



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

Harold Kelly  
*Director, Ward One*

Tony Norris  
*Director, Ward Two*

Guy Kay  
*Director, Ward Three*

Dave Finigan  
*Director, Ward Four*

Myrna Abramowicz  
*Director, Ward Five*

## AGENDA

### BOARD OF DIRECTORS REGULAR MEETING

Monday, March 11<sup>th</sup>, 2013 at 2:00 P.M.

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

#### 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 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 you comments to the specific subject under discussion. Time limitations shall be at the discretion of the President.

State law requires agency officers (Directors and Officers) to disclose, and then be disqualified from participation in, any proceeding involving a license, permit, or other entitlement for use, if the officer has received from any participant in the proceeding an amount exceeding \$250 within the prior 12 month period. State law also requires any participant in a proceeding to disclose on the record any such contributions to an agency officer.

All materials relating to an agenda item for an open session of a regular meeting of the Board of Directors which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the NCRPOSD Office at 1195 Third Street, Suite 210, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or County staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code §§6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

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

## 2. Public Comment

*In this time period, anyone may address the Board of Directors regarding any subject over which the Board has jurisdiction but which is not on today's posted agenda. In order to provide all interested parties an opportunity to speak, time limitations shall be at the discretion of the President. As required by Government Code, no action or discussion will be undertaken on any item raised during this Public Comment period.*

## 3. Set Matters

None

## 4. Administrative Items

- a. Consideration and potential approval of Minutes of the Board of Directors regular meeting of February 11, 2013.
- b. Update on Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park including budget status report and discussion of cabin and house repair plans.
- c. Update and potential direction to staff regarding the Napa River and Bay Trail proposed for the vicinity of Pond 10 immediately north of Green Island Road (oral report).
- d. Consideration and potential approval of contract with Questa Engineering in an amount not to exceed \$16,000 to assist with obtaining permits for the crossing of the SMART railroad north of Green Island Rd.
- e. Consideration and potential approval of Amendment No 1 to Agreement No 11-18 with PSOMAS, to expand the scope of work and increase total allowable compensation by \$20,525.
- f. Update on Moore Creek Park including proposed opening ceremony on June 30, 2013 (oral report).
- g. Receipt of the District's FY 2012-13 budget eighth-month report.
- h. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff.
- i. Review of the District 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. Other than to determine whether and when such matters should be agendized, no action will be taken by the Board on these items unless specifically noted otherwise.*

Next Regular Board Meeting: Monday, March 11, 2013, 2:00 p.m.

## 7. Adjournment



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

Harold Kelly  
Director, Ward One

Tony Norris  
Director, Ward Two

Michael Haley  
Director, Ward Three

Dave Finigan  
Director, Ward Four

Myrna Abramowicz  
Director, Ward Five

## MINUTES

### BOARD OF DIRECTORS REGULAR MEETING

Monday, February 11<sup>th</sup>, 2013 at 2:00 P.M.

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

1. Call to Order and Roll Call

Directors present: Harold Kelly, Myrna Abramowicz, Dave Finigan, Michael Haley and Tony Norris.  
Staff present: John Woodbury, Chris Apallas, and Sarah Minahen.

2. Public Comment

None.

3. Set Matters

2:05 pm Public hearing and potential adoption of a memorandum of agreement between the District and John Livermore, concerning the future donation of conservation and public access easements on the Twin Peaks Mine property. The Board will also consider adoption of a mitigated negative declaration addressing the entirety of the Tuleyome-sponsored Corona Mine and Twin Peaks Mine drainage treatment project.

**Pulled from Agenda.**

4. Administrative Items

- a. Consideration and potential approval of Minutes of the Board of Directors special meeting of January 11, 2013 and the regular meeting of January 14, 2013.  
January 11, 2013 Minutes were approved as presented.  
MH-DF-HK-MA-TN  
January 14, 2014 Minutes were approved as presented.  
HK-MH-MA-DF-TN

- b. Discussion and potential decision to support SB 170 to allow the sale of milled grain products at the Bale Grist Mill State Historic Park.  
 John Woodbury gave the report. Directors voted to support SB 170 which would allow the sale of milled grain products at the Bale Grist Mill.  
 HK-MH-MA-DF-TN
- c. Update on Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park including direction to staff on next steps related to pro bono work provided by Napa Design Partners.  
 John Woodbury gave the report. No action taken.
- d. Discussion of \$15,000 settlement received by the District and potential decision on use of the funds.  
 John Woodbury gave the report, and recommended that use of these funds be determined as part of the next year's budget adoption. The Board concurred, so no action taken.
- e. Update and potential direction to staff regarding the Napa River and Bay Trail proposed for the vicinity of Pond 10 immediately north of Green Island Road.  
 John Woodbury gave the report. No action taken.
- f. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff.  
 John Woodbury gave the report. No action taken.
- g. Review of the District Projects Status Report.  
 John Woodbury gave the report with discussions on Tuteur Loop (part of Bay Area Ridge Trail); Blue Ridge Berryessa Peak Trail; Camp Berryessa; Moore Creek Park; Oat Hill Mine Trail; and Spanish Valley

#### 5. Announcements by Board and Staff

- Director Abramowicz suggested that we remove photos and information about Linda Falls from PR materials since it is inaccessible.
- Director Abramowicz also suggested that NCRPOSD resume bringing presentations to service clubs, and volunteered to track this activity.
- Director Finigan will attend the "Seniors in Retirement" meeting in March. Offered to distribute copies of annual report to the group.
- Director Norris dissolved the NCRPOSD Master Plan ad hoc committee, since it's work was done.

#### 6. Agenda Planning

John Woodbury reported that the budget review will be on the March agenda.  
 Next Regular Board Meeting: Monday, March 11, 2013 2:00 p.m.

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7. Adjournment

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TONY NORRIS, Board President

ATTEST:

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SARAH MINAHEN, 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: March 11, 2013

Agenda Item: 4.b

Subject: Update on Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park including budget status report and discussion of cabin and house repair plans.

### Recommendation

Accept the update.

### 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

Attached to this memo is a two-page spreadsheet showing revenues and expenses from the operation of Bothe-Napa Valley State Park. Donations and contributions are not shown in these spreadsheets; they show operating results only. Areas highlighted in yellow are projections; other numbers are actuals.

Note that starting in December 2012 the revenue line for Reserve America camping reservations includes some reservations for dates after the close of the fiscal year. While these are great for cash flow, for accounting purposes they are classified as accrued revenues and will not be considered actual revenues until the next fiscal year. As of the end of February, between \$15,000 and \$20,2000 of the revenues shown in this line item are considered next-year revenues. As a result, the total estimated revenue for this fiscal year should be reduced by this amount. With this adjustment, actual revenues for this fiscal year are estimated to be around \$350,000. This exceeds the budget revenue projection of approximately \$315,000 for the fiscal year, as prepared at the beginning of the fiscal year. This is exceptional since due to permitting delays the district did not get the revenues from the yurts and the cabins that had initially been projected.

On the expense side, expenses are distinguished by whether they are for routine operations, or for improvements. The reason is that community donations can be used for improvements, but not routine operations. Operating expenses are now projected to be \$183,535, and total expenses for the fiscal year are projected at \$294,927. This is much lower than initially projected, primarily because personnel costs for the one full-time and two part-time State Park employees utilized by the District are now assumed to be covered by the grant funding authorized by AB 1478.

The bottom line is that the budget surplus will enable the District to undertake renovations sooner than would otherwise have been the case.

Also attached to this memo is a description the repairs currently planned for the two parks. The last two projects (roof repairs and AC overlay) are ones that will be funded through the AB1478 grant from State Parks, assuming that grant agreement receives final approval by State Parks.

Expenses

Personnel	(split personnel into county, contingent and other professional)																			
	Hourly Rate	April	May	June	2011-12			July	August	Sept	Oct	Nov	Dec	Jan 2013	Feb	March	April	May	June	Annual Total
Assistant Manager--routine main	\$37.78	\$1,813	\$1,813	\$1,813	\$1,813	\$1,961	\$1,961	\$1,961	\$1,961	\$1,961	\$1,961	\$1,961	\$1,961	\$1,961	\$1,961	\$1,961	\$1,961	\$1,961	\$1,961	\$12,000
Assistant Manager--improvements	\$37.78	\$2,720	\$2,720	\$2,720	\$2,720	\$4,575	\$4,575	\$4,575	\$4,575	\$4,575	\$4,575	\$4,575	\$4,575	\$4,575	\$4,575	\$4,575	\$4,575	\$4,575	\$4,575	\$33,375
Park Aide 1--kiosk	\$20.35	\$2,997	\$2,997	\$2,997	\$2,997	\$3,256	\$3,256	\$3,256	\$3,256	\$3,256	\$3,256	\$3,256	\$3,256	\$3,256	\$3,256	\$3,256	\$3,256	\$3,256	\$3,256	\$47,361
Park Aide 2--kiosk	\$14.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,605
Park Aide 3--routine maintenance	\$14.66	\$0	\$0	\$0	\$0	\$1,745	\$1,745	\$1,745	\$1,745	\$1,745	\$1,745	\$1,745	\$1,745	\$1,745	\$1,745	\$1,745	\$1,745	\$1,745	\$1,745	\$3,640
Park Aide 3--improvements Lisa	\$14.66	\$0	\$0	\$0	\$0	\$1,803	\$1,803	\$1,803	\$1,803	\$1,803	\$1,803	\$1,803	\$1,803	\$1,803	\$1,803	\$1,803	\$1,803	\$1,803	\$1,803	\$2,240
Park Aide 3--improvements Eric	\$16.25	\$1,182	\$1,182	\$1,182	\$1,182	\$3,412	\$3,412	\$3,412	\$3,412	\$3,412	\$3,412	\$3,412	\$3,412	\$3,412	\$3,412	\$3,412	\$3,412	\$3,412	\$3,412	\$11,845
Park Aide 4--Cleaning	\$14.66	\$0	\$0	\$0	\$0	\$557	\$557	\$557	\$557	\$557	\$557	\$557	\$557	\$557	\$557	\$557	\$557	\$557	\$557	\$2,675
Park Aide 5--Yurt Cabin Ops	\$14.66	\$14.66	\$14.66	\$14.66	\$14.66	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,845
Lifeguard 1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000
Lifeguard 2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Volunteer/outreach Coordinator	24	1,015	1,261	989	3,265	974	903	240	950	1,853	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	\$11,279
District outreach coordinator		2162.16			\$2,162															\$0
Operations Total	\$1,015	\$4,222	\$8,261	\$23,657	\$12,636	\$6,905	\$12,663	\$8,811	\$7,765	\$3,061	\$4,575	\$4,575	\$4,575	\$4,575	\$4,575	\$4,575	\$4,575	\$4,575	\$4,575	\$101,744
Improvements Total	\$0	\$0	\$2,720	\$5,015	\$7,710	\$20,346	\$11,958	\$15,450	\$10,171	\$8,426	\$661	\$1,360	\$2,787	\$5,053	\$2,787	\$5,053	\$2,787	\$5,053	\$2,787	\$47,361
Personnel Total	\$1,015	\$4,222	\$10,981	\$28,672	\$20,346	\$12,636	\$22,657	\$16,218	\$11,958	\$15,450	\$10,171	\$8,811	\$10,171	\$11,958	\$15,450	\$12,663	\$10,171	\$11,958	\$10,171	\$149,105
Expenses Non-Personnel																				
routine maintenance (includes trees)	\$1,240	\$14,665	\$14,665	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,786
Equipment	\$14,665	\$14,665	\$14,665	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,786
Improvements	\$14,665	\$14,665	\$14,665	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,786
Capital Assets (vehicles)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,305
utilities (electric, gas, propane,alarm)	\$1,395	\$1,395	\$1,395	\$40	\$2214.56	\$1180.33	\$959.48	\$972.15	\$1065.48	\$1500	\$1500	\$1500	\$1500	\$1500	\$1500	\$1500	\$1500	\$1500	\$1500	\$16,432
Waste Disposal (garbage, recycling, portable toilet)	\$4,548	\$4,548	\$4,548	\$909	\$856.95	\$1016.65	\$1548.48	\$856.95	\$328.17	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$10,916
Communications (Internet and phone)	\$159	\$159	\$159	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$360
Transportation	\$365	\$365	\$365	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$360
Office supplies (including uniforms)	\$1,242	\$1,242	\$1,242	\$0	\$215.29	\$292.49	\$14.92	\$17.23	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,764
other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,740
administration (training, special audit, legal)	\$1,983	\$1,983	\$1,983	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,188
Insurance (affects)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,983
Non-Personnel Operations Total	\$0	\$0	\$0	\$949.24	\$3286.8	\$5577.87	\$2522.88	\$2522.88	\$4746.33	\$25004.65	\$6120	\$6120	\$6120	\$6120	\$6120	\$6120	\$6120	\$6120	\$6120	\$1790.77
Non-Personnel Improvements Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$64031.69
Non-Personnel Total	\$0	\$0	\$0	\$949.24	\$3286.8	\$5577.87	\$2522.88	\$2522.88	\$4746.33	\$25004.65	\$6120	\$6120	\$6120	\$6120	\$6120	\$6120	\$6120	\$6120	\$6120	\$183,535
Operators Net	\$1,015	\$4,222	\$19,193	\$22,447	\$24,606	\$15,923	\$12,483	\$15,186	\$13,557	\$32,770	\$9,181	\$9,181	\$9,181	\$9,181	\$9,181	\$9,181	\$9,181	\$9,181	\$9,181	\$183,535



