



**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 SPECIAL MEETING

**Monday November 10, 2008 6:30 P.M.**  
Yountville Community Center, Yountville 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

6:30 P.M. Presentation and Receipt of Public Comment on the draft Master Plan

4. Administrative Items

- A. Consideration of and potential approval of Minutes of Board of Directors meeting of October 13, 2008.
- B. Consideration of and potential approval of amendments to agreements with County of Napa pertaining to the purchase of property in the Moore Creek watershed.
- C. Discussion and potential authorization to issue Request for Proposals for project management professional services.
- D. Receipt of report on expenditures, encumbrances and donations approved by the General Manager.
- E. Adoption of Resolution Appointing Directors for Wards One, Two, Four and Five

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.

7. Adjournment



Napa County Regional Park  
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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*

## DRAFT MINUTES

### BOARD OF DIRECTORS REGULAR MEETING

Monday October 13, 2008 2:00 P.M.  
1195 Third Street, Third Floor, Napa, CA

1. Call to Order

The meeting was called to order at 2:02 p.m.  
All Directors present.

2. Public Comment

Richard Neiman from Friends of the Napa River reported that the In-School Watershed Education Project Field Study and Workshop for Science Teachers held Thursday October 9, 2008 was a success. Middle school and high school students from 8 schools attended, visiting the South Napa Wetlands and Napa River Ecological Reserve.

Bernhard Krevet spoke on the challenges of balancing the natural protection and public access to the Napa River access near the Napa Valley Yacht Club.

3. Set Matters

None

4. Administrative Items

A. Consideration of and potential approval of Minutes of Board of Directors meeting of September 15, 2008.

Minutes were approved with correction to spelling of Cedar Roughs.

B. Consideration of Resolution 08-02 accepting a grant of \$1,650,000 from the State Coastal Conservancy for the acquisition of 673 acres in the Moore Creek watershed.

Directors voted to approve the Resolution.

TN-HK-MA-GK-DF

C. Consideration of process and schedule for review and adoption of Master Plan.

Directors voted to approve process and schedule regarding public review and Board adoption of the District Master Plan with the addition of a February or March 2009 date for presentation to and consideration by the Board of Supervisors.

MA-GK-HK-TN-DF

- D. Receipt of report on expenditures, encumbrances and donations approved by the General Manager.  
 John Woodbury gave the reports with discussions on the Napa River and Bay Trail, Camp Berryessa, Lake Hennessey, Moore Creek Acquisition, Oat Hill Mine Trail, Skyline Park, Vallejo Lakes, South Napa Wetlands, and Ecological Reserve kiosk.
- E. Review of Projects Status Report.  
 John Woodbury gave the report.

5. Announcements by Board and Staff

Chino Yip gave a report on the In-School Watershed Education Project Field Study and Workshop for Science Teachers held Thursday October 9, 2008.

John Woodbury made announcements on:

- ▶ Napa Valley Viticultural Fair will be on November 5, 2008.
- ▶ State legislation exempting volunteers from prevailing wage requirements was passed for another three years
- ▶ The Proposition 84 regulations for the competitive park grant portion of the measure have been passed by the legislation; the focus is on urban, park deficient areas.
- ▶ Legislation creating the San Francisco Bay Restoration Authority has been signed by the Governor.

6. Agenda Planning

- A. Consideration of cancellation of the Regular Board Meeting of November 10, 2008 at 2 pm and setting of a Special Board Meeting for November 10, 2008 at 6:30 pm at the Yountville Community Center  
 Directors voted to cancel the Regular Board Meeting of November 10, 2008 and set a Special Board Meeting for November 10, 2008 at 6:30 pm at the Yountville Community Center  
 MA-TN-GK-HK-DF

7. Adjournment

Meeting was adjourned to the Special Park & Open Space District Meeting on November 10, 2008 at 6:30 pm at the Yountville Community Center

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DAVE FINIGAN, Board President

ATTEST:

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MELISSA VON LOESCH  
 District Secretary

Key

Vote: HK = Harold Kelly; TN = Tony Norris; GK = Guy Kay; DF = David Finigan; MA = Myrna Abramowicz

The maker of the motion and second are reflected respectively in the order of the recorded vote.

Notations under vote: N = No; A = Abstain; X = Excused



Napa County Regional Park  
and Open Space District

## STAFF REPORT

Date: November 10, 2008  
Agenda Item: 4.B  
Subject: Consideration of and potential approval of amendments to agreements with County of Napa pertaining to the purchase of property in the Moore Creek watershed.

### Recommendation

Approve Amendment No. One to Agreement No. 08-08 and Amendment No. One to Agreement 08-09

### Background

The Board of Director on July 14, 2008 approved Agreement No. 08-08, which among other matters authorized a grant of Proposition 40 Per Capita grant funds from Napa County to the District, and Agreement No. 08-09, a Land Tenure Agreement which provides various assurances as required by the Proposition 40 grant program.

