



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

Vacant  
*Director, Ward One*

Tony Norris  
*Director, Ward Two*

Patricia Clarey  
*Director, Ward Three*

Nancy Lewis-Heliotis  
*Director, Ward Four*

Barry Christian  
*Director, Ward Five*

## AGENDA

### BOARD OF DIRECTORS SPECIAL MEETING

Friday, October 20, 2023 at 10:00 A.M.

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

Note: this is an in-person meeting.  
You may also attend and provide comments via Zoom Conference Call.

### Instructions for Joining Zoom Meeting

#### **Join Zoom Meeting**

<https://us06web.zoom.us/j/81080270770?pwd=NaAjYVv8Rt347SAFrVkwq6QHgkZpqO.1>

Dial by your location  
669 900 6833 US (San Jose)  
408 638 0968 US (San Jose)

**Meeting ID: 810 8027 0770**  
**Passcode: 808094**

Find your local number: <https://us06web.zoom.us/u/kdLgtzcSFg>

## 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.

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 [rayers@ncrposd.org](mailto:rayers@ncrposd.org).

Prior to action on any item, the Board President will ask for comments from any member of the audience. 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

10:00 am	Discussion and determination of process for filling the vacant Ward 1 Director position, potential adoption of Resolution 23-02 appointing a Ward 1 Director, potential oath of office and seating of Ward 1 Director.
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### 4. 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.*

### 5. Adjournment



## **STAFF REPORT**

By: Chris Cahill  
Date: October 20, 2023  
Item: **3**  
Subject: Discussion and determination of process for filling the vacant Ward 1 Director position, potential adoption of Resolution 23-02 appointing a Ward 1 Director, potential oath of office and seating of Ward 1 Director.

### RECOMMENDATION

1. Determine whether or not to interview the candidate and conduct interviews if necessary.
2. Discussion and determination as to who should be appointed Ward 1 Director.
3. Motion, second, and roll call vote to adopt Resolution 23-02 appointing a Ward 1 Director.
4. Complete Certificate of Appointment and Oath of Office to seat Ward 1 Director.

### ENVIRONMENTAL DETERMINATION

**Not a project.** 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

In late August District Staff and Board members were informed that Andrew Brooks was stepping down from his position on the Board of Directors effective August 31, 2023. This leaves the Board of Directors with a vacancy in the First Ward.

Consistent with Government Code Section 1780(d)(1), we are required to post notice of the vacancy in at least three prominent locations within the District at least 15 days before the District Board makes the appointment. Staff posted notice(s) of the vacancy as required by the Public Resources Code on September 12th. As directed by the Board, potential applicants were given until 5PM on October 2<sup>nd</sup> to submit applications.

Recently retired Napa County Supervisor Brad Wagenknecht is the only applicant. His application materials, redacted as allowed by law to remove addresses and phone numbers, are attached. Mr. Wagenknecht resides in the First Ward.

The Board should determine whether an interview is necessary or if you want to appoint a candidate based solely on submitted materials and your prior experience with them. Following appointment to fill the Ward 1 vacancy, Napa County Elections Official John Tuteur will administer the oath of office (which staff hopes will meet our obligation to notify the Election Official of the appointment) and the new Ward 1 Boardmember can be seated and participate in the brief remainder of this special meeting.



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

APPLICATION FOR APPOINTMENT TO THE BOARD OF DIRECTORS  
NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

1195 Third Street, Second Floor, Napa, Calif. 94559

Applications are due by Monday October 2, 2023 at 5 pm.

Completed applications should be emailed to [ccahill@ncrposd.org](mailto:ccahill@ncrposd.org).

Alternately, they may be mailed (if mailed, please insure they are received by the deadline) to:  
Napa County Regional Park and Open Space District, Attn: Chris Cahill, General Manager,  
1195 Third Street, Second Floor, Napa, Ca 94559

1. FULL NAME: Brad Wagenknecht

2. DATE: September 19, 2023

3. CURRENT OCCUPATION (*within last 12 months*):

Retired as Napa County Supervisor January 2, 2023

4. CURRENT LICENSE(S) (*date of issue and/or expiration including status*):

California Life Teaching Credential

California Special Education Credential

5. EDUCATION/EXPERIENCE (*list schools, dates enrolled, degree obtained if any*):

Napa Valley College, 1972 - 1974

Humboldt State University, 1974 - 1975

University of California Santa Cruz 1975 - 1977, B.A. in Politics and Elementary Education

6. COMMUNITY PARTICIPATION (list membership on Boards and Commissions of public agencies and involvement with non-profit organizations, including nature of participation, and dates of service):

District 1 Board of Supervisors, 1999 - 2023, board member and chair

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Napa City Council, 1984 - 1988, 1992 -1999, councilmember and vice mayor

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Mayor City of Napa, 1996 -1997

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Teen representative on Family Planning Advisory Council, 1968 - 1970

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Housing City of Napa, 1977 -1984, board member and chair

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Many other committees and commissions as a representative of the City Council or Board of Supervisors

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7. OTHER VOLUNTEER ACTIVITIES (describe activity, date(s), your role):

Currently I am involved in the following;

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Napa County Historical Society, president and board member

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Arts Council Napa Valley, board member

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First Presbyterian Church of Napa, board member

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Napa Sunrise Rotary, member

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Napa Housing Foundation, operators of Napa Creek Manor, board member

