



**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

Barry Christian
Director, Ward Five

AGENDA

BOARD OF DIRECTORS REGULAR MEETING

Monday, December 9, 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

- 2:00 p.m. Presentation by and discussion with Auditor-Controller Tracy Schulze regarding the independent financial audit results for FY 2012-13
- 2:30 p.m. Presentation by Carol Kunze, Director for Tuleyome-Napa, regarding land conservation and trail construction and maintenance activities of Tuleyome-Napa (no staff report).

4. Administrative Items

- a. Consideration and potential approval of Minutes of the Board of Directors regular meetings of November 4, 2013.
- b. Update on Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park, including consideration of Amendment #1 to Agreement 13-15 with Valley Architects to prepare repair and modification plans for the cabins at Bothe-Napa Valley State Park.
- c. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff.
- d. Review of the District Projects Status Report
- e. Consideration and adoption of regular meeting calendar for 2014.
- f. Election of Board President and Vice-President for 2014 (no staff 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 Board Meeting: Regular Board Meeting of January 13, 2014 (tentative)

7. Adjournment



Napa County Regional Park
and Open Space District

STAFF REPORT

Date: December 9, 2013

Agenda Item: 3

Subject: Presentation by and discussion with Auditor-Controller Tracy Schulze regarding the independent financial audit results for FY 2012-13

Recommendation

1. Receive 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

The District has contracted with Gallina LLP, certified public accountants, to prepare the FY 2012-13 independent financial audit of the District. Gallina is the same firm as the County uses, and through that work has a detailed knowledge of County auditing procedures and practices. County Auditor-Controller Tracy Schulze, who the District Board has appointed to also serve as the District's Controller, will present the results of the audit. Both the audit report itself, as well as the companion letter to the Board, are attached.

The audit found no problems with District financial practices.

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

AUDIT REPORT

**FOR THE YEAR ENDED
JUNE 30, 2013**

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

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FINANCIAL SECTION



INDEPENDENT AUDITOR'S REPORT

To the Honorable Members
of the Board of Directors
Napa County Regional Park and Open Space District
Napa, California

Report on the Financial Statements

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the accompanying financial statements of the Napa County Regional Park and Open Space District (District), as of and for the year ended June 30, 2013, and the related notes to the financial statements, and have issued our report thereon dated November 1, 2013.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

To the Honorable Members
of the Board of Directors
Napa County Regional Park and Open Space District

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the District, as of June 30, 2013, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The Schedule of Revenues and Expenditures by Activity is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The Schedule of Revenues and Expenditures by Activity is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Revenues and Expenditures by Activity is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 1, 2013 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.



Roseville, California
November 1, 2013

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

Management's Discussion and Analysis
For the Year Ended June 30, 2013

The Napa County Regional Park and Open Space District (District) was formed on December 12, 2006 when the County of Napa Board of Supervisors certified that the voters had approved its formation at the election on November 7, 2006. The purpose of the District is to plan, improve and operate a system of public parks, trails, outdoor recreational facilities, and outdoor science and conservation education programs, as well as to protect and preserve natural areas, wildlife habitat and other open space resources.

As management of the District, we offer readers of our financial statements this narrative overview and analysis of the financial activities for the fiscal year ending June 30, 2013. Please read it in conjunction with the District's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

