



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

Karen Turjanis  
*Director, Ward One*

Tony Norris  
*Director, Ward Two*

Michael Haley  
*Director, Ward Three*

Dave Finigan  
*Director, Ward Four*

Barry Christian  
*Director, Ward Five*

## **AGENDA**

### **PARK AND OPEN SPACE DISTRICT ADVISORY COMMITTEE SPECIAL MEETING**

**Monday, September 25, 2014 at 2:00 P.M.**

City Hall, 955 School Street, Napa, CA 94559

#### **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 Directors 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 NCRPOSD Office at 1195 Third Street, Suite 210, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 4:30 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 §§6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

#### **1. Call to Order and 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. Administrative Items

- a. Introductions of Advisory Committee Members and District Board of Directors
- b. Presentation by General Manager and discussion regarding the purpose of Advisory Committee (see attached Resolution forming the Advisory Committee and By-Laws governing the functions of the Advisory Committee)
- c. Presentation by General Manager and discussion regarding the history of the District
- d. Presentation by General Manager and discussion of the District Master Plan and Master Plan 2012 Update (both documents posted at [www.NapaOutdoors.org](http://www.NapaOutdoors.org))
- e. Consideration of and potential election of Advisory Committee Chair and Vice Chair
- f. Consideration of and potential adoption of meeting calendar for the Advisory Committee (PLEASE BRING YOUR CALENDARS)

## 4. Announcements by Board and Staff

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

## 5. Adjournment

## Park and Open Space District Advisory Committee Members

September 25, 2014

| <u>Member</u>        | <u>Nominated by</u>            | <u>EMAIL</u>   | <u>PHONE</u> |
|----------------------|--------------------------------|--|--------------|
| Phill Blake          | Board of Directors             | <a href="mailto:phillblake@sbcglobal.net">phillblake@sbcglobal.net</a>             | 707-287-0379 |
| Karen Chang          | City of Calistoga              | <a href="mailto:karenchang27@gmail.com">karenchang27@gmail.com</a>                 | 707-942-4486 |
| Jeff Dodd            | City of Napa                   | <a href="mailto:jtdodd@gmail.com">jtdodd@gmail.com</a>                             | 707-337-7609 |
| Sandy Fagan          | Town of Yountville             | <a href="mailto:srcfagan@att.net">srcfagan@att.net</a>                             | 707-295-9401 |
| John Glaser          | Supervisor Wagenknecht         | <a href="mailto:johnglaser@prodigy.net">johnglaser@prodigy.net</a>                 | 707-312-1811 |
| Samantha Holland     | Board of Directors             | <a href="mailto:sholland@yville.com">sholland@yville.com</a>                       | 707-815-0439 |
| Richard Niemann      | Supervisor Luce                | <a href="mailto:rniemann@sonic.net">rniemann@sonic.net</a>                         | 707-738-9182 |
| Roberta Oswald       | City of St. Helena             | <a href="mailto:Roberta@RobertaOswald.com">Roberta@RobertaOswald.com</a>           | 707-339-0233 |
| Bob Russell          | Supervisor Caldwell            | <a href="mailto:brassoc@hotmail.com">brassoc@hotmail.com</a>                       | 707-251-9428 |
| Richard Seiferheld   | Board of Directors             | <a href="mailto:Seiferheld@me.com">Seiferheld@me.com</a>                           | 707-964-5484 |
| Howard Siegel        | Board of Directors             | <a href="mailto:howardsiegel@comcast.net">howardsiegel@comcast.net</a>             | 707-291-0665 |
| Brad Simpkins        | Board of Directors             | <a href="mailto:forkins@gmail.com">forkins@gmail.com</a>                           | 707-246-4584 |
| Denice Britton Smith | Supervisor Dillon              | <a href="mailto:denicebritton@sbcglobal.net">denicebritton@sbcglobal.net</a>       | 530-624-8403 |
| Stu Williams         | Supervisor Dodd                | <a href="mailto:stuwilliamsatlake@gmail.com">stuwilliamsatlake@gmail.com</a>       | 510-865-5000 |
| <u>Staff</u>         |                                |  |              |
| John Woodbury        | General Manager                | <a href="mailto:jwoodbury@ncrposd.org">jwoodbury@ncrposd.org</a>                   | 707-259-5933 |
| Chris Cahill         | Principal Planner              | <a href="mailto:ccahill@ncrposd.org">ccahill@ncrposd.org</a>                       | 707-253-4847 |
| Chino Yip            | Volunteer/Outreach Coordinator | <a href="mailto:cyip@ncrposd.org">cyip@ncrposd.org</a>                             | 707-337-3885 |
| Chris Apallas        | District Counsel               | <a href="mailto:chris.apallas@countyofnapa.org">chris.apallas@countyofnapa.org</a> | 707-259-8248 |
| Melissa Frost        | District Secretary             | <a href="mailto:Melissa.frost@countyofnapa.org">Melissa.frost@countyofnapa.org</a> | 707-299-1380 |
| <u>Directors</u>     |                                |  |              |
| Dave Finigan         | President, Ward 4              | <a href="mailto:dfinigan@ncrposd.org">dfinigan@ncrposd.org</a>                     | 707-339-2098 |
| Michael Haley        | Vice President, Ward 3         | <a href="mailto:mhaley@ncrposd.org">mhaley@ncrposd.org</a>                         | 707-332-3972 |
| Karen Bower Turjanis | Ward 1                         | <a href="mailto:kbowerturjanis@ncrposd.org">kbowerturjanis@ncrposd.org</a>         | 707-224-1261 |
| Tony Norris          | Ward 2                         | <a href="mailto:tnorris@ncrposd.org">tnorris@ncrposd.org</a>                       | 707-255-2429 |
| Barry Christian      | Ward 5                         | <a href="mailto:bchristian@ncrposd.org">bchristian@ncrposd.org</a>                 | 707-307-3564 |

