



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

Karen Bower Turjanis  
Director, Ward One

Tony Norris  
Director, Ward Two

Brent Randol  
Director, Ward Three

Dave Finigan  
Director, Ward Four

Barry Christian  
Director, Ward Five

## 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)

#### General Information

This is a call-in meeting only, in accordance with direction from Governor Newsome regarding Open Meeting (Brown Act) requirements while dealing with the Covid-19 emergency.

If you need assistance pursuant to the Americans with Disabilities Act please contact John Woodbury before the meeting at [jwoodbury@ncrposd.org](mailto:jwoodbury@ncrposd.org) to make arrangements for assistance.

The Board President will ask for general public comments under agenda item #2, and for each individual agenda item before the Board votes.

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 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



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## 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, 3<sup>rd</sup> 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.**

- e. Review of the District Projects Status Report.  
**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).