

*Director Ward One
Harold Kelly*

*Director Ward Two
Tony Norris*

*Director Ward Three
Guy Kay*

*Director Ward Four
David Finigan*

*Director Ward Five
Myrna Abramowicz*

AGENDA

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT BOARD OF DIRECTORS

Thursday February 22, 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
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. Approval of Minutes of Regular Meeting of the Board of Directors for January 8, 2007 and Special Meeting of the Board of Directors for January 25, 2007.
- B. Designation of Interim District Secretary.
- C. Consideration of Resolution of Intent to Adopt a Conflict of Interest Code and Directing the District Secretary to Publish a Notice of Intention to Adopt the Conflict of Interest Code.
- D. Consideration and possible approval of a professional services agreement and a grant agreement between the District and the County of Napa, including work program and budget for April 1, 2007 through June 30, 2007, and proposed work program and budget for FY 2007-08.
- E. Consideration and possible recommendation to the Napa County Board of Supervisors regarding a loan of \$20,000 to the Napa County Transportation Planning Agency in support of a feasibility study for Class I trail connections between the cities of the Napa Valley.
- F. Discussion and possible approval of comments on the draft Napa County General Plan.
- G. Discussion and possible action on District outreach strategy.
- H. Discussion and possible appointment of ad hoc committees including but not limited a committee to consider and develop recommendations on a District logo and a committee to consider the formation of a non-profit organization to support the District.

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 agendaize such matters.

7. Adjournment



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MINUTES

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT BOARD OF DIRECTORS MINUTES FROM JANUARY 8, 2007 MEETING

1. CALL TO ORDER BY JOHN WOODBURY AT 2:00 P.M.
2. NOMINATION AND ELECTION OF BOARD PRESIDENT AND BOARD VICE PRESIDENT

Director Abramowicz made a motion to nominate Director Kay for President. This motion was seconded by Director Norris. Director Kelly made a motion to nominate Director Norris and seconded by Director Kay. A roll call vote was called for Director Kay for President.

<u>HK</u>	<u>TN</u>	<u>GK</u>	<u>DF</u>	<u>MA</u>
N	A	A	A	A

Director Kelly changed his vote to an Aye making the vote unanimous and electing Director Kay as President.

<u>HK</u>	<u>TN</u>	<u>GK</u>	<u>DF</u>	<u>MA</u>
A	A	A	A	A

Nominations were opened for Vice-President. President Kay motioned to nominate Director Kelly as Vice President. This motion was seconded by Director Abramowicz. There were no other nominations. A vote was called unanimously electing Director Kelly as Vice President.

<u>GK</u>	<u>MA</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>
Motion	Second	Ayes	Noes	Excused	Abstained

3. PUBLIC COMMENT
Bernhard Krevet led the audience in an applause celebrating the first meeting of the District.

KEY

A-AYE N-NOE X-EXCUSED AB-ABSTAINED
GK=GUY KAY HK=HAROLD KELLY TN=TONY NORRIS
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4. SET MATTERS

A. 3:30p.m

Hillary Gitelman, Planning Director, gave a brief presentation on the status of the Napa County General Plan. A draft is planned to be ready for review February 2007. Ms. Gitelman opened up the presentation to discussion, questions and answers.

5. ADMINISTRATIVE ITEMS

A. Term of office determined by a Hat draw by each Director. At the initial formation of the District, all of the elected Directors serve for a two-year term. This draw is to determine the terms of office for the Directors voted in at the November 2008 election. Wards one, three and five will have two-year terms and Ward two and four will have four-year terms. Thereafter, all Wards will elect Directors to four-year terms.

B. John Woodbury led the discussion of the draft Bylaws. The discussion was opened to questions and answers. Director Finigan motioned to adopt the Bylaws with a second by Director Norris. The Bylaws were adopted by a unanimous vote.

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A	A	A	A	A

C. A presentation was made by General Manager John Woodbury and Counsel Chris Apallas explaining the basics of the Ralph M. Brown Act. After the presentation the meeting was opened up to questions and answers.

D. Discussion led by John Woodbury began regarding the requirements of Conflict of Interest Statement filing upon entering, leaving and annual filing. Additionally an Ethics Training Certificate is required for all officers every two years. Training is available online. As a future item the Board will need to adopt a Code of Ethics.

E. Discussion began regarding a draft agreement with the County granting funds from the County of Napa to the District and a draft agreement regarding the services which the District will contract to receive from the County of Napa. John Woodbury stated he will bring the agreement for possible adoption at the February meeting.

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- F. Discussion and appointment of district Officer, including General Manager, Controller, Treasurer and Secretary. John Tuteur, Assessor-Recorder-County Clerk, announced he will have the bill for the elections available in February. A motion was made by Vice President Kelly to adopt officers as stated in staff memo. This motion was seconded by Director Norris and passed with a unanimous vote.

