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555 Airport Way • Camarillo, CA 93010 • TEL: (805) 388-4274 • FAX: (805) 388-4366

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## **Memorandum**

**To:** M. L. "LIN" KOESTER, CAO  
**CC:** BOARD OF SUPERVISORS  
**From:** RODNEY L. MURPHY, DIRECTOR OF AIRPORTS *Rm*  
**Date:** December 11, 1998  
**Re:** BROWN ACT AND PUBLIC MEETINGS ISSUES

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On December 10, 1998 the Camarillo Airport Authority meeting was canceled after several newspaper notices and agenda mailings. The Department of Airports failed to post the agenda in a public place 72 hours prior to the noticed meeting. This error caused several community members and airport users to become extremely upset.

While this was a very unfortunate mistake on our part, it is the first time that I am aware this has occurred during my four and half years with the county.

However, in light of the severity of this mistake, and that we have some new managers and senior staff members, I am scheduling a training session on the "Ralph M. Brown, Act" and public meetings for them and myself. In addition, I will personally oversee the posting of agendas and materials and have all agendas reviewed by County Counsel for compliance with all public-meeting requirements.

I wish to express my sincere apology to all that were adversely impacted by this oversight, and wish to assure them all necessary steps will be taken to ensure this does not occur again.

If you have any additional questions or comments, please contact me at (805) 388-4200.

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