



# SONOMA COUNTY BOARD OF SUPERVISORS MEETING MINUTES - FINAL

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

Susan Gorin, First District  
David Rabbitt, Second District  
Shirlee Zane, Third District  
James Gore, Fourth District  
Lynda Hopkins, Fifth District

Sheryl Bratton, County Administrator  
Bruce Goldstein, County Counsel

**Tuesday, August 20, 2019**

**8:30 AM**

**Board of Supervisors Chambers  
575 Administration Drive 102A**

This is a simultaneous meeting of the Board of Supervisors of Sonoma County, the Board of Directors of the Sonoma County Water Agency, the Board of Commissioners of the Community Development Commission, the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District, the Sonoma County Public Finance Authority, and as the governing board of all special districts having business on the agenda to be heard this date. The five District Supervisors also serve as the Board of Directors of the Sonoma County Water Agency, the Sonoma County Agricultural Preservation and Open Space District, the Sonoma County Public Finance Authority, and as the Board of Commissioners of the Community Development Commission. Each of the foregoing entities is a separate and distinct legal entity. The Board welcomes you to attend its meetings which are regularly scheduled each Tuesday at 8:30 a.m. Your interest is encouraged and appreciated.

**AGENDAS AND MATERIALS:** Agendas and most supporting materials are available on the Board's website at <https://www.sonoma-county.legistar.com/>. Due to legal, copyright, privacy or policy considerations, not all materials are posted online. Materials that are not posted are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at 575 Administration Drive, Room 100A, Santa Rosa, CA.

**SUPPLEMENTAL MATERIALS:** Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the Board of Supervisors office at 575 Administration Drive, Room 100A, Santa Rosa, CA, during normal business hours.

**DISABLED ACCOMMODATION:** If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Clerk of the Board at (707) 565-2241 or [bos@sonoma-county.org](mailto:bos@sonoma-county.org) as soon as possible to ensure arrangements for accommodation.

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**APPROVAL OF THE CONSENT CALENDAR:** The Consent Calendar includes routine financial and administrative actions that are usually approved by a single majority vote. There will be no discussion on these items prior to voting on the motion unless Board Members request specific items be discussed and/or removed from the Consent Calendar. There will be an opportunity for the public to comment on the consent calendar prior to it being voted upon.

**PUBLIC COMMENT:** Any member of the public may address the Board on a matter listed on the agenda. Commenters are requested to fill out a Speaker Card and to come forward to the podium when recognized by the Board Chair. Please state your name and limit your comments to the agenda item under discussion. Available time for comments is determined by the Board Chair based on agenda scheduling demands and total number of speakers.

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## 8:30 A.M. CALL TO ORDER

Meeting was called to order at 8:37 A.M.

**Present:** Susan Gorin, David Rabbitt, Shirlee Zane, James Gore, and Lynda Hopkins

## PLEDGE OF ALLEGIANCE

### I. APPROVAL OF THE AGENDA

(Items may be added or withdrawn from the agenda consistent with State law)

Items #13 and #15 were clarified to be Gold Resolutions presented off-site.

Item #20 to be heard before item #19.

**Board Action:** Approved as amended.

**Ayes:** Gorin, Rabbitt, Zane, Gore, Hopkins

### II. CONSENT CALENDAR

1. Addition of One Full-Time Planner (Agricultural Specialist) [2019-1265](#)

Adopt a resolution amending the Department Allocation list adding 1.0 full-time equivalent, Planner (Agricultural Specialist) position to provide agricultural specific interests. (4/5th Vote Required)

**Department or Agency Name(s):** Agricultural Preservation And Open Space District

Board Action: Approved as recommended.

**Aye:** Gorin, Rabbitt, Zane, Gore, and Hopkins

2. Fire Protection Services Agreements with City of Healdsburg and North Bay Fire [2019-1105](#)

A) Authorize the County Administrator to amend the Agreement with North Bay Fire to increase the contract to include funding from the Wilmar and Mayacamas Community Facilities District, for a not to exceed amount of \$153,200.

B) Authorize the County Administrator to enter into a 1 year agreement with the City of Healdsburg to provide fire protection services for the Fitch Mountain and Dry Creek-Sotoyome Service Areas, for the period from July 1, 2019 through June 30, 2020, for an amount not to exceed \$167,694.