- The District ended the year with a fund balance of \$1,114,400, an increase of \$587,348 from the prior year. Of that amount, \$100,246 is restricted for future expenditures at Moore Creek, \$50,000 is restricted for future expenditures at Camp Berryessa, \$5,000 is restricted for Putah Creek, and \$296,635 is restricted and assigned for future expenditures at the State Parks, leaving \$662,519 available for general District operations.
- The County of Napa continued its support for the District's operations and projects, granting funds from its Transient Occupancy Tax in the amount of \$926,850.
- The District completed its first full year of operation of Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park, after taking over management of the parks on April 1, 2012.
- The District organized 6,093 hours of volunteer work projects, valued at over \$121,000.
- The District constructed 2 miles of new multi-use trails and opened Moore Creek Park in June 2013. The District also completed bid documents for a new septic system and a new toilet facility at the park, and continued the removal of invasive French Broom.
- The District completed 90% engineering and design plans for Camp Berryessa, a planned outdoor education camp on the north shore of Lake Berryessa.
- The District conducted resource surveys for Spanish Valley and Stone Corral as the first step in preparing plans for improving and opening these areas for public recreational use.
- A revised alignment for the planned Bay Area Ridge Trail through Napa County was adopted by the Ridge Trail Council with the support of the District.
- Volunteers completed the construction of the Berryessa Peak Trail.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The Statement of Net Position and Governmental Fund Balance Sheet, and the Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balance provide information about the activities of the District. The financial statements also include various footnote disclosures, which further describe the District's activities.

Government-Wide Statements

The *government-wide financial statements* are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private sector business.

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

Management's Discussion and Analysis (continued)
For the Year Ended June 30, 2013

The *statement of net position and governmental fund balance sheet* presents information on all of the District's assets and liabilities, with the difference between the two reported as *net position*.

The *statement of activities and governmental fund revenues, expenditures and changes in fund balance* presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus revenues and expenses are reported in the statement of activities for some items that will only result in cash flows in future fiscal periods.

Fund Financial Statements

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Fund financial statements report essentially the same functions as those reported in the government-wide financial statements. However, unlike the government-wide financial statements, fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate the comparison between governmental funds and government-wide statements.

The District adopts an annual appropriated budget for its fund. A budgetary comparison schedule has been provided for the fund to demonstrate compliance with the budget.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Required Supplementary Information (RSI)

RSI is presented concerning the District's General Fund budgetary schedule. The District adopts an annual appropriated budget for its General Fund. A budgetary comparison schedule has been provided for the General Fund to demonstrate compliance with this budget.

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

Management's Discussion and Analysis (continued)
For the Year Ended June 30, 2013

FINANCIAL ANALYSIS OF THE DISTRICT

Net Position

A summary of the District's Statement of Net Position is as follows:

**Condensed Statement of Net Position
As of June 30, 2013**

	<u>2013</u>	<u>2012</u>	<u>Variance</u>
Current assets	\$ 1,215,234	\$ 616,410	\$ 598,824
Non-current assets	7,210,060	7,219,188	(9,128)
Total Assets	<u>8,425,294</u>	<u>7,835,598</u>	<u>589,696</u>
Current liabilities	100,834	89,358	(11,476)
Total Liabilities	<u>100,834</u>	<u>89,358</u>	<u>(11,476)</u>
Net Position			
Net investment in capital assets	7,210,060	7,219,188	(9,128)
Restricted	451,881	216,133	235,748
Unrestricted	662,519	310,919	351,600
Total Net Position	<u>\$ 8,324,460</u>	<u>\$ 7,746,240</u>	<u>\$ 578,220</u>

Net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets exceeded liabilities by \$8,324,460 as of June 30, 2013, due primarily to purchased and donated land and buildings over the past years.

Cash and investments are maintained in the County's cash and investment pool where interest earned on the District's balance is apportioned to the District.

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

Management's Discussion and Analysis (continued)
For the Year Ended June 30, 2013

Statement of Activities

A summary of the District's Statement of Activities, recapping the District's revenues earned during the fiscal year ended June 30, 2013, and the expenditures incurred are as follows:

