



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: December 4, 2023

SUBJECT: Approval of Meeting Minutes: October 2, 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 October 2, 2023 regular meeting, included as Attachment One.

Staff recommends approval of draft meeting minutes.

ATTACHMENTS

- 1) Draft Minutes for October 2, 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 OCTOBER 2, 2023**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Mohler called the regular meeting of October 2, 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>absent</i>)	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 (<i>departed 2:40pm</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.

EO Freeman recommended Item 7a (Supplemental Items 1 and 2) be removed from the agenda after receiving request for removal from applicant and information that statutory provisions render consideration of this matter at this meeting premature.

Upon motion by Vice Chair Cottrell and second by Commissioner Painter, the agenda was approved with the agreement that Item 7a be removed from this agenda, 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: August 7, 2023, Regular Meeting and September 11, 2023 Special Meeting**
- b) **Budget Adjustments for Fiscal Year 2023-24 and Release of Restricted Fund Balance into Reserves**

Receive Report for Information Only:

- a) **Current and Future Proposals**
- b) **Legislative Report**

Chair Mohler asked for any public comment, no comments were received. Upon motion by Commissioner Painter and Vice Chair Cottrell, the Consent items were approved.

VOTE:

AYES: MOHLER, COTTRELL, LEARY, PAINTER, RAMOS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

6. PUBLIC HEARING ITEMS

a) Final Municipal Service Review and Sphere of Influence Review for the Napa County Resource Conservation District

The Commission received and discussed the final Municipal Service Review and Sphere of Influence Review for the Napa County Resource Conservation District. The Commission considered adopting a resolution confirming the determinative statements and making no changes to the District's sphere.

Commissioner Painter requested that the wording "logical and orderly" be added in order to clarify the need to annex the City of Napa as follows:

"Annexation of this area is considered logical and orderly development and would allow for Napa RCD's boundary to accurately reflect the geographical scope of current programming ..."

Upon Motion by Vice Chair Cottrell and second by Commissioner Painter, the Commission adopted a resolution confirming the determinative statements, making no changes to the District's sphere, and included the language recommended by Commissioner Painter.

VOTE:

AYES: MOHLER, COTTRELL, LEARY, PAINTER, RAMOS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

7. ACTION ITEMS

a) Browns Valley Road Reorganization and Associated CEQA Findings (Removed)

b) Adoption of Strategic Plan 2023-2025

The Commission adopted the Strategic Plan 2023-2025 by resolution, outlining core agency priorities and objectives over the next two years.

Upon motion by Commissioner Leary and second by Vice Chair Cottrell, the Commission unanimously approved and adopted the Strategic Plan 2023-2025 by resolution.

VOTE:

AYES: MOHLER, COTTRELL, LEARY, PAINTER, RAMOS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

c) Consider Authorizing Selection of Consultant for Countywide Fire and Emergency Medical Services Municipal Service Review and Sphere of Influence Reviews

The Commission received a status update on proposals received in response to a Request for Proposals (RFP) for a consultant to prepare the Countywide Fire and Emergency Medical Services Municipal Service Review and Sphere of Influence Reviews. The Commission considered two actions as part of this item: (1) authorize the ad hoc RFP Committee (Vice Chair Cottrell and Commissioner Painter) to select a preferred consultant and negotiate a contract; and (2) authorize the Commission Chair to sign the contract.

The Commission discussed the “needs assessment” portion of the Scope of Services. The decision was to give direction to the ad hoc committee and staff to clarify the depth and range of this analysis when negotiating the contract. The Commission also emphasized the need for the consultant to include existing studies in their analysis.

Upon motion by Vice Chair Cottrell and second by Commissioner Leary, the Commission authorized the ad hoc RFP Committee to select a preferred consultant and negotiate a contract.

VOTE:

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

Upon motion by Vice Chair Cottrell and second by Commissioner Leary, the Commission authorized the Chair Mohler to sign the contract once the consultant is selected by the ad hoc RFP Committee.

VOTE:

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

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

The Commission considered providing formal direction to staff with respect to pursuing any amendments to the Agreement for the Provision of Support Services with representatives of the County of Napa and established an ad hoc subcommittee with two appointed members to assist staff in this process that the Commission appointed the subcommittee to be comprised of Commissioner Ramos and Commissioner Leary. The Commission appointed Vice Chair Cottrell as the alternate if a member is not available. Upon motion by Commissioner Leary and second by Chair Mohler, the Commission this action was unanimously approved.

VOTE:

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

e) Consider Adjustment to Executive Officer’s Compensation

The Commission approved a resolution adjusting the Executive Officer’s compensation based on the performance evaluation initiated during the Commission’s August 7, 2023 regular meeting. The recommended new annual salary of \$176,934.13 will be effective October 14, 2023. Legal Counsel Bell reported that the slight difference between the amount on the agenda and resolution are due to a minor math calculation.

Upon motion by Commissioner Painter and second by Vice Chair Cottrell, the Commission this action was unanimously approved.

VOTE:

AYES: MOHLER, COTTRELL, LEARY, PAINTER

NOES: NONE

ABSENT: RAMOS

ABSTAIN: NONE

8. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

No discussion or action occurred.

9. ADJOURNMENT TO NEXT SCHEDULED MEETING

The meeting was adjourned at 3:19 PM. The next regular LAFCO meeting is scheduled for Monday December 4, 2023 at 2:00 PM. The meeting location will be 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