



**Napa County Regional Park
and Open Space District**

Harold Kelly—Vice President
Director Ward One

Tony Norris
Director Ward Two

Guy Kay
Director Ward Three

Dave Finigan—President
Director Ward Four

Myrna Abramowicz
Director Ward Five

AGENDA

BOARD OF DIRECTORS REGULAR MEETING

Monday August 11, 2008 2:00 P.M.
1195 Third Street, Third Floor, Napa, CA

GENERAL INFORMATION

Agenda items will generally be considered in the order indicated below, except for Set Matters, which will be considered at the time indicated. Agenda items may from time to time be taken out of order at the discretion of the President.

The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available through the District Secretary. Requests for disability related modifications or accommodations, aids, or services may be made to the Secretary's office no less than 48 hours prior to the meeting date by contacting (707) 259-8603.

Any member of the audience desiring to address the District on a matter on the Agenda, please proceed to the rostrum and, after receiving recognition from the President, give your name, address, and your comments or questions. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the President.

State law requires agency officers (Directors and Officers) to disclose, and then be disqualified from participation in, any proceeding involving a license, permit, or other entitlement for use, if the officer has received from any participant in the proceeding an amount exceeding \$250 within the prior 12 month period. State law also requires any participant in a proceeding to disclose on the record any such contributions to an agency officer.

All materials relating to an agenda item for an open session of a regular meeting of the Board of Supervisors which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the Conservation, Development and Planning Department Office at 1195 Third Street, Suite 210, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or County staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

1. Call to Order

2. Public Comment

In this time period, anyone may address the Board of Directors regarding any subject over which the Board has jurisdiction but which is not on today's posted agenda. In order to provide all interested parties an opportunity to speak, time limitations shall be at the discretion of the President. As required by Government Code, no action or discussion will be undertaken on any item raised during this Public Comment period.

3. Set Matters

None

4. Administrative Items

- A. Consideration of and potential approval of Minutes of Board of Directors meeting of July 14, 2008.
- B. Consideration of maintenance contract for the Napa River Ecological Reserve
- C. Authorization of receipt of grant augmentation for the Napa River Ecological Reserve.
- D. Consideration and potential approval of amendment to the District By-laws related to the acceptance of donations.
- E. Receipt of report on expenditures, encumbrances and donations approved by the General Manager.
- F. Review of Projects Status Report.

5. Announcements by Board and Staff

In this time period, members of the Board of Directors and staff will announce meetings, events and other matters of interest. No action will be taken by the Board on any announcements.

6. Agenda Planning

In this time period, members of the Board of Directors and staff will discuss matters for possible consideration at future meetings. No action will be taken by the Board other than whether and when to agendize such matters, unless specifically noted otherwise.

- A. Consideration of changing the upcoming September Board meeting date to September 15, 2008

7. Adjournment



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DRAFT **MINUTES**

BOARD OF DIRECTORS REGULAR MEETING

Monday July 14, 2008 2:00 P.M.
1195 Third Street, Third Floor, Napa, CA

1. Call to Order

Meeting called to order at 2:02 p.m.
All Directors present.

2. Public Comment

None.

3. Set Matters

None.

4. Administrative Items

A. Consideration of and potential approval of Minutes of Board of Directors meeting of June 16, 2008.

Minutes approved as presented.
Ma-HK-TN-GK-DF

B. Consideration and potential approval of actions related to the proposed acquisition of 673 acres in the Moore Creek watershed.

Directors moved to approve the following actions related to the acquisition and improvement of 673 acres of property in the Moore Creek watershed:

1. Announcement of Agreement 08-07—Option, Purchase and Sale Agreement, as authorized by the Board in closed session on June 16, 2008

GK-TN-MA-HK-DF

2. Approval of and authorization for General Manager to sign a grant agreement with Napa County providing \$866,688 from Proposition 40 and \$783,312 from the County Special Projects Fund.

GK-TN-MA-HK-DF

3. Approval of and authorization for the Board President to sign a Land Tenure Agreement with Napa County related to the use of Proposition 40 funds.
GK-TN-MA-HK-DF
4. Approval of and authorization for the Board President to sign a resolution authorizing a grant application to the State Coastal Conservancy in the amount of \$1,650,000.
GK-TN-MA-HK-DF
5. Approval of and authorization for the Board President to sign an Exercise Notice pursuant to Agreement 08-07, subject to sufficient funding being secured and the contingencies contained in said Agreement being satisfied.
GK-TN-MA-HK-DF
6. Approval of and authorization for the Board President to sign a Certificate of Acceptance, subject to the Board President signing an Exercise Notice as provided above.
GK-TN-MA-HK-DF

- C. Review of Project Status Report.
John Woodbury gave the report with discussions on the River Parkway Program, Camp Berryessa, Milliken Creek, Moore Creek acquisition, Oat Hill Mine Trail, and the River to Ridge Trail.
- D. Receipt of report on expenditures and encumbrances approved by the General Manager.
John Woodbury gave the report.
- E. Receipt of Budget Report for FY 2007-08.
John Woodbury gave the report.

