



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY  
MEETING MINUTES OF FEBRUARY 7, 2022**

**1. WELCOME AND CALL TO ORDER; ROLL CALL (teleconference)**

Chair Dillon called the regular meeting of Monday, February 7, 2022 to order at 2:00 PM. At the time of roll call, the following Commissioners and staff were present:

Regular Commissioners	Alternate Commissioners	Staff
Diane Dillon, Chair	Ryan Gregory	Brendon Freeman, Executive Officer
Margie Mohler, Vice Chair	Eve Kahn	DeeAnne Gillick, Commission Counsel
Brad Wagenknecht	Beth Painter	Dawn Mittleman Longoria, Analyst II/Interim Clerk
Mariam Aboudamous		
Kenneth Leary		

**2. PLEDGE OF ALLEGIANCE**

Chair led the Pledge of Allegiance.

**3. AB 361 REMOTE TELECONFERENCING ACTION**

Pursuant to AB 361, the Commission considered the status of the ongoing public emergency and facts related to health and safety of meeting attendees due to COVID-19 and considered further findings related to holding this Commission meeting by teleconference pursuant to the provisions of subdivision (e) of Government Code Section 54953.

The Commission discussed the state of emergency and the current circumstances and agreed that those conditions warrant continued teleconference meetings.

Note: This issue was also discussed in agenda item #9c Direction of Future Commission Meetings.

The Commission requested guidance from Legal Counsel.

Commission Counsel, DeeAnne Gillick advised that, in compliance with the Brown Act, the Commission should make a motion confirming their decision.

Upon motion by Commissioner Wagenknecht and second by Commissioner Mohler, the Commission agreed to continue holding Commission meetings by teleconference:

**VOTE:**

**AYES: MOHLER, WAGENKNECHT, ABOUDAMOUS, DILLON, AND LEARY**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**4. APPROVAL OF AGENDA**

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

Upon motion by Commissioner Mohler and second by Commissioner Leary, the Commission adopted the agenda, without amendment:

**VOTE:**

**AYES: MOHLER, LEARY, ABOUDAMOUS, DILLON, AND WAGENKNECHT**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**NOTE:** At this time, agenda item #6 was presented with special guests attending via Zoom:

**5. RECOGNITION OF SERVICE: Kathy Mabry**

The Commission's Secretary and Clerk retired after 21 years of service to Napa LAFCO. Executive Officer Freeman expressed appreciation for Mrs. Mabry's dedication and service to the organization. He noted various accomplishments over the years, including working under five separate Executive Officers, relocating the office three times and working on 20 clean audits. Executive Officer Freeman expressed best wishes to Mrs. Mabry in retirement. Pamela Miller, CALAFCO Executive Director presented a framed award from the CALAFCO Board and expressed appreciation for her service to CALAFCO.

Former Napa Executive Officer, Keene Simonds, spoke of accomplishments Mrs. Mabry made during his tenure.

Former Napa Executive Officer, Dan Swartz, stated that he was glad to have hired Mrs. Mabry.

The Commissioners each expressed their appreciation for Mrs. Mabry's assistance and dedication. They wished her all the best in her well-deserved retirement.

Analyst Dawn Mittleman Longoria stated that it had been a pleasure working with Mrs. Mabry and wished her a wonderful retirement.

**6. PUBLIC COMMENTS**

Chair Dillon invited members of the audience to provide public comment. No public comments were received. Chair Dillon closed the public comment period.

**7. CONSENT ITEMS**

**Action Items:**

a) **Approval of Meeting Minutes:** December 6, 2021 Regular Meeting

Upon motion by Commissioner Mohler and second by Commissioner Leary, the action item was approved:

**VOTE:**

**AYES: MOHLER, LEARY, ABOUDAMOUS, DILLON, AND WAGENKNECHT**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**Receive Report for Information Only:**

b) **Second Quarter Budget Report for Fiscal Year 2021-22**

c) **Legislative Report**

d) **Napa LAFCO Quarterly Newsletter**

e) **CALAFCO Quarterly Report**

f) **Current and Future Proposals**



**8. ACTION ITEMS**

**a) Proposed S Terrace Drive Reorganization and Associated CEQA Findings**

The Commission considered approving a proposal submitted by landowner petition for annexation of one unincorporated parcel totaling approximately 0.1 acres in size to the City of Napa along with concurrent detachment from County Service Area No. 4. The affected territory is located at 2159 S Terrace Drive and identified by the County Assessor as 046-271-007. The City of Napa serves as lead agency under CEQA and has accordingly prepared an environmental impact report for the City of Napa General Plan addressing all potential environmental impacts associated with the proposed annexation. The recommended action was for the Commission to adopt a resolution approving the proposal with standard terms and conditions and making CEQA findings.

Dawn Mittleman Longoria, Analyst II presented this item. She explained that the request is due to a contaminated well. She also explained that the parcel is located within the *Imola/Parish* City of Napa island.

Commissioner Wagenknecht asked whether staff contacts neighbors to join the annexation.

