



**Napa County Regional Park
and Open Space District**

Harold Kelly—Vice President
Director Ward One

Tony Norris
Director Ward Two

Guy Kay—President
Director Ward Three

Dave Finigan
Director Ward Four

Myrna Abramowicz
Director Ward Five

AGENDA

BOARD OF DIRECTORS REGULAR MEETING

Monday September 10, 2007 2:00 P.M.
1195 Third Street, Third Floor, Napa, CA

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.

The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available through the District Secretary. 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 (707) 259-8603.

Any member of the audience desiring to address the District on a matter on the Agenda, please proceed to the rostrum and, 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.

1. Call to Order

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 of and potential approval of Minutes of Board of Directors meeting of August 13, 2007.

- B. Consideration of and potential approval of Professional Services Agreement to prepare annual independent financial audit.
- C. Consideration and potential approval of recommendation to authorize General Manager to apply for grants and accept gifts without prior Board approval.
- D. Consideration and potential approval of District grant proposals to be submitted to the County of Napa's Special Project Fund.
- E. Consideration and approval of feasibility study for the Napa River/Bay Trail between the cities of American Canyon and Napa, and possible direction regarding next steps.
- F. Projects Status Report

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. No action will be taken by the Board other than whether and when to agendize such matters.

7. Adjournment



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MINUTES

BOARD OF DIRECTORS REGULAR MEETING

Monday August 13, 2007 2:00 P.M.
1195 Third Street, Third Floor, Napa, CA

1. Call to Order

Meeting called to order at 2:00 pm by President Kay. All Present.

2. Public Comment

None.

3. Set Matters

2:10 pm

A. Public Hearing on proposed District Budget for FY 2007-08, and consideration and adoption of Final Budget.

Board voted to adopt the Final Budget for FY 2007-08 as presented.

MA-HK-DF-GK-TN

4. Administrative Items

A. Approval of Minutes of Board of Directors meeting of July 16, 2007.
Minutes approved as revised.

TN-DF-GK-HK-MA

B. Discussion and potential action regarding District memberships in other park, recreation, open space and special district organizations.

The board moved to establish memberships with Bay Area Open Space, Blue Ridge Berryessa Natural Area and California Association of Regional Parks & Open Space Administration (CARPOSA).

DF-HK-MA-GK-TN

C. Receipt of report from the Master Plan Ad Hoc Committee of the Board of Directors, and discussion and potential approval of Table of Contents, Guidelines and Schedule for the Development of the First District Master Plan for the Period of 2008-13.

Tony Norris and Dave Finigan presented report and explained to the Board of Directors their Master Plan schedule and explained how it will be presented and achieved in various phases.

Board voted to adopt the recommendations of the Master Plan Ad Hoc Committee.

MA-HK-GK-TN-DF

- D. Discussion of the Association of Bay Area Government's Priority Conservation Area (PCA) planning process, and potential nomination of PCA's for Napa County. John Woodbury presented report. Board voted to approve priority conservation areas as recommended by staff, including those submitted by the Napa County Land Trust.

GK-MA-TN-HK-DF

- E. Discussion and possible action on request by the San Francisco Bay Area Ridge Trail Council to pursue implementation of the Stags Leap section of Ridge Trail leading from the Silverado Trail easterly up Rector Ridge for a distance of approximately 6 miles.

John Woodbury presented report. Dee Swanhuysen of the Bay Area Ridge Trail spoke stating their support of the Park District regarding this project. The board moved to support continued planning and fundraising to develop six miles of trail in the vicinity of Stags Leap.

DF-HK-GK-TN-MA

- F. Discussion and possible adoption of procedures for providing input into the annual performance review of District Officers.

John Woodbury presented report. Board moved to approve the annual performance review policy as stated in the staff report.

HK-DF-MA-TN-GK

- G. Discussion of and possible action on outreach efforts by Directors and staff.

John Woodbury presented the report that was placed on the agenda at the request of Director Abramowicz. The board discussed that it would be nice to have a handout to use as reference when giving presentations. John Woodbury will bring handout to the next meeting.

- H. Projects Status Report

John Woodbury presented report. No action taken.

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.

Tony Norris – announced that he went on an extensive four wheel drive tour of the Wild Lake Ranch and is very impressed with the potential it has as a regional recreational facility. He also had the opportunity to participate in Mare Island's 150th anniversary.

6. Agenda Planning

In this time period, members of the Board of Directors and staff will discuss matters for possible consideration at future meetings. No action will be taken by the Board other than whether and when to agendaize such matters.

- A. Consideration of cancellation of the September Regular Meeting of the Board of Directors, and potential calling of a Special Meeting in September.

The board agreed to hold the regular meeting of September 10th as scheduled.

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7. Adjournment

Board voted to adjourn at 3:45 p.m.
TN-DF-MA-GK-TN

GUY KAY, Board President

ATTEST: _____
BARB RUFFINO,
Acting District Secretary

Key

Vote: HK = Harold Kelly; TN = Tony Norris; GK = Guy Kay; DF = David Finigan; MA = Myrna Abramowicz

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



Napa County Regional Park
and Open Space District

STAFF REPORT

Date: September 10, 2007
Agenda Item: 4. B
Subject: Independent Financial Audit for FY 2006-7

Recommendation

Approve the award of a contract in the amount of \$3,200 to Bartig, Basler and Ray to perform an independent financial audit of the District for FY 2006-7

Background

Section 5553 of the Public Resources Code authorizes the district to contract for the preparation of annual independent financial audits of the District. Annual independent audits are required in order for the District to be eligible for most sources of funding.

Since the County of Napa contracts with the District to provide accounting, treasurer and controller functions, it is most efficient for the District to utilize the same independent auditor that the County employs. Bartig, Basler and Ray, certified public accountants, are currently under contract to do the County's audit, and have proposed to prepare a separate audit for the district for a flat fee of \$3,200.

This first audit for the district will only cover a three month period, since the District did not begin to maintain its own accounts until April 1, 2007. Much of the proposed fee for this first audit is needed simply to set up audit templates and obtain basic background information on the District.



Napa County Regional Park
and Open Space District

STAFF REPORT

Date: September 10, 2007
Agenda Item: 4.C
Subject: Authorization for General Manager to apply for grants

Recommendation

Authorize General Manager to apply for grants and accept gifts without prior Board approval, subject to reporting to the Board at its next regular meeting.

Background

Grant application timelines are often very quick, with the result that there is sometimes insufficient time to prepare application materials and obtain Board of Director's approval. While some grant programs require explicit authorization by the applicant's governing board, most do not, or else allow the governing board's approval to be submitted after grant award as part of the development of the grant agreement.

District policy currently authorizes the General Manager to bind the district for the payment of services up to \$10,000 for non-construction contracts, and up to \$25,000 for construction contracts. All such expenditures are required to be reported to the Board at the next meeting. District policy is currently silent on whether the General Manager may apply for grants or accept gifts without prior Board approval. In the context of the overall powers granted to the General Manager per District By-Laws, silence could be interpreted to mean the General Manager does have the authority to apply for grants and accept gifts. However, an explicit statement of policy on these matters would eliminate any ambiguity, and would be preferred by at least some grantors.

Allowing the General Manager to apply for grants without first obtaining Board approval would expedite the preparation of many grants. The Board would of course retain the right to not approve any actual subsequent grant agreement should it determine the grant is for whatever reason not appropriate for the District.



Napa County Regional Park
and Open Space District

STAFF REPORT

Date: September 10, 2007
Agenda Item: 4.D
Subject: Special Project Fund Grant Proposals

Recommendation

Authorize submittal of proposals for grant funding through the Napa County Special Project Fund.

Background

The Napa County Board of Supervisors on July 31, 2007 approved guidelines and procedures for the use of the County's Special Project Fund (Attachment One). This fund, which is generated through the increase in the Transient Occupancy Tax approved by the voters in November 2004, is estimated to bring in approximately \$1 million in the current fiscal year. The guidelines approved by the County indicate that 60% of the fund will be available for park and open space purposes. Of this 60%, roughly \$300,000 is earmarked for park district operations in the current fiscal year, and \$200,000 is to be set aside each year as needed to help pay for the acquisition of Skyline Park. The complete Special Project Fund guidelines are attached. The remainder is to be awarded to park and open space projects through a competitive process.

Applications for the first round of funding under the newly adopted guidelines are due at 5 pm on September 10, 2007.

Staff has prepared applications for the following capital projects: (1) completing the environmental review process for the Napa River/Bay Trail project between American Canyon and Napa and providing matching funds for construction of the trail, (2) improvements to the Oat Hill Mine Trail, and (3) preparation of operational and development plans and environmental review, as well as construction related to redeveloping and reopening Camp Berryessa (Attachment Two). In addition, the District's submittal notes that operational needs for the District will extend beyond the current fiscal year, and will vary considerably from year to year due to biannual election costs. Since the County is at this time accepting proposals for one, two or three years of funding, it is important that the County understand the multiyear operational needs of the District, and reserve sufficient funds to cover those operational needs until and unless other sources of operational funding become available.

RESOLUTION NO. 07-97**RESOLUTION OF THE NAPA COUNTY BOARD OF SUPERVISORS
ADOPTING POLICIES AND PROCEDURES FOR ALLOCATION OF
SPECIAL PROJECTS FUND MONIES**

WHEREAS, the Board of Supervisors ("Board") has directed that in each fiscal year, fiscal conditions permitting, an amount equivalent to 12.5% of the prior calendar year's Transient Occupancy Tax revenues shall be transferred from the Napa County General Fund to the Special Projects Fund; and

WHEREAS, the Board has further directed that monies in the Special Projects Fund should be spend on projects, services or programs in three areas: Parks and Open Space, Visitor Management and Arts and Culture; and

WHEREAS, the Board appointed an ad hoc committee to develop and recommend a specific plan for the process for allocating Special Projects Fund monies in the three areas listed above; and

WHEREAS, the ad hoc committee has now completed its work and is recommending various policies and processes related to the allocation of Special Projects Fund monies;

NOW, THEREFORE, it is hereby resolved by the Board of Supervisors for the County of Napa as follows:

1. The Board hereby approves the following documents, attached hereto and incorporated by reference as if set forth herein, relating to allocation of Special Projects Fund monies:
 - a. Special Projects Fund Allocation Principles, Priorities and Process;
 - b. Special Projects Fund RFP Standards and Process; and
 - c. Special Projects Fund Proposal Award Criteria.
2. The Clerk of the Board is hereby directed to include a copy of this Resolution and the foregoing documents as a new Section 8F in Part I of the County of Napa Policy Manual under the title "Special Projects Fund Allocation Procedures".
3. The foregoing policies and procedures will sunset on June 30, 2010 and staff is hereby directed to return to the Board before that date with a report and recommendations concerning the possible revision and/or re-adoption of policies and procedures for subsequent fiscal years.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at a regular meeting of the Board of Supervisors of the County of Napa, State of California, held on the 31st day of July, 2007, by the following vote:

