



*Director Ward One
Harold Kelly*

*Director Ward Two
Tony Norris*

*Director Ward Three
Guy Kay*

*Director Ward Four
Dave Finigan*

*Director Ward Five
Myrna Abramowicz*

SPECIAL MEETING AGENDA

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT BOARD OF DIRECTORS

Thursday January 25, 2007 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 then 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 you comments to the specific subject under discussion. Time limitations shall be at the discretion of the President.

1. Call to Order :Roll Call

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. Consent Items

- A. Staff requests adoption of the 2007 meeting schedule for the Board of Directors.

4. Set Matters

None

5. Administrative Items

- A. Presentation by members of the former Napa County Parks and Open Space Advisory Committee and staff regarding the work of the Committee related to potential projects and priorities for the District.
- B. Discussion and possible action regarding an initial outreach and communication strategy, and the formation of various standing and ad hoc committees of the Board.
- C. Redrawing of lots for Wards 1, 3 and 5 for determining the length of terms of Directors to be elected in November 2008.

6. 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.

7. 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 unless noted below, other than whether and when to place such matters on the agenda.

8. Adjournment



STAFF REPORT

Date: January 25, 2007
Agenda Item: 3.A
Subject: Agenda Planning

Recommendation

Approve the attached calendar for regular meetings of the Board.

Background

The Brown Act requires the District to set the time of Regular Meetings of the Board, either by formula (eg, the second Monday of each month) or by adopted calendar. The attached calendar indicates the time and location for all regular meetings.

In addition to Regular Meetings, Special Meetings of the Board can be called at any time and in any location, subject to proper notice, by either the President or upon the request of two of the members of the Board.

D R A F T

Board of Directors Regular Meeting Calendar for 2007

All regular meetings will be held in the Napa County Board of Supervisors' Chambers on the third floor of 1195 Third Street in the City of Napa. Regular meetings will start at 2:00 pm.

<u>Day</u>	<u>Date</u>
Monday	January 8 th
Thursday	February 22 nd
Monday	March 12 th
Monday	April 9 th
Monday	May 14 th
Monday	June 11 th
Monday	July 9 th
Monday	August 13 th
Monday	September 10 th
Monday	October 8 th
Monday	November 5 th
Monday	December 10 th

Note

Board meetings are normally the second Monday of each month. Exceptions are indicated in red.

STAFF REPORT

Date: January 25, 2007
Agenda Item: 5.B
Subject: Discussion and possible action regarding an initial outreach and communication strategy, and the formation of various standing and ad hoc committees of the Board

Recommendation

- (1) Approve an initial outreach and communication strategy of having Directors take responsibility for maintaining regular liaison with specified organizations, groups, agencies and representatives.
- (2) Related to this recommended outreach and communication strategy, the Board should consider whether it wants to form an ad hoc subcommittee to work with staff in developing outreach content.
- (3) Continue the topic of potentially establishing one or more advisory committees until this autumn, after the Board has received feedback from its initial outreach and communication efforts.
- (4) Continue the topic of potentially establishing standing Board committees to the Regular Board meeting of August 13, 2007, after the Board has gained experience with the scope and flow and District business.

Background

Generally, the most effective way of getting input from established agencies, organizations and informal groups is to attend and participate in their existing meetings and activities, because it shows respect for their interests and the value of their time. Similarly, it will be useful for the District to form its own ad hoc or standing advisory committees in situations where there are clearly articulated goals and objectives, and where these goals and objectives are closely related to the interests of the people who are expected to attend.

The former Napa County Parks and Open Space Advisory Committee developed a list of potentially interested agencies, organizations and groups as part of its outreach strategy. As the attached updated version of that list shows, there are a great many such entities, and the list is certainly not complete. The Advisory Committee, together with staff, was able to make presentations to some but well less than half of these. A process of prioritization is clearly necessary.

For these reasons, staff recommends that the District Board start its outreach and partnership-building efforts by having Directors take responsibility for maintaining regular liaison with specified organizations, groups, agencies and key officials and representatives. The first step would be for each Director to individually review the attached list, make additions as appropriate, provide an assessment ranking of the relative urgency of building a relationship with each, and indicate whether he/she is willing and able to take lead responsibility. Staff would then take the responses of each Director and compile a consolidated list, average ranking and collective potential assignments. This consolidated list would be reviewed at the next Board meeting and adopted with modifications as needed.