C) Approve a budget resolution to the FY 2019-20 Budget increasing expenditure appropriations by \$262,694 in Community Services Areas # 40 ,Community Facilities Districts #4, #5, and #7, and Fire Services Project Funds per the attached Budget Resolution.

(4/5th Vote Required)

**Department or Agency Name(s):** County Administrator

Board Action: Approved as recommended.

**Aye:** Gorin, Rabbitt, Zane, Gore, and Hopkins

3. Continue Proclamation of Local Emergency Due to the Sonoma Complex Fires [2019-1175](#)

#### **Recommended Actions:**

Adopt a Resolution Continuing the Proclamation of Local Emergency Issued on October 9, 2017, for another 60 Days Due to Damage Arising from the Sonoma Complex Fires.(4/5th Vote Required)

**Department or Agency Name(s):** County Administrator

Board Action: Approved as recommended.

**Aye:** Gorin, Rabbitt, Zane, Gore, and Hopkins

4. Award Multiple Professional Service Agreements for As-Needed Waste Hauling and Disposal Services. [2019-1208](#)
- A) Authorize the Purchasing Agent to execute Professional Service Agreements with five (5) waste hauling and disposal service providers for as-needed waste and disposal services, each Agreement to be for one year with options to extend for up to four additional one-year periods.
- B) Authorize the Purchasing Agent, or designees, to issue work requests pursuant to these agreements, contingent on availability of sufficient funding for such services.
- Department or Agency Name(s):** General Services
- Board Action: Approved as recommended.
- Aye:** Gorin, Rabbitt, Zane, Gore, and Hopkins
5. Miscellaneous Classification, Compensation, and Allocation Changes [2019-1159](#)
- Adopt Resolutions reflecting the recommendations of completed classification studies and other position allocation changes:
- A) Adopt a Concurrent Resolution amending the Memorandum of Understanding between the County and Service Employees International Union, Local 1021, Salary Table Scales, to establish the new classification and salary of Senior Auditor-Appraiser; to amend the salaries of the Auditor-Appraiser I and Supervising Auditor-Appraiser classifications; and to retitle the classifications of Automotive Fleet Maintenance Supervisor to Automotive Fleet Supervisor, Heavy Equipment Fleet Maintenance Supervisor to Heavy Equipment Fleet Supervisor, Micrographic Technician I to Document Imaging Technician, Micrographic Technician II to Document Imaging Specialist, and Supervising Micrographic Technician to Document Imaging Supervisor, effective August 13, 2019.
- B) Adopt a Concurrent Resolution amending the Department Allocation Tables of the County Administrator's Office, Economic Development Board, Clerk-Recorder-Assessor Department, the Department of Health Services, and effective August 13, 2019.
- Department or Agency Name(s):** Human Resources
- Board Action: Approved as recommended.
- Aye:** Gorin, Rabbitt, Zane, Gore, and Hopkins
6. Northern California Center for Well-Being SNAP-ED Contract [2019-1162](#)
- Approve the Northern California Center for Well-Being Agreement as a third-party participant in Sonoma County's CalFresh Employment and Training plan.
- Department or Agency Name(s):** Human Services
- Board Action: Approved as recommended.
- Aye:** Gorin, Rabbitt, Zane, Gore, and Hopkins
7. CalFresh Expansion Revenue Contract with California Department of Aging [2019-1173](#)
- Adopt a resolution authorizing the Director of Human Services to execute a contract with the State of California Department of Aging to receive funding for the Sonoma County Area Agency on Aging for a total amount of \$37,783 and to execute future amendments to adjust for revenue changes.
- Department or Agency Name(s):** Human Services

Board Action: Approved as recommended.

**Aye:** Gorin, Rabbitt, Zane, Gore, and Hopkins

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8. Social Solutions Global, Inc. Contract Amendment [2019-1174](#)

Authorize the Director of the Human Services Department to execute a written Amendment lengthening the current contract with Social Solutions Global, Inc. by one year-- from 5 to 6 years for a term ending on June 30, 2024, and a total not to exceed \$629,660, in order to continue to better align the work of internal and external partners with the goal to improve client and population level outcomes.