**Condensed Statement of Activities
For the Fiscal year Ended June 30, 2013**

	2013	2012	Variance
Revenues			
Operating grants	\$ 1,068,155	\$ 1,351,889	\$ (283,734)
Capital grants & contributions	--	--	--
Concessions	344,719	79,805	264,914
Court fines	15,000	--	15,000
Donations	25,994	117,377	(91,383)
Planning and engineering services	7,022	--	7,022
Rents	10,610	11,655	(1,045)
Interest	3,729	1,315	2,414
Total Revenues	<u>1,475,229</u>	<u>1,562,041</u>	<u>(86,812)</u>
Expenses			
Parks and recreation	897,009	1,474,283	577,274
Total Expenses	<u>897,009</u>	<u>1,474,283</u>	<u>577,274</u>
Changes in Net Position	578,220	87,758	490,462
Net Position - Beginning of Year	<u>7,746,240</u>	<u>7,658,482</u>	<u>87,758</u>
Net Position - Ending of Year	<u><u>\$ 8,324,460</u></u>	<u><u>\$ 7,746,240</u></u>	<u><u>\$ 578,220</u></u>

Financial Analysis of the District's Governmental Fund

As noted earlier, fund accounting is used by the District to ensure and demonstrate compliance with finance-related legal requirements.

The District ended the year with a fund balance of \$1,114,400, an increase of \$587,348 from the prior year. Of that amount, \$100,246 is restricted for future expenditures at Moore Creek, \$50,000 is restricted for future expenditures at Camp Berryessa, \$5,000 is restricted for Putah Creek, and \$296,635 is restricted and assigned for future expenditures at the State Parks, leaving \$662,519 available for general District operations.

The primary increase is due to the new contract with the County whereby the funds are allocated each year and can be carried over for a total of five years. Previously, the County would reimburse actual expenses incurred only.

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

Management's Discussion and Analysis (continued)
For the Year Ended June 30, 2013

BUDGETARY HIGHLIGHTS

Total revenues were under final budget by \$1,464,925, or 50%, and total expenditures were under final budget by \$2,052,273, or 70%.

Both revenues and expenditures were under budget primarily because of delays in several projects. Although the entire construction cost had been budgeted, due to the slow process of review by the Bureau of Reclamation, plans for Camp Berryessa only proceeded from 50% to 90% complete construction drawings. As a result, construction is now planned for the summer of 2014. At Moore Creek, the District's share of the cost of fencing the eastern boundary of the property was budgeted for this fiscal year, but due to delays by the adjacent property owner, who is in charge of the contracting for the work, the District only expended a small amount for survey work. Construction plans were completed, and building permits obtained, for a new septic system and a new toilet facility at Moore Creek, but not in time to construct during this fiscal year. Finally, funds had been set aside for potential election costs, but in the end there were no contested races for the Board of Directors so these funds were not expended.

CAPITAL ASSETS

For the fiscal year ending June 30, 2013, the District owned 224 acres of land, known as Berryessa Vista Wilderness Park; 673 acres of land with two residences, known as Moore Creek Park; approximately 3,400 acres known as Spanish Valley, Crystal Flats and Stone Corral; and 0.2 acres known as the Keene parcel.

DEBT ADMINISTRATION

For the fiscal year ending June 30, 2013, the District did not have any long-term obligations outstanding.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The District's primary source of revenue for general operations comes via a grant agreement with the County of Napa. The County funds this agreement using a portion of its General Fund identified in the County budget as Special Project Funds. Special Project Funds are derived from a portion of the County's Transient Occupancy Tax (TOT), which was increased through voter approval in 2002 from 10.5 to 12 percent of gross receipts for overnight accommodations provided by facilities operating in the unincorporated parts of the County. The County Board of Supervisors has adopted a policy of allocating 60% of the increased TOT revenues for parks and open space purposes. The amount of TOT revenues in Napa County dipped during the recent recession, but are once again increasing. Since the grant to the District is calculated on the prior year's TOT revenues, next year's grant from the County will increase (excluding the effects of the carryover of unused funds).

For fiscal year 2012-2013, the County has agreed to provide the District \$926,850 for operational costs. The full amount of this grant was not utilized due to delays in construction projects noted elsewhere in this report; pursuant to revised County policy, the unused portion of this grant has been rolled into and increases the grant for 2013-2014. The revised County policy on the Special Projects Fund also extends the grant agreement until 2017, providing a more stable and assured funding source for the District.

