



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: October 2, 2023

SUBJECT: Approval of Meeting Minutes: August 7, 2023 Regular Meeting and September 11, 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 August 7, 2023 regular meeting, included as Attachment One, and the September 11, 2023 special meeting, included as Attachment Two.

Staff recommends approval of both sets of draft meeting minutes.

ATTACHMENTS

- 1) Draft Minutes for August 7, 2023 Regular Meeting
- 2) Draft Minutes for September 11, 2023 Special 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 MONDAY, AUGUST 7, 2023**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Mohler called the regular meeting of August 7, 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	Brendon Freeman, Executive Officer
Anne Cottrell, Vice Chair	Eve Kahn (<i>Voting</i>)	Dawn Mittleman Longoria, Assistant Executive Officer (<i>Absent</i>)
Beth Painter	Mariam Aboudamous	Stephanie Pratt Clerk/Jr. Analyst
Kenneth Leary (<i>Absent</i>)		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.

Upon motion by Vice-Chair Cottrell and second by Commissioner Painter, the Commission unanimously adopted the agenda as submitted:

VOTE:

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

NOES: NONE

ABSENT: LEARY

ABSTAIN: NONE

4. PUBLIC COMMENTS

Chair Mohler 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 5, 2023 Regular Meeting and July 10, 2023 Special Meeting

Receive Report for Information Only:

b) **Current and Future Proposals**

c) **Draft Fiscal Year 2022-23 Budget to Actual Report**

d) **CALAFCO 2023 Annual Conference Updates (Monterey)**

Upon motion by Vice-Chair Cottrell and second by Commissioner Kahn, the consent items were unanimously approved.

VOTE:

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

NOES: NONE

ABSENT: LEARY

ABSTAIN: NONE

6. ACTION ITEMS**a) Adoption of Strategic Plan 2023-2025**

On July 10, 2023, Pamela Miller led the Commission in a workshop in The Town of Yountville to determine Napa LAFCO's mission, purpose, goals, objectives, challenges, and opportunities and presented the outcome in the draft of Strategic Plan 2023-2025.

The overall consensus is that as it stands, the plan is too much to accomplish in two years. A suggestion was made to compare each goal of the draft one by one.

- GOAL 1: Revisit 2020 Water and Wastewater Municipal Service Review (MSR) recommendations. Decision was made to relook at the recommendations and see how they benefit the region followed by engaging public agencies. All agreed that holding a workshop is the best way to engage these partners. Staff agreed to conduct a poll to find a date that works to revisit, assess and prioritize how and when to prioritize this goal.
- GOAL 2: Prioritize completion of the countywide Fire & EMS MSR. The Commission discussed changing the wording for this goal.
- GOAL 3: Become a more independent LAFCO. A decision was made that the only action item for this goal should be moving toward greater independence. Work towards empowering Staff with some direction and possibly to assign an ad hoc committee.
- GOAL 4: Increase education and outreach to all Napa LAFCO stakeholders and the public. A decision was made to remove this from the Strategic Plan as this is an ongoing administrative activity for Staff.
- GOAL 5: Develop comprehensive new commissioner orientation. Decision made to remove as a two-year goal, continue to empower Staff and work to move administrative goals to them.
- GOAL 6: Look at the coordination and provision of broadband services. Decision made to remove from Strategic Plan.
- GOAL 7: Enhance our understanding of how Napa LAFCO can effectively consider climate resiliency factors in our work. Decision made to remove from Strategic Plan and rely on Staff to lead a roundtable discussion on this topic at the CALAFCO annual conference.

These decisions leave three goals out of the original seven in the Strategic Plan. Further revision remains needed. Action on this item is continued to the Commission's October 2, 2023 regular meeting. Chair Mohler and Vice-Chair Cottrell will be advising Staff in this process prior to the October meeting.

b) Partrick Road No. 6 Annexation to the Napa Sanitation District

Staff corrected the Public Record to reflect a GIS mapping error that had no affect on the recommended action.

Upon motion by Commissioner Painter and second by Commissioner Ramos, this Action Item was unanimously approved.

VOTE:

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

c) Legislative Report

Assembly Bill (AB) 399 could upend the LAFCO process with changes to the protest process thereby circumventing LAFCO.

Upon motion by Vice-Chair Cottrell and second by Commissioner Ramos, Assembly Bill (AB) 399 was unanimously opposed.

VOTE:

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

d) Request for Proposals for Countywide Fire and Emergency Medical Services Municipal Service Review

Upon motion by Commissioner Kahn and second by Vice-Chair Cottrell, the Commission unanimously authorized Staff to release the Draft RFP.

VOTE:

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

7. DISCUSSION ITEMS**a) Draft Municipal Service Review and Sphere of Influence Review for the Napa County Resource Conservation District**

The draft report was discussed and the Commission directed Staff to return with a final report for formal adoption at the October 2, 2023 regular meeting.

8. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

Chair Mohler and the Commission agreed this was a great discussion related to the Strategic Plan.

9. CLOSED SESSIONS:**a) Public Employee Performance Evaluation – (Government Code Section 54957(b)(1))**

Employee: Executive Officer

b) Conference with Labor Negotiators – (Government Code Section 54957.6)

Agency Designated Representative: Commission Chair

Unrepresented Employee: Executive Officer

There was no reportable action following the closed sessions.

10. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING

The meeting was adjourned at 4:35 PM. The next regular LAFCO meeting is scheduled for Monday, October 2, 2023, at 2:00 PM.

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 MONDAY, SEPTEMBER 11, 2023**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair Mohler called the special meeting of September 11, 2023 to order at 9:30 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 9:37am</i>)	Brendon Freeman, Executive Officer
Anne Cottrell, Vice Chair	Eve Kahn (<i>Voting</i>)	Dawn Mittleman Longoria, Assistant Executive Officer
Beth Painter	Mariam Aboudamous	Stephanie Pratt Clerk/Jr. Analyst
Kenneth Leary (<i>Absent</i>)		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. Upon motion by Commissioner Painter and second by Commissioner Ramos, the Commission unanimously adopted the agenda as submitted:

VOTE:

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

NOES: NONE

ABSENT: LEARY

ABSTAIN: NONE

4. PUBLIC COMMENTS

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

5. DISCUSSION ITEMS

a) Commission Workshop on Napa Countywide Water and Wastewater Municipal Service Review Recommendations

Chair Mohler opened the workshop. Executive Officer Freeman presented a PowerPoint reviewing the recommendations contained within the Napa Countywide Water and Wastewater Municipal Service Review that was adopted in 2020.

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

John Ferons, Public Works Director for The Town of Yountville comments: Water Optimization Group formed among water provider staff. Focus on engineer and infrastructure and hope to work with City Managers Group with their results. Working to identify capital improvement projects and how to implement them.

Phil Brun, Utilities Director from City of Napa comments: The MSR is accurate and robust, and the effort and teamwork is appreciated. Collaboration is currently happening and working well. Water systems in Napa County are tied together. The recent drought warranted other discussions. All parties participated in forming a Drought Contingency Plan in an effort to leverage water supplies valley wide. The top three recommendations were all collaborative:

- 1) Looking at Sites Reservoir: American Canyon is already participating. City of Napa is on a waiting list.
- 2) Purified water from wastewater: Feasibility study has begun.
- 3) Valley wide optimization Study: Consider JPAs and countywide options. There are five water treatment plants running in January. Ultimately should be one or two. Engineering questions and cost considerations are needed to understand how to move the water. An engineering consultant is needed to do the modeling and the projected cost is likely \$200,000 to \$300,000 to understand the path to optimization. Recommendations have to make sense to the rate payers.

Lester Hardy, St. Helena City Council member (speaking as an individual); he will also present his statements to the City Council.

- Elected officials need to be able to explain how constituents will be affected.
- The governance structure should come after technical and cost analysis.
- It is important to consider groundwater recharging.
- Happy that LAFCO initiated the study and has sited the urgent need to work collaboratively.

Chair Mohler stated the importance of looking at this issue with a regional approach. LAFCO has a foothold, and she thanked all the public works staff. Water infrastructure is expensive but necessary going forward. Grant funding is possible. She advises starting small and non-controversial and lean on City of Napa and Napa Sanitation District due to their existing developed infrastructure.

Vice Chair Cottrell stated that collaboration and regionalization for municipal water systems are core goals of this study. This MSR is not about groundwater in particular.

Commissioner Painter stressed that the need is to work collaboratively and move forward similar to the Napa County Climate Action Committee (NCCAC).

Commissioner Ramos suggested that perhaps LAFCO may be able to get added to NCCAC to introduce these issues as well as Napa County League of Governments (NCLOG) meetings.

Commissioner Kahn commented that the smaller districts may not have the infrastructure or leadership capability and need encouragement to participate. Perhaps there are ways to encourage them to get together as there is currently no connectivity in place. Lack of services affects property values in the area.

Commissioner Gallagher asked Executive Officer Freeman if it is possible for him to attend jurisdictional meetings to share these recommendations, and also what the cost differences for different communities might be in the future. Executive Officer Freeman concurred he can attend and look at the cost differences and examples from other counties to prepare a basic analysis.

Commissioner Ramos said that Federal appropriation requests begin in February/March and suggested to request a meeting with congressional staff since a multijurisdictional request is more likely to get funded.

Chair Mohler would like a working name for this group as there is more clout with a formally named group. A grass roots approach is working and appears to be the best way forward. LAFCO should keep this on the agenda for quarterly review.

6. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

There was no discussion of this item.

7. CLOSED SESSIONS:

a) Public Employee Performance Evaluation – (Government Code Section 54957(b)(1))

Employee: Executive Officer

b) Conference with Labor Negotiators – (Government Code Section 54957.6)

Agency Designated Representative: Commission Chair

Unrepresented Employee: Executive Officer

There was no reportable action following the closed sessions.

8. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING

The meeting was adjourned at 11:00 AM. The next regular LAFCO meeting is scheduled for Monday, October 2, 2023, at 2:00 PM.

Margie Mohler, LAFCO Chair

ATTEST:

Brendon Freeman, Executive Officer

Prepared by:

Stephanie Pratt, Clerk/Jr. Analyst