**Department or Agency Name(s):** Human Services

Board Action: Approved as recommended.

**Aye:** Gorin, Rabbitt, Zane, Gore, and Hopkins

9. Sonoma Land Trust Grant Award [2019-1216](#)

A) Approve a resolution authorizing the Sonoma County Board of Supervisors and the Directors of Sonoma County Agricultural Preservation and Open Space District to accept grant awards from the Sonoma Land Trust to do work under CALFIRE's Fire Prevention Grant and authorizing the Directors to execute all documents which may be necessary to carry out and administer the grants.

B) Adopt a resolution adjusting the Sonoma County Regional Parks Fiscal Year 2019/2020 Budget by \$99,904 and adjusting the Sonoma County Agricultural Preservation and Open Space District Fiscal Year 2019/2020 Budget by \$52,500.

(First District)

**Department or Agency Name(s):** Regional Parks and Agricultural Preservation And Open Space District

Board Action: Approved as recommended.

**Aye:** Gorin, Rabbitt, Zane, Gore, and Hopkins

10. Withdrawal of PLP14-0031 Westside Road Winery Appeal [2019-1223](#)

Consent to the appellant's voluntary request to withdraw its appeal of a Board of Zoning Adjustments decision, Resolution 17-006, to deny a Use Permit application for Rudd Winery.

Appellant (requesting appeal withdrawal): Backen, Gillam & Kroeger Architects for applicant, Broken Hill LLC 1. (Fourth District)

**Department or Agency Name(s):** Permit and Resource Management

Board Action: Approved as recommended.

**Aye:** Gorin, Rabbitt, Zane, Gore, and Hopkins

11. Flood Warning Monitoring Network 2019-2020 Expansion [2019-1172](#)

In an ongoing effort to protect the public and property during storm events and inform Sonoma County Water Agency infrastructure operations:

Authorize Sonoma County Water Agency's General Manager to execute an agreement with OneRain Incorporated to install and configure an expansion of the existing network of stream and rain gauges as part of an early warning and monitoring system to protect the public and property during storm events and to inform water system and flood control operations, in the not-to-exceed amount of \$178,900. (First, Third, and Fifth Districts)

**Department or Agency Name(s):** Sonoma County Water Agency

Board Action: Approved as recommended.

**Aye:** Gorin, Rabbitt, Zane, Gore, and Hopkins

## APPOINTMENTS/REAPPOINTMENTS

12. Maternal, Child and Adolescent Health Advisory Board Appointments [2019-1189](#)

Appoint Viveka Rydell-Anderson, Kathy Kane, Melissa Apuya, Gina Berry, and Elizabeth Smith to the Sonoma County Maternal, Child and Adolescent Health Advisory Board for a term beginning August 20, 2019 and ending December 31, 2020.

**Department or Agency Name(s):** Health Services

Board Action: Approved as recommended.

**Aye:** Gorin, Rabbitt, Zane, Gore, and Hopkins

## PRESENTATIONS/GOLD RESOLUTIONS

### PRESENTATIONS AT THE BOARD MEETING

13. Approve a Gold Resolution for the Dedication of a Native Sons of the Golden West Historic Marker at the Crane Melon Barn. (Third District). [2019-1187](#)

**Department or Agency Name(s):** Board of Supervisors

This item was presented off-site.

Board Action: Approved as recommended.

**Aye:** Gorin, Rabbitt, Zane, Gore, and Hopkins

14. Adopt a Gold Resolution honoring George Ortiz for extensive community service. (Fifth District and Fourth District.) [2019-1249](#)

**Department or Agency Name(s):** Board of Supervisors

Board Action: Approved as recommended.

**Aye:** Gorin, Rabbitt, Zane, Gore, and Hopkins

15. Approve a Gold Resolution Recognizing Dave Koehler on the occasion of his retirement. (Third District) [2019-1266](#)

**Department or Agency Name(s):** Board of Supervisors

This item was presented off-site.

Board Action: Approved as recommended.