RESOLUTION NO. 14-03

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA COUNTY  
REGIONAL PARK AND OPEN SPACE DISTRICT, STATE OF CALIFORNIA,  
CREATING THE NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT  
ADVISORY COMMITTEE**

**WHEREAS**, on February 10, 2014 the Board of Directors of the Napa County Regional Park and Open Space District ("District") expressed an intention to form the Park and Open Space District Advisory Committee ("POSDAC") to review the progress and financial history of the District since its formation in 2008, and to study, hold hearings, and provide recommendations to the Board of Directors regarding a long-term funding strategy for the District.

**WHEREAS**, to facilitate compliance with the Maddy Act, the Board hereby desires to formalize the creation of the POSDAC, including its purpose and the number, terms, and qualifications of the members, in this Resolution, as set forth below; and

**WHEREAS**, the formation of the Advisory Committee is not subject to the California Environmental Quality Act.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the District hereby creates the Park and Open Space Advisory Committee ("POSDAC") as follows:

**1. Purpose.** The Park and Open Space District Advisory Committee ("POSDAC") is hereby created to perform the following advisory functions for the Board of Directors:

A. Review the progress and financial history of the District since its formation in 2008, including projects and programs undertaken, the source and use of District funds, and current financial status;

B. Identification of funding needed to implement priority projects as identified in the Master Plan and the 2012 Update to the Master Plan; and

C. Evaluation of funding options and strategies to meet priority park and open space needs, including consideration of potential funding partnerships with Napa County, the five municipalities, other public agencies and community-based organizations, to address park, open space and recreation goals and objectives in Napa County.

