



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 6a (Consent/Action)

TO: Local Agency Formation Commission

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

MEETING DATE: June 5, 2023

SUBJECT: Approval of Meeting Minutes: April 3, 2023, 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 April 3, 2023, regular meeting, included as Attachment One.

Staff recommends approval of the draft meeting minutes.

ATTACHMENT

- 1) Draft Minutes for April 3, 2023, Regular Meeting

Margie Mohler, Chair
Councilmember, Town of Yountville

Beth Painter, Commissioner
Councilmember, City of Napa

Mariam Aboudamous, Alternate Commissioner
Councilmember, City of American Canyon

Anne Cottrell, Vice 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, Commissioner
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 APRIL 3, 2023**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Mohler called the regular meeting of April 3, 2023, to order at 2:01 PM.

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

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

2. PLEDGE OF ALLEGIANCE

Chair Mohler led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Chair Mohler asked if there were any requests to rearrange the agenda. There were no requests.

Upon motion by Commissioner Cottrell and second by Commissioner Painter, the Agenda was approved by the following vote:

VOTE:

AYES: COTTRELL, GALLAGHER, LEARY, MOHLER, AND PAINTER

NOES: NONE

ABSENT: ABOUDAMOUS, RAMOS

ABSTAIN: NONE

4. PUBLIC COMMENTS

Chair Mohler invited members of the audience to provide public comment.

A letter from Gary Margadant was read into the record complimenting participation of Executive Officer Brendon Freeman at the water symposium.

5. CONSENT ITEMS

Action Items:

a) **Approval of Meeting Minutes:** February 6, 2023, Regular Meeting

b) **Approval of Amendment to Policy on Conducting Authority Proceedings**

Receive Report for Information Only:

c) **Current and Future Proposals**

d) **CALAFCO Resources**

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

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

Upon motion by Commissioner Gallagher and second by Commissioner Cottrell,

the consent items 5(a-b) were approved by the following vote:

VOTE:

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

6. PUBLIC HEARING ITEMS

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

a) Proposed Budget for Fiscal Year 2023-24 and Draft Work Program

The Commission considered adopting a resolution to approve a proposed budget for the 2023-24 fiscal year. Proposed operating expenses and revenues each total \$709,436. The recommended actions were for the Commission to do the following: (1) adopt the proposed budget by resolution; (2) direct staff to circulate the proposed budget for public review and comment; and (3) direct the Budget Committee to return with recommendations for a final budget for adoption at a noticed public hearing on June 5, 2023. The Commission also considered a draft work program for fiscal year 2023-24.

The Commission discussed the draft work program. Comments included requests for outreach regarding the Commission's Napa County Water and Wastewater MSR. Also, comments were made regarding methods to consider climate change used by other LAFCOs.

Chair Mohler opened the public hearing for comments.

Chief Zach Curren, Napa Fire Department, expressed appreciation for the work of LAFCO and of the Executive Officer. He spoke in favor of LAFCO conducting a countywide fire MSR with the request that the agencies be involved at the beginning of the process.

Chief Geoff Belyea, American Canyon Fire Protection District, expressed willingness to cooperate with the study, if the Commission decided to move forward.

Chief Michael Marcucci, CalFire Unit Chief for Napa and Napa County Fire Department, echoed the comments of the other chiefs appreciated the Commission and the Executive Officer's work. He stated that his department is also interested in participating in a study conducted by LAFCO. He noted that the Board of Supervisors has contracted with AP Triton to conduct a Master Plan study of the agency. He felt their study could assist the Commission should they decide to conduct a study of fire services.

Chair Mohler confirmed there were no additional comments from the public, prior to closing the public hearing. She requested comments from the Commission and suggested that the budget should be considered first and then the work program.

Budget committee members Mohler and Leary expressed their desire to set aside funds for the purpose of conducting future LAFCO studies and projects that have not yet been formally included as part of a LAFCO work program. However, they noted that the County Auditor-Controller's Office had stated their proposed method would not comply with prudent financial accounting practices and that the Commission should first decide on a specific study or project before setting aside funds for this purpose. The Commission discussed the importance of LAFCO studies and supported the importance of budgeting for these studies to allow the budget to reflect Commission policies. The Commission noted the challenges and uncertainties with planning ahead and budgeting for these studies.

Legal counsel advised that the Commission's proposed action to set aside funds for studies is appropriate, however, it should be made clear to the funding agencies and the public.

Chair Mohler called a five-minute recess while the Executive Officer determined what amount should be set aside for studies.