**Aye:** Gorin, Rabbitt, Zane, Gore, and Hopkins

16. Adopt resolution proclaiming August 26, 2019 to be Women's Equality Day in Sonoma County [2019-1178](#)

**Department or Agency Name(s):** Human Resources

8:57 A.M. Public Comment Opened

Public Speakers:

None



8:58 A.M. Public Comment Closed

Board Action: Approved as recommended.

**Aye:** Gorin, Rabbitt, Zane, Gore, and Hopkins

**III. REGULAR CALENDAR****17. Retiree Extra-Help Appointment for the Department of Health Services [2019-1157](#)**

Pursuant to Government Code Section 7522.56, approve the appointment of Michael Walsh as an Alcohol and Other Drug Services Counselor II Retiree Extra-Help in order to fill a critically needed position within 180 days of his retirement, with an appointment date as early as August 20, 2019.

**Department or Agency Name(s):** Health Services

This item was taken out of order.

10:17 A.M.

Presenters:

Brad Carter.....

10:17 A.M. Public Comment Opened

Public Speakers:

None

10: 17 A.M. Public Comment Closed

Board Action: Approved as recommended.

**Aye:** Gorin, Rabbitt, Zane, Gore, and Hopkins

**18. 9:00 A.M. - 2018 Sonoma County Crop Report [2019-0415](#)**

Receive the 2018 Sonoma County Crop Report (Informational Only)

**Department or Agency Name(s):** Agricultural Commissioner

This item was taken out of order.

9:00 A.M.

Presenters:

Tony Linegar, Agricultural Commissioner and Sealer of Weights and Measures  
Sue Ostrom, Assistant Agricultural Commissioner/Sealer

10:11 A.M. Public Comment Opened

Public Speakers:

Karissa Kruz  
Wendy Krupnick

10:16 A.M. Public Comment Closed

Board Action: Informational Only

**Aye:** Zane, Gore, Hopkins, Gorin, and Rabbitt

19. 2019 Equity in Housing Project

[2019-1222](#)

- A) Authorize Community Development Commission to enter into a Memorandum of Understanding with the Cities of Santa Rosa and Petaluma to prepare the 2019 Countywide Assessment of Fair Housing and to receive revenue in a total amount of \$81,000.
- B) Receive grant revenue from the Kaiser Foundation to implement the Equity in Housing Project in an amount of \$75,000.
- C) Adopt a resolution authorizing a budget adjustment to the Fiscal Year 2019-20 Final Budget for the Community Development Commission in the amount of \$156,000 for the Equity in Housing Project.

(4/5th Vote Required)

**Department or Agency Name(s):** Community Development Commission

This item was taken out of order.

11:12 A.M.

Presenters:

Felicity Gasser, Federal Funding Coordinator, Community Development Commission  
Janelle Wetzstein, Policy & Communications Liaison, Community Development Commission  
Geoffrey Ross, Assistant Executive Director, Community Development Commission

11:42 A.M. Public Comment Opened

Public Speakers:

Thomas Ells

11:45 A.M. Public Comment Closed

11:44 A.M. Supervisor Gore exited the meeting.

11:47 A.M. Supervisor Gore returned to the meeting.

Board Action: Approved as recommended.

**Aye:** Gorin, Rabbitt, Zane, and Hopkins

**Absent:** Gore

20. Sonoma County Community Development Commission 3-year Strategic Plan

[2019-1225](#)

Recommend adoption of the three-year strategic plan for the Community Development Commission.

**Department or Agency Name(s):** Community Development Commission

This item was taken out of order.

10:40 A.M.

Presenters:

Margaret Van Vliet, Executive Director, Community Development Commission  
Geoffrey Ross, Assistant Executive Director, Community Development Commission

11:10 A.M. Public Comment Opened

Public Speakers:

Efran Carillo

11: A.M. Public Comment Closed

Board Action: Approved as recommended.