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A	A	A	A	A

The following officers were adopted as follows:

General Manager	John Woodbury, Principal Planner
Controller	Pam Kindig, Auditor Controller
Treasurer	Marcia Hull, Treasurer/Tax Collector
Secretary	Gladys Coil, Staff Services Analyst II
Counsel	Chris Apallas, Attorney I

- G. Discussion and possible action on adoption of a District Seal and District Logo. The Board discussed this action and determined they would like to discuss this matter in the future with possible action of appointing an Ad Hoc committee to undertake this task.
- H. Discussion and possible adoption of Local Procedures for Implementing the California Environmental Quality Act was led by John Woodbury. Discussion with several suggested changes/additions ensued. Director Norris motioned that these suggestions be included in the draft. This motion was seconded by Vice President Kelly and passed unanimously.

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- I. Advisory, outreach and partnership strategies were discussed led by John Woodbury. The Board agreed to bring a list of organizations to prioritize to the next meeting. Mathew Plate addressed the Board with a message from the American Canyon City Council expressing their interest and support for the District Board. Tricia Westbrook, representing Napa Landmarks, offered congratulations and an offer to assist the Board where needed. Vice President Kelly said he would like to discuss creation of a 501 C3 when appropriate in the future. Director Abramowicz expressed a desire to work through non-profits.

**FIVE MINUTE BREAK CALLED BY VICE-PRESIDENT KELLY
MEETING WILL RESUME WITH THE 3:30P.M. SET MATTER**

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6. ANNOUNCEMENTS BY BOARD AND STAFF

None

7. AGENDA PLANNING

Board summarized the discussions of today's meeting to agendize for future discussion. Director Finigan announced he would like to be excused from the March 12, 2007 meeting. Director Abramowicz inquired as to whether a directory is available of county government staff and departments and a map of protected spaces defined by ownership. Vice President Kelly stated he would like to hear from the previous Napa County Park and Open Space Advisory Committee. After discussion, President Kay called a special meeting for January 25, 2007 at 2 p.m. at this same location to include a presentation by Napa County Parks and Open Space Advisory Committee and discussion of Ad Hoc committees.

8. ADJOURNMENT

Meeting adjourned with a motion by Director Norris, seconded by Director Abramowicz and unanimously approved at 4:12 p.m. to adjourn to a Special Meeting January 25, 2007 at 2:00 p.m. at 1195 Third Street, Third floor in Napa, CA

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Director Ward One
Harold Kelly
Vice-President

Director Ward Two
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Director Ward Three
Guy Kay
President

Director Ward Four
David Finigan

Director Ward Five
Myrna Abramowicz

MINUTES

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT BOARD OF DIRECTORS MINUTES FROM JANUARY 25, 2007 SPECIAL MEETING

1. CALL TO ORDER BY PRESIDENT KAY AT 2:01 P.M. ALL DIRECTORS PRESENT

2. PUBLIC COMMENT
John Speck requested to public comment about Oat Hill Mine Road during Item 5. President Kay said he would allow Public Comment during Item 5.

3. CONSENT ITEMS
A. Direction Norris motioned to accept the calendar as shown. This motion was seconded by Director Finigan and passed unanimously.

4. SET MATTERS
None

5. ADMINISTRATIVE ITEMS
A. Presentation by the former Napa County Parks and Open Space Advisory Committee. Cheryl Harris and Tricia Westbrook teamed a presentation of the Committees charge and accomplishments along with concept details and suggestions to the District Board. After the presentation President Kay opened the meeting up to discussion and public comment. Carol Kunze spoke of several areas she feels the public has interest in opening up more access and improvements. Such projects are Lake Hennessey, Oat Hill Mine Road, Milliken Creek, Skyline Park and trails on the Valley floor.
FIVE MINUTE BREAK CALLED BY PRESIDENT KAY
John Woodbury continued the presentation with a PowerPoint display of current County Parks and potential projects.

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President Kay opened up Public Comment. John Speck of Napa, President of the Sierra Club, spoke in support of Oat Hill Mine Road development as a key project for the District. A question and answer period was initiated. More public comment regarding brain storming ideas came from Susan Rushing Park. Joel King, representing the Bicycle Advisory Committee, requested the District endorse a \$20,000 donation towards a feasibility study for a multi-use trail in the Valley. Most local Cities are contributing this amount for the study which will be paid back through a future grant. The Board of Supervisors has shown an interest but would like to have the request and endorsement come from the Park and Open Space District.

