



**Local Agency Formation Commission of Napa County**  
Subdivision of the State of California

1030 Seminary Street, Suite B  
Napa, California 94559  
Telephone: (707) 259-8645  
Facsimile: (707) 251-1053  
www.napa.lafco.ca.gov

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*We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture*

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**June 3, 2013**  
**Agenda Item No. 7b (Action)**

May 28, 2013

**TO:** Local Agency Formation Commission

**FROM:** Keene Simonds, Executive Officer

**SUBJECT: Approval of Meeting Calendar for Second Half of 2013**

The Commission will consider approving a meeting calendar for the final six months of 2013. It is recommended the Commission schedule four regular meetings for August 5<sup>th</sup>, October 7<sup>th</sup>, November 4<sup>th</sup>, and December 2<sup>nd</sup>. One special meeting is also recommended for November 11<sup>th</sup> for the Commission to hold its biennial workshop. The Commission will consider approving the proposed calendar along with providing direction to staff on topics for the biennial workshop.

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The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires Local Agency Formation Commissions (LAFCOs) to adopt policies and procedures with respect to holding meetings. Government Code Section 56375(i) specifies LAFCOs must establish regulations to ensure meetings are conducted on a regular and orderly basis.

**A. Background**

It is the policy of LAFCO of Napa County (“Commission”) to schedule regular meetings on the first Monday of each month as needed. All regular meetings shall be held in the Board Chambers at the County of Napa Administration Building with a start time of 4:00 P.M. The Commission may also schedule special meetings in conjunction with calendaring regular meetings as necessary. The Commission is directed to review and approve a meeting calendar every six months at the June and December meetings.

**B. Discussion/Analysis**

The Commission’s expected workload justifies holding regular meetings in August, October, and every month thereafter through the end of the calendar year. Markedly, staff anticipates the majority of the Commission’s workload over the next six months will be dedicated to completing the agency’s scheduled study on the central county region; a study divided into two distinct phases covering a regional municipal service review and individual sphere of influence updates for the four affected agencies. This includes aiming to accommodate a pending request tied to the County of Napa and City of Napa’s

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Joan Bennett, Commissioner  
Councilmember, City of American Canyon

Gregory Pitts, Commissioner  
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner  
Councilmember, City of Napa

Brad Wagenknecht, Chair  
County of Napa Supervisor, 1st District

Bill Dodd, Commissioner  
County of Napa Supervisor, 4th District

Mark Luce, Alternate Commissioner  
County of Napa Supervisor, 2nd District

Brian J. Kelly, Vice Chair  
Representative of the General Public

Gregory Rodeno, Alternate Commissioner  
Representative of the General Public

Keene Simonds  
*Executive Officer*

ongoing negotiations involving Napa Pipe in which the agencies may ask the Commission to consider an actual sphere update for the City near the end of October. The proposed schedule would also position the Commission to complete the remaining three sphere updates for Congress Valley Water District, Napa Sanitation District, and Silverado Community Services District by December or shortly thereafter.

Staff also recommends the Commission schedule one special meeting in November to hold its biennial workshop. The biennial workshop has been a practice of the Commission since 2001 and serves as an opportunity to explore specific topics of interests as well as discuss upcoming projects. The last biennial workshop was dedicated entirely to engaging Commissioner interests and priorities for purposes of informing the establishment of the agency's first strategic plan; a document that was subsequently adopted in June 2012 and intended to guide agency resources through May 2014. Accordingly, it may be appropriate to dedicate all or a substantial portion of the next biennial workshop to review progress made in achieving the goals and measures in the current strategic plan before discussing potential elements of a new strategic plan. Given the Commission is scheduled to hold a regular meeting on November 4<sup>th</sup>, it is recommended the Commission calendar the biennial workshop one week later on November 11<sup>th</sup> from 9:00 A.M. to 12:00 P.M. at a location to be determined.

### **C. Recommendation**

It is recommended the Commission approve a meeting calendar for the second half of 2013 consisting of the following regular dates: August 5<sup>th</sup>, October 7<sup>th</sup>, November 4<sup>th</sup>, and December 2<sup>nd</sup>. A special meeting is also recommended for November 11, 2013 to hold a biennial workshop between 9:00 A.M. to 12:00 P.M. at a location to be determined.

### **D. Alternatives for Action**

The following two alternatives are available to the Commission:

Alternative Action One (Recommended):

Approve the meeting dates as proposed by staff for the second half of 2013 with any desired changes.

Alternative Action Two:

Continue consideration of the staff report to a date specific meeting and provide direction for more information as needed.

**E. Procedures for Consideration**

This item has been agendized for formal action. The following procedures are recommended with respect to the Commission's consideration of this item:

- 1) Receive verbal report;
- 2) Invite public comment (discretionary); and
- 3) Discuss item and consider action on recommendation.

Respectfully submitted,

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Keene Simonds  
Executive Officer

Attachment:

- 1) *Policy on Commission Meeting Calendar*



**LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY**  
*Policy on Regular Commission Meeting Calendar*

Adopted: June 14, 2001  
Last Amended: December 1, 2008

**I. Background**

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires Local Agency Formation Commissions (LAFCOs) to adopt policies and procedures with respect to conducting meetings. Government Code Section 56375(i) specifies LAFCOs shall establish regulations to ensure meetings are conducted on a regular and orderly basis.

**II. Objective**

The objective of this policy is to guide the Commission in scheduling regular and special meetings in a consistent and logical manner.

**III. Guidelines**

**A. Regular Meetings**

- 1) The regular meeting day of the Commission is the first Monday of each month. The time and place of regular meetings is 4:00 P.M. in the Board Chambers of the County of Napa Administration Building, located at 1195 Third Street, Napa.
- 2) The Commission shall review and approve its regular meeting calendar every six months. If a regular meeting falls on a holiday, the Commission shall determine an alternate day as part of its review if needed.
- 3) The Chair may cancel or change the date or time of a regular meeting if he or she determines the Commission cannot achieve a quorum or there is a lack of business. Regular meetings may also be canceled or changed with the consent of a majority of the regular members of the Commission. For the purpose of this policy, a majority includes at least one member representing the cities and one member representing the county.
- 4) Notice of any change to a scheduled regular meeting shall be posted on the Commission website and transmitted to all interested parties.

**B. Special Meetings**

- 1) The Chair may schedule special meetings of the Commission as needed. The Chair shall consult with the Executive Officer in scheduling special meetings to ensure a quorum is available at a specified place and time.
- 2) Requests from outside parties for special meetings must be made in writing and submitted to the Executive Officer. If approved and scheduled by the Chair, the affected outside party requesting the special meeting will be responsible for any related charges pursuant to the Commission's *Schedule of Fees and Deposits*.
- 3) Notices for scheduled special meetings will be posted on the Commission website and transmitted to all interested parties within 72 hours of the meeting date.