



**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 REGULAR MEETING

Monday, December 9, 2024 at 2:00 P.M.

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

2. Public Comment

Michael Haley, Former NCRPOSD Director of Ward 3, thanked Director Norris for his many years of service to the District.

3. Set Matters

- a. Consideration and potential approval of Resolution 24-03, honoring founding Director Tony Norris and thanking him for his more than 18 years of service to the Napa County Regional Park and Open Space District.

Following remarks by Chris Cahill, current Directors, retired District staff and past Directors thanking him for his many years of service to the Napa County Regional Park and Open Space District and the County of Napa at large, staff presented Director Norris with a plaque to commemorate his tenure.

Directors approved Resolution 24-03 honoring founding Director Tony Norris and thanking him for his more than 18 years of service to the Napa County Regional Park and Open Space District.

BW - PC - TN - NH - BC

- b. Administration of the Oath of Office for incoming Directors Brad Wagenknecht, Patricia Clarey, and Nancy Lewis-Heliotas.

District Secretary administered the Oath of Office for incoming Directors Brad Wagenknecht, Patricia Clarey, and Nancy Lewis-Heliotas.

- c. **Public Hearing.** Consideration and potential approval of the Suscol Headwaters Park Phase 2 Development Plan and adoption of the project CEQA Subsequent Mitigated Negative Declaration.

Report presented by Chris Cahill and Andrew Brooks. Public hearing opened; no public comments.

Directors adopted the Subsequent Mitigated Negative Declaration based on required findings, approved the proposed Suscol Headwaters Park Phase 2 Development Plan, and approved the additional Suscol Headwaters Park fees and regulations as presented.

TN - BW - PC - NH - BC

4. Administrative Items

- a. Consideration and potential approval of minutes for Board of Directors regular meeting of October 21, 2024.

Minutes for the October 21, 2024 regular meeting were approved as presented.

TN - PC - BW - NH - BC

- b. Consideration and potential adoption of the Board of Directors Regular Meeting Calendar for 2025.

Report presented by Chris Cahill; Directors adopted the Regular Meeting Calendar for 2025 as presented.

BW - PC - TN - NH - BC

- c. Consideration and potential declaration of certain capital asset vehicles as surplus and no longer required for public use.

Report presented by Chris Cahill; Directors voted to declare certain capital asset vehicles as surplus and no longer required for public use, as presented.

BW - PC - TN - NH - BC

- d. Consideration and potential approval of revisions to the District Personnel Manual regarding health and dental insurance.

Report presented by Chris Cahill; Directors approved revisions to the District Personnel Manual regarding health and dental insurance as presented.

PC - TN - BW - NH - BC

- e. Consideration and potential approval of a lease agreement with Samer Ishaq et al. for District front office space at 1443 Main Street, Suite 135, Napa at an initial rent of \$2,100 a month inclusive of utilities.

Report presented by Chris Cahill; Directors approved lease agreement with Samer Ishaq et al. for District front office space at 1443 Main Street, Suite 135, Napa at an initial rent of \$2,100 a month inclusive of utilities as presented.

TN - PC - BW - NH - BC

- f. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff for October and November 2024.

Report presented by Chris Cahill; No action taken.

- g. Review of the District Projects Status Report.

Report presented by Andrew Brooks; No action taken.

- h. 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.

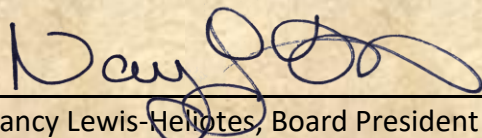
5. Announcements by Board and Staff

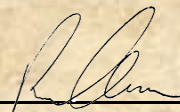
- Director Clarey and Chris Cahill discussed future plans for Old Howell Mountain Road's conversion to a public recreational trail and current volunteer led maintenance efforts.
- Director Christian announced that the American Canyon Community and Parks Foundation's annual Reindeer Run was held on December 7, 2024 with a large number of attendees.
- Director Christian announced that he attended the Watershed Symposium, hosted by the Napa RCD and the Watershed Information & Conservation Council on December 5, 2024 and found the program to be informative and educational.

6. Agenda Planning

- Chris Cahill noted that the incoming Ward 2 Director, Ryan Gregory, will be sworn in at the January Regular Meeting.
- Chris Cahill noted that officer elections will be held during the January Regular Meeting.
- Chris Cahill noted that a presentation about completed work at Suscol Headwaters Park will be coming to the board in a future meeting.

7. Adjournment

SIGNED: 
Nancy Lewis-Helotes, Board President

ATTEST: 
Ryan Ayers, District Secretary

Vote: BW = Brad Wagenknecht; TN = Tony Norris; PC = Patricia Clarey; NH = Nancy Helotes; 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