B. John Woodbury referred the Board members to a brief memo in the meeting packet and requested that the Directors review and prioritize the list of outreach partners. Discussion began between the Board members. Vice-President Kelly requested John Woodbury compile the Board's choices according to priority and make a presentation of the findings at the February meeting. President Kay opened the meeting up to public comment. Mathew Plate of American Canyon made a request to the Board to get out in the community and that he feels it is very important for the Board to be represented at events. John Speck of Napa stated that communications between core constituents is vital to carry out the Measure I efforts. Carol Kunze of Berryessa mentioned that the Napa Register has on-line comments which could be a viable means of solicitation of ideas for the District. Ms. Parks added connecting links between other partnerships and the District web site could be a good outreach tool.

C. Redrawing of lots for Wards 1, 3 and 5 for determining the length of terms of Directions to be elected in November 2008. The draw is to determine one additional ward with a four year terms. The four year draw went to Ward Three President Kay's Ward.

6. ANNOUNCEMENTS BY BOARD AND STAFF

John Woodbury announced he will be meeting with the Napa Rotary club on March 7 as an outreach. Gladys Coil announced that she has accepted the position of Clerk of the Board of Supervisors and thus will be leaving her current position with Public Works. Director Norris stated as it was his intent to have the Parks Advisory Committee nominated for an award with the California Parks, it is now too late for that nomination. All interested are invited to the California parks Award ceremonies at the Napa Senior Center on Saturday February 24, 2007. Director Norris went on to say a couple of documents that came out of the Park Advisory Committee efforts noteworthy for the Board to have are the Feasibility Study conducted with the help of the Trust for Public Land and the Bay Area Economics recommendations to recreation in the Napa Valley. John Woodbury said he could provide both of those documents to the Board of Directors.

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7. **AGENDA PLANNING**

John Woodbury reviewed the anticipated agenda to include;

- Review of a draft work program
- Service contract request to go before the Board of Supervisors.
- Budget discussion
- Recommendation to the Board regarding a donation to the valley feasibility study for a multi-use trail.
- Review of the open space element of the draft the General Plan
- Ad Hoc committee recommendations
- Logo ideas
- Discover ideas to expand the District's visibility in the County through creation of an Ad Hoc committee.

8. **ADJOURNMENT**

Meeting adjourned with a motion by Director Norris, seconded by Director Abramowicz and passed unanimously to adjourn to the next scheduled Meeting February 22, 2007 at 2:00 p.m. at 1195 Third Street, Third floor in Napa, CA

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STAFF REPORT

Date: February 22, 2007
Agenda Item: 4.B
Subject: Appointment of Interim District Secretary

Recommendation

Appoint Renee Lederer and Barbara Ruffino to serve as Interim District Secretary.

Background

With the appointment of Gladys Coil as Clerk of the Board for the County Board of Supervisors, she is no longer available to serve as District Secretary.

The Conservation, Development and Planning Department expects to add a new position in the next fiscal year budget for a person who will serve as clerk to the Planning Commission, Wildlife Commission, Watershed Information Center Conservancy and the Napa County Regional Park and Open Space District. That person should be in place around September. In the interim, Renee Lederer, who currently clerks for the Planning Commission, and Barbara Ruffino, who is Renee's alternate for that work, are available to provide meeting clerk services for the District.



STAFF REPORT

Date: February 22, 2007

Agenda Item: 4.C

Subject: Consideration of Resolution of Intent to Adopt a Conflict of Interest Code and Directing the District Secretary to Publish a Notice of Intention to Adopt the Conflict of Interest Code.

Recommendation

Approve Resolution 07-01.

Background

The Political Reform Act of 1974 requires the District adopt a Conflict of Interest Code. As the first step in adopting the Code, the Board must adopt a resolution of intent. After a 45 day comment period the District Board may adopt the Code.

Attachments:

- A. Resolution 07-01
- B. Proposed Conflict of Interest Code

RESOLUTION No. 07-01**RESOLUTION OF INTENT OF THE BOARD OF DIRECTORS OF THE
NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT (NCRPOSD)
TO ADOPT A CONFLICT OF INTEREST CODE AND DIRECTING THE
DISTRICT SECRETARY TO PUBLISH A NOTICE OF INTENTION
TO ADOPT THE CONFLICT OF INTEREST CODE**

WHEREAS, on November 7, 2006, the Napa County voters approved Measure I, creating the Napa County Park And Open Space District ("District"), a local park and open space district authorized by Chapter 3 of Division 5 of the California Public Resources Code; and

WHEREAS, the District desires to adopt a Conflict of Interest Code, as required by the Political Reform Act of 1974 (Government Code sections 81000 et seq., hereinafter referred to as "Act").

