



**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*

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**Agenda Item 6a (Consent/Action)**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Stephanie Pratt, Clerk/Jr. Analyst *SP*

**MEETING DATE:** February 3, 2025

**SUBJECT:** Approval of Meeting Minutes: December 9, 2024 Special Meeting

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**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 December 9, 2024 regular meeting, included as Attachment 1.

Staff recommends approval of draft meeting minutes.

**ATTACHMENT**

- 1) Draft Minutes for December 9, 2024 Special Meeting

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Margie Mohler, Commissioner  
Councilmember, Town of Yountville

Beth Painter, Vice Chair  
Councilmember, City of Napa

David Oro, Alternate Commissioner  
Councilmember, City of American Canyon

Anne Cottrell, Commissioner  
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, Chair  
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  
SPECIAL MEETING MINUTES OF MONDAY, DECEMBER 9, 2024**

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

Chair Cottrell called a special meeting of December 9, 2024, to order at 10:03 A.M.

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

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

**2. PLEDGE OF ALLEGIANCE**

Chair Cottrell led the Pledge of Allegiance.

**3. APPROVAL OF AGENDA**

Chair Cottrell asked if there were any requests to remove or rearrange the agenda. There were none.

Upon motion by Commissioner Mohler and second by Commissioner Ramos, the Commission unanimously adopted the agenda as submitted by the following vote:

**VOTE:**

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

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**4. PUBLIC COMMENTS**

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

**5. CONSENT ITEMS**

**Action Items:**

- a) **Approval of Meeting Minutes: October 7, 2024 Regular Meeting**
- b) **Approval of Meeting Calendar for 2025**
- c) **Establishing Matching Retirement Savings Contributions for the Executive Officer and Assistant Executive Officer in 2025**

**Receive Report for Information Only:**

- d) **Current and Future Proposals**
- e) **First Quarter Budget Report for Fiscal Year 2024-25**
- f) **CALAFCO Annual Conference Report**
- g) **Chair Rotation for 2025**
- h) **Expiring Commissioner Terms in 2025**

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

Upon motion by Commissioner Ramos and second by Commissioner Kahn, the Commission unanimously adopted the agenda as submitted by the following vote:

**VOTE:**

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

**6. ACTION ITEMS**

**a) Financial Audit for Fiscal Year Ending June 30, 2024**

The Commission received a “clean” financial audit as presented by Tracy Schulze and prepared by Brown Armstrong for the fiscal year ending June 30, 2024.

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

Upon motion by Commissioner Mohler and second by Commissioner Painter, the Commission unanimously received and filed the Financial Audit for Fiscal Year Ending June 30, 2024, by the following vote:

**VOTE:**

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

**b) Consider Ad Hoc Subcommittee Appointments**

The Commission considered the membership of its ad hoc Fiscal Year 2025-26 Budget Committee, ad hoc Legislative Committee, and ad hoc Policy Committee, with the Commission deciding unanimously to wait until the February meeting to select members for all.

Upon motion by Commissioner Mohler and second by Commissioner Ramos, the Commission unanimously established a Policy Committee and appointed Commissioners Gallagher and Ramos, and continued consideration of the Budget Committee and Legislative Committee, by the following vote:

**VOTE:**

**AYES:** **COTTRELL, KAHN, MOHLER, PAINTER, RAMOS**  
**NOES:** **NONE**  
**ABSENT:** **LEARY**  
**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 provided direction to staff to transition the St. Helena Municipal Service Review (MSR) to an outside consultant and delay the initiation of the County Service Area No. 4 MSR due to reduced staff resources. The Commission also directed staff to return with a draft letter related to water consolidation legislation and the associated report from UC Berkeley at future meeting.

**d) California Government Code Sections 56133.5 and 56133.6 Pilot Programs Report to the Legislature**

The Commission provided formal direction to the Executive Officer to submit a report to the Legislature consistent with the California Government Code sections 56133.5 and 56133.6 pilot programs. The report describes the Commission’s participation in the pilot programs.

Upon motion by Commissioner Painter and second by Commissioner Mohler, the Commission unanimously authorized staff to submit the draft letter to the Legislature , by the following vote:

	<b><u>VOTE:</u></b>
<b>AYES:</b>	<b><u>COTTRELL, KAHN, MOHLER, PAINTER, RAMOS</u></b>
<b>NOES:</b>	<b><u>NONE</u></b>
<b>ABSENT:</b>	<b><u>LEARY</u></b>
<b>ABSTAIN:</b>	<b><u>NONE</u></b>

**7. EXECUTIVE OFFICER REPORT**

Executive Officer Freeman thanked Chair Cottrell for her leadership this year. He reported that staff is still limited but continue moving ahead.

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

Commissioner Cottrell thanked staff and requested future items include subcommittee appointments, work program and consultant options, and consider the timing for a future strategic plan.

**9. ADJOURNMENT at 11:21 A.M. TO NEXT SCHEDULED MEETING**

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

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Kenneth Leary, LAFCO Chair

ATTEST:

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Brendon Freeman, Executive Officer

Prepared by:

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Stephanie Pratt, Clerk/Jr. Analyst