AYES:	SUPERVISORS	WAGENKNECHT, DODD, DILLON, LUCE and MOSKOWITE
NOES:	SUPERVISORS	NONE
ABSTAIN:	SUPERVISORS	NONE
ABSENT:	SUPERVISORS	NONE

HAROLD MOSKOWITE, Chair of
the Board of Supervisors

ATTEST: GLADYS I. COIL,
Clerk of the Board

By: _____

APPROVED AS TO FORM:
ROBERT WESTMEYER,
Napa County Counsel

APPROVED BY THE BOARD OF
SUPERVISORS
Date: July 31, 2007

By: *Margaret L. Woodbury*,
Chief Deputy (by e-signature)
Date: July 18, 2007

Processed By:

ALLOCATION PRINCIPLES, PRIORITIES AND PROCESS

I. Guiding Principles for Allocation of Special Projects Monies

- A. Invest funds in projects or services of “regional significance” in the areas of parks and open space, visitor management and arts and culture. “Regional significance” means that the project, program or service benefits the County as a whole, rather than individual cities, communities or geographic areas.
- B. Invest funds strategically to meet critical needs related to Board goals in the above areas. To the extent possible, needs should be supported by credible data.
- C. Invest funds in programs or services that foster or facilitate partnerships with the community, non-profit organizations and other local governments.
- D. Invest funds in programs or projects that enhance the quality or quantity of services being provided. Special Projects Fund monies should not be used to supplant existing funding for services already provided by industry, non-profits or other local governments.
- E. Invest funds in programs or projects that utilize “best practices” in delivery of services. To the extent possible, “best practices” should be evidence-based.
- F. Insure accountability for use of public funds through appropriate service delivery approaches (such as contracting), oversight mechanisms and use of performance measures.
- G. Provide the appropriate mix of funding stability and flexibility by establishing three-year goals, funding priorities and allocation policies.

II. Three Year Goals (FY2007/08 through FY2009-2010)

- A. Parks and Open Space:
 - 1. Ensure the recently established independent public agency will be able to develop its own funding source and take responsibility for county-wide parks and open space planning, acquisition and maintenance, by providing initial support for County parks costs and the Parks and Open Space District’s basic operating costs at minimum level through FY2008-09. This will give the District time to become fully operational and to implement its own funding.
 - 2. Purchase Skyline Park from the State.
 - 3. Leverage matching funds to acquire, improve and maintain parks and open space properties that provide significant outdoor recreational opportunities.

B. Visitor Management:

1. Assist in protecting the Napa Valley's position as *the* premier wine tourism destination in the United States, through implementation of the Destination Brand Blueprint and Brand Culturalization Plan being developed by the Napa Valley Convention and Visitors Bureau.
2. Assist in promoting and encouraging off-peak seasonal tourism and visits to Napa County.
3. Assist in promoting non-weekend (Monday through Thursday) tourism and visits to Napa County.
4. Assist in promoting tourism and visits that benefit all elements of the Napa County tourism economy (lodging, wine tasting/sales, fine dining, arts and culture, apparel and specialty retail), as opposed to just one or two elements.

C. Arts and Culture:

Assist in developing a needs assessment and, based on that needs assessment, assist in developing and implementing a plan to enhance access to art and cultural amenities for both County residents and visitors.

III. Three Year Funding Priorities (FY2007-08 through FY2009-10)

- A. Minimal funding for County parks and Parks and Open Space District operating costs through FY2008-09.
- B. Purchase of Skyline Park (to the extent allocated funds are available in the Special Projects Fund).
- C. Assisting in implementation of Destination Brand Blueprint and Brand Culturalization Plan.

IV. Three Year Allocation Plan and Process (FY2007-08 through FY2009-10)

- A. Reserve Special Projects Fund carryover fund balance to help finance the purchase of Skyline Park.
- B. For all General Fund resources transferred to the Special Projects Fund in a particular year:
 1. Allocate 60% for parks and open space programs or services, including Parks and Open Space District Operating Costs and the purchase of Skyline Park (if sufficient acceptable proposals are received).

2. Allocate 30% for visitor management programs or services (if sufficient acceptable proposals are received).
 3. Allocate 10% for arts and culture programs or services (if sufficient acceptable proposals are received).
- C. Out of the parks and open space allocation, allocate approximately \$300,000 each year to fund basic County parks and Parks and Open Space District operating costs and set aside \$200,000 toward the purchase of Skyline Park.
- D. For Special Projects Fund monies other than the \$300,000 for the Parks District and the \$200,000 for the purchase of Skyline Park:
1. Issue call for proposals (for up to three years of funding) to address Board Goals in each area, consistent with Guiding Principles and Priorities.
 2. Evaluate proposals against Goals, Priorities and Guiding Principles .
 3. Award contracts with detailed scopes of work and performance measures.
 4. Require periodic status reports from contractors and monitor contracts for compliance.
- E. Any funds not spent in any year will be returned to fund balance and added to the Reserve for Skyline Park purchase. In the event Skyline Park is purchased and not all of fund balance is needed, the remaining fund balance will be allocated to parks and open space uses in subsequent years.

**REQUEST FOR PROPOSALS (RFP) FOR PROVIDING SERVICES IN
THE AREAS OF PARKS & OPEN SPACE, VISITOR MANAGEMENT
AND ARTS & CULTURE**

Using Special Projects Fund Resources

RFP Standards and Process

1. Pre-Proposal Conference and RFP Package: For the FY2007-08 through FY2009-10 funding cycle, the RFP will be made available on _____ and a pre-proposal conference will be held on _____ to orient potential proposers to the proposal process and to answer questions [**Staff is authorized to insert appropriate dates based on an RFP timeline developed by staff**]. Proposers may submit written questions regarding the RFP process at any time following the pre-proposal conference. Responses to all questions will be distributed to all potential proposers that have registered with the County. The foregoing deadlines shall be established each fiscal year by the County Executive Office.

2. Basic Requirements:
 - a. Proposers must be legally formed non-profit organizations exempt from State and Federal taxation, local government agencies, or for-profit corporations legally organized and authorized to do business in the State of California.
 - b. Proposers that are non-profit organizations must submit a current Form 990 or a copy of their balance sheet and income statement along with a copy of their IRS determination letter for review by staff.
 - c. All contract proceeds must be used for the provision of Parks and Open Space, Visitor Management and/or Arts and Culture services as outlined in the Special Projects Fund Allocation Principles, Priorities and Process document approved by the Board of Supervisors and further defined in the Funding Guidelines below.
 - d. Funding awarded must be used for projects of “regional significance,” meaning that the project or program must benefit the County as a whole, not individual cities, communities or geographic areas.
 - e. Special Projects Fund money should not be used to supplant existing funding for services.
 - f. All proposers and all County-funded activities, projects and undertakings must comply with all applicable laws, including those pertaining to civil rights, confidentiality and privacy, regulatory compliance and, where applicable, employment and housing.

- g. Substantially all funding awarded must be used in a way which benefits Napa County residents.
3. Funding Guidelines: The funding guidelines that will be used to rate the FY2007-08 proposals are set forth in the attached chart. Proposers should also refer to the attached Allocation Principles, Priorities and Process document approved by the Board of Supervisors.
 4. Proposal Submittal: Proposals must be submitted in writing and signed by an officer of the organization submitting the proposal who certifies that s/he has the authority to submit the proposal. Agencies whose proposals are deemed to have met the minimum qualifications will be invited to present their project to the Special Projects Fund Allocation Review Committee. The details of that presentation are outlined below.
 5. Proposal Content: The proposal shall consist of up to five pages of narrative and a project budget that includes information in the areas listed below.
 - a. The name of the proposing organization (or, in the case of a collaborative proposal the name of the lead organization which will bear administrative, reporting and fiscal responsibility on behalf of the collaborating organizations).
 - b. For collaborative proposals, the names of the members of the collaborative and a copy of the Memorandum of Understanding (MOU) between the participating partners stating what their respective roles are in the collaborative and showing how much of the County funding is to be distributed to the different organizations.
 - c. The name, address, phone number and e-mail address of the person to whom communications regarding the proposal should be directed.
 - d. An indication of which funding category the proposal is being submitted under: Parks and Open Space; Visitor Management; or Arts and Culture.
 - e. The total amount of County funding being requested and, if more than one year of funding is requested, the amount of County funding being requested in each year.
 - f. Information showing that that the proposer meets the Basic Requirements as described in Section 2 above.
 - g. A narrative description of the project, activities or undertaking to be funded that describes the project's goals, the services the project will provide, where the services will be located, what population the services will target, why the services are needed, how the services relate to the Board's Special Projects Fund Guiding Principles, Three Year Goals and Three Year Priorities, how the services will be provided and how program effectiveness will be measured.

- h. A description of the evidence that demonstrates the effectiveness of the approach being proposed to achieve the goals/meet the needs identified for the project or program, including appropriate citations. Relevant research reports or supporting documents can be attached to the proposal and are not subject to the 5 page limit.
 - i. A statement as to whether the proposed project is an expansion or enhancement of an existing program or a new program.
 - j. The proposed timeline for carrying out the project, including the period in which all County funding is to be utilized. The funding agreement will extend for six months beyond the funding period to allow for post-project evaluation. The proposed timeline should identify significant milestones and deadlines in the project.
 - k. An indication as to whether the funding is being requested for one, two or three years. Proposers are encouraged to submit three year funding requests.
 - l. The manner in which the County funds will be administered.
 - m. A current organizational chart, identification of the specific organizational staff who will be working on this project and the amount of time they will be allocating to the project and a brief biography of each staff person who will be working on the project. These documents do not count toward the five page limit listed above.
 - n. A budget for use of the County funds. The budget must show in line item detail the proposed expenditures for the project and the amount of County funds and other funds (if any) allocated to the different line items, including the amount allocated to administrative overhead. If funding is requested for more than one year, the budget for each year should be identified separately. If the funding requested will be used to fund a portion of a larger program or project, include a copy of the overall program or project budget. The budget must also show other funding sources that the proposer has applied for and/or secured for the proposed project as well as any funding provided for this project in previous years, if applicable. This document does not count toward the five page limit listed above.
 - o. The proposal should also include the most recent audited financial statements for the proposer, if those documents exist, or other financial statements that allow County staff to adequately evaluate the proposer's financial condition (these documents do not count against the five page limit).
 - p. Signature.
6. Initial Proposal Review:
- a. Completeness Review – All proposals will initially be reviewed for completeness by staff. Any incomplete proposals will be returned to the proposer. They can be corrected and resubmitted only if the proposal deadline has not passed.

