



# Napa County

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559  
www.napacounty.gov

Main: (707) 253-4580

## Legislation Text

---

**File #:** 21-1333, **Version:** 1

---

**TO:** Board of Directors  
**FROM:** Steve Lederer, District Manager  
**REPORT BY:** John Myers, District Counsel  
**SUBJECT:** Resolution amending District Bylaws, Policy, and Procedures Manual to establish meeting dates that coincide with the meeting dates of the Napa County Board of Supervisors

---

### **RECOMMENDATION**

District Manager requests adoption of a resolution amending the District Bylaws, Policy, and Procedures Manual to establish meeting dates that coincide with the meeting dates of the Napa County Board of Supervisors.

### **EXECUTIVE SUMMARY**

For operational efficiency and enhancement of public knowledge and participation, MPCD staff recommends adopting the attached amended bylaws, which will ensure that the MPCD Board of Trustees' meetings align with the meetings of the Board of Supervisors.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact? No  
County Strategic Plan pillar addressed: Collaborative and Engaged Community

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore, CEQA is not applicable.

## **BACKGROUND AND DISCUSSION**

The format of the Monticello Public Cemetery District Board of Trustees' meetings has changed over the past few years to facilitate a more efficient process for the Board. Because the Board of Supervisors sits as the full Board of Trustees, regular meetings of the MPCD Board of Trustees have been held on the same days as Board of Supervisors meetings for some time.

Recently, the Clerk of the Board implemented a new agenda system, which integrates the agendas of the other boards and districts for which the Board of Supervisors sits as the governing body. This integration creates a single consolidated agenda containing all items for all of these boards and districts for a given meeting, rather than creating a separate agenda that must be separately hosted and provided. This has made meetings much more efficient and has increase public awareness and the ability for the public to participate in the meetings of these boards and districts, because the agenda information can be found in a central location rather than on separate agendas.

To further increase this efficiency and consolidation of the information relating to these boards and districts in a single location, the County staff is proposing that all boards and districts for which the Board of Supervisors serves as the governing body amend their bylaws or adopt resolutions to ensure that their regular meetings coincide with the Board of Supervisors' regular meeting dates. This will allow the Clerk of the Board's office to create a single central calendar of meetings, rather than separate calendars, for all such boards and districts. The public will also be benefitted by the ability to review a single calendar and single agenda for each meeting in order to know whether a specific board or district will have business before it at the next meeting.

For these reasons of operational efficiency and enhancing public knowledge and participation, MPCD staff recommends adopting the attached amended bylaws, which will ensure that the MPCD Board of Trustees' meetings align with the meetings of the Board of Supervisors.