



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 1/5/2016  
Agenda Placement: 10A

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Leanne Link for Nancy Watt - County Executive Officer  
County Executive Office

**REPORT BY:** Nadine Willoughby, Administrative Support Technician - 253-4595

**SUBJECT:** Appointment to Napa County Fair Association Board of Directors

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### **RECOMMENDATION**

County Executive Officer requests the following actions regarding the Napa County Fair Association (Association) Board of Directors:

1. Approval to solicit two (2) new seats on the Board of Directors for appointment by the Board of Supervisors; and
2. Appointment from the applicants listed to represent Napa County with the term of office to commence January 1, 2016 and expire December 31, 2018.

#### Name (Residing District)

Larry Howard Glenn (2)

Karan Schlegel (3)

Anne Steinhauer\* (4)

*\*Incumbent*

### **EXECUTIVE SUMMARY**

County Executive Officer requests one (1) appointment to serve on the Napa County Fair Association (Association) Board of Directors representing Napa County with the term of office to commence immediately and expire December 31, 2018. The Association submitted a letter of recommendation to reappoint the incumbent, Anne Steinhauer to a second term.

In addition, the Association requests approval to solicit two (2) new Napa County representative seats on the Board of Directors increasing membership to five (5) representatives. The Association revised its bylaws in 2013 to include three (3) representatives appointed by the Board of Supervisors. Since increasing the number of directors

from nine (9) to eleven (11) is permissible under the existing bylaws, the Association requests increasing the Napa County representatives to five (5) members and soliciting applications for two (2) new member seats.

**PROCEDURAL REQUIREMENTS:**

1. Staff reports
2. Public comments
3. Motion, second, discussion and vote on the item

**FISCAL IMPACT**

Is there a Fiscal Impact?                      No

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: 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 AND DISCUSSION**

The County Executive Office advertised one (1) vacancy representing Napa County due to term expiration and received two (2) new applications from Larry Howard Glenn and Karan Schlegel and one (1) reappointment request application from the incumbent, Anne Steinhauer. The Napa County Fair Association Board of Directors met on December 10 2015 and recommended reappointment of Anne Steinhauer for a three year term commencing January 1, 2016 and expiring December 31, 2018. The Association recommendation letter dated December 11, 2015 is attached.

In addition, the Napa County Fair Association (Association) requests approval to increase membership from three (3) members to five (5) members representing Napa County. Currently, the board of directors consists of nine (9) members: six (6) Association elected position members and three (3) Napa County representatives. No amendment of the bylaws is required unless the Fair Association wanted to increase the membership to more than fifteen (15) members. Article 7, Section 7.2 of the Association bylaws states the board shall consist of at least nine (9) members but no more than fifteen (15) directors. Since the Association board action to increase the number of directors from nine (9) to eleven (11) members is permissible under the existing bylaws, the Association requests increasing the Napa County representatives to five (5) members and soliciting applications for two (2) new member seats.

The Napa County Fair Association (Association) was established in the winter of 1945. The Association is the County's agent for purposes of conducting the annual County Fair and to manage, use, keep possession of and operate the Fairgrounds year-round to foster diverse education and entertainment for the residents of Napa County and surrounding areas. The Association and the County have entered into an agreement that outlines each party's responsibilities and the types of activities that are allowed at the Fairgrounds. The County has also entered into a Land Tenure Agreement, which commits to a County Fair through January 2024.

With the loss of State funding, the Association and Fair staff have been actively searching for other funding sources and are pursuing expansion of Fairground activities countywide. As part of that effort, the Association adopted revised bylaws on June 13, 2013 to include in its membership three (3) County positions. Prior to this revision, the Association membership consisted of six elected positions and was generally limited to individuals in

Calistoga. The revision is designed to attract countywide participation in the Association and the Fair. No Director may serve in excess of three (3) consecutive terms and will not be eligible for a position on the Board until after one year following the Director's previous service on the Board.

The appointment representing Napa County on the Fair Association Board of Directors for a three year term commences immediately and expires December 31, 2018. The County Executive Office will coordinate with the Fair Association and recruit for two (2) new member seats and come back to the Board of Supervisors for approval.

**SUPPORTING DOCUMENTS**

- A . Larry Howard Glenn Application
- B . Karan Schlegel Application
- C . Anne Steinhauer Application
- D . Napa County Fair Association Recommendation Letter
- E . Napa County Fair Association Bylaws

CEO Recommendation: Approve

Reviewed By: Molly Rattigan