**2. Members.** The POSDAC shall be comprised of up to sixteen (16) persons appointed by the District Board of Directors for one year terms commencing on July 1, 2014 and terminating on June 30, 2015, except as provided in Paragraph 7, and except that in the event of any vacancy on the POSDAC, the District Board of Directors may fill the vacancy consistent with the qualification and nomination process specified below for the vacancy in question. All members shall reside in the incorporated or unincorporated areas of Napa County. The members shall be appointed in accordance with the following requirements, with appointment of the

Public members also complying with the notice procedures set forth in the Maddy Act (Government Code section 54970 et seq.):

| <u>No of Positions</u> | <u>Qualification</u>         | <u>Nominated/ Recommended By</u> |
|------------------------|------------------------------|----------------------------------|
| 1                      | Member of Board of Directors | District Board President         |
| 1                      | Public, District 1           | County Supervisor District 1     |
| 1                      | Public, District 2           | County Supervisor District 2     |
| 1                      | Public, District 3           | County Supervisor District 3     |
| 1                      | Public, District 4           | County Supervisor District 4     |
| 1                      | Public, District 5           | County Supervisor District 5     |
| 1                      | Public/City Representative   | City of American Canyon          |
| 1                      | Public/City Representative   | City of Calistoga                |
| 1                      | Public/City Representative   | City of Napa                     |
| 1                      | Public/City Representative   | City of St. Helena               |
| 1                      | Public/Town Representative   | Town of Yountville               |
| 1                      | Public                       | District Board Ad Hoc Committee  |
| 1                      | Public                       | District Board Ad Hoc Committee  |
| 1                      | Public                       | District Board Ad Hoc Committee  |
| 1                      | Public                       | District Board Ad Hoc Committee  |
| 1                      | Public                       | District Board Ad Hoc Committee  |

The District Board Ad Hoc Committee shall develop its nominations after reviewing nominations made by the County Board of Supervisors and the five municipalities, with the objective of ensuring diversity and balance on the POSDAC.

**3. Organizational Meeting.** POSDAC shall conduct its first organizational meeting no later than August 1, 2014 for the purpose at a minimum of adopting bylaws, setting its meeting schedule, and taking such other organizational actions as may be required, including the election of a Chair, Vice-Chair and Secretary. All officers shall be members of the POSDAC.

**4. Support and Liaison.** District staff shall provide technical and administrative support to the POSDAC. POSDAC may also seek technical assistance from the County of Napa, the five municipalities within Napa County, as well as other interested agencies and organizations.

**5. Compensation and Budget.** The members of the POSDAC shall serve without compensation. The District shall pay for expenses associated with the work of the POSDAC, subject to approval by the District General Manager and/or the District Board of Directors.

**6. Recruitment of Members.** The District General Manager is directed to immediately commence the process of seeking applicants for the initial appointments of the Public members of the POSDAC, and to request the County of Napa and its five municipalities to recommend their appointments, in accordance with the procedures prescribed by the Maddy Act set forth in Government Code section 54970 et seq.

7. **Extension and Termination.** The terms of POSDAC members may be extended by the District Board of Directors for additional one-year terms if the Board determines that the work of the committee is not done. Notwithstanding the terms specified in Paragraph 1 or as provided in Paragraph 7, the POSDAC may be eliminated by the District Board of Directors at any time if the District Board of Directors determines the committee is no longer needed.

**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 10th day of March, 2014, by the following vote:

AYES: DIRECTORS

Norris, Christian, Turjanis,  
Haley, Finigan

NOES: DIRECTORS

Ø

ABSENT: DIRECTORS

Ø

ATTEST: Melissa Frost  
District Secretary

By: Melissa Frost

APPROVED AS TO FORM  
OFFICE OF COUNTY COUNSEL  
By: [Signature]  
Date: 3/23/14

APPROVED BY THE NAPA COUNTY  
REGIONAL PARK AND OPEN SPACE  
DISTRICT BOARD OF DIRECTORS  
Date: 3-10-2014  
Processed by: Melissa Frost  
District Secretary

1871

North Carolina, Raleigh

March 1st

1871

1871

March 1st

March 1st

March 1st

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

**Bylaws**

**Proposed September 8, 2014**

**Article I – Name**

The Committee shall be designated the Napa County Regional Park and Open Space District Advisory Committee (“Committee”).