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Napa County Regional Park and Open Space District as follows:

1. The Board hereby expresses its intention to adopt the proposed Conflict of Interest Code as set forth herein in attached Exhibit 1 at its regularly scheduled meeting on April 13, 2007.
2. The District Secretary is directed to serve on the Napa County Board of Supervisors, all affected District Board members and alternates, officers, employees and consultants of the District the proposed Conflict of Interest Code attached hereto.
3. The District Secretary is further directed to publish in a newspaper of general circulation within the County of Napa a Notice of Intention to Adopt a Conflict of Interest Code, including notice of a written comment period of not less than 45 days and the availability of the proposed code for inspection and copying.

Passed and Adopted the 22nd day of February 2007.

Guy Kay, NCRPOSD President
Ayes:

ATTEST:

Noes: NCRPOSD Interim District Secretary

APPROVED:

Absent:

Chris R.Y. Apallas (e-signature)
Chris R.Y. Apallas, NCRPOSD Legal Counsel

**PROPOSED CONFLICT OF INTEREST CODE OF THE
NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT**

1. Incorporation of Standard Terms. The terms of the model code set forth in Section 18730 of Title 2 of the California Code of Regulations, as such may be amended from time to time by the FPPC, are adopted and incorporated by reference as if set forth fully herein.

2. List of Designated Employees. For purposes of the requirements of the Act and the provisions of the model code, the Designated Employees of the District shall be the persons holding those offices and performing the functions of those positions set forth in Appendix "A", attached hereto and incorporated by reference herein.

3. List of Disclosure Categories. For purposes of the requirements of the Act and the provisions of the model code, the disclosure categories for the Designated Employees of the District shall be those categories set forth in Appendix "B", attached hereto and incorporated by reference herein.

4. Documents Comprising Conflict of Interest Code. For purposes of the Act, the provisions of this Resolution, the model code, and Appendices "A" and "B" shall together constitute the Conflict of Interest Code of the District on and after the date of confirmation by the Napa County Board of Supervisors.

5. Effective Date of Code. The effective date of the Conflict of Interest Code shall be the date of confirmation by the Napa County Board of Supervisors acting as code reviewing body for the District.

6. Documents to be filed with the Board of Supervisors. The District Secretary is hereby directed to file three certified copies of the Conflict of Interest Code approved by the District Board with the Napa County Board of Supervisors, the code reviewing body for the District, along with a brief description of the duties and terms of all consultants working for the District who have been determined by the District General Manager as of the effective date of this Conflict of Interest Code to be exempt from the Designated Employee "contract consultant" category for calendar year 2007, and the reasons for such exemption. The District Secretary shall send to the Elections Division of the Napa County Clerk-Recorder's Office (or its successor in interest) an updated list whenever such exempt consultant positions are added, dropped, or a change in the nature of the contracted duties makes them subject to broad or limited disclosure as Designated Employees.

7. Time of Filing Statements of Economic Interests. All persons who are required, either by this Conflict of Interest Code or by virtue of their listing in Government Code section 87200 as public officials who manage public investments, to file Statements of Economic Interests ("Statements") shall file initial Statements with the District Secretary for filing with the code reviewing body within thirty days after the effective date of the Code. When taking office after the time of such listing, such persons shall file assuming office Statements within 10 days after first assuming such positions if they fall under Government Code section 87200 as public officials who manage public investments and within 30 days if considered to be Designated Employees by the District's Conflict of Interest Code. However, if they are re-elected or re-appointed without a break in service such persons need not file an assuming office Statement at the time of such re-election or re-appointment. Every such person shall thereafter file an annual Statement by April 1 of each year, covering reportable interests for the twelve-month period ending on the preceding December 31. Every such person who leaves office shall file, within 30 days of leaving office, a Statement disclosing reportable interests held or received at any time during the period between the closing date of the last Statement required to be filed and the date of leaving office.

8. Place of Filing. Designated Employees and those public officials of the District who are required to file Statements in consequence of Government Code section 87200 shall file the required Statements with the District Secretary who shall retain copies of the original Statements and forward the original Statements to the Elections Division of the Napa County Clerk-Recorder (or its successor in interest). For purpose of such filing with the District Secretary, the address of the District Secretary shall be 1195 Third Street, Suite 210 Napa, California 94559.

9. Public Inspection of Conflict of Interest Code and Statements. Commencing on the effective date of the Conflict of Interest Code or any amendment thereof, a copy of the Conflict of Interest Code and such amendments shall be maintained in the office of the District Secretary who shall make such copies and the copies of all Statements on file with the District Secretary available for public inspection and copying during regular business hours. No conditions whatsoever shall be imposed upon persons desiring to inspect the copy of the Conflict of Interest Code and amendments thereof, nor shall any information or identification be required from such persons. Copies shall be provided in accordance with and subject to charges imposed generally by the Public Records Act (Government Code sections 6250 et seq.) and District resolutions pertaining to copying of public records of the District.