- b. **Basic Requirements** – All proposals will be reviewed to see if they meet the Basic Requirements set forth in Section 2 of this document. Any proposals that do not meet the Basic Requirements will be rejected.
7. **Project Presentation**: Proposers whose proposals pass the initial application review will be invited to appear before the Special Projects Fund Proposal Review Committee for no more than one hour. The first 10 minutes of that time will be the proposer's opportunity to make a presentation on the proposed project. The remainder of the time will be reserved for questions by the Proposal Review Committee. The presentation should offer information that shows how the proposed project meets the Funding Guidelines. Members of the Proposal Review Committee will give the proposal a final rating after the presentation. This is an important opportunity to help the Review Committee understand how your proposal meets the Funding Guidelines.
8. **Special Projects Fund Proposal Review Committee**: An ad hoc review panel will be convened by the Napa County Executive Office for rating the proposals and making funding recommendations to the Board of Supervisors. The panel will be comprised of five people, including: one member of the CEO staff, one member of the Community and Intergovernmental Affairs Office (or successor office) staff, and three interested citizens who do not have an affiliation with any organization seeking funding through the request for proposal process.
9. **Application Review Process**: Staff has prepared and will submit to the Review Committee the attached rating instrument. This instrument is reflective of the funding guidelines adopted by the Napa County Board of Supervisors. Staff will present each application that has been deemed to meet minimum qualifications. Each reviewer will be asked to read the initial application, attend the application presentations and then to rate them. Before the ratings are final, the reviewers will meet to discuss their ratings, adjust them as they see fit, and to finalize their recommendations for funding. The panel will forward its recommendation for funding to the Board of Supervisors. Funding recommendations will be consistent with the following:
- Only proposals that receive a total score of 60 or more points will be considered as “qualified” for funding.
 - Proposals in each funding area (Parks & Open Space; Visitor Management; Arts & Culture) will be funded up to the amount allocated to each funding area based on the relative scores of all qualified proposals in the relevant funding area.

The final selection of projects and the terms of funding shall be at the discretion of the Board of Supervisors.

**REQUEST FOR PROPOSALS (RFP) FOR PROVIDING SERVICES RELATING TO
PARKS & OPEN SPACE, VISITOR MANAGEMENT AND ARTS & CULTURE
FY2007-08**

Proposal Award Criteria

Funding Guideline	Score	Rating Criteria in Ascending Order
1. The project or program clearly addresses a Board Goal in the relevant area.	15 possible points- scale	0 – Does not address Board Goal. 5- Addresses Board Goal, but link is weak 15- Clearly and directly addresses Board Goal.
2. The project or program will address a proven unmet need.	10 possible points - scale	0- No evidence presented. 5- Evidence for need is anecdotal, based on Proposer's experience or on regional or national studies or local data, but local data is limited or less compelling.. 10- Evidence for need is based on local data that is credible and compelling.
3. For services , the program model or service delivery approach used to address need is clearly supported by empirical evidence. (Note: All proposals are <i>either</i> services or capital and development).	10 possible points - scale	0- No evidence presented. 5- Evidence is based on proposer's experience, including some data on effectiveness. 10-Evidence is based on research/literature demonstrates the effectiveness of the approach.
4. For capital and development projects (e.g., parks acquisition and development), the proposed project has resource value, takes advantage of a critical opportunity, addresses an imminent threat and/or is consistent with an overall vision for the development of parks in the County.	10 possible points - scale	0 – Does not meet any of the criteria. 5 – meets some, but not all, of the criteria. 10 – meets all identified criteria.
5. The program or project clearly addresses a Board three year funding priority.	15 possible points -scale	0 - Does not address a Board priority. 15 – Addresses a Board priority.
6.The proposal clearly demonstrates the organization's capacity to meet contractual	15 possible points - additive	5 – The agency's track record in successfully managing similar programs is clearly shown. 5 – The agency's structure is clearly shown

deliverables.		to have the depth to manage the project, staffing and roles have been identified and overhead costs are reasonable. 5 – The agency is staffed with the appropriate number of individuals who have documented experience and appropriate credentials.
7. Likelihood of ongoing sustainability	10 possible points - scale	0 – New project without clear plan for sustainability. 5 – Project with a plan for sustainability that includes future Special Projects Fund funding. 10- Project has clear plan for sustainability that does not include on-going use of Special Projects Fund monies.
8. Leveraging of other funds.	10 possible points - scale	0 – County is sole funding source. 5 – Other funding is provided, but County’s share is greater than 50% of project or program cost. 10 – Other funding is provided and County’s share is less than 50%.
9. The proposal lists outcomes, related to the proposed project, which are readily measured by objective measures and are obtainable in the project period.	15 possible points - scale	0 – project is not susceptible to credible, objective output or outcome measures. 7 – Project has credible output, but not outcome measures. 15 – Project has proposed clear outcome measures directly linked to project activities and a plan for collecting needed data.
TOTAL POINTS:	100	To be considered for funding recommendation, a proposal must receive a minimum score of 60 points.



**Napa County Regional Park
and Open Space District**

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September 10, 2007

County Executive Office
Attn: Pat Grisham
1195 Third Street, Suite 310
Napa, CA 94559

RE: Special Projects Fund Application for the Area of Parks and Open Space

Dear Mr. Ferguson and Members of the Review Committee:

Enclosed please find our request for funding from the Special Projects Fund for three capital projects under the Parks and Open Space funding category. We are very appreciative of the County's interest in providing funding for parks and open space, and hope that the review committee will be as excited as we are about the projects on which we are working.

Attached to this letter is a summary of costs for these three projects, together with other purposes (basic District operations and purchase of Skyline Park) for which the Board of Supervisors has indicated their intention to provide funding using the same Parks and Open Space category of the Special Projects Fund. This summary illustrates the amount and timing of available revenues and expenses in greater detail than was provided in the RFP. In particular, the summary shows the effect that the District's biannual election costs have in determining how much money is available for capital projects. The summary assumes that basic operating support for the District will continue through the three-year time frame under consideration. Although the District is committed to developing its own long-term funding for District operations, such funding is unlikely to be in place during this three-year period. Even if a funding measure were approved by the voters in the next General election in November of 2008, funding from such a measure would only begin to become available for use near the end of this three-year period.

Thank you for your consideration.

Sincerely,

Guy Kay
President

Attachment: Park and Open Space Budget Projections

Special Projects Fund**Park and Open Space Budget Projections**

prepared September 10, 2007

<u>Description</u>	<u>2007/8</u>	<u>2008/9</u>	<u>2009/10</u>
Available Revenues for parks and open space	\$599,823	\$635,813	\$673,961
Park District basic operations (1)	\$264,863	\$278,100	\$292,000
Park District elections (2)	\$0	\$130,000	\$0
Capital grants	\$335,000	\$227,700	\$382,000
Skyline Park	\$200,000	\$200,000	\$200,000
Napa River/Bay Trail--proposed	\$50,000		\$100,000
Oat Hill Mine Trail--proposed	\$50,000	\$0	\$0
Camp Berryessa--proposed	\$35,000	\$27,700	\$82,000
Remaining Funds	-\$40	\$13	-\$39

Notes:

(1) FY 2007/8 is based on the actual appropriation approved by the Board of Supervisors. Subsequent years are assumed to increase 5% annually.

(2) This is a conservatively high estimate, based on actual costs in 2006, increased by 20% to adjust for inflation and unknowns with the type and cost of election equipment that will be permitted, and assuming all 5 wards have competitive elections.

County of Napa Special Project Fund Proposal

General Information

Project Name: **Napa River/Bay Trail – American Canyon to City of Napa**

Applicant: Napa County Regional Park and Open Space District

Contact: John Woodbury, General Manager

Address: 1195 Third Street, Room 210, Napa CA 94559

Phone: 707-259-5933 Email: jwoodbur@co.napa.ca.us

Proposal Category: Parks and Open Space

Total Funding Request:

FY 2007-8	\$50,000
FY 2008-9	
FY 2009-10	\$100,000

Eligibility Assurances:

- a. Applicant is a special district formed pursuant to Section 5500 of the California Public Resources Code.
- b. n/a
- c. The Napa County Regional Park and Open Space District only works on parks and open space projects.
- d. The submitted projects are regionally significant and benefit the County as a whole.
- e. SPF funding will not supplant existing funding for services.
- f. The District’s existing contract with the County binds the District to follow a wide range of County policies, which supplements the District’s legal obligation to follow all applicable state and federal laws.
- g. All of the District’s projects substantially benefit Napa County residents.

Applicant Signature: _____ Date: _____
 John Woodbury, General Manager

Project Narrative

Goal: To provide significant outdoor recreational opportunities for Napa County residents and visitors.

Project: Complete planning and review pursuant to the California Environmental Quality Act for an approximately 8.5 mile segment of San Francisco Bay Trail, and construct the first approximately four miles of the trail, including interpretive materials.

Location: The proposed trail alignment extends for approximately 8.5 miles between Eucalyptus Road in American Canyon and the Napa Valley Corporate Park in the City of Napa, generally following the eastern bank of the Napa River and its associated wetlands.

Who served: The proposed trail will primarily and most directly serve the residents of the two most populated cities in the county—the cities of Napa and American Canyon—which together account for 68 percent of the entire county’s population. Based on user characteristics for other segments of the Bay Trail, the proposed trail will serve a very diverse spectrum of the community—young and old, individuals and families, walkers, joggers, runners, and bicyclists, parents with baby strollers, bird watchers, artists, local residents as well as regional and international visitors, and more. Given the location and natural beauty of this proposed trail segment, it is likely to become one of the more popular and traveled segments of the San Francisco Bay Trail.

Why needed: The proposed trail offers a unique opportunity to provide an exceptional recreational trail which connects to major population centers and will eventually result in a continuous river trail extending from the Solano County line to north of Trancas. It will also provide a rare and convenient opportunity for outdoor environmental education, both for students as well as interested adults.

The potential for this recreational trail alignment was first identified in the “Airport Area Bicycle Master Plan” study adopted by the County in 2005. The recreational trail alignment was identified as a possible supplement to a proposed commuter bicycle route between American Canyon and the Maxwell Bridge generally following the existing or proposed Devlin Road. Following up on this report, the County Board of Supervisors authorized applying for and then receiving a \$75,000 grant from the Association of Bay Area Governments to prepare a feasibility study for the potential alignment. This feasibility study, conducted under contract by Questa Engineering, was completed in August 2007. The feasibility study indicates that a practical trail alignment is available, and that necessary approval and permits should all be obtainable.

The proposed trail is very timely, in that it was not possible to even consider prior to restoration of the Napa Plant site by the California Department of Fish and Game. The proposal is also timely because if we proceed expeditiously, trail construction can be done at the same time as and in coordination with the Napa Plant site restoration, which will save both time and money.

The next step to implementing the project is to complete environmental review under the California Environmental Quality Act and the National Environmental Policy Act. Much of the necessary data has already been collected through the feasibility study, so the remaining environmental review

should not be difficult. However, it is not possible to move forward with the next steps on the project—obtaining necessary permits and agreements—until CEQA and NEPA are finalized.

Although the County was able to obtain a grant to cover nearly all of the cost of the feasibility study, grant funds are rarely awarded to pay for the formal environmental review component of projects, and implementation grants cannot be obtained until the environmental review is complete. Completing CEQA and NEPA is therefore the critical path action for advancing the project.