5. Announcements by Board and Staff

- ▶ Director Tony Norris received an award from the Contra Costa County Board of Supervisors as "A Person Who Makes a Difference" by helping to make Parks healthy and safe places within Contra Costa County.
- ▶ Director Myrna Abramowicz represented the Napa County Parks and Open Space District Board on June 25, 2008 in Folsom, Ca. in order to accept the congratulations of the California Secretary of Resources along with announcements for the River Parkway grant for over one million dollars.
- ▶ Director Abramowicz will be going to the American Canyon City Council meeting to thank them for their help and the opportunity to collaborate with them on the River Parkway Grant Project.
- ▶ Director Guy Kay suggested that all Park District Board members should be present at the July 22, 2008 Napa County Board of Supervisors meeting.

6. Agenda Planning

Director Dave Finigan suggested having a Master Plan study session in the near future.

7. Adjournment

Adjourned to the regular meeting of the Park and Open Space District meeting of August 11, 2008.



Napa County Regional Park
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STAFF REPORT

Date: August 11, 2008
Agenda Item: 4.B
Subject: Consideration of maintenance contract for the Napa River Ecological Reserve

Recommendation

- (1) Approve assumption of the existing contract between the County of Napa and Joaquin Landscaping.
- (2) Authorize sending a 90-day notice of potential cancellation of the existing contract to Joaquin Landscaping, with the contract to continue thereafter on a month-to-month basis with a 30-day notice of cancellation.
- (3) Authorize issuing a request for proposals for a new maintenance contract.

Background

The County of Napa last year entered into a contract with Joaquin Landscaping to weekly pick up trash at the Napa River Ecological Reserve, and periodically trim weeds along the path leading to the river. On July 15, 2008 the County Board of Supervisors approved assigning to the District its role at the Reserve as provided in an MOU with the California Department of Fish and Game.

The term of the contract with Joaquin Landscaping was until June 30, 2008, with an automatic annual renewal, subject to a 90 notice of cancellation.

Staff has been investigating the feasibility of contracting with a community-based non-profit organization to perform the weekly cleanup. If this approach works out, it would have the advantage of strengthening links between the Reserve and the community, as well as benefiting the fundraising efforts of a non-profit organization, at a similar or lower cost than the existing maintenance contract. The actions recommended above will ensure that the Reserve continues to be maintained while staff issues a Request for Proposals. Under the RFP, the existing and other for-profit firms, as well as non-profit organizations, would be invited to bid to do the work, but preference would be given to non-profit bidders as long as costs are comparable with those of any for-profit bidders.



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STAFF REPORT

Date: August 11, 2008
Agenda Item: 4.C
Subject: Authorization of receipt of grant augmentation for the Napa River Ecological Reserve.

Recommendation

Authorize receipt of a budget augmentation of \$13,750 to the operations grant to the District from the County of Napa, to cover costs associated with maintaining the Napa River Ecological Reserve

Background

Napa County provides the District with operating funds through a grant agreement (Napa County Agreement No. 6782). The Agreement provides that for fiscal years subsequent to FY 2007-08, the amount of the annual grant shall be equal to whatever amount is unilaterally approved by the County Board of Supervisors. Since the \$13,750 augmentation to the FY 2008-09 fiscal year was done by action separate from the annual County or District budget adoption, the Board is requested to authorize receipt of the augmentation and to adjust the adopted budget accordingly.



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STAFF REPORT

Date: August 11, 2008
Agenda Item: 4.D
Subject: Consideration and potential approval of amendment to the District By-laws related to the acceptance of donations.

Recommendation

Amend paragraph III.A.(8) of the District By-Laws related to the application for grants and the receipt of donations to the District

Background

District By-Laws currently authorize the General Manager, without Board approval, to apply for grants and receive donations to the District, subject to reporting such grants or donations at the next regularly scheduled meeting of the Board.

The requirement for reporting at the “next regularly scheduled meeting” is not always practical, given the timing of grants and donations and lead times involved in preparing agendas. Staff therefore recommends that the policy be amended to state:

“Apply for grants and accept gifts, without Board approval, subject to reporting of such grants and gifts to the Board at ~~the next regularly scheduled meeting of the Board~~ least quarterly”. The quarterly reporting requirement is consistent to the approach utilized by Napa County.

Even if the By-Laws are changed as recommended, staff will still make it a practice to report on grants and donations at each regular monthly Board meeting as much as possible. As a practical matter, therefore, the recommended change will have little effect other than to help avoid technical violations of the By-Laws.