The District's second largest source of funding for operations is fee revenues derived from the management of Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park, supplemented by grants and donations earmarked for these two parks. Separating out costs for capital improvements and major deferred maintenance, which are being funded from grants and donations, the District needs to be able to operate the two parks without outside subsidies. In the first year of operation, District expenses at the two parks slightly exceeded revenues; with new revenues projected to come on-line during 2013-14, the District should be operating the two parks in the black before the end of 2013-14.

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

Management's Discussion and Analysis (continued)
For the Year Ended June 30, 2013

The District currently has no employees, and no facilities other than land and two residential buildings on that land. It contracts with the County for most of its professional services and office space, equipment and supplies.

CONTACTING THE DISTRICT

This audit report is designed to provide a general overview of the Napa County Regional Park and Open Space District finances for all those interested. The County of Napa provides certain management and administrative functions, including all financial management and accounting. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Napa County Regional Park and Open Space District, 1195 Third Street, Second Floor, Napa California, 94559.

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

Statement of Net Position
June 30, 2013

Assets

Current Assets:

Cash in County treasury	\$ 1,171,356
Due from other governments	43,878
Total Current Assets	1,215,234

Non-Current Assets:

Land	6,792,319
Buildings, net of accumulated depreciation	417,741
Total Non-Current Assets	7,210,060

Total Assets	8,425,294
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Liabilities

Current Liabilities:

Accounts payable	39,617
Unearned revenue	61,217
Total Liabilities	100,834

Net Position

Net investment in capital assets	7,210,060
Restricted	451,881
Unrestricted	662,519
Total Net Position	\$ 8,324,460

The accompanying notes are an integral part of these financial statements.

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

Statement of Activities
For the Year Ended June 30, 2013

Program Expenses	
Administrative and general operations	\$ 461,333
Accounting and auditing services	16,608
Legal services	14,144
Park maintenance and operations	201,935
Consulting and engineering	187,620
Insurance	5,805
Taxes and assessments	436
Depreciation	9,128
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Total Program Expenses	897,009
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Program Revenues	
Operating Grants and Contributions:	
Contribution from County of Napa	926,850
County of Napa - Wildlife Commission	10,000
Other grants	50,000
State-Coastal Conservancy	81,305
Concessions	344,719
Court fines	15,000
Donations	25,994
Planning and engineering services	7,022
Rents	10,610
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Total Program Revenues	1,471,500
	<hr/>
Net Program Revenues	574,491
	<hr/>
General Revenues	
Interest	3,729
	<hr/>
Change in Net Position	578,220
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Net Position - Beginning of Year	7,746,240
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Net Position - End of Year	\$ 8,324,460
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The accompanying notes are an integral part of these financial statements.

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

Balance Sheet
June 30, 2013

Assets	
Cash in County treasury	\$ 1,171,356
Due from other governments	<u>43,878</u>
Total Assets	<u><u>\$ 1,215,234</u></u>
Liabilities	
Accounts payable	\$ 39,617
Unearned revenue	<u>61,217</u>
Total Liabilities	<u>100,834</u>
Fund Balance	
Restricted	451,881
Unassigned	<u>662,519</u>
Total Fund Balance	<u>1,114,400</u>
Total Liabilities and Fund Balance	<u><u>\$ 1,215,234</u></u>

The accompanying notes are an integral part of these financial statements.

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

Reconciliation of the Balance Sheet
to the Statement of Net Position
June 30, 2013

Fund Balance - total governmental fund (page 11)	\$	1,114,400
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.		<u>7,210,060</u>
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Net position of governmental activities (page 9)	\$	<u><u>8,324,460</u></u>
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The accompanying notes are an integral part of these financial statements.