Once complete, the District expects that management and operation of the trail will be handled through a combination of the District, the City of American Canyon and the City of Napa. By utilizing a management model, increasingly popular with park districts, that emphasizes training and using volunteers as much as possible for trail operations, the District expects to be able to manage the trail within the scope of the District’s current operating budget.

Relationship to SPF guiding principles: The proposed project clearly qualifies as a regional project benefiting the County as a whole. It is part of the regional San Francisco Bay Trail system, it is part of the Napa River Trail which will eventually extend continuously from the Solano County border to north of Trancas Street, and it connects two cities with a combined population of over 90,000 people.

The project enjoys strong and broad support. The City of American Canyon is actively involved, and has taken on the task of planning and implementing trail linkages at the southern end of the proposed trail in the vicinity of Eucalyptus Drive. At the northern end of the project, the City of Napa has obtained a trail easement which will accommodate the trail and allow it to connect to a future trail segment being planned as part of the redevelopment of the former Napa Pipe site. Approximately half of the trail distance will utilize levees owned by the California Department of Fish and Game. Fish and Game will rebuild the levees as part of the restoration of tidal habitat at the former Napa (salt) Plant site, and make the levees available to the District to install and manage the trail. Extensive discussions with staff at both the Napa Sanitation District (which owns some of the proposed alignment) and the Napa Airport (which is immediately adjacent to the proposed alignment) indicates these agencies should be able to accommodate the trail without adversely impacting their own missions. The proposed trail also enjoys widespread public support. Organizations which supported the feasibility study grant application include Friends of the Napa River, the Napa Group of the Sierra Club, Friends of American Canyon Open Space and the Napa Chapter of the Audubon Society. Assemblymember Noreen Evans has also weighed in with her support for the trail.

Trail design parameters developed by Questa Engineering as part of the feasibility study utilize current Best Management Practices to minimize environmental impacts as well as construction and operational costs. These best practices include auger-bored boardwalks where the trail must cross short sections of wetlands and lightweight clear-span bridges that avoid wetland “fill” when crossing water channels.

Research or other evidence showing the effectiveness of the approach: The most challenging issue with the proposed trail relates to environmental protection—ensuring that public trail use does not significantly and adversely impact endangered species found in the immediate area. The most comprehensive research into this question has been done as part of a multi-year study sponsored by the San Francisco Bay Trail Project and conducted by two University of California professors. Several years of longitudinal and stratified field observations indicate there is no general impact on bird behavior and abundance caused by the presence of people on nearly recreational trails. The

just-completed feasibility study provides additional information indicating that the proposed trail alignment should be able to avoid significant environmental impacts.

Another critical issue for the proposed trail is to obtain permission to convert two existing private railroad crossings into public crossings. While such permission can be difficult to obtain, meetings on site with representatives of the two relevant railroads and the California Public Utilities Commission indicate they do not have serious concerns with these locations and that it should be possible to obtain permission for public crossings.

Is project an expansion or enhancement of existing program? The project is the next logical step in the implementation of the Napa River/Bay Trail project. The project will extend and dramatically increase the utility of the river trail system currently being constructed as part of the Napa River flood control project and the San Francisco Bay Trail system sponsored by the Associate of Bay Area Governments/Bay Trail Project.

Timeline: The project can start as soon as funding is received, and is expected to be complete by the end of the fiscal year (prior to June 30, 2008). The outcome of the project will be CEQA and NEPA documents adopted by the District that are sufficient to enable other permitting and cooperating agencies to make their discretionary decisions.

One, two or three year funding request: Funding is requested for FY 2007-8 to enable the District to complete CEQA and NEPA analyses. Funding is also requested for FY 2009-10 as a match to a construction grant under the Proposition 50 River Parkways Grant program, the application for which the District is currently preparing. Overall, by moving the project past the CEQA and NEPA thresholds, the District expects to be able to successfully compete for other grant funds to implement what is projected to be a total project cost of between \$8 and \$9 million.

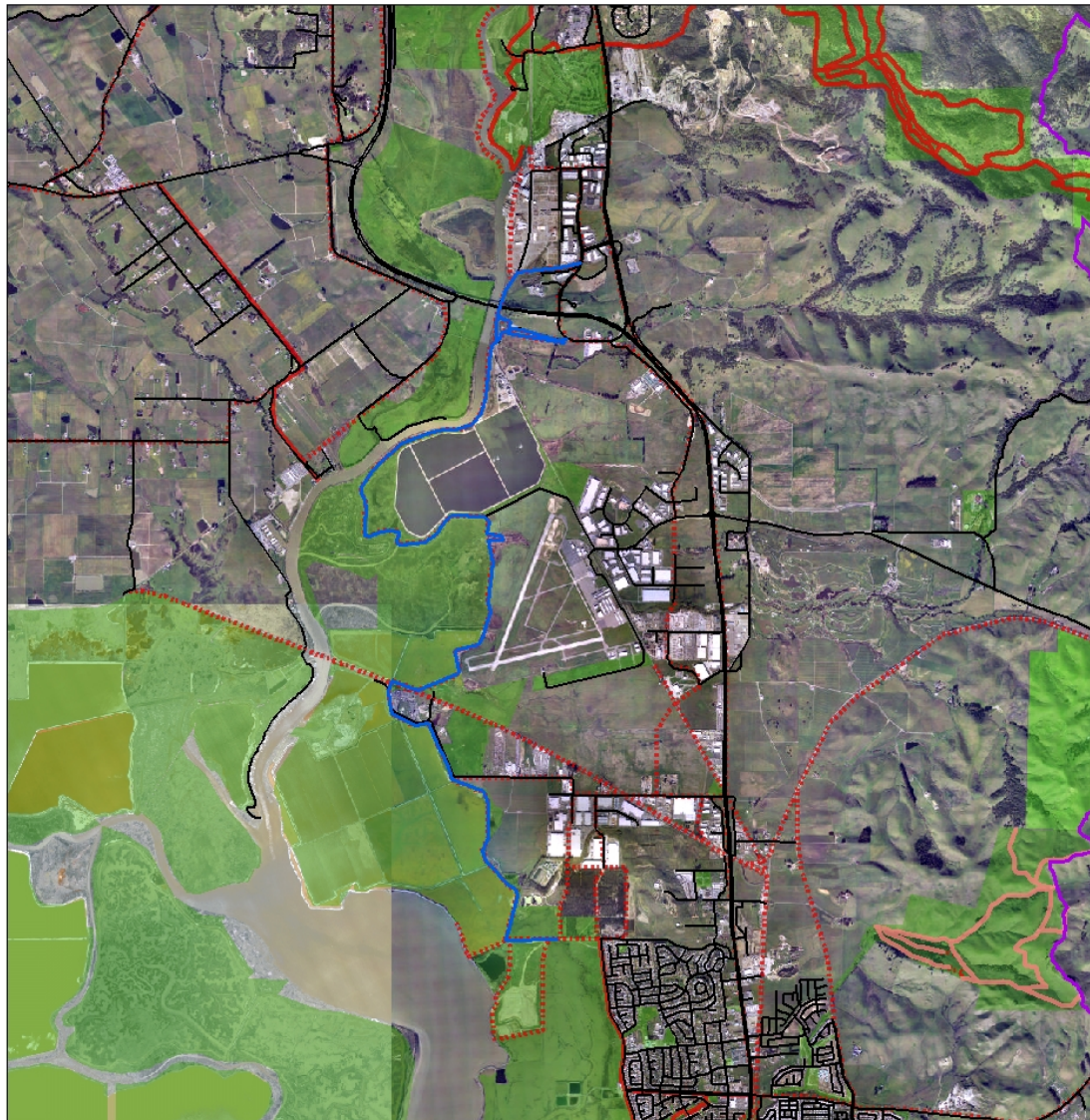
How funds will be administered: Grant funds will be administered by the County under contract with the Napa County Regional Park and Open Space District. The most efficient method for doing this would be to simply amend the existing grant agreement between the District and the County.

Current organizational information: The project will be managed by John Woodbury, General Manager for the District and Principal Planner—Parks and Open Space for the County. Preparation of CEQA and NEPA documents, as well as construction, will be subcontracted to a consultant who specializes in such work. Attached are the project budget and District budget. Also attached is a biography for John Woodbury, and an organizational chart for the District.

Audit: As a new public agency, the District has not yet had a fiscal audit. The contract for the first annual independent audit is expected to be approved by the District Board on September 10, 2007, and the audit will be performed and completed this fall.






Napa River Trail

American Canyon to Highway 29



Legend

Trails

-  Existing Trail
-  Existing Trail (not open to public)
-  Incomplete Trail
-  Potential Trail
-  Study Segment -- Napa River Trail



<u>Napa County Regional Park and Open Space District</u>				
Napa River/Bay Trail -- American Canyon to City of Napa				
<u>Task</u>	<u>Responsibility</u>	<u>Hours</u>	<u>Unit Cost</u>	<u>Total Cost</u>
Project management	staff--John Woodbury	200	\$84/hour	\$17,400
Scoping	Consultant TBD		\$5,000	\$5,000
Field research	Consultant TBD		\$20,000	\$20,000
Preparation of draft CEQA/NEPA reports	Consultant TBD		\$20,000	\$20,000
Response to comments/agency coordination	Consultant TBD		\$5,000	\$5,000
Project construction	Contractor TBD			\$8-9 million
		Total	\$50,000	\$58,700+ construction
Note: Consultant cost estimates provided by Questa Engineering, who prepared the feasibility study for this trail. Actual costs will vary depending on the results of a Request for Proposals for the project.				

