



**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 5h (Consent/Action)**

**TO:** Local Agency Formation Commission  
**PREPARED BY:** Brendon Freeman, Executive Officer  
**MEETING DATE:** December 4, 2017  
**SUBJECT:** Approval of Meeting Calendar for 2018

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**RECOMMENDATION**

It is recommended the Commission approve a meeting calendar for 2018 consisting of the following regular meeting dates: February 5, April 2, June 4, August 6, October 1, and December 3. Staff also recommends the Commissioners consider the following special meeting dates, if the Chair determines the meetings are necessary: March 5, May 7, July 2, September 10, and November 5.

**SUMMARY**

Staff anticipates that a large number of proposals may require consideration by the Commission in 2018. The regular meeting schedule may not be sufficient to complete all Commission business in an efficient and timely fashion. Additionally, the Commission may wish to schedule one or more workshops during odd-numbered months to discuss matters such as Municipal Service Reviews (MSRs), Sphere of Influence (SOI) Updates, island annexations, or for purposes of a Commission retreat. As a result, staff anticipates that the Chair may call special meetings on March 5, May 7, July 2, September 10, and/or November 5.

**DISCUSSION**

The Commission's *Policy on Scheduling of Commission Meetings* ("the Policy"), included as Attachment One to this Staff Report, states that the Commission shall meet on the first Monday of all even-numbered months in the County of Napa Board of Supervisors Chambers at 2:00 PM. Consistent with the Policy, Staff recommends that the Commission adopt a schedule for regular meetings on February 5, April 2, June 4, August 6, October 1, and December 3.

Under the Policy, the Chair of the Commission may also schedule special meetings as needed. Staff anticipates that several issues may arise in the coming months that will require consideration by the Commission during odd-numbered months, in addition to the items considered during the regularly scheduled meetings during even-numbered months.

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Vacant, Commissioner  
Councilmember, City of Napa

Margie Mohler, Commissioner  
Councilmember, Town of Yountville

Kenneth Leary, Alternate Commissioner  
Councilmember, City of American Canyon

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

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

Ryan Gregory, 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

Brendon Freeman  
Executive Officer

While these meetings would be scheduled as needed by the Chair, staff wanted to provide notice to the Commissioners as early as possible, given the likelihood that some special meetings will be necessary. Specifically, staff anticipates that the following meetings may be necessary to complete all Commission business in 2018:

- February 5: Regular Meeting
- March 5: Special Meeting – South County Region MSR and SOI Updates, possible workshop
- April 2: Regular Meeting
- May 7: Special Meeting – City of St. Helena MSR and SOI Update, possible workshop
- June 4: Regular Meeting
- July 2: Special Meeting – City of St. Helena MSR and SOI Update, three-year performance Evaluation of the Executive Officer
- August 6: Regular Meeting
- September 10: Special Meeting – City of St. Helena MSR and SOI Update, possible workshop
- October 1: Regular Meeting
- November 5: Special Meeting – Possible workshop
- December 3: Regular Meeting

Based on the foregoing and after consultation with the Chair, Staff recommends that the Commission consider holding special meetings on March 5, May 7, July 2, September 10, and November 5. Staff does not recommend scheduling these meetings now; if needed, each meeting would be called by the Chair, consistent with the Brown Act and the Policy. Commissioners would be provided with approximately one month notice of any special meetings that are called by the Chair.

#### **ALTERNATIVES FOR COMMISSION ACTION**

Staff has identified two alternatives for Commission consideration.

##### **Alternative Action One (Recommended):**

Approve the regular meeting calendar as proposed by staff for 2018, with any desired changes.

##### **Alternative Action Two:**

Continue consideration of the meeting calendar to a future meeting and provide direction to staff for more information as needed. This alternative would require the Commission to move this item from the consent calendar to the action items calendar.

#### **ATTACHMENT**

- 1) Policy on Scheduling of Commission Meetings



## LOCAL AGENCY FORMATION COMMISSION OF NAPA

### *Policy on Scheduling of Commission Meetings* (Adopted: June 14, 2001; Last Amended: June 6, 2016)

#### **I. Background**

Meetings will be noticed and conducted in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq. In response to Government Code Section 54954, this policy establishes the time and place for regular meetings and additionally establishes how a special meeting may be scheduled.

#### **II. Guidelines**

##### **A. Regular Meetings**

- 1) The regular meeting day of the Commission is the first Monday of each even-number month (February, April, June, August, October, and December) at 2:00 PM. The location will be the County of Napa Board of Supervisors Chambers located at 1195 Third Street, Third Floor, Napa, California 94559.
- 2) 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.

##### **B. Special Meetings**

- 1) Special meetings may be scheduled in accordance with the Ralph M. Brown Act which at the time of the adoption of this policy allows the Commission Chair to schedule special meetings 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*.