Revenues

Operating Revenues

Source  
ii  
ii  
5  
5  
-

Source	April	May	June Total 2011-12	July	August	Sept	Oct	Nov	Dec	Jan 2013	Feb	March	April	May	June	FY Total
Day Use Fees	\$5,286	\$6,246	\$4,662	\$16,194	\$6,933	\$5,751	\$6,483	\$5,514	\$4,329	\$1,928	\$3,064	\$2,619	\$2,000	\$5,300	\$6,200	\$4,660
Campsites Drop In	\$7,743	\$9,429	\$9,829	\$12,930	\$14,908	\$13,688	\$10,960	\$7,036	\$1,986	\$2,001	\$4,313	\$2,000	\$7,000	\$9,000	\$10,000	\$10,000
Campsites Reserve America	\$10,713	\$31,135	\$14,061	\$32,932	\$25,494	\$10,104	\$4,616	\$9,406	\$7,841	\$15,090	\$27,078	\$2,000	\$11,000	\$15,000	\$20,000	\$20,000
Other Fees	\$200	\$700	\$0	\$0	\$345	\$0	\$1,149	\$0	\$149	\$0	\$688	\$630	\$750	\$1,500	\$1,360	\$1,360
21' Yurts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
16' Yurts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
cabins	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
large cabin--employee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
small cabin--employee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
small house--employee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
house--Wright	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
rec cabin	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Operating Revenues</b>	<b>\$23,941</b>	<b>\$47,509</b>	<b>\$28,551</b>	<b>\$52,794</b>	<b>\$46,498</b>	<b>\$30,274</b>	<b>\$22,238</b>	<b>\$20,771</b>	<b>\$11,903</b>	<b>\$20,155</b>	<b>\$34,698</b>	<b>\$6,630</b>	<b>\$31,610</b>	<b>\$41,960</b>	<b>\$49,640</b>	<b>\$369,171</b>

Year One

## **Proposed Repairs to Buildings and Other Structures at Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park**

February 2013

### **Repair list for Cabin #1 facility # 240-A-3-05-3-001**

1. Splitting cabin unit to make two separate rental units.
2. West portion. Maintain as a non-ADA unit. Will divide East section of cabin at hallway.
3. East portion. Alter to be an ADA compliant unit including restroom and kitchen.

#### **Work to be completed on West Portion:**

1. Replace existing shower unit and repair water damaged floor.
2. Repair portion of back deck and stairs.
3. Construct a partition wall with an access door in the hallway west of the hall entry door.
4. Repaint interior painted surfaces a neutral or white tone.
5. Paint exterior with similar color brown paint.
6. Repair skirting boards.

#### **Work to be completed on East portion:**

This cabin will be made ADA compliant

1. Construct ADA compliant pathway to north entry door, including ADA Ramp.
2. Install ADA Compliant entry door at north entry.
3. Level floor in cabin
4. Install ADA compliant door into bedroom, and bathroom
5. Move current bathroom wall, to increase bathroom size for ADA.
6. Remove section of living space wall.
7. Install ADA toilet and shower and sink.
8. Create ADA kitchen with stove, sink and refrigerator.
9. Upgrade electrical wiring, including new sub-panel.
10. Upgrade plumbing for kitchen and bath.
11. Repair skirting boards.
12. Replace hallway door entry porch/stairs.

**Repair list for Cabin #2 & #3 Facility 3 240-A-3-05-1-001 and 240-A-3-05-1-002**

These two cabins, according to the historic structures survey, indicates that they retain most of their historical integrity. These cabins will have minor repairs which will include:

1. Upgrade to code all electrical.
2. Repair plumbing as needed to make it operable.
3. Paint exterior.
4. Add lattice to cabin skirting

**Repairs for Cabin #4 Facility # 240-A-3-05-2-001**

West building will be made ADA compliant.

1. Entry door will be made ADA.
2. ADA access ramp constructed.
3. Level Floors.
4. Wall to bathroom moved to enlarge for ADA restroom
5. ADA entry door to bathroom.
6. Create ADA kitchen (sink, counters, stove)
7. Upgrade electrical including sub-panel
8. Upgrade plumbing (bathroom and kitchen)
9. Replace back deck.

East Building will be repaired but not to ADA standards.

1. Upgrade electrical including sub-panel.
2. Upgrade plumbing.
3. Recreate kitchen.
4. Install new flooring.
5. Replace back deck.
6. Replace shower and toilet.
7. Replace entry stairway.
8. Re-roof.
9. Re-Paint existing painted services.
10. Re-paint exterior.

## **Repairs for Wright House**

1. Upgrade electrical
2. Repair septic system.
3. Repair broken tiles in kitchen
4. Disconnect old, unsafe electrical wall heaters.
5. Repair water damage in bathroom
6. Restore upstairs landing area to original configuration.
7. Repaint interior and exterior.
8. Refinish floors.
9. Replace rotten deck and stair railing.

## **Other Repairs**

1. Replace roofs on eight buildings including Bale Grist Mill, Granary, Visitor Center, Milk Barn, Maintenance building, Ramada, Wright House garage, and one cabin.
2. Install new AC overlay on picnic area driveway.



Napa County Regional Park  
and Open Space District

## STAFF REPORT

Date: March 11, 2013

Agenda Item: 4.d

Subject: Consideration and potential approval of contract with Questa Engineering in an amount not to exceed \$16,000 to assist with obtaining permits for the crossing of the SMART railroad north of Green Island Rd.

### Recommendation

1. Find that the proposed amendment is not a project under CEQA.
2. Approve agreement with Questa Engineering in an amount not to exceed \$16,000 to assist with obtaining permits for the crossing the of the SMART railroad tracks north of Green Island Road.

### 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

The District has previously contracted with Questa Engineering for several projects related to the Napa River and Bay Trail, including preparing the initial feasibility study for the entire trail between American Canyon and Napa, preparation of the bids and specifications and project management for Phase I (between American Canyon and Green Island Road), preparation of bids and specifications for segments 7 and 8 (between Soscol Ferry Road and the Napa Valley Corporate Park), and planning and design work for the crossing of the SMART railroad tracks immediately north of Green Island Road.

For the railroad crossing project, Questa prepared initial plans for the crossing and negotiated with SMART and the PUC, obtaining verbal acceptance of the proposed public crossing. About that time, problems emerged regarding the continuation of the trail north of the railroad tracks along the perimeter of what is called ponds nine and ten of the former Salt Plant site. It was not possible to complete the permitting process until those problems were resolved, so the permit applications were never filed.

Recently, the Bay Conservation and Development Commission informed DFW that their BCDC permit required completion of the trail north of Green Island Road. This has resulted in an active

negotiation process between the District, DFW, BCDC and other involved partners. As a result, it is now timely to move forward on the railroad crossing project.

Because of Questa's long involvement with the project, it makes sense to enter into this agreement with Questa as a sole-source provider.



Napa County Regional Park  
and Open Space District

## STAFF REPORT

*By:* Chris Cahill, Land Planner  
*Date:* March 11, 2013  
*Item:* 4.e  
*Subject:* Consideration and potential approval of Amendment No 1 to Agreement No 11-18 with PSOMAS, to expand the scope of work and increase total allowable compensation by \$20,525.

### RECOMMENDATION

- 1.) Find that the proposed amendment is not a project under CEQA.
- 2.) Approve Amendment No 1 to Agreement No 11-18, to expand the scope of work and increase total allowable compensation by \$20,525 to \$186,659.

### 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

In late 2011, the District contracted with PSOMAS for the completion of plans and specifications for the Camp Berryessa construction project. Work on the plans has proceeded apace, and we are scheduled to go to bid in late spring of this year with groundbreaking to follow in mid to late summer.

The most expensive single line item in the Camp Berryessa budget is the construction of two combination shower/composting toilet buildings (one in the first phase with a second to follow when additional funding is eventually secured.) We had hoped to save money by re-using plans for a similar building developed for Moore Creek Park and did not include architectural and structural plans for the shower buildings in the original 2011 scope of PSOMAS's contract. Since that time it has become clear that the previously-drafted plans will need to be revised and updated for the Camp Berryessa site and program.

At our request, PSOMAS has drafted a budget amendment which would have them develop final construction drawings for the combination shower/restroom buildings at a

cost not-to-exceed \$18,165. Additionally, \$2,360 is requested to cover extra meetings with the Bureau of Reclamation and amendments to buoy-line plans which were not in the scope of the original contract.





Napa County Regional Park  
and Open Space District

## STAFF REPORT

Date: March 11, 2013  
 Agenda Item: 4.g  
 Subject: Receipt of the District's FY 2012-13 budget eighth-month report.

### Recommendation

1. Find that the proposed amendment is not a project under CEQA.
2. Receive the eight-month budget report

### 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

Attached is the budget status report for the first eight months on FY 2012-13. Please note that because County staff costs attributable to the District are only entered into the accounting system semi-annually, the "administrative services" line item under each department expenses actually only includes the first six months of contracted County staff services. All other expenses are current and complete as of March 7, 2013.

One mistaken entry has been identified—the \$791 in donations recorded under Parks Administration should actually be credited to the State Parks department. This correction will show up in future reports.

Although there are some line-item variances that need to be addressed through adjustments of funds between line items; these adjustments will be made by staff. Now that we are closing in on the end of the fiscal year, there will need to be some budget transfers between departments; these transfers will be brought to the Board for action at future meetings.

Overall, District expenses are in line with what was expected in the budget. Variances from the budget within each department are discussed below:

**Park Administration:** Costs are running a little above budget, primarily because administrative services costs are higher than anticipated due to the extra general administration required for operating the State Parks.

**Moore Creek:** Costs are much lower than budgeted, but that is because three construction projects (ranch house septic system replacement, staging area toilet facility, and boundary fencing)

have not yet gone to construction. Certainly two, and possibly all three projects will be under construction and potentially finished before the end of the fiscal year.

Oat Hill Mine Trail. No significant variance.

Napa River and Bay Trail. Assuming the Questa contract is awarded by the Board at the March meeting, there will be no significant variance between revenues and expenses.

Camp Berryessa. The budget includes all of the grant funds we have received for this project, in the event the construction contract is signed before the end of this fiscal year. Thus, for now, expenses are running far behind the budget.

Berryessa Vista. No significant variance.

Napa River Ecological Reserve. While expenses appear to be running ahead of budget, the budget does not include a \$10,000 grant received by the District from the County Wildlife Commission. When this additional revenue is considered, there is no significant variance between budget and expenses.

Vine Trail. Expenses are running somewhat slower than budgeted, because less District involvement has been needed, but the total dollar amount is not significant.

Putah Creek. Expenses are running slower than budgeted, primarily because the budget includes a \$25,000 contingency line ("special items") which it has not been necessary to utilize. These funds will likely not be needed at Putah Creek, and will be available for redistribution to another project.

State Parks. Expenses are running much slower than budgeted. This is partly because of delays in repairs and improvements caused by slow permitting by State Parks, and partly because the District has not had to reimburse the State for the one permanent and two part-time State employees that the District has utilized. This was initially because State Parks didn't know how to process the reimbursement, and now because it appears that the State will pick up these costs as part of the AB1478 legislation.



