



A Tradition of Stewardship
A Commitment to Service

County Executive Office

1195 Third Street
Suite 310
Napa, CA 94559
www.countyofnapa.org

Main: (707) 253-4421
Fax: (707) 253-4176

Minh C. Tran
County Executive Officer

MEMORANDUM

To:	Board of Supervisors	From:	Minh Tran and Mary Booher
Date:	10/22/2018	Re:	Correction Memo October 23, 2018, Item 6J

Staff recommends continuing this item, and re-opening the recruitment for this vacancy for an additional 30 days in order to ensure fulfillment of the goals of the County policy for filling vacancies on Commissions.

Since the publication of the Agenda for the October 23, 2018 Board of Supervisor meeting, the County has received significant interest in item 6J, the appointment of Christian Palmaz to the Airport Land Use Commission (ALUC). The next ALUC meeting is scheduled for February 6 2019, and therefore an extension in the recruitment process will not impact the ability of the ALUC to conduct business.

BACKGROUND:

The ALUC is made up of members of the Napa County Planning Commission, along with two additional members with expertise in aviation as required by Public Utilities Code Section 21670. The code states “a person having an “expertise in aviation” means a person who, by way of education, training, business, experience, vocation, or avocation has acquired and possesses particular knowledge of, and familiarity with, the function, operation, and role of airports or is an elected official of a local agency which owns or operates an airport.”

On August 2, 2018, the Clerk of the Board received a letter of resignation from Amy Walcker from one of the two aviation positions. Appointments to Commissions are governed by Government Code Section 54970-54974 (“Maddy Act) and County Policy Manual Part I: Section 8. The Maddy Act requires that the County post a notice of the vacancy, “not earlier than 20 days before or not later than 20 days after the vacancy occurs.” The Maddy Act also requires that the notice be posted at least 10 days before the appointment occurs.

Pursuant to the Maddy Act and County Policy, the following timeline was followed upon receipt of the letter of resignation:

August 2, 2018	Resignation received
August 9, 2018	Media release posted in display case

August 10, 2018	Media release posted on County website
August 21, 2018	Media release emailed to local media outlets
September 6, 2018	Application deadline-1 application received
September 10, 2018	Application submitted to County Counsel to review for legal sufficiency and any known conflicts of interest.
September 24, 2018	Application approved by County Counsel

The policy does require that all applications be shared with members of the Board of Supervisors one week prior to agendaizing the item, which was not done in this case. Staff will review our processes to ensure that this is done in the future. Staff is also reviewing the appointment process, and will be returning to the Board with proposed revisions to the policy. The items being researched are:

- The cost of advertising these vacancies in the newspaper.
- The ability for members of the public to subscribe for notifications for vacancies, via the county website.
- The use of social media to notify the public of commission vacancies.

Staff has also identified inconsistency regarding the term of this appointment. The Resolution 90-22, which added the “expertise in aviation” to the requirements for the ALUC, does not establish term limits and in the past these appointments did not have term limits. The County Policy Manual recommends that no term be for longer than 4 years. Staff will return with an action to make these 2 documents consistent with each other.

Attachments:

Attachment A: Email letter of resignation dated 8/2/2018

Attachment B: Media release dated 8/9/2018

Attachment C: Email distributing media release to local media outlets dated 8/21/2018

From: [Amy Walcker](#)
To: [Valdez, Jose \(Louie\)](#)
Subject: Commissioner Resignation (ALUC)
Date: Thursday, August 2, 2018 7:21:33 PM

Dear Mr. Valdez,

Effective today, August 2, 2018, please accept this as my formal resignation from the Napa County Airport Land Use Commission as a commissioner with aviation expertise. It has been a great honor to serve the community in this capacity; however, with competing demands of my schedule, it is in the commission's best interest to find a suitable replacement. Please extend my heartfelt appreciation to the Board of Supervisors for appointing me to this role.

Sincerely,
Amy Walcker



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Minh C. Tran
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FOR IMMEDIATE RELEASE

August 9, 2018

Contact: Barbara Fultz, Administrative Support Technician
Boards, Committees & Commissions
Email: Barbara.Fultz@countyofnapa.org
Phone: 707-253-4595

Applicants Sought for Napa County Airport Land Use Commission

NAPA – The County Executive Officer announces one opening on the **Napa County Airport Land Use Commission**, representing the **General Public**. The position is appointed by the Board of Supervisors with the term of office to commence immediately. There is no expiration of term of office.

All members of the Napa County Planning Commission are automatically appointed to the Airport Land Use Commission. However, by law, the Airport Land Use Commission must have at least two additional members who represent the General Public and who have expertise in aviation.

Applicants must have acquired their expertise in aviation by way of education, training, business, experience, vocation or avocation and will have acquired and possess particular knowledge of, and familiarity with, the function, operation and role of airports, or is an elected official of a local agency which owns or operates an airport.

Commission members are required by State Law and County Conflict of Interest Code to file financial disclosure statements.

Anyone interested in consideration for appointment must submit an application form. Application forms are available at the County Executive Office, 1195 Third Street, Suite 310, Napa, CA 94559, telephone (707) 253-4421 or online at <https://www.countyofnapa.org/1420/Committees-Commissions>. When you are on the webpage, scroll down to the heading “**Apply**” then click on “Application Form.” **Applications must be received no later than 5:00 p.m. on September 6, 2018.**

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The Board of Supervisors and staff of Napa County are dedicated to preserving and sustaining Napa County for present and future generations as a community with generous open space, a thriving agricultural industry and a quality human and natural environment. Visit us on the Web at

www.countyofnapa.org

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Fultz, Barbara

From: Fultz, Barbara
Sent: Tuesday, August 21, 2018 8:17 AM
To: Abeyta, Teresa; 'Alyssa'; 'Angwin News'; 'Calistoga City Clerk'; 'Calistoga Tribune'; 'Cara Mae Wooledge'; 'Chamber of Commerce'; 'Christina Rivera (Napa Valley College)'; 'City Editor Napa Register'; 'Cortez, Nelson'; Crane, Helene; Dillon, Diane; 'Elizabeth Emmett'; Feliciano, Breanna; Gregory, Ryan; Halstead, Anthony; 'James'; Karath, Michael; 'KVON'; 'Lake Berryessa News'; 'mdahme@yville.com'; 'Mèg Ragan'; Mendoza, Michelle; 'Napa City Clerk'; 'Napa Patch'; 'Napa Register Report'; Pedroza, Alfredo; Ramos, Belia; 'St Helena City Clerk'; 'St Helena Star'; 'Sullen Johnston'; 'Teresa Abeyta'; Wagenknecht, Brad; 'Weekly Calistogan Editor'; Wippenn, Mitch; 'Yountville Sun'; McDowell, John; Fuller, Lashun; Rattigan, Molly
Subject: Media Releases - Board/Committee/Commission Openings

Please click the link below to view the newest updates for openings on the following Napa County Boards/Committees/Commissions:

<https://www.countyofnapa.org/1420/Committees-Commissions>

- Napa County Airport Land Use Commission (Closes September 6, 2018)
- Napa County Planning Commission (Closes September 13, 2018)
- Napa County Arts and Culture Advisory Committee (closes September 14, 2018)

Barbara Fultz
Administrative Support Technician
County Executive Office – (707) 253-4595
1195 Third Street – Room 310 - Napa, CA 94559

