



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 6a (Consent/Action)

TO: Local Agency Formation Commission

PREPARED BY: Charlie Gray, Commission Clerk *CG*

MEETING DATE: April 6, 2026

SUBJECT: Approval of Meeting Minutes: February 2, 2026 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 February 2, 2026 regular meeting, included as Attachment 1.

Staff recommends approval of draft meeting minutes.

ATTACHMENT

- 1) Draft Minutes for February 2, 2026 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, FEBRUARY 2, 2026**

1. WELCOME AND CALL TO ORDER; ROLL CALL

Chair called the regular meeting of February 2, 2026 to order at 2:03 PM.

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

Regular Commissioners	Alternate Commissioners	Staff
Beth Painter, Chair	Joelle Gallagher	Brendon Freeman, Executive Officer
Belia Ramos, Vice Chair	Eve Kahn	Gary Bell, Commission Counsel
Anne Cottrell	David Oro	Stephanie Pratt, Staff Analyst
Paul Dohring		Charlie Gray, Commission Clerk
Kenneth Leary		

2. PLEDGE OF ALLEGIANCE

Chair Painter invited Commissioner Leary to lead the Pledge of Allegiance.

3. DISCLOSURES UNDER POLITICAL REFORM ACT/LEVINE ACT

Commissioner Cottrell reported that she had exchanged emails with Elaine de Man on the subject of the St. Helena MSR.

4. OATH OF OFFICE FOR NEW COMMISSION CLERK

Commission Counsel Bell administered an Oath of Office for new Commission Clerk Charlie Gray.

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

VOTE:

AYES: PAINTER, RAMOS, COTTRELL, DOHRING, LEARY

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

6. PUBLIC COMMENTS

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

7. CONSENT ITEMS

Action Items:

- a) **Approval of Meeting Minutes: August 4, 2025 Regular Meeting**
- b) **Approval of Meeting Calendar for 2026**
- c) **Direction for Public Member Recruitment Procedure**

Receive Report for Information Only:

- d) **Current and Future Proposals**
- e) **2026 CALAFCO Annual Conference Report**
- f) **Legislative Report for 2025**
- g) **Second Quarter Budget Report for Fiscal Year 2025-26**
- h) **Chair Rotation for 2026**
- i) **Expiring Commissioner Terms in 2026**
- j) **Best Practices for Drinking Water Municipal Service Reviews**
- k) **Update on Unincorporated Islands**
- l) **Work Program Update**
- m) **Requirement to Provide Full Text of Brown Act (Government Code section 54952.7)**

Upon motion by Commissioner Dohring and second by Vice Chair Ramos, the Commission unanimously approved the Meeting Calendar of for 2026 by the following vote:

VOTE:

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

8. SPECIAL PRESENTATION: CALAFCO Executive Director Michelle McIntyre

The Commission received a presentation from CALAFCO Executive Director Michelle McIntyre with information regarding upcoming events such as a special vote for associate members, a LAFCO 101 information session, and the upcoming workshop and conference. Commissioner Ramos suggested having Napa LAFCO's CALAFCO membership submitted as a budgetary item in April, to which Executive Officer Freeman agreed.

9. ACTION ITEMS

a) Financial Audit for Fiscal Year Ending June 30, 2025

The Commission received a "clean" financial audit as presented by Tracy Schulze and prepared by Brown Armstrong for the fiscal year ending June 30, 2025.

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

Upon motion by Commissioner Ramos and second by Commissioner Cottrell, the Commission unanimously received and filed the Financial Audit for Fiscal Year Ending June 30, 2025, by the following vote:

VOTE:

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

b) Proposed Penny Lane No. 7 Reorganization and Associated CEQA Findings

The Commission considered a proposal for the annexation of one parcel totaling .9 acres in size to the City of Napa along with concurrent detachment of the affected territory from County Service Area No. 4.

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

Upon motion by Commissioner Cottrell and second by Commissioner Dohring, the Commission unanimously approved the proposed Penny Lane Annexation.

VOTE:

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

c) Proposed Amendment to Contract with RSG Relating to the City of St. Helena Municipal Service Review

The Commission received a proposed amendment to consultant RSG's contract relating to the City of St. Helena Municipal Service Review. This action was to request that the Commission allocate an additional \$19,000 to the previously established contract, in order for RSG to provide requested additional analysis to ensure the MSR produces meaningful and defensible outcomes.

Chair Painter opened the floor for public comments at 3:03pm.

Tim Hall: St. Helena resident wanting to support renewed public interest in comprehensive S.O.I. and to emphasize including areas currently located outside of St. Helena boundaries.

Elaine de Man: St. Helena resident wanting to lend her full support of an S.O.I. in hopes of future annexation.

Anil Comelo: City Manager of St. Helena, wanting to lend his support to the M.S.R. process and to explain internal staffing issues that led to delays. Emphasized that SOI should be rational and include parcels that are already supported by the city.

Chair Painter closed the public comments at 3:19pm.

Commissioners discussed the delays with the MSR as well as how much of the budget has already been utilized by RSG before concluding that policy indicates there should be no mention of the SOI. at this stage in the process. The Commission directed staff to modify the proposed amendment to remove mention of a Sphere of Influence and to be more consistent with LAFCO policy. The amendment does not need to be brought back to the Commission as long as the Chair is involved with the process.

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

VOTE:

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

d) Consider Approval of Amendments to the Policy on Spheres of Influence and the Policy of Executive Officer Performance Review

The Commission considered amendments to the Policy on Spheres of Influence the update to represent a more streamlined process and user-friendly application packet that includes additional areas of alignment with City and County planning measures.

The amendments to the Policy of Executive Officer Performance Review are intended to be aligned with Napa County Human Resources rules and best practices.

The Commission approved the proposed amendments to both Napa LAFCO policy on Spheres of Influence and the Executive Officer Performance Review.

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

VOTE:

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

e) Consider Ad Hoc Subcommittee Appointments

The Commission considered the membership of its ad hoc Fiscal Year 2026-27 Budget Committee, ad hoc Legislative Committee, ad hoc Policy Committee, and ad hoc islands committee. Commissioner Dohring and Commissioner Leary volunteered for the Budget Committee. Alternate Commissioner Oro and Alternate Commissioner Kahn volunteered for the Legislative Committee. Vice Chair Ramos and Alternate Commissioner Gallagher volunteered for the Policy Committee. Having fulfilled its mandate, the Islands Committee has been dissolved.

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

Upon motion by Commissioner Cottrell and second by Commissioner Ramos, the Commission unanimously appointed (1) Commissioners Dohring and Leary to the Budget Committee, (2) Commissioners Oro and Kahn to the Legislative Committee, (3) Vice Chair Ramos and Commissioner Gallagher, and (4) the dissolution of the Islands Committee by the following vote:

VOTE:

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

8. EXECUTIVE OFFICER REPORT

Executive Officer Freeman delivered a summary at the start of the meeting regarding recent events with Napa LAFCO, with most topics covered during the meeting. Bullet point summaries were offered to anyone interested.

9. COMMISSIONER COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

10. ADJOURNMENT at 4:15 PM TO NEXT SCHEDULED MEETING

Monday, April 6, 2026, at 2:00 P.M. at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd floor, Napa, CA 94559.

ATTEST:

Beth Painter, LAFCO Chair

Brendon Freeman, Executive Officer

Prepared by:

Charlie Gray, Commission Clerk