**Article II – Authority**

The Board of Directors of the Napa County Regional Park and Open Space District (“District”) established the Committee on March 10, 2014 by the adoption of Resolution 14-03, which was further amended by the District on July 14, 2014 by Resolution 14-06, and on August 11, 2014 by Resolution 14-07. The District solicited applications for the Committee, and further requested nominations for the Committee from the County Board of Supervisors (one nomination per Supervisor) and from each municipality within the County (one nomination per municipality). The District Board of Directors appointed 12 members of the committee at their meeting of August 11, 2014, including 5 members nominated by the County Board of Supervisors, 1 member nominated by the City of Napa and 1 member nominated by the Town of Yountville. On September 8, 2014 the District Board of Directors appointed two additional members, one nominated by the City of Calistoga and one nominated by the City of St. Helena. The District Board of Directors will consider filling the slot designated for the City of American Canyon when the City nominates a candidate to represent the City.

**Article III – Purpose**

The Committee is charged with performing the following tasks:

A. Review the progress and financial history of the District since its formation in 2007, including projects and programs undertaken, the source and use of District funds, and current financial status;

B. Identify funding needed to implement priority projects as identified in the Master Plan and the 2012 Update to the Master Plan;

C. Evaluate funding options and strategies to meet priority park and open space needs, including consideration of potential funding partnerships with Napa County, the five municipalities, other public agencies and community-based organizations, to address park, open space and recreation goals and objectives in Napa County; and D. Recommend funding action(s) if any for the District Board to implement.



## Article IV – Function

To fulfill its responsibilities, the Committee shall comply with the following provisions:

- A. Meet in public session approximately monthly as needed to perform the purposes identified in these By-laws.
- B. Consider input provided by the public.
- C. Review the documents and information provided to the Committee, and seek additional information and input as needed.
- D. Submit a report from the Committee to the District Board of Directors by June 30, 2015, containing the findings of the Committee and recommended funding actions (if any) for the District to consider.

## Article V – Membership

- A. Composition: The Commission shall be comprised of a maximum of 15 members, appointed by the District Board of Directors, as follows:

| <u>No of Positions</u> | <u>Qualification</u>       | <u>Nominated/ Recommended By</u> |
|------------------------|----------------------------|----------------------------------|
| 1                      | Public, District 1         | County Supervisor District 1     |
| 1                      | Public, District 2         | County Supervisor District 2     |
| 1                      | Public, District 3         | County Supervisor District 3     |
| 1                      | Public, District 4         | County Supervisor District 4     |
| 1                      | Public, District 5         | County Supervisor District 5     |
| 1                      | Public/City Representative | City of American Canyon          |
| 1                      | Public/City Representative | City of Calistoga                |
| 1                      | Public/City Representative | City of Napa                     |
| 1                      | Public/City Representative | City of St. Helena               |
| 1                      | Public/Town Representative | Town of Yountville               |
| 1                      | Public                     | District Director Ward 1         |
| 1                      | Public                     | District Director Ward 2         |
| 1                      | Public                     | District Director Ward 3         |
| 1                      | Public                     | District Director Ward 4         |
| 1                      | Public                     | District Director Ward 5         |

- B. Term: The term of office for appointed members shall be from the date each member was appointed continuing to June 30, 2015, except that the District Board of Directors may continue these terms if needed to enable the Committee to complete its responsibilities.
- C. Resignation: Any appointed member may resign by giving written notice to the Commission.

- D. Vacancies: In the event of any vacancy, the District Board of Directors may appoint a replacement for that position. If the vacancy is for a position nominated by the County Board of Supervisors or by a municipality, the District shall consult with the nominating entity before filling the vacancy, and shall advertise the vacancy in accordance with section 54974 of the California Government Code.
- E. Attendance: Committee members are expected to attend all regular meetings. Members shall notify the Chairperson or Coordinator of any expected absence by 5:00 p.m. of the day prior to the meeting

Any member of the Committee who has two (2) or more unexcused absences shall have his/her appointment reviewed by the Committee, with possible recommendation to the District Board of Directors for continuation or removal from the Committee. Excused absences will be determined by the Chairperson.

