



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: August 7, 2023

SUBJECT: Approval of Meeting Minutes: June 5, 2023 Regular Meeting and July 10, 2023 Special 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 June 5, 2023 regular meeting, included as Attachment One, and the July 10, 2023 strategic planning workshop special meeting, included as Attachment Two.

Staff recommends approval of both sets of draft meeting minutes.

ATTACHMENT

- 1) Draft Minutes for June 5, 2023 Regular Meeting
- 2) Draft Minutes for July 10, 2023 Special Meeting (Strategic Planning Workshop)

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 MONDAY, JUNE 5, 2023**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Mohler called the regular meeting of June 5, 2023 to order at 2:04 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 (<i>Absent</i>)	Dawn Mittleman Longoria, Asst. Executive Officer
Beth Painter	Mariam Aboudamous	Stephanie Pratt Clerk/Jr. Analyst
Kenneth Leary		Gary Bell, Commission Counsel
Belia Ramos		

2. PLEDGE OF ALLEGIANCE

Chair Mohler led the Pledge of Allegiance.

3. OATH OF OFFICE FOR REAPPOINTED COMMISSIONERS

Clerk/Jr. Analyst Pratt administered Oaths of Office for reappointed Commissioners Painter and Aboudamous.

4. APPROVAL OF AGENDA

Chair Mohler asked if there were any requests to rearrange the agenda.

Executive Officer (EO) Freeman acknowledged roll call was skipped and Chair Mohler agreed to do that prior to proceeding.

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

VOTE:

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

NOES: NONE

ABSENT: KAHN

ABSTAIN: NONE

5. PUBLIC COMMENTS

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

6. CONSENT ITEMS

Action Items:

a) **Approval of Meeting Minutes: April 3, 2023, Regular Meeting**

Receive Report for Information Only:

a) **Current and Future Proposals**

b) **Third Quarter Budget Report for Fiscal Year 2022-23**

c) **CALAFCO Staff Workshop, April 2023**

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

Upon motion by Vice Chair Cottrell and second by Commissioner Painter, the Consent items were approved.

VOTE:

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

7. PUBLIC HEARING ITEMS

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

a) Final Budget for Fiscal Year 2023-24, Amendment to the Schedule of Fees and Deposits, and Work Program for Fiscal Year 2023-24

The Commission considered a final budget for fiscal year 2023-24. Proposed operating expenses total \$812,946 and operating revenues total \$709,436. The Commission also considered a proposed amendment to its *Schedule of Fees and Deposits* as well as adoption of a work program for fiscal year 2023-24.

After hiring new Clerk/Jr. Analyst it was realized the estimate for salary was low so an increase of \$3,510 was proposed to be offset by drawing down reserves. No impact on funding agencies.

EO Freeman cited that the word "Proposal Fees" will be replaced with "Application Fees" citing protection against potential future challenges.

Draft work program presented, and countywide fire service and emergency medical services (EMS)municipal service review (MSR) has been approved to go forward to a request for proposals (RFP) process. Staff asks for RFP process and an Ad hoc subcommittee to select the consultant to assist. Vice Chair Cottrell wants to participate in Ad hoc Committee. Staff recommends public testimony as part of this item.

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

Upon motion by Commissioner Ramos and second by Commissioner Leary, the Budget for Fiscal Year 2023-24 was approved by the following vote:

VOTE:

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

Upon motion by Commissioner Ramos and second by Commissioner Painter, the Amendment to the Schedule of Fees and Deposits was approved by the following vote:

VOTE:

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

Upon motion by Commissioner Ramos and second by Vice Chair Cottrell, the Work Program for Fiscal Year 2023-24 was approved by the following vote:

VOTE:

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

Ad Hoc Subcommittee discussion commenced. Staff would prepare draft then share with subcommittee and develop RFP with scope of work. It would then come back to Commission hopefully at August meeting for further discussion and decisions to go forward. After all steps involving interviews and gathering quotes, a contract with a preferred consultant would be presented to the Commission for a vote at a future meeting. Commissioners Painter and Cottrell would like to be on this committee.

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

Upon motion by Commissioner Ramos and second by Commissioner Leary, to approve the establishment of an Ad hoc Subcommittee comprised of Vice Chair Cottrell and Commissioner Painter, was approved by the following vote:

VOTE:

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

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) Browns Valley Road Reorganization and Associated CEQA Findings

Assistant EO Longoria spoke to the Commission regarding the proposal to annex one parcel of 3.77 acres to the City of Napa and Napa Sanitation District along with concurrent detachment from County Service Area No. 4. The purpose of the proposal is to facilitate the development of 11 homes. The Commission also considered the Mitigated Negative Declaration adopted by the City of Napa for the reorganization pursuant to the California Environmental Quality Act (CEQA).

