AGENDA

BOARD OF DIRECTORS SPECIAL MEETING

Wednesday, March 25, 2020 at 10 A.M.
Call-in meeting only
To participate, call in to (408) 650-3123
Access Code: 443-439-725 #
(hit # a second time if asked any further questions)

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 for Board of Directors meeting of March 9, 2020.
   
   b. Update and potential direction to staff regarding the operation of parks and trails in response to the Covid-19 pandemic.
   
   c. Consideration and potential approval of temporary changes to personnel and pay policies in response to changes approved by the County Board of Supervisors for County employees as well as directions by the State of California and/or the U.S. government

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. **Adjournment**
DRAFT MINUTES

BOARD OF DIRECTORS REGULAR MEETING

Monday, March 9, 2020 at 2:00 P.M.
Napa County Board of Supervisors Chambers, 1195 Third Street, 3rd floor, Napa, CA

1. Call to Order and Roll Call
   Directors Present: Karen Bower-Turjanis, Brent Randol, Barry Christian, and Tony Norris (2:11 pm)
   Directors Excused: Dave Finigan
   Staff Present: John Woodbury, Chris Cahill, Rick Fessenden and Alexandria Quackenbush

2. Public Comment
   None.

3. Set Matters
   None.

4. Administrative Items
   a. Consideration and potential approval of minutes for Board of Directors meeting of February 10, 2020.
      Minutes for the February 10, 2020 meeting were approved as presented.
      BR-KBT-BC-TN-DF
      X  X
   b. Consideration and potential approval to accept a donated trail easement deed for APN No. 025-060-021.
      Directors voted to accept a donated trail easement deed for APN No. 025-060-021 as presented.
      TN-BR-KBT-BC-TN-DF
      X
   c. Consideration and potential approval of a vegetation management agreement with Bob and Linda Bundy to work on the removal of invasive French Broom on APN Nos. 025-060-023 and -021.
      Directors voted to approve a vegetation management agreement with Bob and Linda Bundy to work on the removal of invasive French Broom on APN Nos. 025-060-023 and 021 as presented.
      KBT-TN-BR-BC-DF
      X
   d. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff.
      The Board received the report, no action taken.

Brent Randol
Director, Ward Three

Karen Bower-Turjanis
Director, Ward One

Tony Norris
Director, Ward Two

Barry Christian
Director, Ward Five

Dave Finigan
Director, Ward Four
   John Woodbury gave the report with discussion on: Napa River Bay Trail, Berryessa Vista, 
   Moore Creek Park Development, Smittle Creek, State Parks and Vine Trail.
   Chris Cahill gave the report with discussion on: The Cove at Mt. Veeder, EcoCamp 
   Berryessa, Lake Hennessey North Shore Trails and Suscol Headwaters Reserve.
   f. Receipt of monthly report for Bothe-Napa Valley State Park and the Bale Grist Mill State 
   Historic Park.
   The Board received the report, no action taken.

5. Announcements by Board and Staff
   ➢ Brent Randol - Acknowledged the Pope Canyon Trail along Putah Creek. He went to the 
     Historical Society and met with the Research Library to discuss the Agave on the Conn Peak 
     Trail. Last week he attended the Pacific Fishery Management Council in Santa Rosa.
   ➢ Barry Christian – Acknowledged the Vine Trail Gap Segment E. He attended the Cameo 
     Theatre’s showing of a movie called Klunkerz about the history of mountain biking in Napa 
     County. He also mentioned the Wick Board and interesting items that may be coming up.

6. Agenda Planning
   ➢ Brent Randol inquired about Measure K with discussion of it possibly being a future agenda 
     discussion item.
   ➢ The Board and Staff discussed the possibility of the Annual Party/Celebration.

7. Closed Session
   a. Conference with Real Property Negotiator (Government Code Section 54956.8)
      Property: Napa County APN No. 034-370-036 and 034-370-039
      Agency Negotiator: John Woodbury, NCRPOSD General Manager
      Negotiating Parties: NCRPOSD and John and Francis Chamberlain
      Under Negotiation: Price and Terms of Payment
      The Board reconvened from closed session, and president Christian announced that the Board voted 
      4-0 on a motion by Director Randall and a second by Director Norris to authorize borrowing as 
      necessary from the District’s designated reserve funds for Moore Creek Park and Suscol Headwaters 
      Park to complete the purchase of the Chamberlain Property, with the loans to be repaid as soon as 
      the District receives it’s Proposition 68 per capita grant from the State of California.