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

Statement of Revenues, Expenditures and
Changes in Fund Balance
For the Year Ended June 30, 2013

Revenues	
Intergovernmental revenues	\$ 1,068,155
Concessions	344,719
Court fines	15,000
Donations	25,994
Planning and engineering services	7,022
Rents	10,610
Interest	<u>3,729</u>
Total Revenues	<u>1,475,229</u>
Expenditures	
Administrative and general operations	\$ 461,333
Accounting and auditing services	16,608
Legal services	14,144
Park maintenance and operations	201,935
Consulting and engineering	187,620
Insurance	5,805
Taxes and assessments	<u>436</u>
Total Expenditures	<u>887,881</u>
Net Change in Fund Balance	587,348
Fund Balance - Beginning of Year	<u>527,052</u>
Fund Balance - End of Year	<u><u>\$ 1,114,400</u></u>

The accompanying notes are an integral part of these financial statements.

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

Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balance to the Statement of Activities
For the Year Ended June 30, 2013

Net change to fund balance - total governmental fund (page 13)	\$	587,348
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Amounts reported for governmental activities in the
statement of activities are different because:

Governmental funds report capital outlay as expenditures. However,
in the statement of activities, the cost of those assets is allocated
over their estimated useful lives and reported as depreciation expense.

Details of the difference are as follows:

Depreciation		<u>(9,128)</u>
Change in net position of governmental activities (page 10)	\$	<u><u>578,220</u></u>

The accompanying notes are an integral part of these financial statements.

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

Notes to the Financial Statements
June 30, 2013

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

In November of 2006 Napa County voters approved Measure I establishing the Napa County Regional Park and Open Space District (District). The purpose of the District is to plan, improve and operate a system of public parks, trails, outdoor recreational facilities, and outdoor science and conservation education programs, as well as to protect and preserve natural areas, wildlife habitat and other open space resources. Its jurisdiction includes all of Napa County.

The District is governed by a Board of Directors whose members are directly elected by the public in each of five wards. Ward boundaries coincide with the County's Board of Supervisors' districts.

The District includes all activities (operations of its administrative staff and District officers) considered to be a part of the District. The District reviewed the criteria developed by the Governmental Accounting Standards Board (GASB) in its issuance of Statement No. 14, relating to the financial reporting entity to determine whether the District is financially accountable for other entities. The District has determined that no other outside entity meets the above criteria, and therefore, no District has been included as a component unit in the financial statements. In addition, the District is not aware of any entity that would be financially accountable for the District that would result in the District being considered a component unit of that entity.

B. Basis of Presentation and Accounting

Government-Wide Statements

The statement of net position and statement of activities display information about the primary government (District). These statements include the financial activities of the overall District.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

When both restricted and unrestricted net position are available, restricted resources are used only after the unrestricted resources are depleted.

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources method and the modified accrual basis of accounting. This method recognizes revenues in the accounting period in which they become measurable and available. Revenues are considered available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues available if they are collected within ninety days of the end of the current fiscal period. Significant revenues that have been treated as "susceptible" to accrual under the modified accrual basis of accounting include taxes, charges, interest and intergovernmental revenues. Expenditures are recognized in the accounting period in which the related fund liability is incurred.

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

Notes to the Financial Statements
June 30, 2013

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Basis of Presentation and Accounting (continued)

Fund Financial Statements (continued)

Nonexchange transactions, in which the District gives (or receives) value without directly receiving (or giving) value in exchange, include sales taxes, grants, entitlements and donations. On a modified accrual basis, revenues from sales taxes are recognized when the underlying transactions take place and have met the availability criteria. Revenues from grants, entitlements and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

The District reports the following major governmental fund:

- The General Fund is the District's primary operating fund. It accounts for all financial resources of the general government.

C. Capital Assets

Capital assets are recorded at historical cost or estimated historical cost if actual historical cost is not available. The District defines capital assets as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets used in operations are depreciated or amortized (assets under capital leases) using the straight-line method over the lesser of the capital lease period or their estimated useful lives in the government-wide statements. Depreciation begins on the first day of the fiscal year following the period the asset is placed in service and ends in the fiscal year that it is retired from service or is fully depreciated.

