



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

Brad Wagenknecht  
Director, Ward One

Tony Norris  
Director, Ward Two

Patricia Clarey  
Director, Ward Three

Nancy Lewis-Heliotas  
Director, Ward Four

Barry Christian  
Director, Ward Five

## MINUTES

### BOARD OF DIRECTORS SPECIAL MEETING

Monday, January 8, 2024 at 2:00 P.M.

Napa County Hall of Justice, 2<sup>nd</sup> Floor Conference Room, 1125 Third Street, Napa, Calif.

#### 1. Call to Order and Roll Call

**Directors Present: Brad Wagenknecht, Tony Norris, Patricia Clarey, Nancy Heliotas, Barry Christian**  
**Staff Present: Chris Cahill, Andrew Brooks, Barb Ruffino**

#### 2. Public Comment

**None.**

#### 3. Set Matters

**None.**

#### 4. Administrative Items

- a. Consideration and potential approval of minutes for Board of Directors regular meeting of December 11, 2023.

**Minutes for the December 11, 2023 regular meeting were approved as presented.**  
**BC - TN - BW - PC - NH**

- b. Acceptance of final independent audit for FY 22-23 prepared by Brown Armstrong, Certified Public Accountants (final audit materials to be distributed at the meeting).

**Report presented by Napa County Auditor-Controller Tracy Schulze; Directors accepted final independent audit for FY 22-23 prepared by Brown Armstrong, Certified Public Accountants as presented.**  
**BW - PC - BC - TN - NH**

- c. Consideration and potential approval of an amendment to the District Personnel Manual relating to bereavement leave.

**Report presented by Chris Cahill; Directors approved amendment to the District Personnel Manual relating to bereavement leave as presented.**  
**TN - BC - BW - PC - NH**

- d. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff for December 2023.

**Report presented by Chris Cahill; No action taken.**

e. Review of the District Projects Status Report.

**Report presented by Chris Cahill; No action taken.**

f. Receipt of monthly report for Bothe-Napa Valley State Park, Bale Grist Mill State Historic Park, and Robert Louis Stevenson State Park.

**Report presented by Chris Cahill; No action taken.**

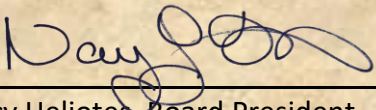
5. Announcements by Board and Staff


- **Director Christian announced that the District's January 3rd Saturday Hike will be hosted on 1/20/24 at Wetlands Edge Park in American Canyon in partnership with Napa Climate NOW!**
- **Director Heliotes noted that a Northern California Black Walnut was erroneously removed by PG&E contractors near her home in Ward 4 and reiterated her support for the creation of a Heritage Tree program to prevent similar mistakes in the future.**

6. Agenda Planning

- **Chris Cahill noted that the six-month budget check-in review will be presented at an upcoming meeting.**

7. Adjournment

SIGNED:   
\_\_\_\_\_  
Nancy Heliotes, Board President

ATTEST:   
\_\_\_\_\_  
Ryan Ayers, District Secretary

Vote: BW = Brad Wagenknecht; TN = Tony Norris; PC = Patricia Clarey; NH = Nancy Heliotes; BC = Barry Christian

The maker of the motion and second are reflected respectively in the order of the recorded vote.

Notations under vote: N = No; A = Abstain; X = Excused; Ab=Absent