Kamala Harris Opinion 10-902 provided clarification on the definition of islands and how the streamlined island annexation process works.

He also advised that the Water Consolidation group will meet again in the next few weeks, and he will be leading a general session on water education for government leaders with speakers from the water consolidation group and Water Education for Latino Leaders (WELL) at the upcoming conference in October.

Updates were also provided on habitat & nature conservation planning efforts, the scheduled County Service Area No. 4 MSR/SOI, and the scheduled City of St. Helena MSR/SOI.

**8. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS**

Commissioner Mohler would like to consider a workshop to discuss all the issues surrounding unincorporated islands (infrastructure, costs, location, politics, etc.), to provide transparency for the public and stakeholders. Commissioner Painter is supportive of a workshop and looks forward to finding a cooperative way to move forward in a partnership between County, City, and LAFCO. Commissioner Leary also agreed and provided that the topic comes and goes, it will be important to get stakeholders together and talk about an implementation strategy.

**9. ADJOURNMENT at 3:13 P.M. TO NEXT SCHEDULED MEETING**

Monday, October 7, 2024, at 2:00 P.M. at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd floor, Napa, CA 94559.

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Anne Cottrell, LAFCO Chair

ATTEST:

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Brendon Freeman, Executive Officer

Prepared by:

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Stephanie Pratt, Clerk/Jr. Analyst

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