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# Statement of Revenues and Expenses Budget vs Actual

3/7/2013  
19

Through Period: 12 of Fiscal Year: 2013

Target %: 100.00

		<u>Adopted Budget</u>	<u>Budget Adjustments</u>	<u>Adjusted Budget</u>	<u>Encumbrances</u>	<u>Actual YTD</u>	<u>YTD Total</u>	<u>Budget vs Actual</u>	<u>Percent of Budget</u>
Fund Code:	<b>8500</b>	N C Parks & Open Space Distr							
Div/SubDiv:	<b>8500000</b>	Parks Administration							
<b>Revenues</b>									
44200	Court Fines	-	-	-	-	15,000	15,000	15,000	-
45100	Interest	-	-	-	-	1,181	1,181	1,181	-
47500	Donations and Contributions	-	-	-	-	791	791	791	-
48200	Transfers-In	280,700	-	280,700	-	175,350	175,350	(105,350)	62.47
<b>Total Revenues</b>		280,700	-	280,700	-	192,322	192,322	(88,378)	68.52
<b>Expenses</b>									
52100	Administration Services	103,000	-	103,000	-	97,574	97,574	5,426	94.73
52105	Election Services	90,000	-	90,000	-	202	202	89,798	0.22
52125	Accounting/Auditing Services	14,208	-	14,208	-	10,111	10,111	4,097	71.16
52140	Legal Services	23,000	-	23,000	-	8,623	8,623	14,377	37.49
52490	Other Professional Services	8,000	-	8,000	4,562	16,088	20,650	(12,650)	258.13
52700	Insurance - Liability	1,500	-	1,500	-	3,732	3,732	(2,232)	248.80
52905	Business Travel/Mileage	-	-	-	-	49	49	(49)	-
53100	Office Supplies	1,000	-	1,000	-	2,843	2,843	(1,843)	284.30
53120	Memberships/Certifications	1,500	-	1,500	-	1,500	1,500	-	100.00
53600	Special Departmental Expense	38,492	-	38,492	-	689	689	37,803	1.79
<b>Total for: Services and Supplies</b>		280,700	-	280,700	4,562	141,411	145,973	134,727	52.00
<b>Total Expenditures</b>		280,700	-	280,700	4,562	141,411	145,973	134,727	52.00
<b>Net Surplus (Deficit)</b>		<b>8500000</b>	-	-	(4,562)	50,911	46,349		

*move to  
State Parks*

*only  
through  
Dec 31, 2012 >*



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# Statement of Revenues and Expenses Budget vs Actual

Through Period: 12 of Fiscal Year: 2013

Target %: 100.00

		<u>Adopted Budget</u>	<u>Budget Adjustments</u>	<u>Adjusted Budget</u>	<u>Encumbrances</u>	<u>Actual YTD</u>	<u>YTD Total</u>	<u>Budget vs Actual</u>	<u>Percent of Budget</u>
Fund Code:	<b>8500</b>	N C Parks & Open Space Distr							
Div/SubDiv:	<b>8501000</b>	Moore Creek							
<b>Revenues</b>									
45300	Rent - Building/Land	11,000	-	11,000	-	8,178	8,178	(2,822)	74.35
48200	Transfers-In	113,000	-	113,000	-	56,500	56,500	(56,500)	50.00
48900	Other Financing Sources	150,000	-	150,000	-	-	-	(150,000)	-
<b>Total</b>	<b>Revenues</b>	<b>274,000</b>	<b>-</b>	<b>274,000</b>	<b>-</b>	<b>64,678</b>	<b>64,678</b>	<b>(209,322)</b>	<b>23.61</b>
<b>Expenses</b>									
52100	Administration Services	15,000	-	15,000	-	12,042	12,042	2,958	80.28
52115	Property Tax/Assessment Admir	-	-	-	-	436	436	(436)	-
52325	Waste Disposal Services	-	-	-	-	1,381	1,381	(1,381)	-
52490	Other Professional Services	30,000	-	30,000	6,936	15,608	22,544	7,456	75.15
52505	Maintenance-Buildings/Improver	219,000	-	219,000	1,663	3,765	5,428	213,572	2.48
52525	Maintenance-Infrastructure/Lan	-	-	-	-	28,298	28,298	(28,298)	-
52700	Insurance - Liability	1,500	-	1,500	-	733	733	767	48.87
52800	Communications/Telephone	-	-	-	-	613	613	(613)	-
52820	Printing & Binding	-	-	-	-	305	305	(305)	-
52840	Permits/License Fees	-	-	-	-	2,947	2,947	(2,947)	-
52905	Business Travel/Mileage	500	-	500	-	150	150	350	30.00
53205	Utilities - Electric	2,500	-	2,500	-	931	931	1,569	37.24
53345	Construction Supplies/Material	5,500	-	5,500	-	2,798	2,798	2,702	50.87
53350	Maintenance Supplies	-	-	-	-	472	472	(472)	-
<b>Total for:</b>	<b>Services and Supplies</b>	<b>274,000</b>	<b>-</b>	<b>274,000</b>	<b>8,599</b>	<b>70,479</b>	<b>79,078</b>	<b>194,922</b>	<b>-</b>
<b>Total</b>	<b>Expenditures</b>	<b>274,000</b>	<b>-</b>	<b>274,000</b>	<b>8,599</b>	<b>70,479</b>	<b>79,078</b>	<b>194,922</b>	<b>28.86</b>
<b>Net Surplus (Deficit)</b>	<b>8501000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(8,599)</b>	<b>(5,801)</b>	<b>(14,400)</b>		



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# Statement of Revenues and Expenses Budget vs Actual

Through Period: 12 of Fiscal Year: 2013

Target %: 100.00

		<u>Adopted Budget</u>	<u>Budget Adjustments</u>	<u>Adjusted Budget</u>	<u>Encumbrances</u>	<u>Actual YTD</u>	<u>YTD Total</u>	<u>Budget vs Actual</u>	<u>Percent of Budget</u>
Fund Code:	<b>8500</b>	N C Parks & Open Space Distr							
Div/SubDiv:	<b>8501001</b>	Oat Hill Mine Trail							
<b>Revenues</b>									
48200	Transfers-In	8,200	-	8,200	-	4,100	4,100	(4,100)	50.00
<b>Total</b>	<b>Revenues</b>	8,200	-	8,200	-	4,100	4,100	(4,100)	50.00
<b>Expenses</b>									
52100	Administration Services	3,000	-	3,000	-	4,086	4,086	(1,086)	136.20
52490	Other Professional Services	5,000	-	5,000	1,984	3,026	5,010	(10)	100.20
52525	Maintenance-Infrastructure/Lan	-	-	-	-	697	697	(697)	-
52905	Business Travel/Mileage	200	-	200	-	67	67	133	33.50
53345	Construction Supplies/Material	-	-	-	-	70	70	(70)	-
<b>Total for:</b>	<b>Services and Supplies</b>	8,200	-	8,200	1,984	7,946	9,930	(1,730)	-
<b>Total</b>	<b>Expenditures</b>	8,200	-	8,200	1,984	7,946	9,930	(1,730)	121.10
<b>Net Surplus (Deficit)</b>	<b>8501001</b>	-	-	-	(1,984)	(3,846)	(5,830)		



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# Statement of Revenues and Expenses Budget vs Actual

Through Period: 12 of Fiscal Year: 2013

Target %: 100.00

		<u>Adopted Budget</u>	<u>Budget Adjustments</u>	<u>Adjusted Budget</u>	<u>Encumbrances</u>	<u>Actual YTD</u>	<u>YTD Total</u>	<u>Budget vs Actual</u>	<u>Percent of Budget</u>
Fund Code:	<b>8500</b>	N C Parks & Open Space Distr							
Div/SubDiv:	<b>8501002</b>	Napa River and Bay Trail							
<b>Revenues</b>									
48200	Transfers-In	26,700	-	26,700	-	13,350	13,350	(13,350)	50.00
<b>Total</b>	<b>Revenues</b>	26,700	-	26,700	-	13,350	13,350	(13,350)	50.00
<b>Expenses</b>									
52100	Administration Services	16,500	-	16,500	-	5,108	5,108	11,392	30.96
52490	Other Professional Services	5,000	-	5,000	2,918	2,082	5,000	-	100.00
52905	Business Travel/Mileage	200	-	200	-	13	13	187	6.50
53345	Construction Supplies/Material	5,000	-	5,000	-	19	19	4,981	0.38
<b>Total for:</b>	<b>Services and Supplies</b>	26,700	-	26,700	2,918	7,222	10,140	16,560	37.98
<b>Total</b>	<b>Expenditures</b>	26,700	-	26,700	2,918	7,222	10,140	16,560	37.98
<b>Net Surplus (Deficit)</b>	<b>8501002</b>	-	-	-	(2,918)	6,128	3,210		



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# Statement of Revenues and Expenses Budget vs Actual

Through Period: 12 of Fiscal Year: 2013

Target %: 100.00

		<u>Adopted Budget</u>	<u>Budget Adjustments</u>	<u>Adjusted Budget</u>	<u>Encumbrances</u>	<u>Actual YTD</u>	<u>YTD Total</u>	<u>Budget vs Actual</u>	<u>Percent of Budget</u>
Fund Code:	<b>8500</b> N C Parks & Open Space Distr								
Div/SubDiv:	<b>8501003</b> Camp Berryessa								
<b>Revenues</b>									
43410	State-Coastal Conservancy	1,325,000	-	1,325,000	-	34,671	34,671	(1,290,329)	2.62
48200	Transfers-In	35,750	-	35,750	-	17,875	17,875	(17,875)	50.00
<b>Total</b>	<b>Revenues</b>	<b>1,360,750</b>	<b>-</b>	<b>1,360,750</b>	<b>-</b>	<b>52,546</b>	<b>52,546</b>	<b>(1,308,204)</b>	<b>3.86</b>
<b>Expenses</b>									
52100	Administration Services	35,000	-	35,000	-	13,055	13,055	21,945	37.30
52490	Other Professional Services	100,000	-	100,000	63,089	38,868	101,957	(1,957)	101.96
52505	Maintenance-Buildings/Improver	1,225,000	-	1,225,000	-	-	-	1,225,000	-
52905	Business Travel/Mileage	750	-	750	-	-	-	750	-
53345	Construction Supplies/Material	-	-	-	-	66	66	(66)	-
<b>Total for:</b>	<b>Services and Supplies</b>	<b>1,360,750</b>	<b>-</b>	<b>1,360,750</b>	<b>63,089</b>	<b>51,989</b>	<b>115,078</b>	<b>1,245,672</b>	<b>-</b>
<b>Total</b>	<b>Expenditures</b>	<b>1,360,750</b>	<b>-</b>	<b>1,360,750</b>	<b>63,089</b>	<b>51,989</b>	<b>115,078</b>	<b>1,245,672</b>	<b>8.46</b>
<b>Net Surplus (Deficit)</b>	<b>8501003</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(63,089)</b>	<b>557</b>	<b>(62,532)</b>		



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# Statement of Revenues and Expenses Budget vs Actual

Through Period: 12 of Fiscal Year: 2013

Target %: 100.00

		<u>Adopted Budget</u>	<u>Budget Adjustments</u>	<u>Adjusted Budget</u>	<u>Encumbrances</u>	<u>Actual YTD</u>	<u>YTD Total</u>	<u>Budget vs Actual</u>	<u>Percent of Budget</u>
Fund Code:	<b>8500</b>	N C Parks & Open Space Distr							
Div/SubDiv:	<b>8501004</b>	Berryessa Vista							
<b>Revenues</b>									
48200	Transfers-In	6,600	-	6,600	-	3,300	3,300	(3,300)	50.00
<b>Total</b>	<b>Revenues</b>	6,600	-	6,600	-	3,300	3,300	(3,300)	50.00
<b>Expenses</b>									
52100	Administration Services	500	-	500	-	919	919	(419)	183.80
52490	Other Professional Services	5,000	-	5,000	4,900	100	5,000	-	100.00
52905	Business Travel/Mileage	100	-	100	-	-	-	100	-
53345	Construction Supplies/Material	1,000	-	1,000	-	-	-	1,000	-
<b>Total for:</b>	<b>Services and Supplies</b>	6,600	-	6,600	4,900	1,019	5,919	681	89.68
<b>Total</b>	<b>Expenditures</b>	6,600	-	6,600	4,900	1,019	5,919	681	89.68
<b>Net Surplus (Deficit)</b>	<b>8501004</b>	-	-	-	(4,900)	2,281	(2,619)		





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# Statement of Revenues and Expenses Budget vs Actual