Napa County Regional Park and Open Space District

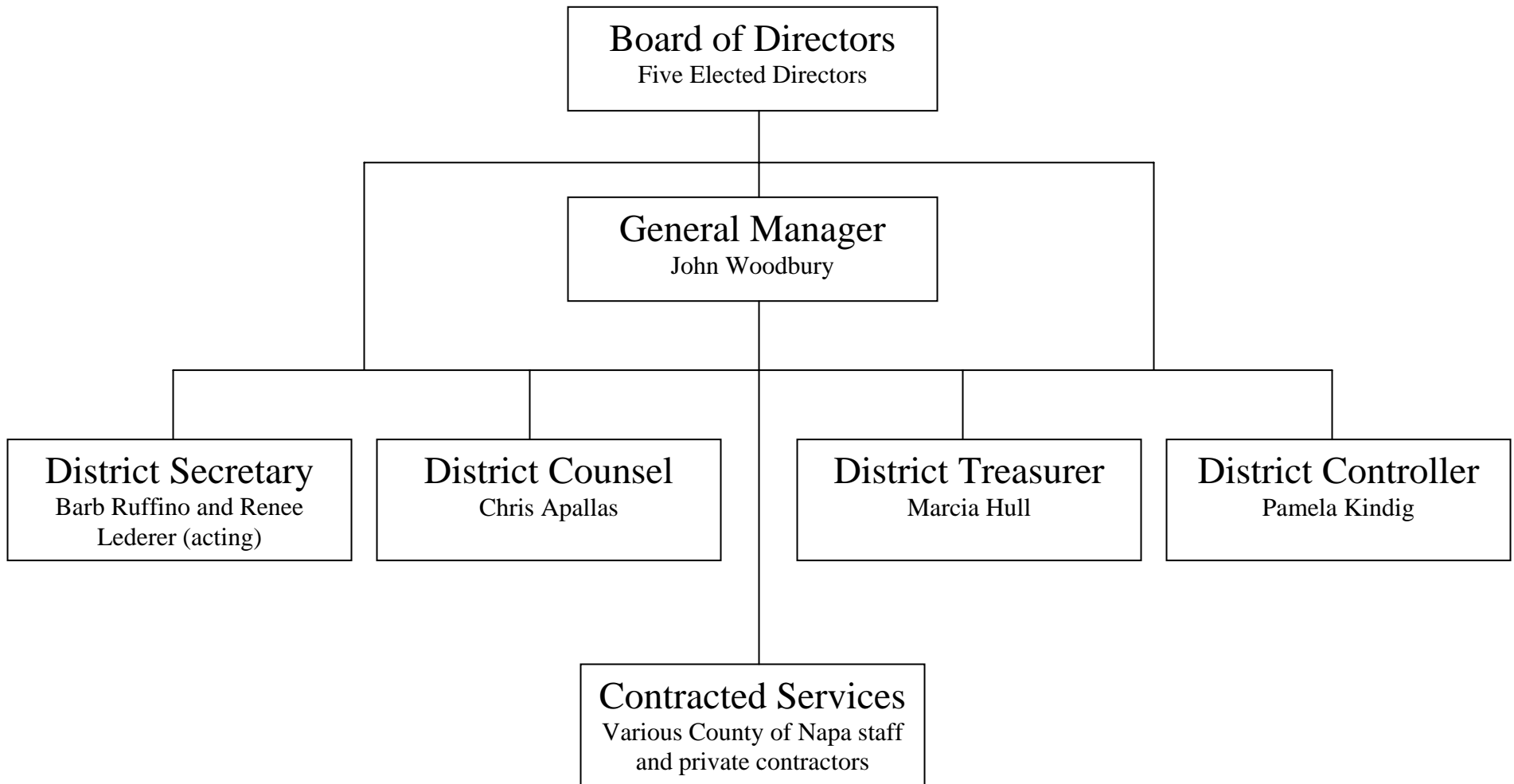
Adopted Operations Budget 2007/08

adopted August 13, 2007

<u>Accounting Code</u>	<u>Description</u>	<u>Adopted</u>
REVENUES		
48500000 O/FS:OPR Trans In	County Special Project Fund	\$264,863
48042000 O/R:Donations	Donations	\$1,156
	Other Revenues	\$5,000
	Prior Year Carryover	\$16,963
TOTAL REVENUES		\$287,982
EXPENSES		
52186300:PSS-Admin	County Staff Services (GM, Secretary, Auditor-Controller, other)	\$203,000
52180510:PSS-Audit and Accounting	Independent Audit	\$5,000
52250000	Transportation and Travel	\$2,500
52170000	Office Expense	\$1,500
52180500	Legal Services	\$8,000
52235000:SDE-other	Professional Services Contract (volunteer coordination and facility management)	\$37,500
SDE-other	Reserve/contingency/special projects	\$27,482
52100300	Insurance: Liability	\$1,500
	Memberships	\$1,500
TOTAL EXPENSES		\$287,982

Napa County Regional Park and Open Space District

Organizational Chart



Biography for John Woodbury

John Woodbury obtained his Masters Degree in City and Regional Planning from the University of California at Berkeley in 1983. He worked as a Program Coordinator of Community Development Block Grants for the City of Concord for three years, where he also negotiated affordable housing agreements and managed historic preservation projects. He subsequently worked for the City of Alameda for five years as an Associate Planner, where he led the City's design review program and its historic preservation program, and special projects such as restoring habitat and providing public access to the Bay, as well as working on a range of more typical municipal land use planning tasks. He then worked as staff to the Oakland City Council for two years, involved in the full range of municipal issues.

In 1988 he was elected as one of two at-large Directors for the Alameda-Contra Costa Transit District, a position he held until 1997. During his tenure as a Director, he focused on transportation funding and regional policy issues, and played a central role in taking the District from near-financial collapse to relative financial stability.

In 1993 Mr. Woodbury was hired to develop the Bay Area Open Space Council from a concept into a regional networking, research, education and advocacy organization. During the 12 years that he directed the Council, it grew from an informal dialogue among a handful of park professionals to a very active organization representing more than 55 public agencies and non-profit land conservation organizations with responsibilities in the nine-county San Francisco Bay Area.

County of Napa Special Project Fund Proposal

General Information

Project Name: **Oat Hill Mine Trail**

Applicant: Napa County Regional Park and Open Space District

Contact: John Woodbury, General Manager

Address: 1195 Third Street, Room 210, Napa CA 94559

Phone: 707-259-5933 Email: jwoodbur@co.napa.ca.us

Proposal Category: Parks and Open Space

Total Funding Request:

FY 2007-8	\$50,000
FY 2008-9	\$0
FY 2009-10	\$0

Eligibility Assurances:

- h. Applicant is a special district formed pursuant to Section 5500 of the California Public Resources Code.
- i. n/a
- j. The Napa County Regional Park and Open Space District only works on park and open space projects.
- k. The submitted projects are regionally significant and benefit the County as a whole.
- l. SPF funding will not supplant existing funding for services.
- m. The District’s existing contract with the County binds the District to follow a wide range of County policies, which supplements the District’s legal obligation to follow all applicable state and federal laws.
- n. All of the District’s projects substantially benefit Napa County residents.

Applicant Signature: _____ Date:

John Woodbury, General Manager

Project Narrative

Goal: To provide significant outdoor recreational opportunities for Napa County residents and visitors.

Project: Install signs, kiosks, benches and gates, stabilize slopes and reduce erosion, and clear brush so that the trail can be formally opened as a public multiuse trail.

Location: The section of the historic Oat Hill Mine Road which will be improved and opened for public use extends for eight miles from the junction of Highway 29 and Silverado Trail next to Calistoga and the junction with Aetna Springs Road in upper Pope Valley.

Who served: The Oat Hill Mine Trail is currently the most popular non-motorized trail in Napa County, despite the fact that public use has been prohibited since the road was closed to motor vehicles in the late 1970's. The "Friends of the Oat Hill Mine Trail" support group placed a sign-in ledger at the Calistoga terminus of the trail in the mid-1990's; based on who signed the register, the group estimated that 5,000 people a year used the trail despite "no trespassing" signs placed at the entrance and at various locations along the trail. Trail users include local residents of Calistoga, St Helena and the nearby unincorporated areas, other residents of the County and particularly urban residents living in the cities of Napa and American Canyon. A quick internet search also reveals the popularity of the trail with mountain bike users from throughout Northern California. Hikers are the single largest user group, followed by mountain bicyclists. Improvements proposed by the project will also make the trail usable by equestrians.

Why needed: The Oat Hill Mine Road was abandoned in 1978 as a public road due to unsafe conditions and problems of litter and vandalism associated with off road vehicle use. However, it has continued since that time to be used for non-motorized recreation, despite the fact that such use was until recently illegal. In recognition of the large number of people who use the trail, and the very limited number of other trails in the county available for public use, the Board of Supervisors on April 17, 2007 voted unanimously to exercise the County's retained easement rights so that the Oat Hill Mine Road south of the Aetna Springs Road junction could be used as a non-motorized trail.

The work proposed by this project is needed to reduce environmental damaged caused by years of uncontrolled erosion, and to ensure the safety of the public users of the trail. Now that the Board of Supervisors has voted to reopen the road for non-motorized recreational use, it is essential that deficiencies with its design and operation be corrected as soon as possible.

Once complete, the District expects that management and operation of the trail will be handled through a combination of the District and California State Parks. By utilizing a management model, increasingly popular with park districts, that emphasizes training and using volunteers as much as possible for trail operations, the District expects to be able to manage the trail within the scope of the District's current operating budget.

Relationship to SPF guiding principles: The proposed project clearly qualifies as a regional project benefiting the County as a whole. It provides the primary access to several thousand acres of Robert Louis Stevenson State Park, as well as key access to properties either owned by or under

contract for purchase by the Land Trust of Napa County. It is by far the most popular hiking and bicycling trail in the County.

The project enjoys very strong support. The Calistoga City Council and city staff are strongly supportive of the project because, even though it is outside the city limits, the trail is a major amenity for visitors to Calistoga. With more than three-fourths of the city's revenues coming from visitor services, improving the Oat Hill Mine Trail and the information that is provided about the trail is regarded by Calistoga as a key element in enhancing their economic vitality. The Napa County Regional Park and Open Space District has been coordinating closely with the City, particularly regarding how to provide the best-possible staging area at the intersection of Highway 29 and Silverado Trail.

The Napa County Regional Park and Open Space District is also working closely with the California Department of Parks and Recreation on the trail, both from a design and an operations perspective. Department staff are eager to see the project move forward expeditiously because it is so essential for public access to Robert Louis Stevenson State Park.

Legalizing and improving the Oat Hill Mine Trail has long been the focus of Friends of the Oat Hill Mine Trail, a citizen group associated with the Sierra Club. The Friends have been working for nearly two decades to resolve legal and practical problems limiting public recreational use of the trail.

Research or other evidence showing the effectiveness of the approach: The primary uncertainty related to this project is caused by a lawsuit filed against the County by the owner of one of the properties over which the trail travels. County Counsel believes the County's legal right to use the Oat Hill Mine Road easement for public recreational trail use is clear and will be upheld.

Trail design features will follow the guidelines contained in the Trails Handbook published by the California Department of Parks and Recreation. In particular, best management techniques such as outloping and reverse grades and swales will be used to alter drainage patterns to reduce water erosion problems and require minimal future maintenance.

Timeline: The project is scheduled to be undertaken in May and June of 2008. A large volunteer weekend work party with approximately 150 people is being organized to install signs, kiosks, gates and benches, and to undertake some of the erosion control and brushing work. Additional erosion control work will be done under contract using mechanized equipment.