10. Annual Review Statement.

(a) No later than October 1 of each even-numbered year, the District shall submit to the Napa County Board of Supervisors, as code reviewing body for the District, a written statement signed by the District General Manager his/her designee, that either:

(1) The District has reviewed the Conflict of Interest Code, that the Conflict of Interest Code designates accurately all positions which make or participate in the making of governmental decisions for the District, that the disclosure assigned those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income which may foreseeably be affected materially by the decisions made by those designated positions, and that the Conflict of Interest Code contains the provisions required by Government Code section 87302; or

(2) The District has reviewed the Conflict of Interest Code and has determined that amendment is necessary to designate all positions which make or participate in the making of governmental decisions for the District, or to update the disclosure categories assigned to require the disclosure of all investments, business positions, interests in real property and sources of income which may be affected materially by the designated positions, or to include other provisions required by Government Code section 87302. If the statement contains this report, the District shall submit the amendment to the Napa County Board of Supervisors within 90 days of the report.

(b) Changed circumstances which require amendment of the Conflict of Interest Code shall include, but not be limited to:

(1) The creation of positions which involve the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest;

(2) The reclassification, renaming, or deletion of previously-designated positions;

(3) The addition, deletion, or modification of statutorily-required provisions of this Conflict of Interest Code; or

(4) The addition, deletion, or modification of the specific types of investments, business positions, interests in real property, and sources of income which are reportable unless such changes have been automatically incorporated into this Conflict of Interest Code as the result of inclusion of the changes into the model code by the Fair Political Practices Commission.

APPENDIX “A”

LIST OF DESIGNATED EMPLOYEES

Because of the nature of the powers and duties conferred on the District by the provisions of Chapter 3 of Division 5 of the Public Resources Code, the policies adopted by the Board of Directors of the District, and the terms of support services and consultant agreements approved by the Board of Directors, the following positions within the District may involve the making or participation in the making of decisions of the District which may foreseeably have a material effect on financial interests of the holders of the positions. Most of the positions listed are of long-term duration, although some are limited-term positions, but all are listed because their scope of District or work involves either making final decisions for the District which have financial consequences or developing and/or exercising such a level of expertise and ongoing relationship with those who make such decisions that the decision-makers can reasonably be expected to routinely trust and rely upon their advice.

For purposes of filing Statements of Economic Interests as required by this Conflict of Interest Code, the “Designated Employees” of the District shall be those persons who actually occupy or carry out the functions of the following positions, whether as elected or appointed officers, compensated employees, or contracted consultants or their employees or subcontractors:

DESIGNATED EMPLOYEE POSITIONS

Members of the Board of Directors

General Manager

District Legal Counsel (Napa County Counsel, serving ex-officio, including any deputy county counsel when assigned to advise and/or represent the District)

District Auditor (Napa County Auditor, serving ex-officio)

Contract Consultants for the District. Contract consultants shall be included in the list of Designated Employees and shall disclose their material financial interests in regard to all of the adopted disclosure categories, subject to the following limitation:

The General Manager may determine in writing that a particular contract consultant, although a “designated position”, is hired to perform a range of duties that is limited in scope and thus is not required to comply or fully comply with all of the disclosure requirements described in Appendix “B”. This written determination shall include a description of the contract

consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. This determination is a public record and shall be retained for public inspection and be available for inspection and copying in the same location and manner as the District's copy of the Conflict of Interest Code.

PUBLIC OFFICIALS OF THE DISTRICT WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the District Treasurer (the Napa County Treasurer-Tax Collector serving ex-officio) manages public investments and therefore is required by statute to file a Statement of Economic Interests pursuant to Government Code section 87200.

APPENDIX “B”

DISCLOSURE CATEGORIES

Rationale. The decisions which the Designated Employees may make or participate in making for the District may involve exercising or directly influencing the exercise of any of the powers conferred on the District by Division 5 of the Public Resources Code, including the expenditure of funds for public recreation purposes.

Except where otherwise determined for specified contract consultants pursuant to Appendix “A”, the decisions by the Designated Employees in the routine course of their work for the District may have the potential to impact at a level commonly recognized as “material” by the Political Reform Act of 1974, as amended, and the regulations adopted by the Fair Political Practices Commission (“FPPC”) to implement that Act, any or all of those types of financial interests listed in all of the Disclosure Schedules of the Statement of Economic Interests Form approved by the FPPC.