Through Period: 12 of Fiscal Year: 2013

Target %: 100.00

		<u>Adopted Budget</u>	<u>Budget Adjustments</u>	<u>Adjusted Budget</u>	<u>Encumbrances</u>	<u>Actual YTD</u>	<u>YTD Total</u>	<u>Budget vs Actual</u>	<u>Percent of Budget</u>
Fund Code:	<b>8500</b>	N C Parks & Open Space Distr							
Div/SubDiv:	<b>8501005</b>	Napa River Ecological Reserve							
<b>Revenues</b>									
43410	State-Coastal Conservancy	30,000	-	30,000	-	7,027	7,027	(22,973)	23.42
48200	Transfers-In	31,300	-	31,300	-	15,650	15,650	(15,650)	50.00
<b>Total</b>	<b>Revenues</b>	<b>61,300</b>	<b>-</b>	<b>61,300</b>	<b>-</b>	<b>22,677</b>	<b>22,677</b>	<b>(38,623)</b>	<b>36.99</b>
<b>Expenses</b>									
52100	Administration Services	5,500	-	5,500	-	5,108	5,108	392	92.87
52325	Waste Disposal Services	-	-	-	-	3,184	3,184	(3,184)	-
52345	Janitorial Services	-	-	-	-	-	-	-	-
52490	Other Professional Services	15,000	-	15,000	4,756	11,112	15,868	(868)	105.79
52505	Maintenance-Buildings/Improver	36,500	-	36,500	4,400	6,070	10,470	26,030	28.68
52525	Maintenance-Infrastructure/Lan	-	-	-	-	3,170	3,170	(3,170)	-
52905	Business Travel/Mileage	300	-	300	-	-	-	300	-
53345	Construction Supplies/Material	4,000	-	4,000	-	3	3	3,997	0.08
<b>Total for:</b>	<b>Services and Supplies</b>	<b>61,300</b>	<b>-</b>	<b>61,300</b>	<b>9,156</b>	<b>28,647</b>	<b>37,803</b>	<b>23,497</b>	<b>61.67</b>
<b>Total</b>	<b>Expenditures</b>	<b>61,300</b>	<b>-</b>	<b>61,300</b>	<b>9,156</b>	<b>28,647</b>	<b>37,803</b>	<b>23,497</b>	<b>61.67</b>
<b>Net Surplus (Deficit)</b>	<b>8501005</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(9,156)</b>	<b>(5,970)</b>	<b>(15,126)</b>		



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# Statement of Revenues and Expenses Budget vs Actual

Through Period: 12 of Fiscal Year: 2013

Target %: 100.00

		<u>Adopted Budget</u>	<u>Budget Adjustments</u>	<u>Adjusted Budget</u>	<u>Encumbrances</u>	<u>Actual YTD</u>	<u>YTD Total</u>	<u>Budget vs Actual</u>	<u>Percent of Budget</u>
Fund Code:	<b>8500</b> N C Parks & Open Space Distr								
Div/SubDiv:	<b>8501006</b> Vine Trail								
<b>Revenues</b>									
48200	Transfers-In	11,500	-	11,500	-	5,750	5,750	(5,750)	50.00
<b>Total</b>	<b>Revenues</b>	11,500	-	11,500	-	5,750	5,750	(5,750)	50.00
<b>Expenses</b>									
52100	Administration Services	11,000	-	11,000	-	766	766	10,234	6.96
52905	Business Travel/Mileage	500	-	500	-	-	-	500	-
<b>Total for:</b>	<b>Services and Supplies</b>	11,500	-	11,500	-	766	766	10,734	6.66
<b>Total</b>	<b>Expenditures</b>	11,500	-	11,500	-	766	766	10,734	6.66
<b>Net Surplus (Deficit)</b>	<b>8501006</b>	-	-	-	-	4,984	4,984		



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# Statement of Revenues and Expenses Budget vs Actual

Through Period: 12 of Fiscal Year: 2013

Target %: 100.00

		<u>Adopted Budget</u>	<u>Budget Adjustments</u>	<u>Adjusted Budget</u>	<u>Encumbrances</u>	<u>Actual YTD</u>	<u>YTD Total</u>	<u>Budget vs Actual</u>	<u>Percent of Budget</u>
Fund Code:	<b>8500</b> N C Parks & Open Space Distr								
Div/SubDiv:	<b>8501007</b> Putah Creek								
<b>Revenues</b>									
48200	Transfers-In	69,250	-	69,250	-	34,625	34,625	(34,625)	50.00
<b>Total</b>	<b>Revenues</b>	69,250	-	69,250	-	34,625	34,625	(34,625)	50.00
<b>Expenses</b>									
52100	Administration Services	30,000	-	30,000	-	6,827	6,827	23,173	22.76
52490	Other Professional Services	10,000	-	10,000	9,519	4,519	14,038	(4,038)	140.38
52505	Maintenance-Buildings/Improver	-	-	-	-	203	203	(203)	-
52840	Permits/License Fees	3,500	-	3,500	-	5	5	3,495	0.14
52905	Business Travel/Mileage	750	-	750	-	-	-	750	-
53600	Special Departmental Expense	-	-	-	-	151	151	(151)	-
<b>Total for:</b>	<b>Services and Supplies</b>	44,250	-	44,250	9,519	11,705	21,224	23,026	-
57100	Special Items	25,000	-	25,000	-	-	-	25,000	-
<b>Total for:</b>	<b>Other Expenses</b>	25,000	-	25,000	-	-	-	25,000	-
<b>Total</b>	<b>Expenditures</b>	69,250	-	69,250	9,519	11,705	21,224	48,026	30.65
<b>Net Surplus (Deficit)</b>	<b>8501007</b>	-	-	-	(9,519)	22,920	13,401		



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# Statement of Revenues and Expenses Budget vs Actual

Through Period: 12 of Fiscal Year: 2013

Target %: 100.00

		<u>Adopted Budget</u>	<u>Budget Adjustments</u>	<u>Adjusted Budget</u>	<u>Encumbrances</u>	<u>Actual YTD</u>	<u>YTD Total</u>	<u>Budget vs Actual</u>	<u>Percent of Budget</u>
Fund Code:	<b>8500</b>	N C Parks & Open Space Distr							
Div/SubDiv:	<b>8501008</b>	State Parks							
<b>Revenues</b>									
45100	Interest	-	-	-	-	866	866	866	-
45500	Concessions	303,700	-	303,700	-	253,670	253,670	(50,030)	83.53
47150	Other Grants	75,000	-	75,000	-	50,000	50,000	(25,000)	66.67
47500	Donations and Contributions	100,000	-	100,000	-	24,203	24,203	(75,797)	24.20
48200	Transfers-In	70,000	-	70,000	-	-	-	(70,000)	-
48900	Other Financing Sources	41,800	-	41,800	-	-	-	(41,800)	-
<b>Total</b>	<b>Revenues</b>	<b>590,500</b>	<b>-</b>	<b>590,500</b>	<b>-</b>	<b>328,739</b>	<b>328,739</b>	<b>(261,761)</b>	<b>55.67</b>
<b>Expenses</b>									
52100	Administration Services	172,300	-	172,300	-	75,796	75,796	96,504	43.99
52125	Accounting/Auditing Services	30,800	-	30,800	-	3,188	3,188	27,612	10.35
52140	Legal Services	5,000	-	5,000	-	-	-	5,000	-
52325	Waste Disposal Services	-	-	-	-	7,230	7,230	(7,230)	-
52490	Other Professional Services	166,700	-	166,700	5,294	6,501	11,795	154,905	7.08
52505	Maintenance-Buildings/Improver	20,000	-	20,000	-	26,373	26,373	(6,373)	131.87
52525	Maintenance-Infrastructure/Lan	-	-	-	-	452	452	(452)	-
52700	Insurance - Liability	2,300	-	2,300	-	-	-	2,300	-
52800	Communications/Telephone	-	-	-	-	3,041	3,041	(3,041)	-
52825	Bank Charges	-	-	-	-	501	501	(501)	-
52905	Business Travel/Mileage	9,600	-	9,600	-	2,213	2,213	7,387	23.05
53100	Office Supplies	1,800	-	1,800	-	697	697	1,103	38.72
53205	Utilities - Electric	17,000	-	17,000	-	9,526	9,526	7,474	56.04
53250	Fuel	-	-	-	-	-	-	-	-
53330	Janitorial Supplies	-	-	-	-	-	-	-	-
53350	Maintenance Supplies	-	-	-	-	8,896	8,896	(8,896)	-



A Tradition of Stewardship  
A Commitment to Service

# Statement of Revenues and Expenses Budget vs Actual

Through Period: 12 of Fiscal Year: 2013

Target %: 100.00

Div/SubDiv:		<u>Adopted Budget</u>	<u>Budget Adjustments</u>	<u>Adjusted Budget</u>	<u>Encumbrances</u>	<u>Actual YTD</u>	<u>YTD Total</u>	<u>Budget vs Actual</u>	<u>Percent of Budget</u>
53400	8501008 State Parks Minor Equipment/Small Tools	-	-	-	-	7,407	7,407	(7,407)	-
<b>Total for:</b>	<b>Services and Supplies</b>	<u>425,500</u>	<u>-</u>	<u>425,500</u>	<u>5,294</u>	<u>151,821</u>	<u>157,115</u>	<u>268,385</u>	<u>-</u>
57100	Special Items	165,000	-	165,000	-	-	-	165,000	-
<b>Total for:</b>	<b>Other Expenses</b>	<u>165,000</u>	<u>-</u>	<u>165,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>165,000</u>	<u>-</u>
<b>Total</b>	<b>Expenditures</b>	<u>590,500</u>	<u>-</u>	<u>590,500</u>	<u>5,294</u>	<u>151,821</u>	<u>157,115</u>	<u>433,385</u>	<u>26.61</u>
<b>Net Surplus (Deficit)</b>	<b>8501008</b>	-	-	-	(5,294)	176,918	171,624		



Napa County Regional Park  
and Open Space District

## STAFF REPORT

Date: March 11, 2013  
Item: 4.h  
Subject: Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff

### Recommendation

Receive the report.

### Background

Section III.A.(7) of the District By-laws authorizes the General Manager to bind the district for supplies, materials, labor, and other valuable consideration, in accordance with board policy and the adopted District budget, up to \$10,000 for non-construction purposes and up to \$25,000 for construction purposes, provided that all such expenditures are subsequently reported to the Board of Directors. Section III.A.(8) of the By-laws authorizes the General Manager to apply for grants and receive donations, subject to reporting such actions to the Board of Directors.

Attached is a report showing all District expenditures for February 2013.

Report ID: GLS7505  
 Bus. Unit: NAPCG-Napa County GL Business Unit  
 Fund: 8500 N C Parks & Open Space Distr  
 Dept: 8500000 Parks Administration

GENERAL LEDGER DETAIL TRANSACTIONS  
 For Fiscal Year 2013  
 Period 8 to 8

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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account	52105	-	Election Servcices						0.00	0.00	
									Beginning Balance:		202.33
									Total Activity:		0.00
									Ending Balance:		202.33
Account	52125	-	Accounting/Auditing Services						0.00	0.00	
									Beginning Balance:		10,111.20
									Total Activity:		0.00
									Ending Balance:		10,111.20
Account	52140	-	Legal Services						0.00	0.00	
									Beginning Balance:		8,622.67
									Total Activity:		0.00
									Ending Balance:		8,622.67
Account	52490	-	Other Professional Services								
	02/28/2013	AP00238063	PARK070113 CJ YIP 1/13	1/13 SERVICES	00872835	23180	CJYIPASSOC		3,788.85	0.00	
Total For	52490	-	Other Professional Services						3,788.85	0.00	
									Beginning Balance:		12,298.98
									Total Activity:		3,788.85
									Ending Balance:		16,087.83
Account	52700	-	Insurance - Liability						0.00	0.00	
									Beginning Balance:		3,731.62
									Total Activity:		0.00

Report ID: GLS7505  
 Bus. Unit: NAPCG-Napa County GL Business Unit  
 Fund: 8500 N C Parks & Open Space Distr  
 Dept: 8500000 Parks Administration

GENERAL LEDGER DETAIL TRANSACTIONS  
 For Fiscal Year 2013  
 Period 8 to 8

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance	
								Ending Balance:		3,731.62	
Account	52905	- Business Travel/Mileage									
								0.00	0.00		
								Beginning Balance:		48.84	
								Total Activity:		0.00	
								Ending Balance:		48.84	
Account	53100	- Office Supplies									
02/20/2013	AP00237788	CJ Yip-decals, laminate		00871537				1,071.53	0.00		
Total For	53100	- Office Supplies									
								1,071.53	0.00		
								Beginning Balance:		1,771.33	
								Total Activity:		1,071.53	
								Ending Balance:		2,842.86	
Account	53120	- Memberships/Certifications									
								0.00	0.00		
								Beginning Balance:		1,500.00	
								Total Activity:		0.00	
								Ending Balance:		1,500.00	
Account	53600	- Special Departmental Expense									
02/20/2013	AP00237788	CJ Yip - Anniversary supplies	Reimbursement	00871537	23180	CJYIPASSOC		688.87	0.00		
Total For	53600	- Special Departmental Expense									
								688.87	0.00		
								Beginning Balance:		0.00	
								Total Activity:		688.87	



Report ID: GLS7505  
Bus. Unit: NAPCG-Napa County GL Business Unit  
Fund: 8500 N C Parks & Open Space Distr  
Dept: 8500000 Parks Administration

GENERAL LEDGER DETAIL TRANSACTIONS  
For Fiscal Year 2013  
Period 8 to 8

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
								Ending Balance:		688.87
TOTAL EXPENSE								5,549.25	0.00	43,836.22

Report ID: GLS7505  
 Bus. Unit: NAPCG-Napa County GL Business Unit  
 Fund: 8500 N C Parks & Open Space Distr  
 Dept: 8501000 Moore Creek