One, two or three year funding request: Funding is requested for FY 2007-8 to enable the District to repair and improve the Oat Hill Mine Trail as quickly as possible after the end of the coming rainy season. The work is important to undertake as quickly as possible because until it is completed, the public will continue to use the trail in less than ideal conditions. At present, people regularly get lost due to a lack of signs and maps, there are regular confrontations between members of the public and some of the underlying property owners because the legality of public use of the trail is clouded, management of the trail is not coordinated among the different responsible public agencies nor the property owners, and emergencies are handled on an ad hoc basis because no overall emergency response plan has been adopted. Initially this project was going to be funded using the County's Proposition 12 funds. However, due to the delay caused by the litigation mentioned above, it will not be possible to use Proposition 12 funds. Given the need to undertake this project as soon as possible, the District believes it is important to approve a Special Projects Fund grant for the current fiscal year, rather than wait until the litigation is resolved before seeking funding. In the event that

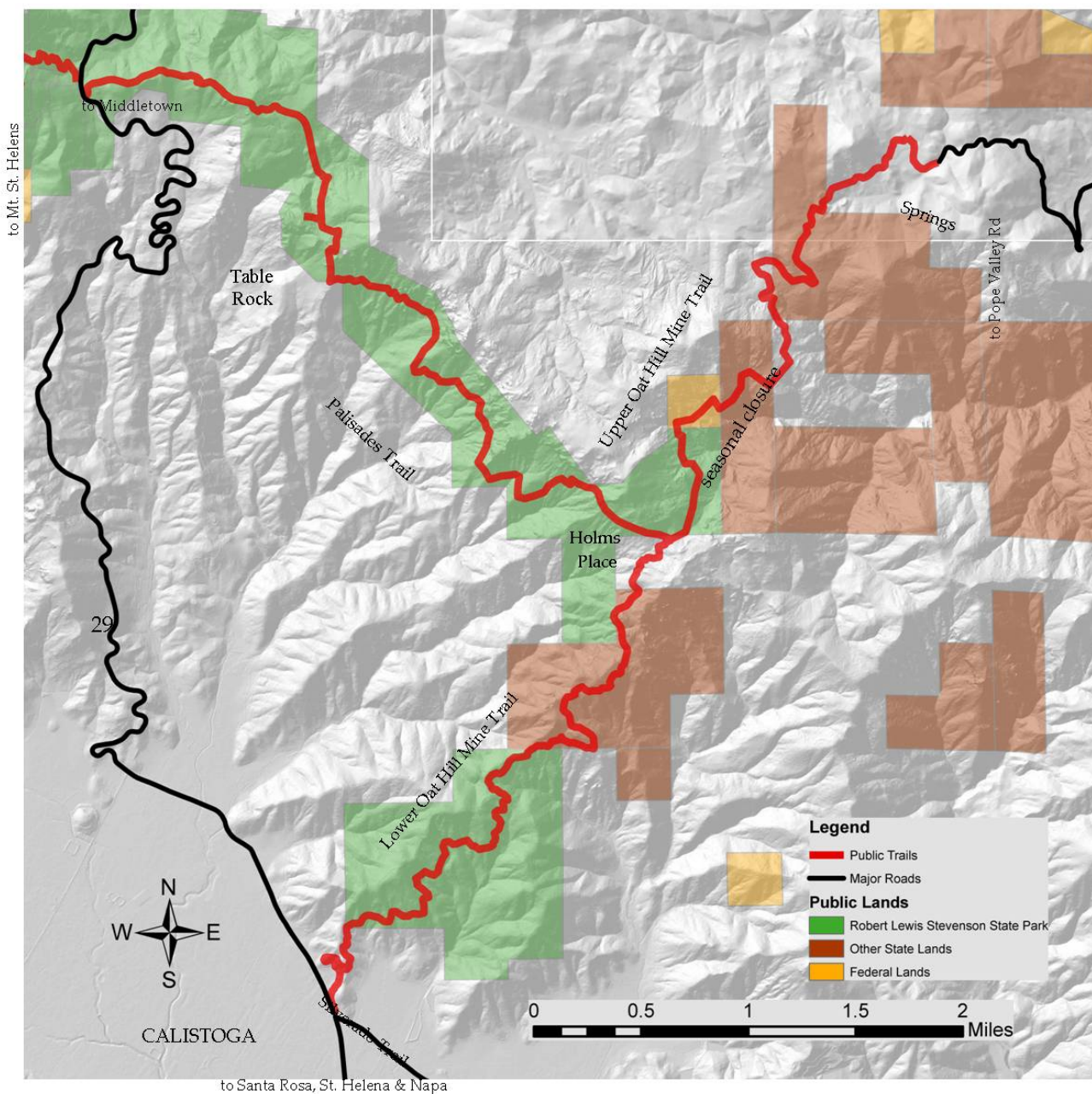
the litigation is not resolved in time for a spring 2008 project, the funding can either be reprogrammed to the subsequent year or for a different project.

How funds will be administered: Grant funds will be administered by the County under contract with the Napa County Regional Park and Open Space District. The most efficient method for doing this would be to simply amend the existing grant agreement between the District and the County.

Current organizational information: The project will be managed by John Woodbury, General Manager for the District and Principal Planner—Parks and Open Space for the County. The volunteer aspects of the project will be managed by Volunteers for Outdoor California (VO-CAL), a program of the non-profit organization Acterra. Mechanized work will be done through a competitively bid contract. Attached are the project budget and District budget. Also attached is a biography for John Woodbury, and an organizational chart for the District.

Audit: As a new public agency, the District has not yet had a fiscal audit. The contract for the first annual independent audit is expected to be approved by the District Board on September 10, 2007, and the audit will be performed and completed this fall.

Oat Hill Mine Trail



Napa County Regional Park and Open Space District

Project Budget: Oat Hill Mine Trail

Signs, Amenities and Erosion Control

<u>Task</u>	<u>Responsibility</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Grant Request</u>
Project management (1)	staff--John Woodbury	100	\$8,700	\$0
Volunteer project coordination (2)	VOCAL		\$35,000	\$0
Materials	staff--John Woodbury			
Signs	staff--John Woodbury		\$7,000	\$7,000
Kiosks	staff--John Woodbury		\$4,000	\$4,000
Gates	staff--John Woodbury		\$2,000	\$2,000
Benches	staff--John Woodbury		\$5,000	\$5,000
Bollards/boulders	staff--John Woodbury		\$2,000	\$2,000
Landscaping	staff--John Woodbury		\$2,000	\$2,000
Grading contract	TBD through RFP		\$28,000	\$28,000
	Total		\$93,700	\$50,000

Notes:

(1) This cost will be covered by the District using funds from its adopted operating budget.

(2) This cost will be covered by VOCAL using its own revenues derived from other grants and from community fundraising.

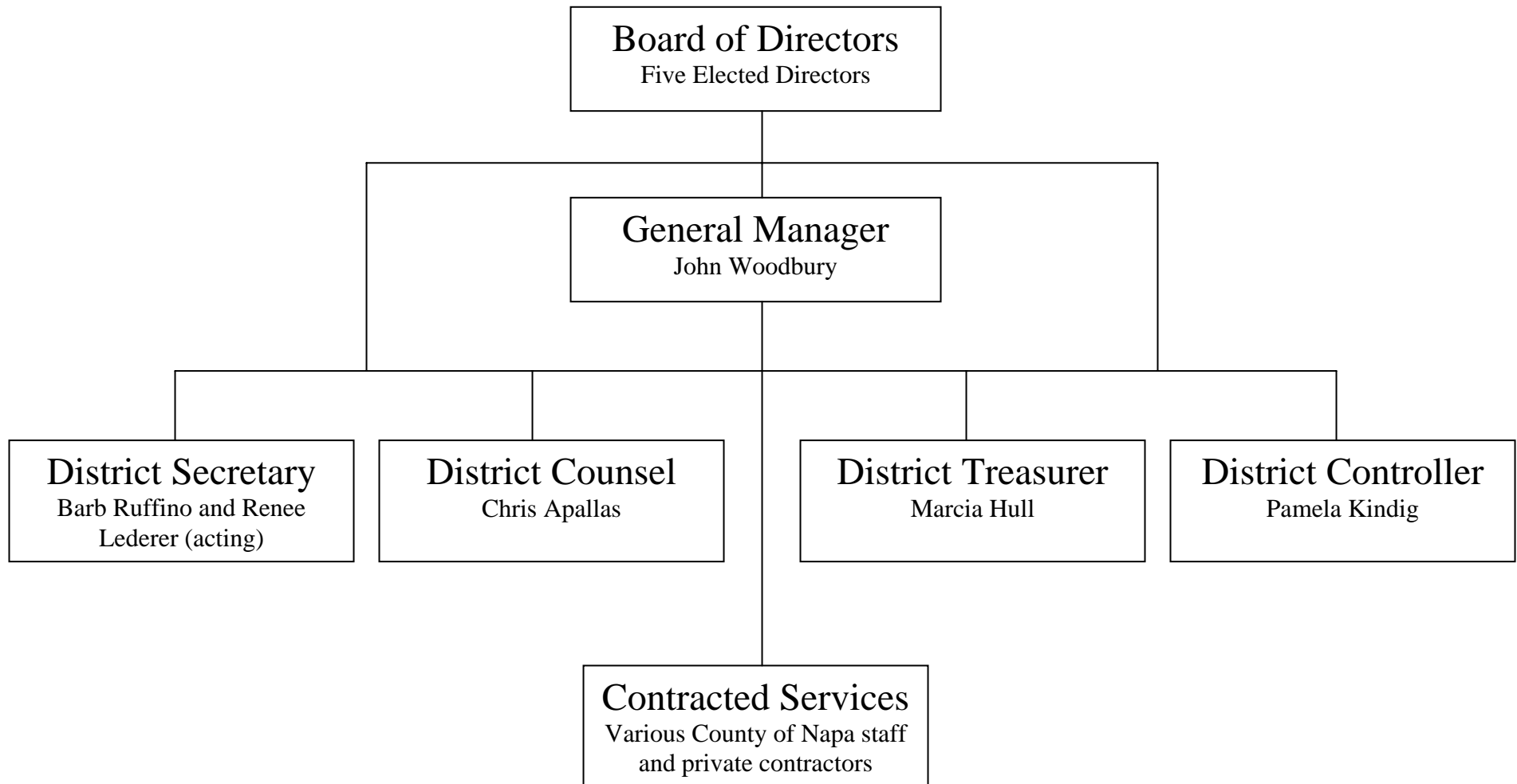
Napa County Regional Park and Open Space District**Adopted Operations Budget 2007/08**

adopted August 13, 2007

<u>Accounting Code</u>	<u>Description</u>	<u>Adopted</u>
REVENUES		
48500000 O/FS:OPR Trans In	County Special Project Fund	\$264,863
48042000 O/R:Donations	Donations	\$1,156
	Other Revenues	\$5,000
	Prior Year Carryover	\$16,963
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SDE-other	Reserve/contingency/special projects	\$27,482
52100300	Insurance: Liability	\$1,500
	Memberships	\$1,500
TOTAL EXPENSES		\$287,982

Napa County Regional Park and Open Space District

Organizational Chart



Biography for John Woodbury

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In 1988 he was elected as one of two at-large Directors for the Alameda-Contra Costa Transit District, a position he held until 1997. During his tenure as a Director, he focused on transportation funding and regional policy issues, and played a central role in taking the District from near-financial collapse to relative financial stability.