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10. PERSONAL INFORMATION (the following information is provided in confidence, but may be used by the Board of Directors when making the appointment, or be used by the District following appointment for purposes of communicating with the appointee)

a. Email address: \_\_\_\_\_

b. Home address: \_\_\_\_\_  
\_\_\_\_\_

**NOTE: Candidate must live in Ward 1 at time of appointment and while holding office.**

c. Telephone (home): \_\_\_\_\_

Telephone (office): \_\_\_\_\_

Telephone (cell): \_\_\_\_\_

11. REFERENCES (address, phone and email information is provided in confidence; the names of references is public information)

a. Name: Chuck Shinnamon Phone: \_\_\_\_\_

Address: Napa

Email: \_\_\_\_\_

b. Name: Rex Stults Phone: \_\_\_\_\_

Address: Napa

Email: \_\_\_\_\_

c. Name: Karen Turjanis Phone: \_\_\_\_\_

Address: Napa

Email: \_\_\_\_\_

**PLEASE NOTE:**

APPOINTEES WILL BE REQUIRED TO TAKE THE OATH OF OFFICE AS REQUIRED BY STATE LAW. THEY WILL ALSO BE REQUIRED BY STATE LAW AND THE DISTRICT CONFLICT OF INTEREST CODE TO FILE FINANCIAL DISCLOSURE STATEMENTS. THIS APPLICATION IS TO FILL A MID-TERM VACANCY FOR AN OTHERWISE ELECTED POSITION. BECAUSE OF THE TIMING OF THE VACANCY, THE APPOINTED INDIVIDUAL WOULD BE REQUIRED TO STAND FOR ELECTION IN NOVEMBER 2024 IN ORDER TO FILL OUT THE REMAINDER OF THE 2022-2026 TERM.

All applications will be kept on file for one year. Applications are public records that are subject to disclosure under the California Public Records Act. Information provided by the applicant is **not** regarded as confidential **except** for the addresses and phone numbers of references and the applicant's personal information including home and work addresses, phone numbers, and email address.

RESOLUTION N<sup>o</sup>. 23-02

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

A RESOLUTION OF THE BOARD OF DIRECTORS APPOINTING A DIRECTOR TO FILL A VACANCY IN THE FIRST WARD SEAT ON THE NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT BOARD.

WHEREAS, the Napa County Regional Park and Open Space District (“District”) is an independent special district of the State of California governed by a Board of Directors (“Directors”) who serve specified terms of office; and

WHEREAS, a vacancy was created on the Board upon the resignation of Andrew Brooks, Director representing the First Ward, effective August 31, 2023; and

WHEREAS, in compliance with Public Resources Code section 5500 et seq. and Government Code section 1780, the District posted a Notice of Vacancy on September 12, 2023 in three separate locations within the boundaries of the First Ward, those locations being the Napa County Administration Building in the City of Napa, Playground Fantastico in the City of Napa, and the Cuttings Wharf Boat Launch in unincorporated Napa County; and

WHEREAS, the District Board has reviewed eligible applications received by the deadline contained in the Notice and reviewed the applications and statements of potential candidates at a duly noticed and convened special meeting on October 20, 2023; and

WHEREAS, all requirements of Public Resources Code section 5500 et seq. and Government Code section 1780 have been met, enabling the Board to fill by appointment the vacant First Ward Director position; and

WHEREAS, as a result of the vacancy occurring within the first half of the unexpired term, the person appointed to fill the position shall stand for election during the District’s next regular election in November 2024 to serve the remainder of the unexpired term, until the first Monday in January, 2027.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Napa County Regional Park and Open Space District hereby appoints the following person to serve as the First Ward Director on the Board of Directors of the Napa County Regional Park and Open Space District until January 6, 2025, as noted below:

<u>Name</u>	<u>Term Expiring</u>
Brad Wagenknecht	January 6, 2025

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Directors of the Napa County Regional Park and Open Space District at a special meeting of said Board on the 20<sup>th</sup> day of October, 2023 by the following vote:

AYES: \_\_\_ DIRECTORS \_\_\_\_\_



NOES: \_\_ DIRECTORS \_\_\_\_\_

ABSTAIN: \_\_ DIRECTORS \_\_\_\_\_

ABSENT: \_\_ DIRECTORS \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Tony Norris, President

APPROVED BY THE NAPA COUNTY  
REGIONAL PARK AND OPEN SPACE  
DISTRICT BOARD OF DIRECTORS  
Date:  
Processed by: \_\_\_\_\_  
District Secretary

**APPROVED AS TO FORM**  
Office of District Counsel  
By: *Chris R.Y. Apallas*  
Date: \_\_\_\_\_

# Certificate of Appointment of Board of Director Member

State of California }  
County of Napa } ss.

THIS CERTIFIES that the undersigned, being the members of the board of Directors of the Napa County Regional Park and Open Space District of Napa County, California, have appointed (pursuant to Public Resources Code section 5500 et seq. and Government Code section 1780)

Brad Wagenknecht

to the office of First Ward Member of the Board of Directors of the above named District, to hold office for the term expiring January 6, 2025.

Dated October 20, 2023

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Oath of Office

State of California }  
County of Napa } ss.

I, Brad Wagenknecht, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Napa County Regional Park and Open Space District Board of Directors, First Ward.  
(NAME OF OFFICE)

\_\_\_\_\_  
(APPOINTEE CANDIDATE SIGNATURE)

Subscribed and sworn to before me, this 20th day of October, 2023.

\_\_\_\_\_  
(Signature of Person Administering Oath)

\_\_\_\_\_  
(Title)