GENERAL LEDGER DETAIL TRANSACTIONS  
 For Fiscal Year 2013  
 Period 8 to 8

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
								0.00	0.00	
								Beginning Balance:		435.94
								Total Activity:		0.00
								Ending Balance:		435.94
<hr/>										
Account	52325	- Waste Disposal Services								
02/20/2013	AP00237788	United Site 2/6/13-3/5/13	Customer #CAN-	00871564	20925	UNITEDSITE		142.44	0.00	
Total For 52325 - Waste Disposal Services								142.44	0.00	
								Beginning Balance:		1,238.36
								Total Activity:		142.44
								Ending Balance:		1,380.80
<hr/>										
Account	52490	- Other Professional Services								
02/28/2013	AP00238063	PARK070113 CJ YIP 1/13	1/13 SERVICES	00872835	23180	CJYIPASSOC		523.31	0.00	
Total For 52490 - Other Professional Services								523.31	0.00	
								Beginning Balance:		15,084.95
								Total Activity:		523.31
								Ending Balance:		15,608.26
<hr/>										
Account	52505	- Maintenance-Buildings/Improvem								
02/05/2013	0000237353	Reclass to 52525						0.00	7,500.00	
Total For 52505 - Maintenance-Buildings/Improvem								0.00	7,500.00	
								Beginning Balance:		11,265.36

Report ID: GLS7505  
 Bus. Unit: NAPCG-Napa County GL Business Unit  
 Fund: 8500 N C Parks & Open Space Distr  
 Dept: 8501000 Moore Creek

GENERAL LEDGER DETAIL TRANSACTIONS  
 For Fiscal Year 2013  
 Period 8 to 8

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance		
								Total Activity:		-7,500.00		
								Ending Balance:		3,765.36		
<hr/>												
Account	52525	- Maintenance-Infrastructure/Lan										
02/05/2013	0000237353	R Callahan 50% survey						7,500.00	0.00			
02/20/2013	AP00237788	Napa Sign-MC Signs	Metal Signs -	00871543	12797	NAPASIGNSH		802.74	0.00			
								<hr/>	<hr/>			
Total For	52525	- Maintenance-Infrastructure/Lan									8,302.74	0.00
								Beginning Balance:		19,995.32		
								Total Activity:		8,302.74		
								Ending Balance:		28,298.06		
<hr/>												
Account	52700	- Insurance - Liability										
								0.00	0.00			
								Beginning Balance:		733.00		
								Total Activity:		0.00		
								Ending Balance:		733.00		
<hr/>												
Account	52800	- Communications/Telephone										
02/20/2013	AP00237788	HughesNet 2/12/13-3/12/13	Acct #DSS88360	00871555	17372	HUGHESNETW		76.59	0.00			
								<hr/>	<hr/>			
Total For	52800	- Communications/Telephone									76.59	0.00
								Beginning Balance:		535.95		
								Total Activity:		76.59		
								Ending Balance:		612.54		
<hr/>												
Account	52820	- Printing & Binding										
								0.00	0.00			

Report ID: GLS7505  
 Bus. Unit: NAPCG-Napa County GL Business Unit  
 Fund: 8500 N C Parks & Open Space Distr  
 Dept: 8501000 Moore Creek

GENERAL LEDGER DETAIL TRANSACTIONS  
 For Fiscal Year 2013  
 Period 8 to 8

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
								Beginning Balance:		305.47
								Total Activity:		0.00
								Ending Balance:		305.47
Account	52840	- Permits/License Fees						0.00	0.00	
								Beginning Balance:		2,947.06
								Total Activity:		0.00
								Ending Balance:		2,947.06
Account	52905	- Business Travel/Mileage						0.00	0.00	
								Beginning Balance:		149.85
								Total Activity:		0.00
								Ending Balance:		149.85
Account	53205	- Utilities - Electric								
02/05/2013	AP00237336	PG&E 12/23/12-1/22/13	Acct #00997592	00870073	945	PAC-GAS-00		134.26	0.00	
Total For	53205	- Utilities - Electric						134.26	0.00	
								Beginning Balance:		796.29
								Total Activity:		134.26
								Ending Balance:		930.55
Account	53345	- Construction Supplies/Material								
02/05/2013	0000237353	Chino-vol food & straw						477.78	0.00	
02/05/2013	0000237353	CV - straw wattle						96.98	0.00	

Report ID: GLS7505  
 Bus. Unit: NAPCG-Napa County GL Business Unit  
 Fund: 8500 N C Parks & Open Space Distr  
 Dept: 8501000 Moore Creek

GENERAL LEDGER DETAIL TRANSACTIONS  
 For Fiscal Year 2013  
 Period 8 to 8

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account 53345	-	Construction Supplies/Material								
02/05/2013	0000237353	CJ Yip-straw wattle, etc						283.89	0.00	
02/05/2013	0000237353	Napa Sign-redwood sign						1,939.50	0.00	
Total For 53345	-	Construction Supplies/Material						2,798.15	0.00	
								Beginning Balance:		0.00
								Total Activity:		2,798.15
								Ending Balance:		2,798.15
Account 53350	-	Maintenance Supplies								
02/05/2013	0000237353	Reclass to 53345						0.00	477.78	
02/05/2013	0000237353	Reclass to 53345						0.00	96.98	
02/05/2013	0000237353	Reclass to 53345						0.00	283.89	
02/05/2013	0000237353	Reclass to 53345						0.00	1,939.50	
Total For 53350	-	Maintenance Supplies						0.00	2,798.15	
								Beginning Balance:		3,270.12
								Total Activity:		-2,798.15
								Ending Balance:		471.97
TOTAL EXPENSE								11,977.49	10,298.15	58,437.01

Report ID: GLS7505  
 Bus. Unit: NAPCG-Napa County GL Business Unit  
 Fund: 8500 N C Parks & Open Space Distr  
 Dept: 8501001 Oat Hill Mine Trail

GENERAL LEDGER DETAIL TRANSACTIONS  
 For Fiscal Year 2013  
 Period 8 to 8

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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account	52490		- Other Professional Services								
	02/06/2013	0000237387	Reclass to 53345						0.00	70.04	
	02/28/2013	AP00238063	PARK070113 CJ YIP 1/13	1/13 SERVICES	00872835	23180	CJYIPASSOC		1,819.88	0.00	
Total For	52490		- Other Professional Services						1,819.88	70.04	
									Beginning Balance:		1,276.57
									Total Activity:		1,749.84
									Ending Balance:		3,026.41
Account	52525		- Maintenance-Infrastructure/Lan								
	02/20/2013	AP00237788	CJ Yip - Vol supplies - trail		00871537				238.30	0.00	
Total For	52525		- Maintenance-Infrastructure/Lan						238.30	0.00	
									Beginning Balance:		459.00
									Total Activity:		238.30
									Ending Balance:		697.30
Account	52905		- Business Travel/Mileage						0.00	0.00	
									Beginning Balance:		66.60
									Total Activity:		0.00
									Ending Balance:		66.60
Account	53345		- Construction Supplies/Material								
	02/06/2013	0000237387	Napa Sign-private prop sign						70.04	0.00	

Report ID: GLS7505  
 Bus. Unit: NAPCG-Napa County GL Business Unit  
 Fund: 8500 N C Parks & Open Space Distr  
 Dept: 8501001 Oat Hill Mine Trail

GENERAL LEDGER DETAIL TRANSACTIONS  
 For Fiscal Year 2013  
 Period 8 to 8

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Total For 53345 - Construction Supplies/Material								70.04	0.00	
								Beginning Balance:		0.00
								Total Activity:		70.04
								Ending Balance:		70.04
TOTAL EXPENSE								2,128.22	70.04	3,860.35

Report ID: GLS7505  
 Bus. Unit: NAPCG-Napa County GL Business Unit  
 Fund: 8500 N C Parks & Open Space Distr  
 Dept: 8501002 Napa River and Bay Trail

GENERAL LEDGER DETAIL TRANSACTIONS  
 For Fiscal Year 2013  
 Period 8 to 8

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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account	52490		- Other Professional Services								
	02/28/2013	AP00238063	PARK070113 CJ YIP 1/13	1/13 SERVICES	00872835	23180	CJYIPASSOC		162.21	0.00	
Total For	52490		- Other Professional Services						162.21	0.00	
									Beginning Balance:		1,919.31
									Total Activity:		162.21
									Ending Balance:		2,081.52
Account	52905		- Business Travel/Mileage						0.00	0.00	
									Beginning Balance:		12.77
									Total Activity:		0.00
									Ending Balance:		12.77
Account	53345		- Construction Supplies/Material						0.00	0.00	
									Beginning Balance:		18.76
									Total Activity:		0.00
									Ending Balance:		18.76
TOTAL EXPENSE									162.21	0.00	2,113.05



Report ID: GLS7505  
 Bus. Unit: NAPCG-Napa County GL Business Unit  
 Fund: 8500 N C Parks & Open Space Distr  
 Dept: 8501003 Camp Berryessa

GENERAL LEDGER DETAIL TRANSACTIONS  
 For Fiscal Year 2013  
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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account	52490		- Other Professional Services								
	02/05/2013	AP00237336	PARK121213Bess 11/28	WELL AT BOY SC	00870026	33768	DBESSPUMPA		14,760.00	0.00	
Total For	52490		- Other Professional Services						14,760.00	0.00	
									Beginning Balance:		24,108.25
									Total Activity:		14,760.00
									Ending Balance:		38,868.25
Account	52505		- Maintenance-Buildings/Improvem								
	02/05/2013	0000237358	Reclass to 53345						0.00	65.70	
Total For	52505		- Maintenance-Buildings/Improvem						0.00	65.70	
									Beginning Balance:		65.70
									Total Activity:		-65.70
									Ending Balance:		0.00
Account	53345		- Construction Supplies/Material								
	02/05/2013	0000237358	CV - straw,wheel set						65.70	0.00	
Total For	53345		- Construction Supplies/Material						65.70	0.00	
									Beginning Balance:		0.00
									Total Activity:		65.70
									Ending Balance:		65.70
TOTAL EXPENSE									14,825.70	65.70	38,933.95

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Report ID: GLS7505  
Bus. Unit: NAPCG-Napa County GL Business Unit  
Fund: 8500 N C Parks & Open Space Distr  
Dept: 8501003 Camp Berryessa

GENERAL LEDGER DETAIL TRANSACTIONS  
For Fiscal Year 2013  
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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
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Report ID: GLS7505  
 Bus. Unit: NAPCG-Napa County GL Business Unit  
 Fund: 8500 N C Parks & Open Space Distr  
 Dept: 8501004 Berryessa Vista

GENERAL LEDGER DETAIL TRANSACTIONS  
 For Fiscal Year 2013  
 Period 8 to 8

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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account	52490		- Other Professional Services								
	02/28/2013	AP00238063	PARK070113 CJ YIP 1/13	1/13 SERVICES	00872835	23180	CJYIPASSOC		100.00	0.00	
Total For	52490		- Other Professional Services						100.00	0.00	
									Beginning Balance:		0.00
									Total Activity:		100.00
									Ending Balance:		100.00
TOTAL EXPENSE									100.00	0.00	100.00

Report ID: GLS7505  
 Bus. Unit: NAPCG-Napa County GL Business Unit  
 Fund: 8500 N C Parks & Open Space Distr  
 Dept: 8501005 Napa River Ecological Reserve

GENERAL LEDGER DETAIL TRANSACTIONS  
 For Fiscal Year 2013  
 Period 8 to 8

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance	
Account 52325 - Waste Disposal Services											
02/05/2013	AP00237336	Upper Vly Disp-Dec 12	Customer #01-4	00870074	19694	UPPERVALLE		101.52	0.00		
02/20/2013	AP00237788	Upper Vly Disp-Jan 2013	Acct #01-48644	00871547	19694	UPPERVALLE		101.52	0.00		
02/20/2013	AP00237788	United Site 1/31/13-2/27/13	Customer #CAN-	00871549	20925	UNITEDSITE		180.47	0.00		
Total For 52325 - Waste Disposal Services								383.51	0.00		
										Beginning Balance:	2,800.16
										Total Activity:	383.51
										Ending Balance:	3,183.67
Account 52490 - Other Professional Services											
02/27/2013	AP00238028	NVUSD - Sub teacher invoice	Inv #062546 Su	00872645	2076	NAVLY-UNIF		126.16	0.00		
02/28/2013	AP00238063	PARK070113 CJ YIP 1/13	1/13 SERVICES	00872835	23180	CJYIPASSOC		1,097.18	0.00		
Total For 52490 - Other Professional Services								1,223.34	0.00		
										Beginning Balance:	9,888.64
										Total Activity:	1,223.34
										Ending Balance:	11,111.98
Account 52505 - Maintenance-Buildings/Improvem											
02/06/2013	0000237383	Reclass to 52525						0.00	767.96		
02/06/2013	0000237383	Reclass to 52525						0.00	1,000.00		
02/28/2013	AP00238063	PARK081213 OPTIONS3 1/13	1/13 SERVICES	00872834	24404	OPTIONS3-0		685.00	0.00		
Total For 52505 - Maintenance-Buildings/Improvem								685.00	1,767.96		