Vice Chair Cottrell asked for clarification from Commissioner Painter about inclusionary housing impact fee, confirming that as condition of approval the builder will pay a fee that goes to affordable housing. Setbacks were imposed to protect the creek and possible erosion issues.

The affected territory is located within an unincorporated island that is completely surrounded by the City. All landowners in this island were contacted about annexation and none were interested.

Chair Mohler opened up this item up for public comment. No comments were received.

Eric Zweig, Director of Planning for Edenbridge homes who own the land, reported that the project will begin in the Fall. Mr. Zweig confirmed that a full suite of geological and environment studies were completed, with storm drain outfall to the creek included. The homes will be 50 feet from the

top of the bank. The permit process with the State Department of fish and Wildlife to mitigate environment concerns is in process.

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

Upon motion by Commissioner Painter and second by Commissioner Ramos, the Browns Valley Road Reorganization and Associated CEQA Findings were approved by the following vote:

VOTE:

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

b) CALAFCO Nominations and Annual Conference Items

The Commission appointed voting delegates to represent the agency at the California Association of LAFCOs' (CALAFCO) Annual Conference scheduled for October 18 – 20 in Monterey, and also considered making who to nominate for the CALAFCO Board of Directors and achievement awards.

Chief Mohler nominated EO Freeman to be a voting delegate and Commissioner Leary for alternate delegate.

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

Upon motion by Chair Mohler and second by Commissioner Painter, the nominations for voting delegates were approved by the following vote:

VOTE:

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

Upon motion by Commissioner Ramos and second by Commissioner Leary, the nomination of Chair Mohler to serve on CALAFCO Board of Directors was approved by the following vote:

VOTE:

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

Upon motion by Vice Chair Cottrell and second by Commission Painter, the nomination of Commissioner Leary to serve on CALAFCO Board of Directors was approved by the following vote:

VOTE:

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

Upon motion by Vice Chair Cottrell and second by Commission Painter, the following achievement award nominations were approved by the following vote: (1) Assistant EO Longoria for the Lifetime Achievement Award; (2) the Green Island Vineyard SOI Request for the Mike Gotch Excellence in Public Service Award (sub-category: protection of agricultural and open space lands and prevention of sprawl); and (3) Colantuono, Highsmith and Whatley for Outstanding CALAFCO Associate Member:

VOTE:

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

9. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

No discussion or action occurred.

10. ADJOURNMENT TO NEXT SCHEDULED MEETING

The meeting was adjourned at 3:34 PM. The next meeting is Monday, July 10, 2023, at 9:00 AM **(Strategic Planning Workshop)** at the Town of Yountville Council Chambers, located at 6550 Yount Street, Yountville, CA 94599.

Margie Mohler, LAFCO Chair

ATTEST:

Brendon Freeman, Executive Officer

Prepared by:

Stephanie Pratt, Clerk/Jr. Analyst



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY SPECIAL MEETING MINUTES OF JULY 10, 2023

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Mohler called the special meeting of July 10, 2023, to order at 9:00 AM.

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

Regular Commissioners	Alternate Commissioners	Staff
Margie Mohler, Chair	Joelle Gallagher (<i>Arrived 9:08 AM</i>)	Brendon Freeman, Executive Officer
Anne Cottrell, Vice Chair (<i>Absent</i>)	Eve Kahn	Dawn Mittleman Longoria, Asst. Executive Officer
Beth Painter	Mariam Aboudamous (<i>Absent</i>)	Stephanie Pratt, Clerk/Jr. Analyst
Kenneth Leary		Gary Bell, Commission Counsel
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 rearrange the agenda. There were no requests and the agenda was approved.

4. PUBLIC COMMENTS

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

5. COMMISSION WORKSHOP

The Commission held a strategic planning workshop with facilitation services provided by Pamela Miller from Miller Management & Consulting Group. The following topics were covered.

a) LAFCO Overview

- A look at the intent, role, and responsibilities of Local Agency Formation Commissions. LAFCO is committed to serving the citizens and government agencies of its jurisdiction by encouraging the preservation of agricultural lands and open-space and coordinating the efficient delivery of municipal services.

b) Review of Napa LAFCO Goals and looking to the Future

- Utilize the 2020 Water-Wastewater Municipal Service review for the benefit of the region.
- Prioritize completion of the countywide Fire-EMS Municipal Service Review.
- Become a more independent LAFCO.
- Increase education and outreach to all Napa LAFCO stakeholders and the public.
- Develop comprehensive new commissioner orientation.
- Look at the coordination and provision of broadband services.
- Enhance our understanding of how Napa LAFCO can effectively consider climate resiliency factors in our work.

c) Future Priorities and Accomplishments

- Discussion on what we want to accomplish in the next two years. Suggested schedule for fiscal years 2023-24 and 2024-25 shown in the draft Strategic Plan 2023-2025.

d) Reflections on Workshop and Closing Comments

6. ADJOURNMENT TO NEXT SCHEDULED MEETING

Monday, August 7, 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