



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

1030 Seminary Street, Suite B  
Napa, California 94559  
Phone: (707) 259-8645  
Fax: (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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**Agenda Item 9**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Brendon Freeman, Executive Officer

**MEETING DATE:** October 3, 2016

**SUBJECT:** Executive Officer Report

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**SUMMARY**

This item includes a brief summary of current and future staff and Commission activities.

***2017 Expiring Commissioner Term and Chair Rotation***

On May 1, 2017, the term for Vice Chair Greg Pitts will expire and the City Selection Committee will appoint a new member from the Calistoga City Council. This member will be designated as City Member II on the Commission roster. Based on the Commission's *Policy on Appointment of Chair and Vice Chair* (Attachment One), the new member from Calistoga (City Member II) is scheduled to immediately become Commission Chair. Given the learning curve associated with LAFCO proceedings, it may not be appropriate for a new member to immediately assume the role of Commission Chair. Toward this end, Paragraph Five of the referenced policy allows for a temporary change in the Chair rotation as part of an action item placed on an agenda. Accordingly, it would be appropriate for the Commission to discuss and consider requesting a future agenda item that identifies potential alternatives for the Commission to make a temporary change to the Chair rotation.

***Strategic Planning***

The Commission held a strategic planning workshop on February 1, 2016. Some members of the Commission have expressed an interest in scheduling a follow up workshop. Staff recommends the next strategic planning workshop include a review and possible further development of the Commission's policies and procedures in collaboration with local agencies. Staff requests the Commission discuss its collective interest in scheduling a new strategic planning workshop and consider providing direction to staff with respect to possible timing and content for the workshop.

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Greg Pitts, Vice Chair  
Councilmember, City of St. Helena

Juliana Inman, Commissioner  
Councilmember, City of Napa

Joan Bennett, Alternate Commissioner  
Councilmember, City of American Canyon

Diane Dillon, Chair  
County of Napa Supervisor, 3rd District

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

Keith Caldwell, Alternate Commissioner  
County of Napa Supervisor, 5th District

Brian J. Kelly, Commissioner  
Representative of the General Public

Gregory Rodeno, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
*Executive Officer*

***December 5<sup>th</sup> Meeting***

Due to the high number of substantial items expected to be included on the Commission's December 5, 2016 agenda, it would be appropriate to consider changing the start time of the meeting from 2:00 PM to 1:00 PM. It is anticipated the December 5<sup>th</sup> meeting agenda will include municipal service reviews and sphere of influence updates for the City of Calistoga, the City of St. Helena, the Town of Yountville, and the Napa River Reclamation District No. 2109. It is also anticipated the agenda will include a sphere of influence update for the Congress Valley Water District as well as one annexation proposal and one request for an outside service agreement. The meeting is expected to require approximately three hours. The Commission is invited to discuss and consider providing direction to staff with respect to changing the start time of the December 5<sup>th</sup> meeting.

**ATTACHMENT**

- 1) Policy on Appointment of Chair and Vice Chair



## LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

### *Policy on Appointment of Chair and Vice Chair*

(Adopted: August 3, 2004; Last Amended: June 29, 2015)

It is the policy of the Commission that:

1. The terms of office of the Chair and Vice Chair shall be for one year, from May 1 to April 30.
2. Pursuant to the chart below, the Commission hereby establishes a rotational system for the appointment of the Chair and Vice Chair, effective May 1, 2015:

<u>Chair Designations</u>	<u>Vice Chair Designations</u>
City Member I	County Member I
County Member I	City Member II
City Member II	County Member II
County Member II	Public Member
Public Member	City Member I

It shall be the responsibility of the Executive Officer to maintain a record of the seat designations and occupants.

3. Pursuant to the table in Section 2 above, the Chair on May 1, 2015, shall be the occupant of the seat designated City Member I.
4. The offices of Chair and Vice Chair shall reside with the particular individual assigned to a designated seat. In the event that a Commissioner serving as Chair or Vice Chair is no longer able to serve on the Commission for any reason, the remainder of that Commissioner's term in office shall be fulfilled by the other Commissioner from the same appointing authority. (For example, if the Commissioner designated as "City Member I" is removed from the office of Chair in January, the Commissioner designated "City Member II" shall serve as Chair until April 30.)
  - A. On the following May 1, the established rotation schedule set forth in Section 2, above, shall resume.
  - B. Should the office of Chair or Vice Chair be vacated by the Public Member, the alternate Public Member shall fulfill the remainder of the officer's unexpired term. In the absence of an alternate Public Member, the Commission shall appoint another Commissioner at its next meeting to fulfill the remainder of the officer's unexpired term.
5. The Commission may create temporary changes to the schedule in Section 2 as part of an action item placed on the agenda.