Report ID: GLS7505  
 Bus. Unit: NAPCG-Napa County GL Business Unit  
 Fund: 8500 N C Parks & Open Space Distr  
 Dept: 8501005 Napa River Ecological Reserve

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance	
								Beginning Balance:		7,152.96	
								Total Activity:		-1,082.96	
								Ending Balance:		6,070.00	
<hr/>											
Account	52525	- Maintenance-Infrastructure/Lan									
02/06/2013	0000237383	Chino-weed mgmt tools						767.96	0.00		
02/06/2013	0000237383	Golden gate-mowing						1,000.00	0.00		
02/20/2013	AP00237788	CJ Yip-Golden Gate landscaping		00871537				900.00	0.00		
								<hr/>			
Total For	52525	- Maintenance-Infrastructure/Lan									
								2,667.96	0.00		
								Beginning Balance:		502.48	
								Total Activity:		2,667.96	
								Ending Balance:		3,170.44	
<hr/>											
Account	53345	- Construction Supplies/Material									
								0.00	0.00		
								Beginning Balance:		3.23	
								Total Activity:		0.00	
								Ending Balance:		3.23	
<hr/>											
TOTAL EXPENSE								4,959.81	1,767.96	23,539.32	
=====											

Report ID: GLS7505  
 Bus. Unit: NAPCG-Napa County GL Business Unit  
 Fund: 8500 N C Parks & Open Space Distr  
 Dept: 8501007 Putah Creek

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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account	52490		- Other Professional Services								
	02/05/2013	AP00237336	PARK125-13 NAPA BOTANICAL12/12	NAPA CO FINAL	00870025	15588	NAPA-BOTAN		2,236.00	0.00	
Total For	52490		- Other Professional Services						2,236.00	0.00	
									Beginning Balance:		2,282.72
									Total Activity:		2,236.00
									Ending Balance:		4,518.72
Account	52505		- Maintenance-Buildings/Improvem								
	02/06/2013	0000237384	C.Yip-rekey SV Shed						21.79	0.00	
	02/27/2013	AP00238028	Napa Sign - Metal sign	Inv #10125 - N	00872701	12797	NAPASIGNSH		181.02	0.00	
Total For	52505		- Maintenance-Buildings/Improvem						202.81	0.00	
									Beginning Balance:		0.00
									Total Activity:		202.81
									Ending Balance:		202.81
Account	52840		- Permits/License Fees						0.00	0.00	
									Beginning Balance:		4.70
									Total Activity:		0.00
									Ending Balance:		4.70
Account	53600		- Special Departmental Expense								
	02/06/2013	0000237384	Reclass to 52505						0.00	21.79	

Report ID: GLS7505  
 Bus. Unit: NAPCG-Napa County GL Business Unit  
 Fund: 8500 N C Parks & Open Space Distr  
 Dept: 8501007 Putah Creek

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Total For 53600 - Special Departmental Expense								0.00	21.79	
								Beginning Balance:		172.74
								Total Activity:		-21.79
								Ending Balance:		150.95
TOTAL EXPENSE								2,438.81	21.79	4,877.18

Report ID: GLS7505  
 Bus. Unit: NAPCG-Napa County GL Business Unit  
 Fund: 8500 N C Parks & Open Space Distr  
 Dept: 8501008 State Parks

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
								0.00	0.00	
								Beginning Balance:		10,400.00
								Total Activity:		0.00
								Ending Balance:		10,400.00

Account 52125 - Accounting/Auditing Services

02/05/2013	AP00237336	Dept of Parks-change funds	Change funds B	00870072	30336	CAST-PARKS		200.00	0.00	
Total For 52125 - Accounting/Auditing Services								200.00	0.00	
								Beginning Balance:		2,988.40
								Total Activity:		200.00
								Ending Balance:		3,188.40

Account 52325 - Waste Disposal Services

02/20/2013	AP00237788	Upper Vly Disp-Jan 2013	Acct #01-13452	00871552	19694	UPPERVALLE		856.95	0.00	
Total For 52325 - Waste Disposal Services								856.95	0.00	
								Beginning Balance:		6,373.39
								Total Activity:		856.95
								Ending Balance:		7,230.34

Account 52490 - Other Professional Services

02/05/2013	AP00237336	ATP - Jan 2013	Bothe NV State	00870082	33928	ADVANTAGET		40.00	0.00	
02/27/2013	AP00238028	ATP - Feb 2013	Inv #3940 Both	00872710	33928	ADVANTAGET		40.00	0.00	
02/28/2013	AP00238063	PARK1206-13 MARIONI 1/13	1/13 SERVICES	00872845	33711	MARIONI,JE		961.87	0.00	



Report ID: GLS7505  
 Bus. Unit: NAPCG-Napa County GL Business Unit  
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Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Total For 52490 - Other Professional Services								1,041.87	0.00	
								Beginning Balance:		5,458.75
								Total Activity:		1,041.87
								Ending Balance:		6,500.62

Account 52505 - Maintenance-Buildings/Improvem

02/05/2013	AP00237336	Dept of Forestry-Konocti labor	December 2012	00870096	27627	CAST-DEPTF		225.96	0.00	
02/07/2013	AP00237467	Konocti labor-July 2012	Bothe Park - J	00870467	27627	CAST-DEPTF		451.92	0.00	
02/20/2013	AP00237788	CENTRAL VLY BOTHE PARK SPLYS	ACCT NAPACORP	00871672	219	CENTRALVAL		31.50	0.00	
02/20/2013	AP00237788	CENTRAL VLY BOTHE PARK SPLYS	NAPACORP 13666	00871674	219	CENTRALVAL		14.57	0.00	
02/20/2013	AP00237788	CENTRAL VLY BOTHE PARK SPLYS	NAPACORP 13666	00871677	219	CENTRALVAL		546.56	0.00	
02/20/2013	AP00237788	CENTRAL VLY BOTHE PARK SPLYS	NAPACORP 13666	00871680	219	CENTRALVAL		44.43	0.00	
02/20/2013	AP00237788	CENTRAL VLY BOTHE PARK SPLYS	NAPACORP 13666	00871681	219	CENTRALVAL		42.10	0.00	
02/20/2013	AP00237788	CENTRAL VLY BOTHE PARK SPLYS	NAPACORP 13666	00871683	219	CENTRALVAL		30.08	0.00	
02/20/2013	AP00237788	CENTRAL VLY BOTHE PARK SPLYS	NAPACORP 13666	00871684	219	CENTRALVAL		4.96	0.00	
02/20/2013	AP00237788	CENTRAL VLY BOTHE PARK SPLYS	NAPACORP 13666	00871686	219	CENTRALVAL		155.39	0.00	
02/20/2013	AP00237788	CENTRAL VLY BOTHE PARK SPLYS	NAPACORP 13666	00871687	219	CENTRALVAL		97.12	0.00	
02/20/2013	AP00237788	CENTRAL VLY BOTHE PARK SPLYS	NAPACORP 13666	00871689	219	CENTRALVAL		120.02	0.00	
02/20/2013	AP00237788	CENTRAL VLY BOTHE PARK SPLYS	NAPACORP 13666	00871691	219	CENTRALVAL		1,660.88	0.00	
02/20/2013	AP00237788	CENTRAL VLY BOTHE PARK SPLYS	NAPACORP 13666	00871692	219	CENTRALVAL		5,463.22	0.00	
02/20/2013	AP00237788	CENTRAL VLY BOTHE PARK SPLYS	NAPACORP 13666	00871694	219	CENTRALVAL		0.00	167.25	
02/20/2013	AP00237788	CENTRAL VLY BOTHE PARK SPLYS	NAPACORP 13666	00871695	219	CENTRALVAL		32.39	0.00	
02/20/2013	AP00237788	CENTRAL VLY BOTHE PARK SPLYS	NAPACORP 13666	00871697	219	CENTRALVAL		5,993.74	0.00	
02/20/2013	AP00237788	CENTRAL VLY BOTHE PARK SPLYS	NAPACORP 13666	00871699	219	CENTRALVAL		1.29	0.00	

Report ID: GLS7505  
 Bus. Unit: NAPCG-Napa County GL Business Unit  
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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance	
Account 52505 - Maintenance-Buildings/Improvem											
02/20/2013	AP00237788	CENTRAL VLY BOTHE PARK SPLYS	NAPACORP 13666	00871701	219	CENTRALVAL		85.92	0.00		
02/20/2013	AP00237788	CENTRAL VLY BOTHE PARK SPLYS	NAPACORP 13666	00871703	219	CENTRALVAL		34.57	0.00		
02/20/2013	AP00237788	CENTRAL VLY BOTHE PARK SPLYS	NAPACORP 13666	00871704	219	CENTRALVAL		83.53	0.00		
Total For 52505 - Maintenance-Buildings/Improvem								15,120.15	167.25		
										Beginning Balance:	11,420.19
										Total Activity:	14,952.90
										Ending Balance:	26,373.09
Account 52525 - Maintenance-Infrastructure/Lan											
02/27/2013	AP00238028	Dept of Forestry-Konocti Camp	Konocti Cons C	00872714	27627	CAST-DEPTF		451.92	0.00		
Total For 52525 - Maintenance-Infrastructure/Lan								451.92	0.00		
										Beginning Balance:	0.00
										Total Activity:	451.92
										Ending Balance:	451.92
Account 52800 - Communications/Telephone											
02/05/2013	AP00237336	AT&T 12/13/12-1/12/13	Acct #70794245	00870080	949	ATT-002		151.81	0.00		
02/27/2013	AP00238028	TelePacific 1/14/13 - 2/28/13	Acct #133326	00872652	34480	TELEPACIFI		197.61	0.00		
02/27/2013	AP00238028	AT&T 1/13/13 - 2/12/13	Acct #70794245	00872665	949	ATT-002		96.21	0.00		
02/27/2013	AP00238028	Comcast 2/10/13 - 3/9/13	Acct #81553004	00872699	11443	COMCAST-00		112.82	0.00		
Total For 52800 - Communications/Telephone								558.45	0.00		
										Beginning Balance:	2,482.79

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Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
								Total Activity:		558.45
								Ending Balance:		3,041.24
Account	52825	- Bank Charges								
								0.00	0.00	
								Beginning Balance:		501.49
								Total Activity:		0.00
								Ending Balance:		501.49
Account	52905	- Business Travel/Mileage								
02/05/2013	AP00237336	S. Jones-Chevron expense	Reimbursement	00870081	33857	JONES,SAND		125.00	0.00	
02/07/2013	AP00237467	S. Jones - chevron expense	Reimbursement	00870435	33857	JONES,SAND		77.45	0.00	
02/27/2013	AP00238028	S. Jones - chevron expense	Reimbursement	00872707	33857	JONES,SAND		121.94	0.00	
								<u>324.39</u>	<u>0.00</u>	
Total For	52905	- Business Travel/Mileage								
								Beginning Balance:		1,889.09
								Total Activity:		324.39
								Ending Balance:		2,213.48
Account	53100	- Office Supplies								
								0.00	0.00	
								Beginning Balance:		697.16
								Total Activity:		0.00
								Ending Balance:		697.16
Account	53205	- Utilities - Electric								
02/27/2013	AP00238028	PG&E 1/15/13-2/13/13	Acct #48314069	00872620	945	PAC-GAS-00		325.43	0.00	

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance	
Account 53205 - Utilities - Electric											
02/27/2013	AP00238028	PG&E 1/15/13 - 2/13/13	Acct #53600798	00872624	945	PAC-GAS-00		4.44	0.00		
02/27/2013	AP00238028	PG&E 1/14/13 - 2/12/13	Acct #21728318	00872631	945	PAC-GAS-00		52.78	0.00		
02/27/2013	AP00238028	PG&E 1/14/13 - 2/13/13	Acct #18690124	00872637	945	PAC-GAS-00		1,083.07	0.00		
02/27/2013	AP00238028	PG&E 1/14/13 - 2/12/13	Acct #67654031	00872641	945	PAC-GAS-00		29.95	0.00		
Total For 53205 - Utilities - Electric								1,495.67	0.00		
										Beginning Balance:	8,030.60
										Total Activity:	1,495.67
										Ending Balance:	9,526.27
Account 53250 - Fuel											
								0.00	0.00		
										Beginning Balance:	0.00
										Total Activity:	0.00
										Ending Balance:	0.00
Account 53350 - Maintenance Supplies											
02/05/2013	AP00237336	Steves Hardware-wheel,hook	Acct #31248	00870076	1222	STEVESHARD		12.57	0.00		
02/05/2013	AP00237336	Steves Hardware-supplies	Acct #31248	00870077	1222	STEVESHARD		34.50	0.00		
02/05/2013	AP00237336	Steves Hardware-bulb, etc	Acct #31248	00870078	1222	STEVESHARD		39.92	0.00		
02/05/2013	AP00237336	Steves Hardware-roller	Acct #31248	00870079	1222	STEVESHARD		16.17	0.00		
02/07/2013	AP00237467	Browns Auto-fuel fil, hub nut	Acct #8537	00870441	158	BROWNSAUTO		26.36	0.00		
02/07/2013	AP00237467	Browns Auto-clamp	Acct #8537	00870443	158	BROWNSAUTO		11.87	0.00		
02/07/2013	AP00237467	Browns Auto-battery, oil	Acct #8537	00870462	158	BROWNSAUTO		130.74	0.00		
02/07/2013	AP00237467	Browns Auto-fuel filter	Acct #8537	00870463	158	BROWNSAUTO		12.92	0.00		