Chair Mohler reconvened the meeting and the budget discussion.

Upon motion by Commissioner Gallagher and second by Commissioner Leary, the Commission (1) adopted the proposed Fiscal Year 2023-24 Budget by resolution, with the revision of adding \$100,000 to the consulting services line item with the intent to draw down on agency reserves to cover this amount. The Commission also (2) directed staff to circulate the proposed budget for public review and comment; and (3) directed the Budget Committee to return with recommendations for a final budget for adoption at a noticed public hearing on June 5, 2023, by the following vote:

VOTE:

AYES: COTTRELL, GALLAGHER, LEARY, MOHLER, AND PAINTER

NOES: NONE

ABSENT: ABOUDAMOUS, RAMOS

ABSTAIN: NONE

Chair Mohler expressed appreciation for the comments from the fire chiefs and assured them they definitely would be involved in the study process. She noted that the Commission's Assistant Executive Officer has been very involved with CALAFCO conducting presentations on fire services and can serve as a valuable resource. She requested that the Assistant Executive Officer provide an overview of fire services.

Dawn Mittleman Longoria, LAFCO Assistant Executive Officer, explained that recent Fire Districts Association of California (FDAC) conference included a presentation of a Contra Costa fire consolidation. The panel and audience included various LAFCO Executive Officers, including Napa LAFCO staff. It provided an excellent opportunity for fire service and LAFCO professionals to learn from one another and build key relationships with fire agency staff. She stated that recent studies have been conducted for Napa County Fire, City of Napa Fire and American Canyon FPD. She noted that these recent studies would provide valuable information should the Commission decide to proceed with a Countywide Fire and EMS study. In addition, she provided the consultant with LAFCO factors to include in the studies.

Chair Mohler confirmed with Legal Counsel that the Commission could request additional comments from the public on the work program.

Chief Geoff Belyea, American Canyon FPD, confirmed that all three fire agencies had engaged the same consulting firm, AP Triton, to conduct Master Plans and Strategic Plans of the agencies.

Chair Mohler noted considerable Commission support for LAFCO to conduct a Countywide Fire and EMS MSR. She asked the Executive Officer if a formal vote was necessary. Mr. Freeman advised that he had received clear direction for the work program and noted the formal vote would occur at the June meeting.

7. 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) Partrick Road/Borrette Lane No. 3 Annexation to the Napa Sanitation District

The Commission considered a proposal for the annexation of two parcels totaling approximately 4.7 acres in size to the Napa Sanitation District. The affected territory is located in the City of Napa at 1200 Partrick Road and 1008 Borrette Lane and identified as Assessor Parcel Numbers 041-490-005 and 041-490-012, respectively.

Upon motion by Commissioner Painter and second by Commissioner Cottrell, the Commission approved the annexation and resolution adopting the Partrick Road/Borrette Lane No. 3 Annexation to the Napa Sanitation District with standard conditions and making CEQA findings by the following vote:

VOTE:**AYES: COTTRELL, GALLAGHER, LEARY, MOHLER, AND PAINTER****NOES: NONE****ABSENT: ABOUDAMOUS, RAMOS****ABSTAIN: NONE****b) Legislative Report and Proposed Amendment to the Legislative Policy**

The Commission received a report on legislative items directly or indirectly affecting LAFCOs, including a supplemental item related to a recommended support position for AB 1753. The Commission also considered approving an amendment to its Legislative Policy to transition the Legislative Committee from a standing subcommittee to an ad hoc subcommittee.

Upon motion by Chair Cottrell and second by Commissioner Painter, the Commission approved the support position for AB 1753 and the amendment to the Legislative Policy by the following vote:

VOTE:**AYES: COTTRELL, GALLAGHER, LEARY, MOHLER, AND PAINTER****NOES: NONE****ABSENT: ABOUDAMOUS, RAMOS****ABSTAIN: NONE****8. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS**

Chair Mohler presented an update of CALAFCO matters including a summary of the Board's recent strategic planning session, which included increased participation in legislation affecting LAFCOs.

Chair Mohler opened the meeting to Commission comments/requests; none were received.

9. ADJOURNMENT TO NEXT SCHEDULED MEETING

The meeting was adjourned at 3:33 PM. The next regular LAFCO meeting is scheduled for Monday, June 5, 2023, at 2:00 P.M. at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd floor, Napa, CA 94559

 Margie Mohler, LAFCO Chair

ATTEST:

Brendon Freeman, Executive Officer

Prepared by:

 Stephanie Pratt, Clerk/Jr. Analyst