



**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 7c (Consent/Action)**

**TO:** Local Agency Formation Commission

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

**MEETING DATE:** December 6, 2021

**SUBJECT:** Approval of Meeting Calendar for 2022

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**RECOMMENDATION**

It is recommended the Commission approve a meeting calendar for 2022 consisting of the following dates: February 7; April 4; June 6; August 1; October 3; and December 5.

**SUMMARY**

The Commission's *Policy on Scheduling of Commission Meetings* ("the Policy"), included as Attachment One, states the Commission shall meet on the first Monday of all even-numbered months in the County Board of Supervisors Chambers at 2:00 PM. It is important to note all meetings of the Commission are being conducted via teleconference until further notice in response to the COVID-19 pandemic.

Consistent with the Policy, it is recommended the Commission schedule its regular meetings in 2022 on February 7, April 4, June 6, August 1, October 3, and December 5.

Under the Policy, the Chair of the Commission may also schedule special meetings as needed. If additional special meetings are needed, each meeting would be called by the Chair, consistent with the Brown Act and the Policy. Commissioners would be provided with a minimum of one month notice of any special meetings that are called by the Chair.

Notably, the recommended meeting calendar does not include a date for a strategic planning session. The Commission has previously indicated a desire to meet in person for the next strategic planning session during calendar year 2022. The Commission may pull this item from the consent calendar to discuss scheduling of a strategic planning session.

**ATTACHMENT**

- 1) Policy on Scheduling of Commission Meetings

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Margie Mohler, Vice Chair  
Councilmember, Town of Yountville

Mariam Aboudamous, Commissioner  
Councilmember, City of American Canyon

Beth Painter, Alternate Commissioner  
Councilmember, City of Napa

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

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

Ryan Gregory, Alternate Commissioner  
County of Napa Supervisor, 2nd District

Kenneth Leary, Commissioner  
Representative of the General Public

Eve Kahn, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
*Executive Officer*



## 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*.