For this reason, all of the Designated Employees under this Conflict of Interest Code, other than specified contract consultants whose disclosure responsibilities or exemption therefrom are determined in writing on a case-by-case basis as described in Exhibit “A”, shall comply with the broadest possible Disclosure Category applicable under the then-current Statement Form and Schedules, disclosing all sources of income, interests in real property, and investments and business positions in business entities.



STAFF REPORT

Date: February 22, 2007
Agenda Item: 4.D
Subject: Consideration and possible approval of a professional services agreement and a grant agreement between the District and the County of Napa, including work program and budget for April 1, 2007 through June 30, 2007, and draft work program and budget for FY 2007-08.

Recommendation

- (1) Approve a support services agreement and grant agreement between the District and the County of Napa, for forwarding to the Napa County Board of Supervisors for their consideration, covering the period from April 1, 2007 through June 30, 2007, and authorize the General Manager to execute these agreements as approved or as they may be modified by the Board of Supervisors.
- (2) Approve a draft work program and budget for FY 2007-08 for consideration by the Napa County Board of Supervisors

Background

The Board of Directors at its January 8, 2007 meeting reviewed a draft of the proposed Support Services Agreement between the District and the County of Napa, which indicates the terms under which the County will provide staff and services to the District. That draft has been modified to fill in missing information related to compensation rates, insurance provisions, and duties of the auditor-controller; no substantive changes have been made. Due to the length of the document, it is not attached to this memo, but is available upon request prior to the meeting, and copies will also be available at the Board meeting.

The companion document to the support services agreement is a Grant Agreement, which specifies the terms under which the County will provide a grant to the District, including the amount of the grant and the scope of work for which the grant can be used. The body of the document is devoted primarily to legal terms and conditions. These are similar to the terms and conditions contained in the Support Services Agreement. Again, due to the length of the document, the body of the document it is not attached to this memo, but is available upon request prior to the meeting, and copies will also be available at the Board meeting.

Attached to this memo are the two exhibits to the Grant Agreement. These exhibits spell out the scope of work for which the grant may be used, and the grant amount and payment policies.

The scope of work is written to describe the projects and activities which will be initiated during the fourth quarter of FY 2006/07, as well as the continuation of these projects and activities during FY 2007/08 assuming the County continues the Grant Agreement for FY 2007/08 and provides an additional grant amount.

The proposed budget for the fourth quarter of FY 2006/07, and the draft budget for FY 2007/08 is undergoing internal staff review, and will be distributed at the Board meeting.

EXHIBIT "A"**SCOPE OF WORK**

DISTRICT shall provide COUNTY with the following services:

I. DESCRIPTION OF SERVICES

The following description of Objectives, Tasks and Activities describes the services which the DISTRICT shall begin to provide COUNTY for the three month period beginning April 1, 2007 and, assuming this Agreement is renewed pursuant to Section 1 of this Agreement, shall continue to provide for the subsequent fiscal year.

Objective 1: Continue Development of a Consensus-Based Countywide Park, Recreation and Open Space Plan

Task #1: Further refine park, recreation and open space goals and the Short-Range Work Program

Activities under Task #1 include:

- Develop and maintain a comprehensive database of agencies, organizations, groups and individuals which may have an interest in parks, recreation and open space related goals, projects and programs in Napa County, including Napa County's four cities and one town, school districts, Napa County Transportation Planning Agency, other local special districts, regional, state and federal government agencies, non-profit organizations serving Napa County, community service and economic development organizations, businesses, recreation user groups and other interested groups and individuals.
- Seek input on goals and priorities from the agencies, organizations, groups and individuals identified above.
- Develop and disseminate informational materials regarding park, recreation and open space opportunities and choices.
- Incorporate input received through the above outreach activities into the District's Park, Recreation and Open Space Short-Range Work Program.

Task #2: Coordinate with the Napa County General Plan Update Program

Activities under Task #2 include:

- Review the draft General Plan and Draft Environmental Impact Report and comments submitted to the County through the public review process.
- Provide expertise and comments as appropriate to assist the COUNTY in refining the draft General Plan, and in particular the Recreation and Open Space Element.

Task #3: Coordinate with and as appropriate participate in economic development planning projects

Activities under Task #3 include:

- Meet with Chambers of Commerce, the Calistoga Economic Vitality Committee, the Convention and Visitors Bureau, and other organizations interested in economic development, and identify potential areas of collaboration.

Objective 2: Continue development and implementation of park, trail, campground and other outdoor recreation projects and programs

Task #1: Continue to pursue specific park, trail, campground and other outdoor recreation projects and programs.