8. Adjournment
   Adjourned to the Regular NOSD Board Meeting April 13, 2020.

SIGNED: __________________________________________
Barry Christian, Board President

ATTEST: __________________________________________
Alexandria Quackenbush, Acting District Secretary

KEY
Vote: TN = Tony Norris; KBT = Karen Bower-Turjanis; DF = David Finigan; BC = Barry Christian; BR = Brent Randol
The maker of the motion and second are reflected respectively in the order of the recorded vote.
Hazard Adjustment Pay/Administrative Leave FAQs

On March 20, 2020 at 12:01 am, our Public Health Officer issued a Shelter at Home order effective until 11:59 pm, April 7, 2020. The County’s priority continues to be minimizing the exposure and spread of COVID-19 while continuing business operations vital to supporting our communities and those essential businesses who are allowed to operate during this time.

1. Why are we doing this?

Department Heads are working to identify essential service, offer telework, and increase social distancing while at work. These actions may result in non-essential, employees without the ability to telework, without enough hours to cover a full pay period. As such, subject to the authorization of the Board of Supervisors, the County will provide Administrative Leave. In acknowledgement of those employees who continue to work, the County will offer “Hazard Adjustment Pay” which is also subject to authorization by the Board of Supervisors.

2. How long will Hazard Adjustment Pay and Administrative Leave be available?

Hazard Adjustment Pay and Administrative leave is available (subject to authorization of the Board of Supervisors) beginning at 12:01 AM, March 20, 2020 through 11:59 PM, April 7, 2020 only.

3. If I have previously scheduled vacation, can I use Administrative Leave instead?

No, previously approved vacation should be coded as vacation, unless it was cancelled. Administrative Leave is provided to employee who are on standby and available to be called in to work.

4. I’m over 65, have underlying health issues, do not feel comfortable coming in to work and am unable to telework, can I still use the Admin pay code?

Regardless of age, Administrative Leave is specifically being paid because we are all Disaster Recovery Workers and are on call. If you have determined you are not able to work when called for any reason you will use other paid time off as applicable. This includes childcare and caring for others during this time. Department Heads need to be aware you are NOT available, as we need to know our available staffing resources at all times.

*We are currently working on implementing the Families First Corona Virus Response Act, which will provide for additional sick leave for corona virus related absences.

5. If I am unable to work due to school closure/child care issues, can I code Administrative Leave?

Administrative Leave is specifically being paid because we are all Disaster Recovery Workers and are on call. If you have determined you are not able to work when called for any reason you will use other paid time off as applicable.

*We are currently working on implementing the Families First Corona Virus Response Act, which will provide for additional sick leave for corona virus related absences.
6. Are managers and supervisors eligible for Hazard Adjustment Pay?

Yes, managers and supervisors are able to code this time. If a manager or supervisor chooses to waive/forfeit the Hazard Adjustment Pay, the individual should email their Department Timekeeper as well as Cheryl Parker in Payroll to inform of this waiver to avoid confusion.

7. If I am at home, and called in to work or into the field, what pay code do I use?

Time at home would be coded either 131 for Administrative Leave for non-work, or C5 for Telework, and then C10 for physical time worked either in the office or in the field.

8. What If I am called to work during normal scheduled hours, and I am not available?

Essential and Non-Essential employees called in to work who cannot work, will be instructed to use time from available leave bank.

*We are currently working on implementing the Families First Corona Virus Response Act, which will provide for additional sick leave for corona virus related absences.

9. If I am home ill or caring for a family member who is ill, and unable to work either at home or in person, can I code Administrative Leave?

Administrative Leave is specifically being paid because we are all Disaster Recovery Workers and are on call. If you have determined you are not able to work when called for any reason, you will be instructed to use time from available leave banks.

*We are currently working on implementing the Families First Corona Virus Response Act, which will provide for additional sick leave for corona virus related absences.

10. What if I am currently on leave?

Employees currently on leave will continue their current leave status, until their scheduled return at which point they should coordinate with their supervisor and HR.

11. Are Extra Help eligible for administrative leave?

No, Extra Help employees are not eligible.

12. If I am being paid by a grant, or have other revenue sources that we invoice out for reimbursement, do I continue to use my normal grant project costing or do I use the new CWIDE project costing?

a. For the 001 or other time worked codes - It will depend on the grant or other revenue source. If work performed during this period is eligible for the reimbursement, continue to code to the Grant or Project Costing you normally do.

b. For the C5 and C10 codes, you should ALWAYS use the CWIDE project costing as this is above and beyond your normal rate and would not be eligible for grants (unless you have specific approval in writing from the granting agency).