**Aye:** Gorin, Rabbitt, Zane, Gore, and Hopkins

## 21. Roseland Village Development

[2019-1149](#)

- A) Authorize the Executive Director of the Sonoma County Community Development Commission (Commission) to amend the Professional Services Agreement (PSA) for predevelopment work on Roseland Village between the Commission and MidPen Housing (MidPen) by increasing the dollar limit from \$1.55 million to \$2.4 million financed with Successor Agency Funds.
- B) Delegate authority to the Executive Director to extend the PSA, if necessary, up to two additional one-year terms.
- C) Authorize the Executive Director of the Commission to amend and execute the Disposition and Development Agreement (DDA), Roseland Village between the Commission, MidPen, and Urban Mix Development LLC (UMD), approved by the Board of Commissioners on March 12, 2019. The amendments include: (1) provision for the Commission to issue a \$2 million carry-back loan to MidPen for the value of infrastructure improvements tied to the affordable housing portion of the Roseland property at a future date following completion of infrastructure construction; (2) insertion of "float-up" language, which provides a mechanism to keep the affordable housing development financially feasible in the event of foreclosure of any lien; (3) an adjustment to allow the Plaza Temporal Lease to be executed directly between the Commission and Notre Mere, Inc., operator of the Plaza Temporal.

**Department or Agency Name(s):** Community Development Commission

11:45 A.M.

Presenters:

Benjamin Wickham, Community Development Manager, CDC

Geoffrey Ross, Assistant Executive Director, Community Development Commission

11:52 A.M. Public Comment Opened

Public Speakers:

None

11:52 A.M. Public Comment Closed

Board Action: Approved as recommended.

**Aye:** Gorin, Rabbitt, Zane, Gore, and Hopkins

## 22. Fee Waiver

[2019-1145](#)

Approve a fee waiver in the amount of \$2364 for West County Community Services for permitting fees for dining sites to provide meals for seniors in the three venues of Occidental, Forestville and Guerneville. (Fifth District)

**Department or Agency Name(s):** Board of Supervisors

11:53 A.M.

Presenters:

Supervisor Hopkins

11:53 A.M. Public Comment Opened

Public Speakers:

None

11:53 A.M. Public Comment Closed

Board Action: Approved as recommended.

**Aye:** Gorin, Rabbitt, Zane, Gore, and Hopkins

**IV. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

11:56 A.M. Public Comment Opened

Public Speakers:

None

11:56 A.M. Public Comment Closed

11:56 A.M. Meeting went into Recess

1:36 P.M. Meeting Reconvened

**V. CLOSED SESSION CALENDAR**

1:36 P.M. County Counsel Bruce Goldstein reported on items 23 through 25.

23. The Board of Supervisors will consider the following in closed session: Conference with [2019-1195](#)  
Legal Counsel - Existing Litigation - *Alan Espinosa vs. County of Sonoma*, Workers'  
Compensation Appeals Board No. ADJ9918096 (Government Code Section 54956.9(d)  
(1).)

The Board approved the settlement of Alan Espinosa's workers' compensation claims by way of a Compromise and Release Agreement with Open Medical reserved for specified conditions only, in the amount of \$410,000, less permanent disability advances paid. Direction was also given to the Risk Manager to execute all documents necessary to effectuate the settlement.

AYES: Gorin, Rabbitt, Zane, Gore, Hopkins

24. The Board of Supervisors will consider the following in closed session: Conference with [2019-1196](#)  
Legal Counsel - Existing Litigation - *Michael Toby vs. County of Sonoma*, Workers'  
Compensation Appeals Board No. ADJ10847782 (Government Code Section  
54956.9(d)(1).)

The Board approved the settlement of Michael Toby's workers' compensation claims by way of Compromise and Release agreement for \$160,000, less permanent disability advances to date. Direction was also given to the Risk Manager to execute all documents necessary to effectuate the settlement.

AYES: Gorin, Rabbitt, Zane, Gore, Hopkins

25. The Board of Supervisors, the Board of Directors of the Water Agency, the Board of Commissioners of the Community Development Commission, and the Board of Directors of the Agricultural Preservations And Open Space District will consider the following in closed session: Conference with Labor Negotiators: Agency Negotiators: Christina Cramer/Janie Carduff, County of Sonoma and Rick Bolanos, Liebert Cassidy & Whitmore. Employee Organizations: All. Unrepresented employees: All, including retired employees. (Government Code section 54957.6).

[2019-1104](#)

**Department or Agency Name(s):** Human Resources

No reportable action. Direction was given to counsel and staff.