Activities under Task #1 include:

- Complete by June 30, 2007 the feasibility study for the proposed Napa River/Bay Trail between the City of American Canyon and the City of Napa, and if determined to be feasible, prepare the appropriate environmental review document, and seek necessary permits, permissions and development grant funding.
- Work with the City of American Canyon to complete, by June 30, 2007, a feasibility study for providing direct public access to the Napa River in the vicinity of Eucalyptus Road, and if found to be feasible assist the City with obtaining necessary approvals and developing the access.
- Complete by December 31, 2007 the feasibility study for proposed trails and staging and picnic area on the City of Napa's Milliken watershed lands, and if feasible prepare the appropriate environmental review document, pursue execution of a MOU with the City of Napa, and seek development grant funding.
- Complete by June 30, 2007 the investigation of options for reopening the Oat Hill Mine Road as a non-motorized recreational trail, and if approved by the Board of Supervisors, pursue opening of the segment of trail between Calistoga and the Palisades Trail prior to December, 2007 through a combination of volunteer and contracted work, and develop plans for opening additional segments of the trail.
- Work with the Napa County Transportation Planning Agency in preparing a feasibility study for a Class One bicycle and pedestrian path connecting the cities of the Napa Valley, if the NCTPA decides to undertake this feasibility study.
- Explore and if feasible design and initiate construction of a trailhead and several miles of Bay Area Ridge Trail leading east up Rector Ridge starting from Silverado Trail east of Yountville.
- Seek funding for and prepare a feasibility study including a business and operations plan and preliminary engineering for reopening a campground and environmental education facility at Camp Berryessa, in coordination with the Bureau of Reclamation and other potential partners.
- Assist the Bureau of Reclamation complete, by December 2007, the installation of a kayak boat launch facility at Etucwara Creek on the north shore of Lake Berryessa.
- Prepare a proposal for consideration by the City of Napa for additional trails and related activities on the north side of Lake Hennessey.
- Coordinate with the City of American Canyon in developing by December 2007 a water supply for the Newell Ranch to enable the removal of cattle from sensitive

- riparian areas and to facilitate the development of a group camping area.
- Work with the COUNTY, the State Department of General Services and Skyline Park Citizen's Association in completing a lot line adjustment and relocating a trail easement to correct an encroachment problem with the River to Ridge Trail.
 - Work with the COUNTY and the State Department of General Services to pursue local purchase of Skyline Park to ensure its permanent availability as a public park.
 - In coordination with the Land Trust of Napa County and the California Department of Parks and Recreation, initiate the planning process for providing public access, recreational trails and camping facilities at Wild Lake Ranch.
 - Pursue the transfer of Bureau of Land Management surplus property adjacent to Berryessa Estates to the DISTRICT for use as a local-serving natural park.
 - Continue planning for, and by December 2007 complete implementation of improvements at the Napa River Ecological Reserve, in partnership with the California Department of Fish and Game and the COUNTY, to restore damaged interpretive facilities, reduce vandalism and improve overall maintenance.
 - Work with the Land Trust of Napa County, the Trust for Public Land and private landowners to identify and as appropriate pursue land conservation opportunities.
 - Pursue other opportunities as they arise for providing outdoor recreation in Napa County.

Task #2: Work to clarify and improve regulations and processes affecting outdoor recreation

Activities under Task #2 include:

- Review the COUNTY's Zoning Ordinance and other regulations to identify clarifications of terms and changes to criteria and procedures which would make the regulations more effective and efficient, and work with the COUNTY's Department of Conservation, Development and Planning to develop proposed changes for consideration by the County Planning Commission and Board of Supervisors and to implement appropriate changes to administrative procedures.
- Develop a voluntary Oak Woodlands Management Plan for consideration and adoption by the COUNTY Board of Supervisors, to enable private landowners to benefit from state bond funds available through the Wildlife Conservation Board.

Objective 3: Continue to develop the organizational and financial capacity of the District to deliver park, recreation and open space-related services.

Task #1: Expand the base of volunteer support for the provision of park and recreation services and protection of open space.

Activities under Task #1 include:

- Research organizational models for "Friends of" groups.
- Research volunteer camp and/or trail host programs, and design a camp/trail host program for future District facilities.

Task #2: Initiate development of partnerships with business entities

Activities under Task #2 include:

- Research recreation facility corporate and business sponsorship techniques.
- Research use of advertising to fund the development and distribution of park maps and other informational materials.
- Begin implementation of business partnerships based on the recommendations developed by the above research.

Task #3: Pursue additional grant opportunities

Activities under Task #3 include:

- Continue to research grant funding opportunities.
- Strengthen relationships with public, private and foundation granting agencies and organizations.
- Research feasibility and value of establishing a non-profit foundation associated with the District.

Task #4: Pursue development of partnerships and collaborations with other public agencies

Activities under Task #4 include:

- Work with City park departments, the State Departments of Parks and Recreation and Fish and Game, the U.S. Bureau of Land Management and the U.S. Bureau of Reclamation to investigate the feasibility of joint information services including a common or linked web interface and joint publication of informational materials.
- Investigate the feasibility of a common “branding” for park and recreation activities throughout Napa County.