The proposed amendments do the following:

- (1) Increase the amount of the grant from \$866,688 to \$885,000, reflecting the fact that the amount of Proposition 40 grant funds available to the County is actually \$18,312 higher than had been anticipated.
- (2) Change the property description such that the Proposition 40 grant funds will only be applied to the portion of the property which does not include the caretaker house; this will allow the District greater flexibility as to how the caretaker's residence is ultimately utilized.
- (3) Make several non-substantive technical changes as requested by the State's Proposition 40 Per Capita Grant Program program manager.

If approved by the Board of Directors, the amendments will be submitted to the County Board of Supervisors for their consideration at their November 25, 2008 meeting.



Napa County Regional Park  
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## STAFF REPORT

Date: November 10, 2008  
Agenda Item: 4.C  
Subject: Discussion and potential authorization to issue Request for Proposals for project management professional services

### Recommendation

Authorize General Manager to issue Request for Proposals for project management professional services.

### Background

The District draft Master Plan projects the District over the next five years will need to gradually increase its staff support from its current 2.0 Full-Time Equivalent (FTE) to 4.5 FTE, or approximately 0.5 FTE per year.

The District's most immediate need is to increase professional services related to planning, obtaining grant funds for and implementing specific projects. These services are currently provided entirely by the General Manager. The pace at which the District is able to advance its work program is limited by the amount of time the General Manager has to devote to specific projects. Without additional staffing support, the District will miss out on grant funding from programs which exist at present but which are expected to run out of funding within the next two years.

The draft Request for Proposals seeks approximately 20 hours per week of professional services through the remainder of the fiscal year, with the option to roll the contract over to the subsequent fiscal year. The RFP is written to be very flexible regarding the range of potential professional services. This is partly a reflection of the fact that there is considerable leeway in how work is allocated between the General Manager and the proposed contract position. It is also a reflection of the reality that there is a limited pool of qualified professionals who are available to devote half of their typical work week to one contract for an hourly rate substantially below that which is typically paid for contract professional services. By issuing an RFP seeking a broad range of potential skills, the District should be able to maximize its ability to obtain high quality services.

The cost for this proposed contract is not currently included in the District budget. However, it should be possible to cover the cost of the contract by utilizing a portion of the District's contingency account and by billing some of the contract costs to grants which the District has received for specific projects. The details of how the contract would be budgeted will be presented to the Board at the same time a recommendation to award the contract is brought before the Board.



Napa County Regional Park  
and Open Space District

## NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

# REQUEST FOR PROPOSALS

## PROJECT MANAGER

November 10, 2008

The Napa County Regional Park and Open Space District is seeking proposals for professional services to provide a range of project management services to the District.

- Scope: Approximately 20 hours per week.
- Compensation: Up to \$45/hour and up to a maximum of \$25,000, plus expenses for travel, materials and supplies.
- Term: Contract will be for the period January 1, 2008 through June 30, 2009, with an option to extend at a comparable rate of compensation.

### DESCRIPTION OF SERVICES

- Manage projects identified in the District's draft Master Plan, including acquisitions of property and easements, development of plans for parks and trails, and design of interpretive materials and facilities.
- Identify grant funding opportunities, prepare grant applications, and manage grant implementation.
- Prepare deeds, memorandums of understanding and other documents.
- Prepare applications for projects permits.
- Research and prepare studies and reports needed for project implementation, and also supervise the work of other consultants preparing such studies and reports, including feasibility studies, California Environmental Quality Act reports, and professional and engineering design work.

### QUALIFICATIONS

- Be an independent contractor, with a valid current business license, able to obtain insurance coverage as required by the District's standard Professional Service Agreement, and able to provide basic office facilities including computer hardware and standard software, and internet/email functions.
- Have strong professional management skills applicable to implementing park and open space conservation projects, such as a good working knowledge of property and easement

- acquisition process, land use permits, California Environmental Quality Act, and grant writing/management.
- Be self-motivated, able to work independently and reliably, and have good follow-through skills.
  - Have exceptional creative thinking and problem-solving skills.
  - Must like working with people, and be good at collaborating with others.
  - Must have a valid Driver's license and vehicle.

**TO APPLY**

If interested, please submit a statement of qualifications to:

John Woodbury  
Napa County Regional Park and Open Space District  
1195 Third Street, Room 210  
Napa, CA 94559,

or

by email to [jwoodbury@ncrposd.org](mailto:jwoodbury@ncrposd.org)

**prior to 5:00 pm on Monday, December 1, 2008.** Interviews with the leading candidates may be held if needed to clarify submittals.



Napa County Regional Park  
and Open Space District

## STAFF REPORT

Date: November 10, 2008  
 Agenda Item: 4.D  
 Subject: Receipt of report on expenditures, encumbrances and donations approved by the General Manager

### Recommendation

Receive this report on expenditures and encumbrances approved by the General Manager.