The estimated useful lives are as follows:

Buildings and improvements	25 to 50 years
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D. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

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

Notes to the Financial Statements
June 30, 2013

NOTE 2: CASH AND INVESTMENTS

Cash at June 30, 2013, consisted of the following:

Cash in County Treasury	<u>\$ 1,171,356</u>
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The District maintains all of its cash and investments with the Napa County Treasurer in an investment pool. On a quarterly basis the Treasurer allocates interest to participants based upon their average daily balances. Required disclosure information regarding categorization of investments and other deposit and investment risk disclosures can be found in the County's financial statements. Napa County's financial statements may be obtained by contacting the Napa County Auditor-Controller's office at 1195 Third Street, Room B-10, Napa, California 94559. The Napa County Treasury Oversight Committee oversees the Treasurer's investments and policies.

Required disclosures for the District's deposit and investment risks at June 30, 2013, were as follows:

Credit risk	Not rated
Custodial risk	Not applicable
Concentration of credit risk	Not applicable
Interest rate risk	Not available

Investments held in the County's investment pool are available on demand and are stated at cost plus accrued interest, which approximates fair value. The District has no deposit or investment policy that addresses a specific type of risk.

NOTE 3: CAPITAL ASSETS

Capital assets activity for the year ended June 30, 2013, was as follows:

	Balance July 1, 2012	Additions	Retirements	Balance June 30, 2013
Capital assets, not being depreciated:				
Land	\$ 6,792,319	\$ --	\$ --	\$ 6,792,319
Total capital assets, not being depreciated	6,792,319	--	--	6,792,319
Capital assets, being depreciated:				
Buildings	456,356	--	--	456,356
Less accumulated depreciation for:				
Buildings	(29,487)	(9,128)	--	(38,615)
Total capital assets, being depreciated, net	426,869	(9,128)	--	417,741
Total capital assets, net	\$ 7,219,188	\$ (9,128)	\$ --	\$ 7,210,060

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

Notes to the Financial Statements
June 30, 2013

NOTE 4: NET POSITION/FUND BALANCE

Net Position

Net position comprise the various net earnings from operating and non-operating revenues, expenses and contributions of capital. Net position are classified in the following three components: invested in capital assets (net of related debt), restricted and unrestricted. The District has restricted funds, unrestricted funds and funds invested in capital assets (net of related debt). Invested in capital assets, net of related debt consists of all capital assets, net of accumulated depreciation and reduced by outstanding debt that is attributable to the acquisition, construction and improvement of those assets. Debt related to unspent proceeds or other restricted cash and investments is excluded from the determination. Unrestricted net position consist of all other net position not included in the above categories.

Fund Balance

Governmental funds report fund balance in classifications based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the funds can be spent. The following classifications describe the relative strength of the spending constraints:

- *Nonspendable fund balance* – amounts that are not in spendable form or are required to be maintained intact.
- *Restricted fund balance* – amount constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- *Committed fund balance* – amounts constrained to specific purposes by the District itself, using its highest level of decision-making authority. To be reported as committed, amounts cannot be used for any other purpose unless the District takes the same highest level of action to remove or change the constraint.
- *Assigned fund balance* – amounts the District intends to use for a specific purpose. Intent can be expressed by the District's board or by an official or body to which the District's board delegates the authority.
- *Unassigned fund balance* – amounts that are available for any purpose. Positive amounts are reported only in the general fund.

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

Notes to the Financial Statements
June 30, 2013

NOTE 4: NET POSITION/FUND BALANCE (CONTINUED)

The District's board establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance or resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives). Assigned fund balance is established by the board through adoption or amendment of the budget as intended for specific purpose (such as the purchase of fixed assets, construction, debt service, or for other purposes).

In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, fund balance is generally depleted in the order of restricted, committed, assigned, and unassigned.