Task #5: Work with COUNTY to determine the COUNTY/DISTRICT short- and long-term partnership

Activities under Task #5 include:

- Continue to develop options for the services the DISTRICT may provide to the COUNTY, and the level of funding and staffing COUNTY may provide to DISTRICT, for consideration by the COUNTY Board of Supervisors.
- Continue to pursue strategies for dedicated, long-term funding for the DISTRICT.

Task#6: Maintain appropriate levels of insurance for DISTRICT activities

Activities under Task #6 include:

- Purchase and maintain insurance coverage as specified in this Agreement.

EXHIBIT "B"**GRANT AMOUNTS AND PAYMENT POLICIES**

In consideration of the services to be provided by DISTRICT to COUNTY as described in Exhibit "A", County agrees to provide grant funding as specified below.

For the period April 1, 2007 to June 30, 2007, the amount of \$57,000, which shall be used to contract with COUNTY for staff services and associated supplies,

Any funds not expended by June 30, 2007, for the purposes specified in this Agreement, shall be used to fund eligible activities of the DISTRICT , as specified in Exhibit "A", in the subsequent fiscal year. In the event the Agreement is not extended beyond June 30, 2007, any funds not expended by that date shall be repaid by DISTRICT to COUNTY.



STAFF REPORT

Date: February 22, 2007

Agenda Item: 4.E

Subject: Consideration and possible recommendation to the Napa County Board of Supervisors regarding a loan of \$20,000 to the Napa County Transportation Planning Agency in support of a feasibility study for Class I trail connections between the cities of the Napa Valley

Recommendation

Approve making a recommendation to the Board of Supervisors in favor of advancing funds as requested to support the proposed feasibility study.

Background

See the attached memo from Eliot Hurwitz, staff to the Napa County Transportation Planning Agency Bicycle Advisory Committee.



**Recommendation from the NCTPA Bicycle Advisory
Committee (BAC) on the Napa Valley Bike Path Feasibility
Study**

BACKGROUND

The 2003 Countywide Bike Plan has an appendix which briefly discusses several long-range recreational routes that are of interest, but which require additional feasibility and/or environmental work before they can be considered and potentially included in the main sections of the Plan. One of these is a separate off-street bicycle and pedestrian path connecting all of the Cities/Town.

The work American Canyon has done on the Wetlands Edge Path, the planning the County has completed on a path through the Airport Industrial District connecting to paths on the north and south, and the work the City of Napa has done on the River Trail extending to the end of Kennedy Park make up a visible core of a route connecting the cities in the southern end of the valley. Calistoga has recently completed a bike path along the Napa River from Washington Street to Dunaweal Lane – possibly the northern end of a connecting path.

Due in main part to these activities and projects, the BAC has become interested in pursuing a connection between all of the Cities/Town by first completing a feasibility study for the ‘missing’ segments.

Funding for the feasibility study has been included on the Board adopted TDA 3 priority list for fiscal year 2008-2009 (up to \$90,000).

At their June ’06 meeting the BAC considered various options to accelerate all or part of the feasibility study into the current FY including grant funds, acceleration of the TDA, seeking City/County/Town funding as an advance against future TDA-3 funds, scope reduction, private support and possible paybacks.

At it’s October ’06 meeting, the NCTPA Board authorized the BAC to offer the trade funding option to interested Member Agencies to accelerate the feasibility study; and also authorized staff and the BAC to seek private support for the feasibility study.

Recommendation

That the Napa Valley Parks and Open Space District recommend to the Napa County Board of Supervisors appropriate \$20,000 for the feasibility study as an advance against TDA-3 funds that will be available in 2008.

Contact: Eliot Hurwitz (707) 259-8782 / Email: ehurwitz@nctpa.net



STAFF REPORT

Date: February 22, 2007

Agenda Item: 4.F

Subject: Discussion and possible approval of comments on the draft Napa County General Plan.

Recommendation

Receive the Draft General Plan and Draft Environmental Impact Report

Background

Printed copies of the Draft General Plan and Draft Environmental Impact Report will be distributed at the Board meeting. These will be scheduled for discussion and possible action by the Board of Directors at the March 12th meeting.



STAFF REPORT

Date: February 22, 2007
Agenda Item: 4.G and 4.H
Subject: Discussion and possible action on District outreach strategy and discussion and possible appointment of ad hoc committees including but not limited a committee to consider and develop recommendations on a District logo and a committee to consider the formation of a non-profit organization to support the District.

Information related to these items will be distributed at the Board meeting.