### Background

Section III.A (7) authorizes the General Manager to bind the district for supplies, materials, labor and other valuable consideration, in accordance with board policy and the adopted District budget, up to \$10,000 for non-construction purposes and up to \$25,000 for construction purposes, provided that all such expenditures are subsequently reported to the Board of Directors. Section III.A(8) of the By-Laws authorizes the General Manager to apply for grants and receive donations, subject to reporting such actions to the Board of Directors.

Pursuant to this authorization, the following information is provided to the Board.

Date	Purpose	Recipient	Amount
10/27/2008	Office supplies reimbursement	JOHN WOODBURY	\$13.99
10/27/2008	Office expense—printing associated with draft Master Plan	COPY CORNER	\$107.75
10/22/2008	Property Assessments—Berryessa Vista	NAPA COUNTY TREASURER	\$36.00
10/23/2008	Travel: CARPOSA conference hotel 9/10-9/12	JOHN WOODBURY	\$317.04
10/16/2008	Adjustment of reported travel expense for attendance at Coastal Conservancy Board meeting in Eureka	JOHN WOODBURY	\$51.00



Napa County Regional Park  
and Open Space District

## STAFF REPORT

Date: November 10, 2008  
Agenda Item: 4.E  
Subject: Adoption of Resolution Appointing Directors for Wards One, Two, Four and Five

### Recommendation

Adopt the attached resolution making the following appointments to the Board of Directors:

Ward One: Harold Kelly

Ward Two: Tony Norris

Ward Four: Dave Finigan

Ward Five: Myrna Abramowicz

### Background

Section 5532 (e) of the California Public Resources Code provides that in the event that only one person is nominated to run for a seat on the Board of Directors, then the Board of Directors, at a regular or special meeting held prior to the last Monday before the last Friday in November in which the election is held, shall appoint to the office or offices the person or persons who have been nominated.

Upon appointment by the Board of Directors, Section 5532 (f) states that the secretary of the District shall issue certificates of election.

Section 5533 (g) The oath of office shall be taken, subscribed and filed with the secretary of the District within 30 days after the officer has notice of his or her election or appointment or before the expiration of 15 days before the commencement of his or her term of office.

Based on these code provisions, the Board of Directors should make appointments for Wards One, Two, Four and Five as recommended above. The oaths of office for these four Directors, plus that for the winning candidate for Ward Three, will be scheduled to be administered at the Board's regular meeting on December 8, 2008.

Resolution No. 08-03

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT**

**APPOINTING DIRECTORS FOR WARDS ONE, TWO, FOUR AND FIVE  
FOR TERMS OF OFFICE STARTING JANUARY 5, 2009**

WHEREAS, the Napa County Regional Park and Open Space District is a special district formed pursuant to Section 5500 *et seq* of the California Public Resources Code; and

WHEREAS, Section 5532(e) of the California Public Resources Code specifies that if only one person is nominated for any elective office for a special district formed pursuant to Section 5500 *et seq*, then the Board of Directors shall submit a certificate of these facts to the county elections official, and the Board of Directors shall appoint to the office or offices the person or persons so nominated at a regular or special meeting held prior to the last Monday before the last Friday in November in which the election is held.

WHEREAS, only one person each was nominated for wards one, two, four and five for the Board of Directors for terms starting January 5, 2009.

**NOW, THEREFORE**, be it resolved that the Board of Directors of the Napa County Regional Park and Open Space District as follows:

1. The Board of Directors certifies to the Napa County elections official, pursuant to California Public Resource Code section 5532, the fact that only one person each was nominated for Wards One, Two, Four, and Five, and the Board President is authorized to sign any documents to such effect.
2. Harold Kelly is appointed as the Director for Ward One for the term starting January 5, 2009.
3. Tony Norris is appointed as the Director for Ward Two for the term starting January 5, 2009.
4. Dave Finigan is appointed as the Director for Ward Four for the term starting January 5, 2009.
5. Myrna Abramowicz is appointed as the Director for Ward Five for the term starting January 5, 2009.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Board of Directors of the Napa County Regional Park and Open Space District, State of California, at a regular meeting of the Board held on the \_\_\_\_\_ day of \_\_\_\_\_, 2008, by the following vote:

AYES: DIRECTOR(s) \_\_\_\_\_

\_\_\_\_\_

NOES: DIRECTOR(s) \_\_\_\_\_

ABSENT: DIRECTOR(s) \_\_\_\_\_

Signed: \_\_\_\_\_  
President, Board of Directors

Attest \_\_\_\_\_  
Melissa Gray, District Secretary

Date: \_\_\_\_\_

<p align="center"><b>APPROVED AS TO FORM</b> Office of District Counsel</p> <p>By: <i>Chris R.Y. Apallas</i> (e-signature)</p> <p>Date: October 9, 2008</p>
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