Report ID: GLS7505  
 Bus. Unit: NAPCG-Napa County GL Business Unit  
 Fund: 8500 N C Parks & Open Space Distr  
 Dept: 8501008 State Parks

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02/27/2013	AP00238028	Redwood Vacuum - vacuum	Inv #575981 Na	00872663	34228	REDWOODVAC		152.20	0.00	
Total For 53350 - Maintenance Supplies								437.25	0.00	
								Beginning Balance:		8,458.70
								Total Activity:		437.25
								Ending Balance:		8,895.95
<hr/>										
Account	53400	- Minor Equipment/Small Tools								
02/07/2013	AP00237467	Rainbow Ag-chainsaw repair	Customer #4546	00870481	11400	RAINBOWAGR		114.37	0.00	
02/07/2013	AP00237467	Rainbow Ag-chainsaw bar	Customer #4546	00870482	11400	RAINBOWAGR		90.19	0.00	
02/07/2013	AP00237467	Rainbow Ag-mulching blade	Customer #4546	00870485	11400	RAINBOWAGR		45.33	0.00	
02/27/2013	AP00238028	S. Jones - Harbor tools	Reimbursement	00872704	33857	JONES,SAND		9.12	0.00	
Total For 53400 - Minor Equipment/Small Tools								259.01	0.00	
								Beginning Balance:		7,147.75
								Total Activity:		259.01
								Ending Balance:		7,406.76
<hr/>										
Account	57100	- Special Items								
								0.00	0.00	
								Beginning Balance:		0.00
								Total Activity:		0.00
								Ending Balance:		0.00
<hr/>										
TOTAL EXPENSE								20,745.66	167.25	86,426.72
<hr/>										
TOTAL FOR PROGRA								62,887.15	12,390.89	262,123.80

## Plan of Projects Status Report

March 11, 2013

<u>Name of Project</u>	<u>Description</u>	<u>Status</u>
Bay Area Ridge Trail Tuteur Loop	Assignment of Tuteur Loop Ridge Trail easement from the Bay Area Ridge Trail to the District	The Bay Area Ridge Trail Council obtained a donated easement from the Tuteur family and constructed a section of Bay Area Ridge Trail adjacent to Skyline Park. The Council wishes to transfer this easement to the District. Staff for the District and Council have gathered all the relevant documents, and initiated discussion with the Tuteur family to determine if there are any issues or amendments that should be considered. Next steps are to complete legal review of the documents, make amendments if warranted, obtain the consent of the Coastal Conservancy (who funded the trail construction), and then execute the assignment. <u>Staff is currently reviewing the easement location to confirm it connects to the property to the south in the proper location.</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.	
Phase Two--Green Island Road to Soscol Ferry Road	Questa has largely completed a revised draft PUC permit application for a public crossing of the SMART tracks. SMART, NRCA and the PUC have verbally agreed to allow the railroad crossing. LSA Associates has completed a biological survey for the Fagan Marsh area; based on the results, DFG has indicated they do not want the trail alignment to follow the levee on the north side of Fagan Marsh; District staff is reviewing the feasibility of an alternative alignment. DFG, the Bay Trail Project and the Coastal Conservancy are funding the preparation of the supplemental environmental analysis for the section of the trail next to DFG's ponds 9 and 10; this work is being handled by Ducks Unlimited on behalf of DFG. District staff met with the involved parties on May 25, 2011 and again on November 9, 2011, and thought all questions with this supplemental review had been resolved, but no documents have been released for review. Staff met with BCDC staff in late November 2012 about DFG non-compliance with BCDC permit conditions to provide public access around Pond 10. In January 2013 BCDC issued a letter of non-compliance to DFW, <u>and on March 6, 2013 all of the involved parties met to try and get the project back on track.</u> Now that it appears that progress is being made regarding the trail to the north of the crossing, staff is recommending Board approval of a new contract with Questa to complete the formal approval of the crossing. Separately, District staff together with Napa Sanitation District staff toured two other water treatment facilities that have segments of the Bay Trail going through or past their facilities.	
Phase Three--Soscol Ferry Road to Napa Pipe	All permits and permissions have been obtained, and construction bid documents are done. Caltrans has determined the project is eligible for federal Transportation Enhancements grant funds, and has approved NEPA review for the project. However, the District was unable to complete Caltrans' extensive paperwork needed to obtain the funds, and so the funding that the District had lined up expired. Staff will seek replacement funding.	
Berryessa Estates	Acquire 480 acres next to Berryessa Estates from BLM at no fee through their Recreation and Public Purpose Act procedure. Would serve as a wilderness park for local residents eventually be the northern trailhead for a trail between Berryess Estates and Pope Canyon.	The District in 2009 applied to BLM for a no-fee transfer of this property to the District for the no-fee transfer of this property; while this transfer has received conceptual approval by BLM staff, the formal approval has dragged; several meetings have been held over the past three years to try and speed to process, but BLM staff has so far had higher priorities. CDF crews did extensive fire break work in 2009 through 2011 to protect the residences next to the BLM land. CDF and the Pope Valley Volunteer Fire Department have added a proposal to construct a fire substation on a corner of the property. A community meeting was held March 2009 to get input from the community. The District has completed the donation to the District of a small, 0.2 acre property that provides critical access to the northeast corner of the property. District staff in January 2013 met with the Napa County Fire Marshall and the the Calfire Battalion Chief for the area and agreed to jointly advocate for BLM action. <u>In February staff talked with BLM and was assured that processing of the transfer was now beginning.</u>
Berryessa Vista	Planning and stewardship of this 224 acre wilderness park.	Volunteers working with the District have completed detailed GIS mapping showing all existing roads, creek crossings, vista points and potential campsites. Continuing damage by off-road vehicles trespassing on the property was noted. The District sent a letter was sent to all property owners in that area introducing the District, explaining the deed restriction prohibiting off road vehicles, and asking for their cooperation. Since then there has been less observed damage, although the problem is not resolved. After observing more OHV damage in the fall of 2012, staff is preparing to install a gate to block OHV access. No other work is anticipated until Lake Berryessa Trail planning is completed, as that is a key step in gaining overland access to the property. District staff has been meeting with Reclamation, their consultants and interested parties on the trail planning and prioritization.
Blue Ridge/Berryess Peak Trail	Obtain right of way and construct trail to provide public access to extensive federal lands on Blue Ridge and to Berryessa Peak	Obtained donated trail easement from the Ahmann family to close gaps between existing public lands on Blue Ridge. A Negative Declaration and Use Permit hearing was approved December 16, 2009 by the County Planning Commission. An Operations and Management Plan has been approved by the property owner and the District. BLM staff on April 11th inspected the proposed trail alignment where it crosses BLM land. District and BLM staff met on August 5, 2011 to discuss BLM review of this project. BLM's biologist inspected the alignment on September 17, 2011. There have been volunteer trail building work parties have been held numerous times between 2011 and the present, and the trail is now done except for signage and a fence crossing. District staff met with Fish and Game on June 15, 2012 to discuss signage at the trailhead on DFG property, and in November 2012 submitted signage language for DFG review. <u>Staff contacted DFG (now DFW) in February to determine the status of their review, but has as of yet received no answer.</u>

<p>Camp Berryessa Redevelopment of former Boy Scout Camp into a group/environmental education camp.</p>	<p>CEQA and NEPA review is complete, as is the Use Agreement between the District and Reclamation. A grant for \$50,000 to help with construction has been provided by the Mead Foundation, together with a \$1.5 million grant from the State Coastal Conservancy. The contract for preparation of plans and specifications with Psomas was approved by the Board at its October meeting, and Psomas has now completed the 60% drawings, which are being reviewed by District and Reclamation staff. A meeting of potential future users was held September 22, 2011. The District has contracted for labor compliance monitoring for the construction work. Efforts to reuse the existing well proved unsuccessful, though water quality tests did demonstrate the groundwater in the area is of acceptable quality. A new water well was dug in October 2012-- production is great, and quality appears acceptable, pending completion of full water quality tests. Construction groundbreaking will be in the summer of 2013 assuming Reclamation's review and approval is not delayed. Staff met with the County Sheriff and Fire Marshall, and the CalFire Battalion Chief for the area, to review emergency services for the camp. The camp will likely open in the spring of 2014.</p>
<p>District Non-profit Foundation Organize a non-profit foundation to raise funds for District projects</p>	<p>The District Board has approved the goals, objectives and basic structure for a non-profit foundation to assist the District with fundraising. Formation of the foundation will likely be timed to the opening of Camp Berryessa.</p>
<p>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, and connecting to the</p>	<p>In November, 2009 the Napa City Council directed city staff to work with the District to finalize an agreement for the proposed Hennessey trails. A plant survey of the new section of trail was completed on April 3, 2010. The District approved a Mitigated Negative Declaration on February 14, 2011. A final lease agreement and operations plan was approved by the District Board in August 2012, and by the City Council in September 2012. The fully executed agreement was completed in November 2012. <u>District staff flagged the connector trail in January 2013, and is scheduled to do a field review of the alignment with City staff.</u> Public trail access is slated to be available in the winter of 2013/14.</p>
<p>Moore Creek Open Space Park Development Development of open space park on 673 acres acquired by the District adjacent to City of Napa watershed lands at Lake Hennessey to protect habitat, provide recreational trails, and overnight camping facilities.</p>	<p>All discretionary permits have been obtained, and park improvements are underway. The entry driveway was graded and paved in November 2011. The design of the new septic system for the ranch house and the staging area composting toilet facility has been approved by the County. The eastern boundary survey is complete except for a small amount of flagging; a partial payment to the surveyor has been worked out, since he cannot finish flagging until brush clearance work is completed. <u>The District and the adjacent property owner are now negotiating who will do the work. Three bids have been obtained, and one more is expected any day now.</u> Monthly volunteer work parties have performed numerous tasks on the property, including cleanup of trash, trail repair and construction, fence building, restoration planting, and removal of invasive french broom. Construction of the Vista Trail was completed in 2011, and the Chile sCreek Overlook Trail was completed in 2012. Staging area fill and compaction is complete except for finish grading and application of gravel. Construction of the ranch house septic system and the staging area toilet facility should be out to bid by <u>mid- March 2013</u>, with opening of the park planned for <u>June 30, 2013.</u></p>
<p>Napa River Ecological Reserve Restoration Remove invasive plants and restore native vegetation in the entryway meadow, replace damaged signage and information panels, and if feasible install a seasonal bridge</p>	<p>The CCC did mechanical and chemical weed removal and installed an all-weather surface on the trail from the parking area to the river levee, in May and June 2010. Additional invasive weed removal, mapping, and cleanup was done by volunteers on numerous occasions in 2010, 2011 and 2012. The District has used grant funding to bring several thousand students to the site to study ecology of the area and assist with the habitat restoration. Additional weed removal has been done by a private contractor under contract to the District on several occasions. Staff met with invasive plant control specialists in June 2011 to evaluate eradication efforts to date and plan next steps. Native plant cuttings gathered from the reserve were propagated and planted by volunteers in Dec 2011 and Jan 2012. Supplemental grant funding for the restoration work was awarded by the County Wildlife Commission in 2011. Both the Coastal Conservancy grant and the Wildlife Commission grant the District received to pay for restoration work have had their deadlines extended until March and June of 2013. This time extension will allow us to continue invasive weed removal. The pace of restoration work is dictated by how quickly the weeds germinate, and this has been slower than expected; as a result, <u>the District has applied for another extension of the Conservancy grant to take it through the end of 2013.</u></p>
<p>Oat Hill Mine Trail Various improvements to the historic Oat Hill Mine Road</p>	<p>The litigation holding up this project has been successfully concluded. Several of the trail sign posts have been vandalized and will need to be replaced. The District is continuing to work with Tuleyome on a project to clean up the Twin Peaks and Corona Mines, in the hopes this may enable the District to safely open the northern Oat Hill Mine Trail for public use. <u>A volunteer crew did erosion control work on the trail in January 2013. Staff and volunteers in February 2013 to did a comprehensive evaluation of erosion issues on the trail.</u></p>
<p>Oat Hill Mine Trail Transfer of 40 acre parcel from BLM</p>	<p>The District in 2008 applied to BLM for a non-fee transfer to the District of a 40 acre parcel at Maple Springs on the Oat Hill Mine Trail; this application is pending. Staff met with BLM in February 2011 to discuss how to speed up this transfer; another meeting with the same topic was held August 5, 2011. The District is still waiting on BLM to process the application.</p>
<p>Rector Ridge/Stags Leap Ridge Trail Construction of staging area and 6+ miles of Ridge Trail climbing east from Silverado Trail near Rector Creek.</p>	<p>CEQA on this project was completed several years ago--staff has prepared a draft update to the Negative Declaration due to the passage of time since the original approval. The project concept has been approved by the District Board, and was positively viewed by the Veterans Home administration. However, Veterans Home staff had been having difficulty figuring out what approval process is needed, because of ongoing discussions at the state level about the appropriate roles and future programs for the Veterans Home, and then key management staff at the Veterans Home retired in November 2010, so progress was delayed pending the filling of their vacant positions. The District will restart the process when other project priorities are under control.</p>
<p>Skyline Park Protection Purchase of Skyline Park from the State</p>	<p>Three past legislative efforts to authorize sale to the County failed due to unrelated disagreements between the state legislature and administration. Separately, the County in September 2009 approved a new park overlay zone and an updated Master Plan for Skyline Park. A fourth legislative effort by Assemblymember Evans in 2010, sponsored by Napa County and supported by the District, was approved by the legislature and signed by the Governor. The County and state General Services agreed on an appraisal process for determining the fair market value purchase price, the County retained an appraiser acceptable to the State, and a draft appraisal was prepared. In late April 2012 the state indicated they did not accept the value as determined by the appraisal. Negotiations have therefore stalled.</p>