In 1993 Mr. Woodbury was hired to develop the Bay Area Open Space Council from a concept into a regional networking, research, education and advocacy organization. During the 12 years that he directed the Council, it grew from an informal dialogue among a handful of park professionals to a very active organization representing more than 55 public agencies and non-profit land conservation organizations with responsibilities in the nine-county San Francisco Bay Area.

County of Napa Special Project Fund Proposal

General Information

Project Name: **Camp Berryessa Construction and Operations Plan**

Applicant: Napa County Regional Park and Open Space District

Contact: John Woodbury, General Manager

Address: 1195 Third Street, Room 210, Napa CA 94559

Phone: 707-259-5933 Email: jwoodbur@co.napa.ca.us

Proposal Category: Parks and Open Space

Total Funding Request:

FY 2007-8	\$35,000
FY 2008-9	\$27,700
FY 2009-10	\$82,000

Eligibility Assurances:

- o. Applicant is a special district formed pursuant to Section 5500 of the California Public Resources Code.
- p. n/a
- q. The Napa County Regional Park and Open Space District only works on parks and open space projects.
- r. The submitted projects are regionally significant and benefit the County as a whole.
- s. SPF funding will not supplant existing funding for services.
- t. The District’s existing contract with the County binds the District to follow a wide range of County policies, which supplements the District’s legal obligation to follow all applicable state and federal laws.
- u. All of the District’s projects substantially benefit Napa County residents.

Applicant Signature: _____ Date:

John Woodbury, General Manager

Project Narrative

Goal: To provide significant outdoor environmental education and recreational opportunities for Napa County students and other groups.

Project: Design and construct a semi-rustic campground and environmental education facility usable by groups and others for environmental education and recreational opportunities. The project site is owned by the Bureau of Reclamation. In the new master plan for Lake Berryessa adopted by the Bureau earlier this year, the project site is identified as appropriate for such a use, and the Bureau is committed to seeking a local partner who will plan, develop and operate this use.

Location: The project is located on a small peninsula that extends into the Putah Creek arm of Lake Berryessa, on a site which formerly contained a Boy Scout camp.

Who served: The proposed facility would primarily serve groups—students, scouts, other youth groups, and community organizations—with a focus on Napa residents, although the camp is expected to draw as well from nearby counties.

Why needed: Napa County formerly had several group camp and outdoor environmental education facilities that served Napa residents. Unfortunately, most of these facilities have closed over the past several decades, including the Milliken watershed campground and outdoor education facility (used by the Napa Valley Unified School District, Napa Valley College, the City of Napa recreation programs, and groups like the Boy Scouts and Girl Scouts), Mountain Millhouse (a girl scout camp and then a private school camp), Kilowaha Camp (a boy scout camp), and Camp Berryessa (a boy scout camp). These facilities have been lost for a variety of specific reasons, but the overall cause is that individual agencies and organizations have not been able to maintain such facilities on their own, and have lacked an institutional structure whereby they could pool resources and operate common facilities. Thus, even as elsewhere in the region new outdoor environmental educational facilities have been built and/or have expanded their operations, Napa County has been losing ground. As a result, nearly all environmental education programs sponsored by Napa school districts now take place in other counties. This has the effect of raising costs and reducing the number of classes and students that can participate.

Relationship to SPF guiding principles:

The proposed facility will serve a wide range of agencies and organizations from all parts of Napa County, as well as draw from elsewhere in the region.

The project enjoys strong support. Initial discussions with the Boy Scouts, the Girl Scouts, Acorn Soupe, and the superintendents and many of principals from the school districts that serve Napa County, indicates there is strong interest in collaborating on a joint facility where each organization can run its own programs.

As provided in a draft memorandum of agreement between the District and the Bureau of Reclamation in which the two parties agree to cooperate in developing the plans for the District to rebuild and reuse Camp Berryessa, the facilities will be designed using the latest “green”

technologies, with the goal of making the facility energy self-sufficient and to reduce other environmental impacts to the greatest possible extent.

Research or other evidence showing the effectiveness of the approach: Expanded environmental education in the field is widely regarded by the environmental community as essential if environmental values and understanding of and support for environmental protection are to be adopted by future generations. The problem and potential solutions is explored in detail in the book The Last Child in the Woods, published in 2006.

In 2006 Napa County obtained a grant from the Napa Valley Community Foundation to investigate the demand for and economics of various nature-based outdoor activities. The study demonstrated exceptionally strong demand for facilities that allow overnight stay. It also indicated that such facilities if properly designed and run could operate without ongoing subsidization. More recently, staff from the District and the Bureau researched and visited the Clem Miller Environmental Education Center in Point Reyes, a highly success environmental education facility and program which has developed and expanded using a business model with many similarities to what is being considered for Camp Berryessa.

Is project an expansion or enhancement of existing program? This is a new project. While there was formerly a Boy Scout camp at this location, the proposed camp and environmental education center will be considerably different in design, function and user base.

Timeline: The draft MOA between the District and the Bureau of Reclamation has been reviewed and approved at the management level by both the Bureau and the District, and will be finalized as soon as District legal review is completed in the next few weeks. The study can begin as soon as the MOA is signed and funding for the study obtained. Under the MOA, the District has a maximum of 18 months to complete the study and enter into a long-term contract with the Bureau to construct and manage the facility. The District hopes to complete the study more quickly than this—by the summer of 2008—so that fundraising for construction can begin as soon as possible. This is very important, since sources for grants for such projects currently exist, but are expected to be fully allocated within the next three to four years.

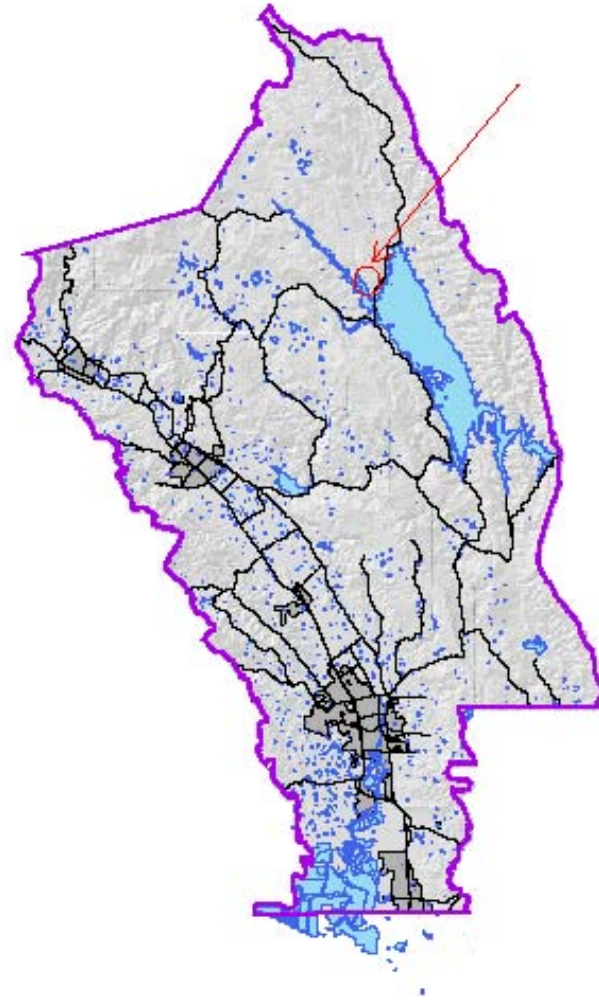
One, two or three year funding request: Three-year funding is requested. Funds in FY 2007-8 will be used to support the preliminary engineering and operations planning for the facility. Funds in FY 2008-9 will support the completion of environmental review for the project, and Funds in FY 2009-10 will be used as match to assist in obtaining other grant funds to complete final engineering, obtain permits and construct the project.

How funds will be administered: Grant funds will be administered by the County under contract with the Napa County Regional Park and Open Space District. The most efficient method for doing this would be to simply amend the existing grant agreement between the District and the County.

Current organizational information: The project will be managed by John Woodbury, General Manager for the District and Principal Planner—Parks and Open Space for the County. Preparation of the operations and construction plans, environmental review, and construction will be subcontracted to consultants who specializes in such work. Attached are the project budget and District budget. Also attached is a biography for John Woodbury, and an organizational chart for the District.

Audit: As a new public agency, the District has not yet had a fiscal audit. The contract for the first annual independent audit is expected to be approved by the District Board on September 10, 2007, and the audit will be performed and completed this fall.

Camp Berryessa Location Map and Aerial Photograph of Project Site



Napa County Regional Park and Open Space District

**Camp Berryessa
Project Budget: Planning, Environmental Review and Construction**

<u>Task</u>	<u>Responsibility</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Grant Request</u>
Year One				
Project management (1)	staff--John Woodbury	100	\$8,700	\$0
Preliminary engineering and operations plan (2)	consultant TBD		\$70,000	\$35,000
Year Two				
Project management (3)	staff--John Woodbury	50	\$4,350	\$0
Environmental review (4)	consultant TBD		\$50,000	\$27,700
Year Three				
Project management (3)	staff--John Woodbury	100	\$8,700	\$0
Final engineering and construction (5)	consultant TBD		\$1,000,000	\$82,000
	Total		\$1,141,750	\$144,700

Notes

- (1) This cost will be covered by the District using funds from its adopted operating budget.
- (2) The requested grant from the Special Projects Fund will be matched 1:1 with other grant funds TBD. The Napa Valley Community Foundation and one of its donors has expressed interest in assisting with this project, and is a likely source for the other funds.
- (3) This cost is proposed to be covered by the District using a portion of the operating funds provided separately to the District by the County.
- (4) The portion of this cost which is not part of this grant request is proposed to be covered by the District using a portion of the operating funds provided separately to the District by the County.
- (5) Funds requested as part of this application will be used as matching funds to leverage other grant programs. The Coastal Conservancy has expressed strong interest in this project and is a likely source for a major portion of the funding for this project. The \$1 million estimate for FE and construction is very preliminary; a more precise cost estimate will be prepared as part of the Year One planning.