NOTE 5: RELATED PARTY TRANSACTIONS

During the year ended June 30, 2013, the District paid the Napa County, a related party \$455,084 for accounting, management, administrative, and legal services. The District also received grants from the County in the amount of \$926,850 for administration, planning and operations.

NOTE 6: RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. Insurance to cover risk of loss for the District is secured through commercial carriers.

REQUIRED SUPPLEMENTARY INFORMATION

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

Budgetary Comparison Schedule
For the Year Ended June 30, 2013

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
Revenues				
Intergovernmental revenues	\$ 2,274,800	\$ 2,521,154	\$ 1,068,155	\$ (1,452,999)
Concessions	303,700	308,000	344,719	36,719
Court fines	--	--	15,000	15,000
Donations	100,000	100,000	25,994	(74,006)
Planning and engineering services	--	--	7,022	7,022
Rents	11,000	11,000	10,610	(390)
Interest	--	--	3,729	3,729
Total Revenues	<u>2,689,500</u>	<u>2,940,154</u>	<u>1,475,229</u>	<u>(1,464,925)</u>
Expenditures				
Administrative services	391,800	481,173	439,380	41,793
Election services	90,000	--	202	(202)
Accounting and auditing services	45,008	16,508	16,608	(100)
Legal services	28,000	24,000	14,144	9,856
Waste disposal services	--	--	18,256	(18,256)
Other professional services	344,700	314,500	187,620	126,880
Maintenance - buildings and improvements	1,500,500	1,686,097	66,022	1,620,075
Maintenance - infrastructure and land	--	--	38,399	(38,399)
Insurance - liability	5,300	5,000	5,805	(805)
Communications and telephone	--	--	6,642	(6,642)
Printing and binding	--	--	340	(340)
Bank charges	--	--	1,253	(1,253)
Publications and legal notices	--	--	530	(530)
Permits and license fees	3,500	3,500	3,328	172
Training and conference expenses	--	--	270	(270)
Business travel and mileage	12,900	4,100	1,232	2,868
Office supplies	2,800	8,000	6,656	1,344
Memberships and certifications	1,500	1,500	1,500	--
Utilities - Electric	19,500	35,500	14,100	21,400
Fuel	--	--	3,107	(3,107)
Janitorial supplies	--	--	172	(172)
Construction supplies and materials	15,500	28,500	6,065	22,435
Maintenance supplies	--	--	21,471	(21,471)
Minor equipment and small tools	--	--	19,181	(19,181)
Special departmental expenses	38,492	164,540	15,162	149,378
Taxes and assessments	--	436	436	--
Special items	190,000	166,800	--	166,800
Total Expenditures	<u>2,689,500</u>	<u>2,940,154</u>	<u>887,881</u>	<u>2,052,273</u>
Net Change in Fund Balance	<u>\$ --</u>	<u>\$ --</u>	587,348	<u>\$ 587,348</u>
Fund Balance - Beginning of Year			<u>527,052</u>	
Fund Balance - End of Year			<u>\$ 1,114,400</u>	

The accompanying notes are an integral part of these financial statements.

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

Notes to the Required Supplementary Information
For the Year Ended June 30, 2013

BUDGET AND BUDGETARY ACCOUNTING

The District prepares and legally adopts a final budget on or before August 30th of each fiscal year. The District's operation, commencing July 1st, is governed by the proposed budget, adopted by the Board of Directors in June of the prior year.

After the budget is approved, the appropriations can be added to, subtracted from or changed only by approval of the Board of Directors. All such changes must be within the revenues and reserves estimated as available in the final budget or within revised revenue estimates as approved by the District.

An operating budget is adopted each fiscal year on the modified accrual basis. Additionally, encumbrance accounting is utilized to assure effective budgetary control. Encumbrances outstanding at year-end represent the estimated amount of the expenditures ultimately to result if the unperformed contracts in process at year-end are completed or purchase commitments satisfied. Such year-end encumbrances are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent years and included in the subsequent years' budgets. Unencumbered appropriations lapse at year-end.