#### **Article VI – Structure**

- A. Officers: The Committee shall select a Chair and Vice Chair at the first meeting of the Committee.

The Vice Chair shall become the Chair for the remainder of the term if the Chair becomes vacant and a new Vice Chair shall be elected to serve in that capacity for the same period.

If the Vice Chair becomes vacant, the Executive Committee may fill the office by appointment subject to ratification by the general membership.

- B. Meetings: Meetings shall be convened approximately monthly until the work of the Committee is complete and the report required by Article IV(D) has been submitted. Meeting dates, location, and time will be established at the first meeting of the Committee, and may be changed as needed by majority vote of the Committee at a scheduled meeting of the Committee, or by the Chair between meetings. Public notice shall be posted on the District web site ([www.NapaOutdoors.org](http://www.NapaOutdoors.org)), posted at the Napa County Administrative Offices, and at designated meeting spaces in accordance with the Ralph M. Brown Act (Government Code Sec 54950, 54950(b), et seq.).
1. Quorum – A quorum of the Committee shall be a majority of the members (excluding vacancies). No action shall be taken unless a quorum is present.
  2. Public Access – All meetings of the Committee shall be open and accessible to the general public in accordance with the Ralph M. Brown Act

(Government Code Sec 54950, 54950(b), et seq.). Opportunity for public comment will be included in each agenda with individual presentation being limited to three minutes. The Committee, by majority vote, may close the meeting to the public only if in accordance with the Ralph M. Brown Act, Government Code.

3. Voting – Each member of the Committee has one vote. For official business, a majority vote of the quorum is needed to pass a motion. No member shall participate in a vote if he or she has a proprietary interest in the outcome of the matter being voted on.
4. Parliamentary Authority – All proceedings of the Committee shall be conducted according to the rules contained in the most recent edition of the Standard Code of Parliamentary Procedure (Sturgis) when these do not conflict with these bylaws.

C. Administrative: The Committee shall obtain staff support from the District. Staff will be responsible for the compilation and distribution of Committee meeting notices, agendas, minutes, and background information needed by the Committee to perform its responsibilities. Committee records, meeting minutes, membership and attendance information shall be maintained by the staff.

Members of the Committee shall serve without compensation and shall not receive reimbursement for any expenses incurred while conducting official business.

#### **Article VII– Bylaws**

- A. Adoption: Approval by the District Board of Directors shall be required to adopt or make changes to these bylaws.
- B. Amendments: These bylaws may be amended or repealed and new bylaws adopted by majority vote of the Committee at any regular or special meeting, subject to the approval by the District Board of Directors. Any member of the Committee may propose amendments to the Bylaws.

Napa County Regional Park and Open Space District

## Advisory Committee Schedule of Meetings

Draft Sept 2014

|               |  |
|---------------|--|
| Sept 25, 2014 | <ul style="list-style-type: none"> <li>Introductions</li> <li>Election of Chair and Vice-Chair</li> <li>Purpose of Committee and By-laws</li> <li>History of District</li> <li>District Master Plan and 2012 Update</li> <li>Determine schedule for future committee meetings</li> </ul> |
| Nov           | Field Trip (Moore Creek, Camp Berryessa, Lake Curry, Kirkland Ranch, Napa River and Bay Trail, others?)  |
| Dec           | <ul style="list-style-type: none"> <li>Review of District Finances</li> <li>(past and present sources and uses of funds)</li> </ul>  |
| Jan           | <ul style="list-style-type: none"> <li>Review of Potential Future Financial Scenarios</li> <li>(Experiences of Other Park and Open Space Districts)</li> <li>(What the public wants—review of polling data from around the region)</li> </ul>  |
| February      | Develop Recommendations for Future of District   |
| March         | Continuation of February discussion if needed  |
| April         | Continuation of March discussion if needed   |