Napa County Regional Park and Open Space District

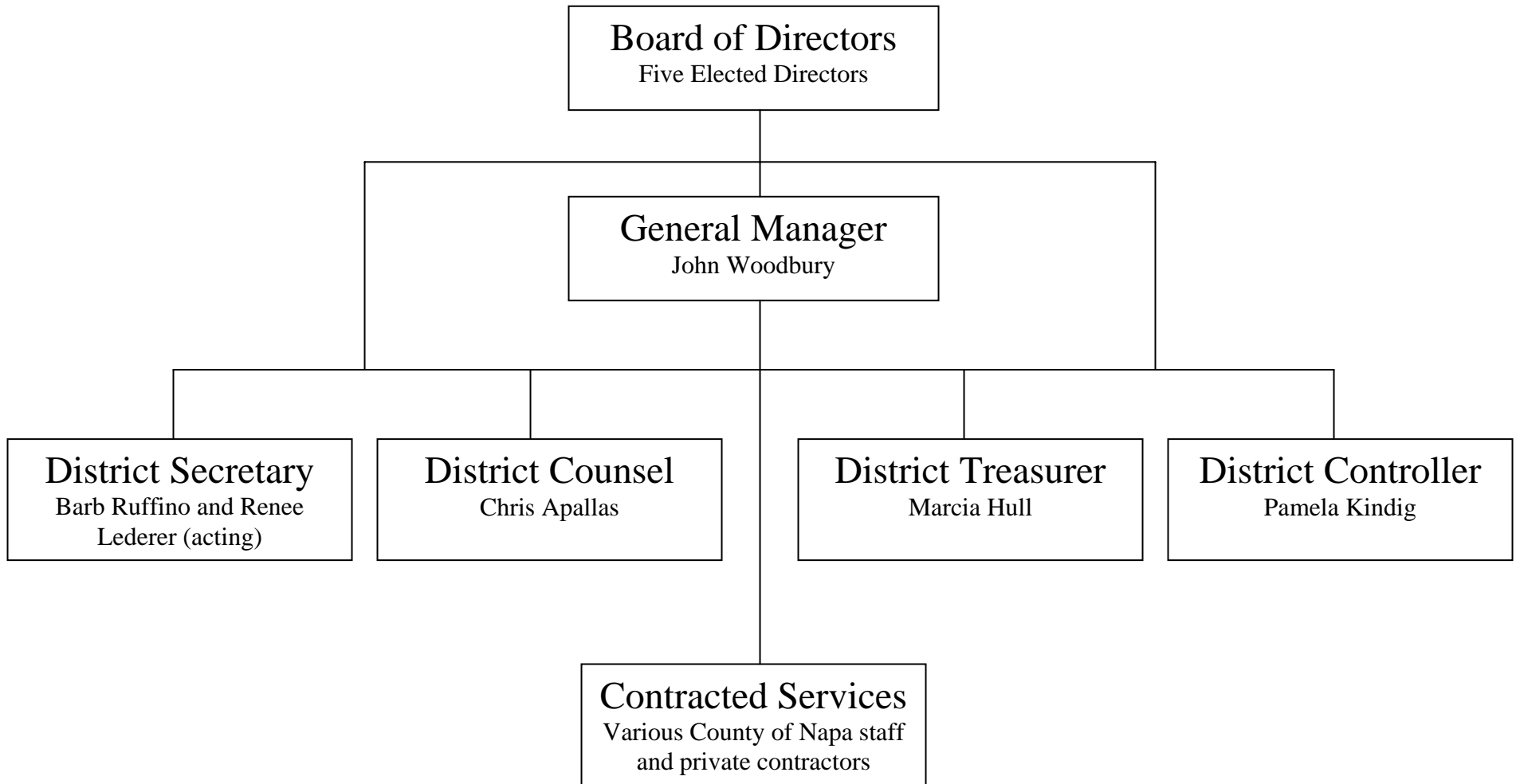
Adopted Operations Budget 2007/08

adopted August 13, 2007

<u>Accounting Code</u>	<u>Description</u>	<u>Adopted</u>
REVENUES		
48500000 O/FS:OPR Trans In	County Special Project Fund	\$264,863
48042000 O/R:Donations	Donations	\$1,156
	Other Revenues	\$5,000
	Prior Year Carryover	\$16,963
TOTAL REVENUES		\$287,982
EXPENSES		
52186300:PSS-Admin	County Staff Services (GM, Secretary, Auditor-Controller, other)	\$203,000
52180510:PSS-Audit and Accounting	Independent Audit	\$5,000
52250000	Transportation and Travel	\$2,500
52170000	Office Expense	\$1,500
52180500	Legal Services	\$8,000
52235000:SDE-other	Professional Services Contract (volunteer coordination and facility management)	\$37,500
SDE-other	Reserve/contingency/special projects	\$27,482
52100300	Insurance: Liability	\$1,500
	Memberships	\$1,500
TOTAL EXPENSES		\$287,982

Napa County Regional Park and Open Space District

Organizational Chart



Biography for John Woodbury

John Woodbury obtained his Masters Degree in City and Regional Planning from the University of California at Berkeley in 1983. He worked as a Program Coordinator of Community Development Block Grants for the City of Concord for three years, where he also negotiated affordable housing agreements and managed historic preservation projects. He subsequently worked for the City of Alameda for five years as an Associate Planner, where he led the City's design review program and its historic preservation program, and special projects such as restoring habitat and providing public access to the Bay, as well as working on a range of more typical municipal land use planning tasks. He then worked as staff to the Oakland City Council for two years, involved in the full range of municipal issues.

In 1988 he was elected as one of two at-large Directors for the Alameda-Contra Costa Transit District, a position he held until 1997. During his tenure as a Director, he focused on transportation funding and regional policy issues, and played a central role in taking the District from near-financial collapse to relative financial stability.

In 1993 Mr. Woodbury was hired to develop the Bay Area Open Space Council from a concept into a regional networking, research, education and advocacy organization. During the 12 years that he directed the Council, it grew from an informal dialogue among a handful of park professionals to a very active organization representing more than 55 public agencies and non-profit land conservation organizations with responsibilities in the nine-county San Francisco Bay Area.



Napa County Regional Park
and Open Space District

STAFF REPORT

Date: September 10, 2007
Agenda Item: 4. E
Subject: Consideration and approval of feasibility study for the Napa River/Bay Trail between the cities of American Canyon and Napa, and possible direction regarding next steps

Recommendation

Approve the feasibility study prepared by Questa Engineering, including the proposed alignment and design, and authorize staff to seek funding and permits necessary for the project.

Background

Questa Engineering was retained by Napa County to prepare a feasibility analysis of a recreational trail proposed to connect the cities of American Canyon and Napa generally following the eastern shore of the Napa River or its associated wetlands.

The completed study covers the entire 8-plus mile route, plus additional connecting trails proposed by the City of American Canyon (due to length, the study is not attached but will be available upon request).

As a next step, staff is preparing a grant application under the River Parkways grant program administered by the Resources Agency of the State of California. This application will focus on the section of the trail south of Fagan Marsh extending to the landfill in American Canyon, and will include funding for both trail improvements and interpretive materials.

Assuming the District's request for a grant from the County's Special Projects Fund, to complete environmental review on the rest of the trail, is approved, the next step after completion of environmental review is to obtain use agreements and regulatory permits from the appropriate agencies. These could easily take a year to obtain, meaning that mid- to late-2008 will be the appropriate time frame to seek grant funds to complete construction for the section of trail north of Fagan Marsh extending to the southern boundary of the Napa Pipe property.

Napa County Regional Park and Open Space District

Project Status Report

September 10, 2007

<u>Name of Project</u>	<u>Description</u>	<u>Status</u>
Bay/River Trail -- American Canyon to Napa	An 8+ mile recreational trail between the cities of American Canyon and Napa generally following the Napa River and interior levees of associated wetlands.	Feasibility study completed. Grant application to River Parkway program in preparation.
Berryessa Estates	Bureau of Land Management has declared 160 acres next to Berryessa Estates as surplus, and BLM has expressed willingness to transfer to District under their Recreation and Public Purpose Act procedure. Would serve as a wilderness park for residents of Berryessa Estates, and could eventually be the northern trailhead for a trail between Berryess Estates and Pope Canyon.	Draft trail plan prepared. CDF has indicated its crews will be available to clear brush for a combined firebreak and trail; crews cost \$200/day. Next step is to submit RPP application to BLM
Camp Berryessa	Redevelopment of former Boy Scout Camp into a group/environmental education camp.	Draft MOU with Bureau of Reclamation has been approved by BOR, and is now under review by District counsel.
Eticuara Creek Lake Berryessa Kayak Launch	County providing \$30,000 to assist Bureau of Reclamation complete a hand boat launch facility at the north end of Lake Berryessa.	Waiting for Burerau of Reclamation to approve Land Tenure Agreement.
Lake Hennessey North Shore Trails	Would open up several miles of existing dirt access road, and construct approximately 1 mile of new single track trail, into a loop trail system on the north side of Lake Hennessey	Next step is to complete draft trail plan, management plan and CEQA review.
Milliken Reservoir Trails and Picnic Area	Would construct approximately 3 miles of Bay Area Ridge Trail plus additional feeder and loop trails, along with a staging and picnic area	Feasibility study underway, with completion due by end of Dec 2007.

Napa River Ecological Reserve	Improvements to the reserve including paving parking area, controlling vehicle access through placement of rock barriers, replacement of old signage and information panels.	Paving and rock installation complete. Working with DFG on signage. Grant applicaton for habitat restoration, environmental education and improved signage submitted to State Coastal Conservancy. Arrangements have been made with an Eagle Scout candidate to construct and instal a trash enclosure and refurbish main refuge sign.
Napa River Flood Control Easement Newell Preserve	Conservation easement held by District to facilitate Flood District project and grant funding	Easement completed.
Oat Hill Mine Trail	Provide on-site water supply for group campground and so cattle can be restricted from access to riparian areas.	City of American Canyon will test for water availability and quality in summer 2007; if potable water is found, Prop 12 funds may be used to install solar pump and distribution system;
River to Ridge Trail	Grand opening to the Oat Hill Mine Trail with weekend of signage installation, brush removal and erosion control	As a result of litigation, the volunteer work party weekend has been rescheduled for March 16-18, 2008. A volunteer planning committee has been formed and is continuing to work on planning for the event.
Skyline Park Protection	Lot line adjustment to legalize River to Ridge Trail as constructed (it curently encroaches on private property in two locations)	Lot line adjustment approved by Syar Properties. Awaiting approval by Department of General Services.
Skyline Park Improvements	Acquisition of Skyline Park	Legislation by Senator Wiggins to authorize sale to the County has passed the legislature; the Governor has 30 days within which to sign or veto the legislation. The Department of General Services has taken a neutral position on the legislation. The purchase price has not yet been agreed to by the County and DGS. All work is complete. Final paperwork is in preparation.
Stags Leap Ridge Trail	Erosion control work on Lake Marie Road, and paving of campground loop road.	Have meet with Veterans Home staff, who are supportive. Property boundaries have been researched, and preliminary staging area design developed. CEQA on this project was completed several years ago--may require minor updating. The project concept has been approved by the District Board, and the next step is a formal request to Department of Veteran's Affairs.
Wild Lake Ranch	Construction of staging area and 3+ miles of Ridge Trail climbing east from Silverado Trail near Rector Creek.	Continuing discussions with the Land Trust of Napa County and California State Parks regarding development of Master Plan and long-term ownership and management arrangements
Vallejo Lakes	Possible purchase of 1100 acres of surplus Vallejo Water District lands, of which 200 acres are located in Napa County	Staff-level discussions between the District, the Land Trust of Napa County, the County of Solano and the Solano Land Trust indicate a common desire to work together to purchase this property adjacent to Skyline Park.