The second step is to identify the messages which Directors would be asked to disseminate, and questions for which they would be asked to gather information. A two-member ad hoc subcommittee of the Board could be formed to work with staff in developing these messages and questions; alternatively, staff could develop draft materials for review by the full Board.

Key initial messages and issues include:

- explaining the purposes and structure of the District;
- describing what the District may be capable, or not capable, or doing;
- encouraging participation in the District's development of goals and project priorities;
- asking about the capacity and interest of the organization or agency to be involved in and support park, recreation and open space projects and programs; and
- determining how best to maintain lines of communication with the District.

Finally, once progress has been made in reaching out to the organizations, groups, agencies and representatives on the list, the Board would evaluate what has been learned and decide on next steps, including whether it makes sense to form any ad hoc or standing committees.

Regarding the establishment of standing committees, whether consisting of Board members or members of the community, it is important to note that committees require a substantial commitment of staff time. In order to make meetings productive, staff must invest considerable time preparing agendas and materials for distribution. All such meetings are subject to the Brown Act noticing requirements. Legal counsel needs to review all agendas and materials, and typically should be present at meetings. For these reasons, standing committees should be formed only when there is a clear need, with clear objectives, and a clear concept for how the committee will achieve these objectives.

Education

Calistoga Joint Unified School District		
Justin-Sienna High School Outdoor Club		
Napa County Superintendent of Schools		
Napa Valley Unified School District		
Napa Valley College		
Napa Valley Retired Teachers Association		
Pacific Union College		
Pope Valley Union School		
St Helena Unified School District		

Environment

Acorn Soupe (St. Helena)		
Bay Area Ridge Trail Council		
Berryessa Trails and Conservation		
CA Native Plant Society – Napa Chapter		
Friends of American Canyon Open Space		
Friends of the Napa River		
Get a Grip on Growth		
Greenbelt Alliance		
Land Trust of Napa County		
Napa County Geology Association		
Napa Solano Audubon		
Sierra Club		
Wildlife Rescue		

Government

California Department of Fish & Game		
California Department of Veterans’ Affairs		
California State Assemblymember Evans		
California State Coastal Conservancy		
Californis State Senator Pat Wiggins		
City of American Canyon City Council		
City of American Canyon Open Space Committee		
City of Calistoga City Council		
City of Napa City Council		
City of Napa Park and Recreation Commission		
City of St Helena City Council		
Napa County Board of Supervisors (5 districts)		
Napa County Transportation Planning Agency		
Napa County Wildlife Commission		
Town of Yountville Town Council		
U.S. Fish & Wildlife		
U.S. Congressman Mike Thompson		
Veterans’ Affairs		
Watershed Information Center and Conservancy		

Healthcare

Kaiser Hospital		
Queen of the Valley Hospital		
St. Helena Hospital		
Napa State Hospital		
Veterans Home		

Historical/Cultural/Social

Hispanic Network		
Interfaith Council		
Latino Cultural Council		
Napa County Landmarks		
Napa County Historical Society		
Napa Valley Arts Council		
Napa Valley Museum		
Napa Valley Natural History Association		
Sharpsteen Museum		
St. Helena Historical Society		

Park Agencies and Organizations

Bay Area Open Space Council		
Blue Ridge/Berryessa Natural Area Partnership		
Bureau of Land Management		
Bureau of Reclamation		
California State Parks		
California Park and Recreation Society		
Carolyn Parr Nature Center		
Connolly Ranch		
Skyline Park Citizen's Association		
Bale Grist Mill/ Bothe State Park		

STAFF REPORT

Date: January 25, 2007
Agenda Item: 5.C
Subject: Redrawing of lots for Wards 1, 3 and 5 for determining the length of terms of Directors to be elected in November 2008

Recommendation

The Directors of Wards 1, 3 and 5 should draw lots to determine which one of the wards will have a four-year term to be elected in November 2008

Background

Pursuant to Public Resources Code Section 5533.5, at its first Board meeting on January 8, 2007, the Directors drew lots to determine which wards would have a two-year term, and which wards would have a four-year term, for the election of Directors at the General Election in November 2008.

Unfortunately, staff misread the statute, and had Directors draw lots for three two-year terms and two four-year terms. Instead, there should have been two two-year terms, and three four-year terms. The most straight-forward method for correcting this error, while respecting the statutory requirement for drawing lots at the first meeting of the Board, is for the three Directors who drew two-year terms to redraw lots, such that one of their wards will have a four-year term up for election in November 2008, and the other two remain as two-year terms.