Executive Officer Freeman explained that in this situation time was of the essence due to the contaminated well.

Commissioner Leary asked about the location of water pipes.

Executive Officer Freeman explained the location of water pipes.

The Commission discussed their priority to annex unincorporated island in the City of Napa. They questioned LAFCO's authority to clean up these islands. The Commission requested a report on LAFCO's authority and process regarding islands

Upon motion by Commissioner Mohler and second by Commissioner Aboudamous, the proposed reorganization was approved:

**VOTE:**

**AYES: MOHLER, ABOUDAMOUS, DILLON, LEARY, AND WAGENKNECHT**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**b) Proposed Orchard Avenue No. 5 Annexation to the Napa Sanitation District and Associated CEQA Findings**

The Commission considered a proposal submitted by landowner petition for the annexation of one incorporated parcel totaling approximately 1.0 acres in size to NSD. The affected territory is located in the City of Napa at 1065 Orchard Avenue and identified by the County Assessor as 035-042-022. The annexation is intended to eliminate the onsite private septic system for the existing single-family residence. Annexation is exempt from CEQA under CEQA Guidelines Section 15282(k). The recommended action was for the Commission to adopt a resolution approving the proposal with standard terms and conditions and making CEQA findings.

Analyst Longoria presented this item. She explained that all potential future development was considered in the factors for consideration. This information was based solely on the City of Napa zoning and did not take into account site constraints.

Upon motion by Commissioner Wagenknecht and second by Commissioner Mohler, the annexation proposal was approved:

**VOTE:**

**AYES: WAGENKNECHT, MOHLER, DILLON, ABOUDAMOUS, AND LEARY**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**c) Proposed Amendment to Policy on Conducting Commission Meetings and Business**

The Commission considered a proposed amendment to its Policy on Conducting Commission Meetings and Business as prepared by the ad hoc Policy Committee. The recommended action is for the Commission to adopt a resolution approving the amendment

Executive Officer Freeman explained the purpose of the amendment is to provide consistency and transparency for applicants wishing to make a presentation to the Commission.

Upon motion by Commissioner Wagenknecht and second by Commissioner Leary, the proposed policy amendment was approved:

**VOTE:**

**AYES: MOHLER, LEARY, ABOUDAMOUS, DILLON, AND WAGENKNECHT**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**9. DISCUSSION ITEMS**

**a) Strategic Plan and Work Program Progress Report**

The Commission received a progress report on its adopted strategic plan and work program. The Commission discussed costs for a future strategic planning session and issues to review such as island annexations, municipal service reviews (MSRs), emergency services, and onboarding new Commissioners. The Commission decided to schedule the planning session after new Commissioners have been seated on the Commission. The Commission also directed staff to schedule at least one meeting to discuss islands and MSRs before the strategic planning session.

**b) Legal Counsel Request for Proposal Update and Direction**

The Commission received an update on the status of its request for proposal for legal counsel. The Commission's legal counsel, DeeAnne Gillick, removed herself during the discussion. The Commission determined that the ad-hoc legal counsel subcommittee should evaluate candidates and schedule a special meeting to interview the top candidates.

**c) Direction on Future Commission Meetings**

The Commission considered alternatives for holding future Commission meetings in person, remotely, or as a hybrid. During today's agenda item #3, the Commission also discussed this matter.

The Commission reviewed the pros and cons of having in-person vs hybrid meetings, as well as what is best for the community during the on-going pandemic. The Commission decided to continue holding virtual meetings due to continued health concerns. The Commission's preference will be discussed again at the April Commission meeting.



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

The Commission noted the discussion that occurred for item 8a) S. Terrace Drive Reorganization, specifically outreach to neighbors in the *Imola/Parish* island. A survey of the area was conducted ten years ago with limited responses. The Commission requested that staff return with a succinct report providing the current process for outreach to neighbors when a landowner applies for annexation. Commissioner Painter suggested inviting staff from the City of Napa and possible from Napa Sanitation District. The Commission further explained that the general discussion of islands would be scheduled as part of the Strategic Planning session.

**11. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING**

The meeting was adjourned at 3:30 PM. The next regular LAFCO meeting is scheduled for Monday, April 4, 2022, at 2:00 PM.

**The meeting will be conducted by teleconference due to COVID-19 in compliance with California Assembly Bill 361.**

*Diane Dillon*

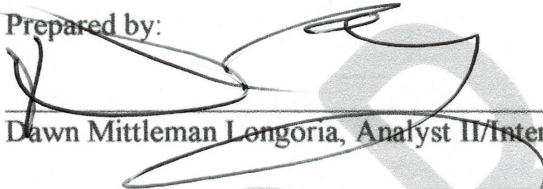
Diane Dillon (May 15, 2022 18:46 PDT)

Diane Dillon, LAFCO Chair

ATTEST:

Brendon Freeman, Executive Officer

Prepared by:

  
Dawn Mittleman Longoria, Analyst II/Interim Clerk