



**NAPA COUNTY REGIONAL PARK &
OPEN SPACE DISTRICT**

Karen Turjanis
Director, Ward One

Tony Norris
Director, Ward Two

Brent Randol
Director, Ward Three

Dave Finigan
Director, Ward Four

Barry Christian
Director, Ward Five

REVISED AGENDA

(CHANGES HIGHLIGHTED IN RED)

(SEE ORIGINAL AGENDA PACKET FOR OTHER SUPPORTING MATERIALS)

BOARD OF DIRECTORS REGULAR MEETING

Monday, February 12, 2018 at 2:00 P.M.

Napa County Board of Supervisors Chambers, 1195 Third Street, 3rd floor, Napa, CA

General Information

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

The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available through the District Secretary. Requests for disability related modifications or accommodations, aids, or services may be made to the Secretary's office no less than 48 hours prior to the meeting date by contacting 707.259.8603.

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

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

All materials relating to an agenda item for an open session of a regular meeting of the Board of 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. Set Matters

None

4. Administrative Items

- a. Consideration and potential approval of Minutes of the Board of Directors regular meeting of January 8, 2018.
- b. Consideration and potential acceptance of the final 2016-17 financial audit performed by Brown Armstrong CPA (to be distributed at meeting)
- c. Consideration and potential approval of Resolutions approving an application to the State Department of Justice and adopting District policies regarding Live Scan background checks for employees, agents, and volunteers of the District.
- d. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff.
- e. Review of the District Projects Status Report
- f. Receipt of monthly report for Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park.
- g. **Consideration and potential direction to staff regarding District hiring of Extra Help seasonal employees.**

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. Other than to determine whether and when such matters should be agendized, no action will be taken by the Board on these items unless specifically noted otherwise.

7. Closed Session

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9)
Name of case: Raja Development Co., Inc. vs. Napa County Regional Open Space, Napa County Superior Court #17CV000211
- b. Public Employee Performance Evaluation (Government Code Section 54957)
TITLE: General Manager

8. Adjournment



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SUPPLEMENTAL AGENDA ITEM

STAFF REPORT

By: John Woodbury
Date: February 12, 2018
Item: **4.G**
Subject: Consideration and potential direction to staff regarding District hiring of Extra Help seasonal employees.

RECOMMENDATION

Approve the hiring of extra help seasonal employees, and authorize the General Manager to take all steps necessary to accomplish this.

ENVIRONMENTAL DETERMINATION

The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND

From its inception, the District has contracted with the County of Napa to provide professional services to the District, because this has been the most effective and efficient method for the District to meet its responsibilities.

With the District took over operation of two State Parks, the District's workload became more seasonal. After five years of experience operating these two parks, District staff has determined it would be more effective and efficient for the District to directly hire and employ seasonal park aides and seasonal lifeguards. The County personnel system is not really designed for extra help seasonal park operational needs, and further it does not have a job classification for lifeguards (and does not want to add this classification). Until last year the District was able to contract for lifeguards through State Parks, but State Parks has stopped offering that service. Therefore, last year the District contracted with the City of Calistoga for lifeguards. That arrangement worked, but it was rather expensive and the scheduling was complicated.

Staff therefore recommends that for extra help employees the District move toward adopting a staffing model that several other County special districts utilize, including Napa Valley Transportation Authority, Mosquito Abatement District, First Five and Napa Sanitation. Under this

model, the County Auditor's Office and Human Resources Department would continue to process employment-related paperwork but the employees would legally be District rather than County employees.

In terms of expenditures, the District would take over Workers Compensation Insurance costs, but financially this should be a wash since currently the District pays these costs indirectly when it reimburses the County for the employee services provided by the County. The District would also incur some costs to pay for the County to do necessary reprogramming in the County's PeopleSoft system. These costs are not yet precisely known, but are not expected to be significant.

This change would only apply to newly-hired extra help employees. All existing County employees contracted to the District would continue with their current status.