



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 71 (Consent/Information)

TO: Local Agency Formation Commission
PREPARED BY: Brendon Freeman, Executive Officer B F
MEETING DATE: February 2, 2026
SUBJECT: Work Program Update

BACKGROUND AND SUMMARY

This is a consent item for information purposes only. Accordingly, if interested, the Commission is invited to pull this item for additional discussion with the concurrence of the Chair. No formal action will be taken as part of this item.

The Commission's Work Program for Fiscal Year 2025-26 is included as Attachment 1. A brief update on key projects follows.

Napa Sanitation District Sphere of Influence (SOI) Update

A preliminary draft SOI Update was prepared in-house and presented to the Commission on August 4, 2025. The Commission directed staff to return with a revised report that will complete this project. Subsequent communication resulted in new SOI study areas to be evaluated. It is anticipated that a revised report will be presented on April 6, 2026.

Countywide Fire & EMS Municipal Service Review (MSR)

An administrative draft MSR prepared by a consultant, AP Triton, is undergoing review. It is anticipated that a public draft report will be presented on April 6, 2026.

City of St. Helena MSR/SOI

An administrative draft MSR was prepared by a consultant, RSG. The City of St. Helena requested additions and revisions that fall outside the scope of the Commission's contract with RSG. A proposed contract amendment is included as item 9c on today's agenda. It is anticipated a draft report will be presented on June 1, 2026.

ATTACHMENT

- 1) Work Program Update for Fiscal Year 2025-26

Beth Painter, Chair
Councilmember, City of Napa

Paul Dohring, Commissioner
Councilmember, City of St. Helena

David Oro, Alternate Commissioner
Councilmember, City of American Canyon

Belia Ramos, Vice Chair
County of Napa Supervisor, 5th District

Anne Cottrell, Commissioner
County of Napa Supervisor, 3rd 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

Napa LAFCO Work Program for Fiscal Year 2025-26			
		Timeline	Comments
STUDIES	Napa Sanitation District SOI (In-House)	Revised Draft in April 2026	Previous MSR completed in 2014 (Central County Region MSR). Previous SOI completed in 2015. Draft report presented in August 2025. Subsequent conversations have resulted in additional study areas to be evaluated in the next draft.
	Countywide Fire & EMS MSR (Consultant)	Draft report in April 2026	Previous Countywide Fire MSR completed in 2006. Contracting with AP Triton to prepare the report. Administrative draft is undergoing review by subject agencies.
	City of St. Helena MSR & SOI (Consultant)	Draft report in June 2026	Previous MSR & SOI completed in 2008. Administrative draft was met with a request from City Manager for additional areas of evaluation related to SOI study areas and determining the governance structure of the City's sewer system.
ADMINISTRATION	Audit	Annual	Will be presented by the County Auditor-Controller on 2/2/26.
	Budget	Annual	Ad hoc Budget Committee appointed on 2/2/26 to prepare a budget and work program. Proposed budget to be presented on 4/6/26 and final budget to be presented on 6/1/26.
	Legislation	Annual	Ad hoc Legislative Committee to be appointed on 2/2/26 to advise the Commission in taking positions on bills affecting LAFCOs.
	New Commissioner Orientation	Ongoing	In-person orientation process for new commissioners.
	Policies	Ongoing	Ad hoc Policy Committee is reviewing all local policies and recommending amendments as needed. Two policy amendments to be presented on 2/2/26.
	Proposals	Ongoing	See "Current and Future Proposals" staff report on each meeting agenda for a status update.
	Staff Training	Ongoing	Staff Analyst and Clerk require ongoing training on LAFCO's administrative functions and application processing.
	Website/Document Management	Ongoing	Staff continuously updates information on website including agendas, minutes, meeting recordings, audits, budgets, etc.
OTHER	Special Projects & Studies	TBD	To be determined in budget cycle and strategic planning. Typically involves a contract with a consultant to be funded with reserves. See Countywide Fire & EMS MSR in "Studies".
	Education & Outreach to Stakeholders & Public	Ongoing	Proactive engagement with local agencies. Conduct regular presentations for miscellaneous groups and organizations. Leverage website whenever possible.
	Climate Resiliency in LAFCO's Work	Ongoing	Research policies & best practices of other LAFCOs. Consider adopting additional local policies.
	Coordination & Provision of Broadband Services	Ongoing	Participate in the North Bay Broadband Consortium. Coordinate with other LAFCOs. Little progress made to date. Not generally a LAFCO issue throughout California.
	2025 CALAFCO Annual Conference	October 22-24, 2025	Two staff and one commissioner attended. Conference report will be on the agenda for 2/2/26.
	2026 CALAFCO Staff Workshop	May 6-8, 2026	Staff only. Pismo Beach, hosted by San Luis Obispo LAFCO.