



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY  
SPECIAL MEETING MINUTES OF MONDAY, FEBRUARY 3, 2025**

**1. WELCOME AND CALL TO ORDER; ROLL CALL**

Chair called the regular meeting of February 3, 2025 to order at 2:07 PM.

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

Regular Commissioners	Alternate Commissioners	Staff
Kenneth Leary, Chair	Joelle Gallagher	Brendon Freeman, Executive Officer
Beth Painter, Vice Chair	Eve Kahn	Dawn Mittleman Longoria, Assistant Executive Officer
Anne Cottrell	David Oro	<i>(Absent)</i>
Margie Mohler		Gary Bell, Commission Counsel
Belia Ramos		Stephanie Pratt, Clerk/Jr. Analyst

**2. PLEDGE OF ALLEGIANCE**

Chair Leary led the Pledge of Allegiance.

**3. OATH OF OFFICE FOR NEW COMMISSIONER**

Commission Counsel administered an Oath of Office for new Alternate Commissioner David Oro.

**4. APPROVAL OF AGENDA**

Commissioner Cottrell asked if the agenda could be rearranged to move Action Item 8c above Action Item 8b to accommodate members of the public in the audience.

Upon motion by Commissioner Cottrell and second by Commissioner Mohler, the Commission unanimously adopted the agenda with the order of Items 8b and 8c reversed by the following vote:

**VOTE:**

**AYES: LEARY, PAINTER, COTTRELL, MOHLER, RAMOS**

**NOES: NONE**

**ABSENT: NONE**

**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:** December 9, 2024 Special Meeting

**Receive Report for Information Only:**

**b) Current and Future Proposals**

**c) Second Quarter Budget Report for Fiscal Year 2024-25**

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

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

**VOTE:**

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

**7. PUBLIC HEARING ITEMS**

- a) Consider Approval of an Outside Service Agreement Authorizing the City of Napa to Provide Water Service to 7855 St. Helena Highway (APN 027-280-077) and Associated CEQA Findings**  
The Commission considered a request from the City of Napa to provide new permanent public water service to 7855 St. Helena Highway, identified as Assessor Parcel Number 027-280-077. The affected territory is approximately 3.56 acres in size and located in unincorporated Napa County outside the City’s jurisdictional boundary and sphere of influence. The approval of the outside service agreement is exempt from CEQA pursuant to CEQA Guidelines Sections 15282(k), 15301, and 15303.

Chair Leary invited members of the audience to provide public comment and Rob Anglin representing the Napa Grapegrowers thanked the Commission for their support. Chair Leary invited additional 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 adopted the draft resolution authorizing the outside water service agreement by the following vote:

**VOTE:**

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

**8. ACTION ITEMS**

- a) Proposed Penny Lane No. 6 Reorganization and Associated CEQA Findings**  
The Commission considered a proposal to annex one parcel and the adjacent portion of public right-of-way to the City of Napa along with concurrent detachment of the affected territory from County Service Area No. 4. The affected territory is approximately 0.52 acres in size, located at 2133 Penny Lane, and identified as Assessor Parcel Number 046-481-028. The approval of this reorganization is exempt from CEQA pursuant to CEQA Guidelines Sections 15061(b)(3) and 15319(b).

Chair Leary invited members of the audience to provide public comment and the applicant thanked the Commission for their support. Chair Leary invited additional members of the audience to provide public comment. No comments were received.

Upon motion by Vice Chair Painter and second by Commissioner Ramos, the Commission unanimously adopted the draft resolution approving the proposed reorganization by the following vote:

**VOTE:**

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

**c) Strategic Plan and Work Program Updates and Possible Direction**

The Commission received an update from staff on the adopted Strategic Plan 2023-25 and the adopted Work Program for Fiscal Year 2024-25. The Commission acknowledged staff's limited resources and indicated the next strategic planning workshop should occur after some of the high priority current projects are completed first. The Commission also requested a future agenda item on unincorporated islands with maps of each area.

**b) Draft Request for Proposals for City of St. Helena Municipal Service Review**

The Commission received a draft request for proposals (RFP) prepared by staff for purposes of hiring a consultant to prepare the scheduled City of St. Helena Municipal Service Review (MSR). Staff noted the draft RFP as presented did not include language related to the two legislative pilot programs, California Government Code Sections 56133.5 and 56133.6, and suggested revising the draft RFP to include reference to the pilot programs. The Commission agreed, and also requested the RFP be further revised to request a review of implementation feasibility for the recommendations contained in the Commission's previously completed Countywide Water and Wastewater MSR.

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

Upon motion by Commissioner Mohler and second by Commissioner Cottrell, the Commission unanimously authorized staff to circulate the RFP with the aforementioned revisions and return with a recommendation to enter into a contract with a preferred consultant at the next regular meeting by the following vote:

**VOTE:**

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

**d) Consider Adopting Resolutions Amending Budget Policy and Policy on Conducting Commission Meetings and Business**

The Commission proposed amendments to its Budget Policy and Policy on Conducting Commission Meetings and Business as prepared by the ad hoc Policy Committee. The recommended action is for the Commission to approve each policy amendment by resolution.

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

Upon motion by Commissioner Cottrell and second by Vice Chair Painter, the Commission unanimously adopted the two draft resolutions amending the policies by the following vote:

**VOTE:**

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

**e) Consider Appointments to Ad Hoc Budget Committee and Ad Hoc Legislative Committee**

The Commission considered appointments to the Ad Hoc Budget Committee and Ad Hoc Legislative Committee for Fiscal Year 2025-2026. Vice Chair Painter and Chair Leary volunteered for the Budget Committee. Commissioner Cottrell and Alternate Commissioner Kahn volunteered for the Legislative Committee.

Chair Leary 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) Chair Leary and Vice Chair Painter to the Budget Committee, and (2) Commissioners Cottrell and Kahn to the Legislative Committee, by the following vote:

**VOTE:**

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

**9. EXECUTIVE OFFICER REPORT**

Executive Officer Freeman reported the activity and changes occurring at CALAFCO. Staff is still exploring staffing options as there is no immediate end in sight to the lingering absence of a key position. He is looking forward to working with our new Chair Leary and Commissioner Oro with the fresh energy and perspectives that will prove valuable.

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

Commissioner Cottrell will be absent for our April 7<sup>th</sup> meeting. Commissioner Cottrell suggested inviting Joy Eldredge, City of Napa Utilities Director, to join a Commission meeting in the future as an agenda item to complement the City's outside service agreement maps.

**11. ADJOURNMENT at 3:59 PM TO NEXT SCHEDULED MEETING**

Monday, April 7, 2025, at 2:00 P.M. at the Napa County Board of Supervisors Chambers, located at 1195 Third Street, 3rd floor, Napa, CA 94559.

*Ken Leary*

Ken Leary (Apr 8, 2025 22:04 PDT)

Kenneth Leary, LAFCO Chair

ATTEST:

*Brendon Freeman*

Brendon Freeman, Executive Officer

Prepared by:

*Stephanie J Pratt*

Stephanie Pratt, Clerk/Jr. Analyst









# LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY 2/3/25 Approved Minutes

Final Audit Report

2025-04-09

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