



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 7a (Consent/Action)

TO: Local Agency Formation Commission

PREPARED BY: Stephanie Pratt, Staff Analyst *SP*

MEETING DATE: February 2, 2026

SUBJECT: Approval of Meeting Minutes: August 4, 2025 Regular 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 4, 2025 regular meeting, included as Attachment 1.

Staff recommends approval of draft meeting minutes.

ATTACHMENT

- 1) Draft Minutes for August 4, 2025 Regular Meeting

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



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
REGULAR MEETING MINUTES OF MONDAY, AUGUST 4, 2025**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair called the regular meeting of August 4, 2025 to order at 2:00 PM.

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

Regular Commissioners	Alternate Commissioners	Staff
Kenneth Leary, Chair	Joelle Gallagher (<i>voting until 2:09pm</i>)	Brendon Freeman, Executive Officer
Beth Painter, Vice Chair	Eve Kahn	Gary Bell, Commission Counsel
Anne Cottrell	David Oro (<i>2:03pm arrival</i>)	Stephanie Pratt, Staff Analyst
Paul Dohring		
Belia Ramos (<i>2:09pm arrival</i>)		

2. PLEDGE OF ALLEGIANCE

Chair Leary led the Pledge of Allegiance.

3. DISCLOSURES UNDER POLITICAL REFORM ACT/LEVINE ACT

4. APPROVAL OF AGENDA

The Chair approved the Agenda as prepared by the Executive Officer with any requests to remove or rearrange items by members of the Commission or staff.

Upon motion by Commissioner Cottrell and second by Commissioner Dohring, the Commission unanimously adopted the adjusted agenda by the following vote:

VOTE:

AYES: LEARY, PAINTER, COTTRELL, DOHRING, GALLAGHER

NOES: NONE

ABSENT: RAMOS

ABSTAIN: NONE

5. PUBLIC COMMENTS

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

6. CONSENT ITEMS

Action Items:

a) Approval of Meeting Minutes: June 2, 2025 Regular Meeting

Upon motion by Commissioner Cottrell and second by Commissioner Dohring, the Commission unanimously approved the minutes of June 2, 2025 by the following vote:

VOTE:

AYES: LEARY, PAINTER, COTTRELL, DOHRING, GALLAGHER

NOES: NONE

ABSENT: RAMOS

ABSTAIN: NONE

Receive Report for Information Only:

- b) Year End Budget Report for Fiscal Year 2024-25**
- c) Current and Future Proposals**
- d) Legislative Report**

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

Upon motion by Vice Chair Painter and second by Commissioner Cottrell, the Commission unanimously approved the consent items by the following vote:

VOTE:

AYES: LEARY, PAINTER, COTTRELL, DOHRING, GALLAGHER
NOES: NONE
ABSENT: RAMOS
ABSTAIN: NONE

7. ACTION ITEMS

a) Napa Sanitation District Sphere of Influence Update Draft Report and Possible Direction

The Commission received a draft Napa Sanitation District Sphere of Influence Update and provided direction to staff with respect to the further development of the report prior to final action at a future meeting. This action was to determine if the Commission wants to allocate additional resources to refine the study prior to further decisions on the NSD SOI itself. The sphere policy is currently under review and will focus on the Monticello area this round.

Chair Leary opened the floor for public comment at 2:18pm.

Juliette Pressler: Vichy Avenue resident wants to connect to NSD, issues with leach field and willing to take time to reach out to neighbors.

Eric Wade: Representing Applied Civil Engineering and President of Napa Engineering Society. Discussed calls received from residents and inability to upgrade/replace their septic systems.

Andrew Damron: General Manager of NSD, reminding Commission they are only here to provide technical input as they are not a land use authority. Chief issue is capacity and if new pipes should be constructed, choosing which area gets service first is important to prioritize at that time, along with how funding will be applied, e.g. voluntary or demand assessment.

Supervisor Amber Manfree: Discussed ways to encourage attendance at Town Halls.

Commissioners discussed the need for significant community organization efforts to occur before the SOI should be expanded. The Commission directed staff to return at the next meeting with a final report for adoption.

b) Proposed Amended and Restated Support Services Agreement with Napa County

The Commission approved the proposed amended and restated Support Services Agreement with Napa County.

Upon motion by Commissioner Dohring and second by Commissioner Ramos, the Commission unanimously approved the action item by the following vote:

VOTE:

AYES: LEARY, PAINTER, COTTRELL, DOHRING, RAMOS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

c) Special District Representation on LAFCO and Possible Direction

The Commission received a report on the process of adding special district representation to LAFCO and considered establishing an ad hoc committee to assist staff with respect to pursuing the addition of special districts to the Commission. The Commission gave direction to not move forward with the ad hoc committee at this time.

8. EXECUTIVE OFFICER REPORT

Executive Officer Freeman reported that he attended the CSDA GM Leadership Summit at the end of June.

Executive Officer Freeman presented a session on LAFCO at a Napa Sunrise Rotary Meeting on July 17th, with plans for a similar presentation to the Grand Jury on August 13th. He also registered for the CSDA annual conference in Monterey for the last weekend of August, where he will serve on a panel with two other LAFCO EOs.

Executive Officer Freeman relayed that the transition team of CALAFCO offered to attend a future meeting and present an update to encourage renewed membership. An item will be added to the February 2026 meeting in order to inform budget process for rejoining. Executive Officer Freeman will be attending the CALAFCO conference in San Diego during October 22-24, at a discounted member registration rate.

The Fire & EMS MSR is nearing completion but requires tech review committee edits. A draft will be presented once this has been finalized.

The St. Helena MSR has generated significant discussion pertaining to the possible outside sewer service extensions. Updates to be provided as appropriate.

9. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

10. ADJOURNMENT at 3:45 PM TO NEXT SCHEDULED MEETING

Monday, February 2, 2026, at 2:00 P.M. at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd floor, Napa, CA 94559.

Kenneth Leary, LAFCO Chair

ATTEST:

Brendon Freeman, Executive Officer

Prepared by:

Stephanie Pratt, Clerk/Staff Analyst

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