Spanish Valley, Crystal Flats, and Stone Corral Planning for open space donated by Bob and Evalyn Trinchero	Staff met with key community leaders from Lake Berryessa Estates on February 6 and March 6, 2011. A public session was held April 21st at the Pope Valley Farm Center. The District has negotiated an easement across the District's Stone Corral property to resolve one of the clouds on the title to this land; this easement was approved by the Board at its October meeting, and has now been finalized and recorded. The District took full possession of the properties on January 1, 2012. Staff met with the LBEPOA Board on November 13th and again on December 4, 2011 to discuss use of the Crystal Flats and Stone Corral areas. District staff has prepared a draft agreement between the District and the Association, which the Association is now reviewing. A formal Association response is expected any day, following a series of community meetings which they are holding to canvas their membership. The District is working with a well driller to make the existing well in Spanish Valley functional. The District has contracted for botanical and bird surveys over the course of 2012. Staff completed a preliminary survey of the Spanish Valley access road in late July and, while legal access to the property has been established, it does not appear that the existing road is located within the Spanish Valley Trail easement. This will require discussions with the adjacent property owner, which may further delay our timeline for opening Spanish Valley to public use. <u>In February 2013 several no trespassing signs were installed in response to some evidence of illegal OHV use.</u>
State Parks Operate Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park	The District, with assistance from the Napa Valley State Parks Association took over management of the parks on April 1, 2012. A County permit for the pool was obtained in July and the pool was reopened immediately thereafter. The state completed installing 3 yurts in October 2012. The District obtained approval in January 2013 to install an additional 8 yurts, and installation is underway. Numerous volunteer projects have been organized (PG&E event improving the Mill, firewood splitting, hazardous tree removal, mowing, pool cleaning, native plant garden maintenance, historic orchard restoration, lots of trash removal, and in September/October a footbridge on the History Trail was repaired by the St Helena Kiwanis. A volunteer forestry management group has been formed and the District has acquired a boom truck and other equipment in support of their mission. Utility service accounts have been transferred from the state to the District. Work on an improved recycling system is nearly complete. Every septic tank in the park has been pumped clean, and sewer lines were located and cleared of root blockages. Nearly \$270,000 in gifts, grants and pledges have been obtained to assist with improvements at the parks. <u>District and State Park staff have reached a tentative understanding regarding the "found" state money that could result in \$537,800 is State funds being granted to the District to cover some salaries and two capital improvement projects (replacement roofs and AC overlav to the picnic area road)</u>
Vallejo Lakes Possible purchase of 1100 acres of surplus Vallejo Water District lands, of which 200 acres are located in Napa County	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. The City Council of the City of Vallejo has officially authorized staff to pursue surplusing of the property. The City of Vallejo has hired an appraiser to prepare an estimate of the property's fair market value, but this has not yet been released. The District GM, together with the County of Solano EO, in February 2012 each sent letters to the City of Vallejo formally expressing interest in the property and requesting notification per state law of any planned surplusing of the property. The District's analysis of County ROW's with potential for recreational trails identified a potential ROW through the Vallejo Lakes property; however, it appears that one short section of the historic ROW is in Solano County and appears to not have been properly established. Sale of the property by the City has been delayed because of complications related to questions about how best to supply water to residents in Green Valley. The Trust for Public Land has expressed interest in assisting with the purchase of this area.
Vine Trail A Class I bicycle/pedestrian path extending from Calistoga to the Vallejo Ferry Terminal sponsored by the Vine Trail Coalition, of which the District is a participating member.	The District has entered into an MOU with the Vine Trail Coalition to provide assistance as requested by the Coalition in receiving funds, preparing plans and environmental documents, constructing and operating the trail. The District, the Bay Area Ridge Trail, the San Francisco Bay Trail and the Vine Trail Coalition have prepared a joint Case Statement for the combined trail network for fundraising purposes. The District on February 5, 2010 submitted an appropriations request for FY 2011 to Senator Feinstein, and a similar request to Congressman Thompson on February 26, 2010 on behalf of the Vine Trail Coalition. Approximately \$135,000 in federal Transportation Enhancements funding was available to construct the section of the trail under the Butler Bridge, but the District was not able to process the paperwork through Caltrans in time to use these funds. Replacement funding is now being sought.



Completed Projects

Bay Area Ridge Trail Realignment Amendment to the proposed alignment of the Bay Area Ridge Trail extend north to the Oat Hill Mine Trail	In December of 2012 the Bay Area Ridge Trail Council approved the proposed realignment of the Ridge Trail through Napa County as requested by the District.
Bay/River Trail -- American Canyon to Napa Phase I Phase One--Euclptus Drive to Green Island Road	Construction of approximately 5 miles of Class I bicycle and pedestrian path in the vicinity of American Canyon along the Napa River was completed in April 2012, in partnership with the City of American Canyon, Department of Fish and Game and Napa Vallejo Waste Management Authority. A formal opening ceremony was held June 2, 2012.
Berryessa Vista Acquisition Purchase of 224 acres from the Land Trust of Napa County for use as a public park completed in early 2008 using State Prop 12 funds.	
Connolly Ranch Construction of patio, restrooms and cooking facilities completed in 2008 using State Prop 12 funds.	
Oat Hill Mine Trail The Oat Hill Mine Trail was formally opened in May of 2008, after a major volunteer work party doing signage installation, brush removal and erosion control.	
Historic ROW Analysis Study to determine location and status of historic road Rights-of-Way and whether they have value as non-motorized recreational trails	Staff has completed a comprehensive review of historic rights-of-way, and is now focusing attention on those which have greatest potential.
Linda Falls Conservation easement accepted in spring 2008 from Land Trust of Napa County to provide additional protection for this 39 acre property, which is owned by the land trust	
Master Plan Development The Master Plan for 2008-2013 was approved in January 2009	
Master Plan Update First scheduled update to the Master Plan adopted in January 2009	Board adhoc committee appointed. Methodology for doing update has been agreed upon. Project was delayed due to competing demands on staff time (primarily the effort to keep Napa's state parks from closing. A draft update has been prepared by staff working with the Board ad hoc committee for the Master Plan update, and released by the Board at the April 9, 2012 meeting for public comment. The plan update was adopted by the Board at its June 2012 meeting.
Milliken Reservoir Trails and Picnic Area Feasibility Study Would construct approximately 3 miles of Bay Area Ridge Trail plus additional feeder and loop trails, along with a staging and picnic area	The feasibility study has been completed, and accepted by the Board of Directors. The Napa City Council in November, 2009 approved city staff recommendation to hold off on the Milliken Reservoir trails project until the Hennessey trail project is up and running.
Moore Creek Open Space Park Acquisition of 673 acres in the Moore Creek Watershed completed in December 2008.	
Napa River Ecological Reserve Improvements Parking area paved, and rock barrier installed to control vehicular access in 2007. Trash enclosure constructed and entry signs restored by volunteers in 2008. Deteriorated kiosk removed in 2008. The District in July 2008 assumed the County's role in managing the preserve under the joint management agreement with DFG. A new maintenance contract with the non-profit organization Options 3 was started in January 2009. The old deteriorated information kiosk, which had become a serious eyesore, was removed in November 2008.	
Napa River Flood Control Easement Conservation easement accepted by District in 2007 to facilitate Flood District project and grant funding	
Newell Preserve Improvements Provide on-site water supply for group campground for cattle	As part of the arrangement with the land trust on the District's purchase of Berryessa Vista, the land trust was willing to use some of the proceeds from the transaction to fund a well pump and distribution system at the Preserve. However, the first well drilled by the City of American Canyon came up dry. The City has dropped plans for digging any more test wells.
River to Ridge Trail Enhancements Installation of animal silhouettes along the entryway fence illustrating the types of birds and mammals that can be found in the area completed by Eagle Scout candidate in 2008. In November 2008 five Valley Oak trees were planted at the Highway 221 entrance to the trail with the assistance of a volunteer from CNPS.	
River to Ridge Trail Lot line adjustment to legalize River to Ridge Trail as constructed (it curenly encroaches on private	Deeds accomplishing the adjustment in property boundaries between Syar and the State have been recorded.
River to Ridge Trail Entrance Enhancements A new information kiosk was installed at the entrance in December 2008 as part of a Boy Scout project. Several Live Oak seedlings were donated by CNPS and have been planted at the entrance to improve its appearance.	
River to Ridge Trail Correct drainage problems to trail can be used year-round.	Two volunteer work weekends in March and April and two more in May of 2010 were organized by the District to clear brush, improve drainage, and surface about 300 feet of the trail with quarry fines to control problems with mud. Volunteers completed additional work in August 2011.

Skyline Park Road and Trail Improvements	Erosion control work on Lake Marie Road, and paving of campground loop road, completed in 2007 using State Prop 12 funds.	
Skyline Park Concessionaire Agreement Renewal	District staff negotiated renewal of concessionaire agreement on behalf of the County. The renewal involved changes to the fee schedule and amendments to and approval of subagreements with three non-profit partner organizations.	
Skyline Park Trail Improvements	Major volunteer event to reroute and repair trails	Staff worked with SPCA and V-O-CAL to sponsor a weekend work party on October 15-17, 2010. Approximately 110 volunteers worked to reroute and repair trails experiencing serious erosion problems. SPCA is donating \$1,000 toward expenses.
Skyline Park Facility Improvements	Partner-sponsored improvement include a second greenhouse and a covered equestrian arena.	The proposals for a second greenhouse and a covered arena were approved by the Department of General Services and by the County Board of Supervisors. The sponsors of these projects are now raising funds for implementation.
South Napa Wetlands Habitat Area	Transfer to the District those wetlands owned by the Napa County flood control district between the Napa River, Highway 29 and Newport Drive for use as habitat and nature-based recreation.	Transfer was approved in concept by the flood control district, and Park District staff prepared the first draft of a transfer agreement. Subsequently, attorney's for the flood district concluded it would be better from their perspective for the flood district to retain ownership of the property, due to their ongoing maintenance obligations.
State Parks	Assume management of Bothe-Napa Valley State Park and keep it and the Bale Grist Mill open	The District took over operations of the parks on April 1, 2012, and have a 5 year agreement with the State to continue operating the parks.
Trichero Open Space Acquisition	Donation of 3,400 acres of open space to the District by Bob and Evalyn Trinchero	The donation was completed on December 29, 2010. A related granting of an access easement to the Lake Berryessa Resort Improvement District was completed in mid-January 2011.
Wild Lake Ranch	Assist land trust with planning and possible joint management of trails, camping and picnic areas.	The District participated in the development of a strategic plan for the property, together with other public lands in the area, that was led by the Land Trust of Napa County. The land trust has decided, at least for the near term, to manage the Wildlake-Duff property itself.