**VI. REGULAR AFTERNOON CALENDAR**

**VII. RECONVENE FROM CLOSED SESSION**

Supervisors Present: Susan Gorin, David Rabbitt, Shirlee Zane, James Gore, Lynda Hopkins

Staff Present: Sheryl Bratton, County Administrator and Bruce Goldstein, County Counsel

**VIII. REPORT ON CLOSED SESSION**

1:36 P.M. County Counsel Bruce Goldstein reported on items 23 through 25.

**IX. 1:30 P.M. - PRESENTATIONS/GOLD RESOLUTIONS**

**X. 1:45 P.M. - PUBLIC COMMENT ON MATTERS NOT LISTED ON THE AGENDA BUT WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD AND ON BOARD MEMBER REPORTS**

(Comments are restricted to matters within the Board's jurisdiction. The Board will hear public comments at this time for up to thirty minutes. Each person is usually granted time to speak at the discretion of the Chair. Any additional public comments will be heard at the conclusion of the meeting. While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda.)

1:50 P.M. Public comment opened

Public Speakers:

Duane DeWitt  
Coleen Fernald  
Michelle Miller  
Robin Gilley  
Mary Morrison  
Rachel Bell  
Roseanne Snyder  
Daniel  
James Savage

2:11 P.M. Supervisor Gore exited the meeting

Richard Hannon  
John Jenkel

2:15 P.M. Public comment closed



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26. Assessment Roll 2019-2020

[2019-0966](#)

Presentation of the 2019-2020 assessment Roll. (Informational Only)

**Department or Agency Name(s):** Clerk-Recorder-Assessor

2:16 P.M.

Presenters:

Deva Marie Proto, Clerk-Recorder-Assessor

Greg Walsh, Chief Deputy Assessor, Clerk-Recorder-Assessor's Office

2:48 P.M. Public Comment Opened

Public Speakers:

None

2:48 P.M. Public Comment Closed

Board action: Informational Only

27. **THIS ITEM WAS WITHDRAWN BY CONSENT CALENDAR ITEM #10.**

**PLP14-0031 Westside Road Winery Appeal**

## 28. 3:00 P.M. - Chanate Surplus Property Sale

[2019-1236](#)

Staff recommend that the Board consider either:

A) Direct staff to award and proceed to negotiate a Purchase and Sale Agreement with one of the two remaining proposers under the Surplus Property Notice issued on February 19, 2019, and release the other proposal. (4/5th)

Or

B) Direct staff to: (i) prepare a request for proposals to demolish all of the vacant structures on the campus, (ii) perform geotechnical studies, (iii) undertake associated CEQA actions for future Board consideration to address the continued vandalism and ongoing fire hazard associated with the vacant buildings, reduce liabilities, and ultimately increase the property value, and (iv) take other actions as necessary; +(Majority) and

C) Adopt resolution authorizing the use of General Fund Contingencies in the amount of \$585,000 to cover staff time and consultant costs to prepare a request for proposals for demolition and geotechnical studies to identify fault traces and perform CEQA analysis in order to ultimately increase the property value. (4/5th)

Or

D) Provide direction to staff on other actions as necessary. (Majority)

**Department or Agency Name(s):** General Services

3:08 P.M.

Presenters:

Caroline Judy, Director, General Services

Marc McDonald, Real Estate Manager, General Services

Robert Pittman, Assistant County Counsel

Tennis Wick, Director, Permit and Resource Management Department

4:01 P.M. Public Comment Opened

Public Speakers:

Brandon Cho

4:05 P.M. Supervisor Gore reentered the meeting.

Tom Brown

Taylor Anderson Stevenson

John Lowry

Craig Meltzner

Mary Murtagh

4:22 P.M. Public Comment Closed

Board action:

**XI. BOARD MEMBER REPORTS ON ASSIGNED BOARDS, COUNCILS, COMMISSIONS OR OTHER ATTENDED MEETINGS**

There were no Board Member reports.

**XII. ADJOURNMENT**

5:13 P.M. The Board adjourned the meeting in the memory of Ronald W. Shuelke.

The meeting was adjourned to September 10, 2019, at 8:30 A.M.

Respectfully submitted, Kay Lowtrip, Chief Deputy Clerk of the Board

NOTE: The next regular meeting will be held on September 10, 2019.

(All dates are tentative until each agenda is finalized)