The legal level of budgetary control (the level on which expenditures may not legally exceed appropriations) is at the object level.

The budget is adopted on a basis consistent with generally accepted accounting principles.

SUPPLEMENTARY INFORMATION

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

Schedule of Revenues and Expenditures by Activity
For the Year Ended June 30, 2013

	Moore Creek	Oat Hill Mine Trail	Napa River and Bay Trail	Camp Berryessa
Revenues				
Grants:				
Napa County	\$ 26,670	\$ 12,240	\$ 5,027	\$ 24,259
Wildlife Commission	--	--	--	--
Other grants	--	--	--	--
State-Coastal Conservancy	--	--	--	61,466
Concessions	--	--	--	--
Court fines	--	--	--	--
Donations	600	--	--	--
Planning and engineering services	--	--	--	--
Rents	10,610	--	--	--
Interest	--	--	--	--
Total Revenues	<u>37,880</u>	<u>12,240</u>	<u>5,027</u>	<u>85,725</u>
Expenditures				
Administrative services	48,215	5,712	10,894	17,235
Election services	--	--	--	--
Accounting and auditing services	--	--	--	--
Legal services	--	--	--	--
Waste disposal services	2,000	--	--	--
Other professional services	38,610	5,933	2,954	68,640
Maintenance - buildings and improvements	4,532	--	--	--
Maintenance - infrastructure and land	32,428	473	--	--
Insurance - liability	733	--	--	--
Communications and telephone	919	--	--	--
Printing and binding	340	--	--	--
Bank charges	--	--	--	--
Publications and legal notices	430	--	--	--
Permits and license fees	2,947	--	--	--
Training and conference expenses	--	--	--	--
Business travel and mileage	220	67	26	--
Office supplies	281	--	--	--
Memberships and certifications	--	--	--	--
Utilities - Electric	195	--	--	--
Fuel	--	--	--	--
Janitorial supplies	--	--	--	--
Construction supplies and materials	5,838	70	19	88
Maintenance supplies	1,947	--	--	--
Minor equipment and small tools	--	--	--	--
Special departmental expenses	2,731	328	--	--
Taxes and assessments	436	--	--	--
Depreciation	9,128	--	--	--
Total Expenditures	<u>151,930</u>	<u>12,583</u>	<u>13,893</u>	<u>85,963</u>
Net Surplus/(Deficit)	<u>\$ (114,050)</u>	<u>\$ (343)</u>	<u>\$ (8,866)</u>	<u>\$ (238)</u>

continued

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

Schedule of Revenues and Expenditures by Activity (continued)
For the Year Ended June 30, 2013

	Berryessa Vista	NRER	Vine Trail	Putah Creek
Revenues				
Grants:				
Napa County	\$ 3,566	\$ 22,006	\$ 1,788	\$ 19,943
Wildlife Commission	--	10,000	--	--
Other grants	--	--	--	--
State-Coastal Conservancy	--	19,839	--	--
Concessions	--	--	--	--
Court fines	--	--	--	--
Donations	--	--	--	--
Planning and engineering services	--	--	--	--
Rents	--	--	--	--
Interest	--	--	--	--
Total Revenues	<u>3,566</u>	<u>51,845</u>	<u>1,788</u>	<u>19,943</u>
Expenditures				
Administrative services	3,116	5,466	1,788	8,875
Election services	--	--	--	--
Accounting and auditing services	--	--	--	--
Legal services	--	--	--	--
Waste disposal services	--	4,413	--	--
Other professional services	450	16,871	--	10,702
Maintenance - buildings and improvements	--	10,170	--	210
Maintenance - infrastructure and land	--	5,498	--	--
Insurance - liability	--	--	--	--
Communications and telephone	--	--	--	--
Printing and binding	--	--	--	--
Bank charges	--	--	--	--
Publications and legal notices	--	--	--	--
Permits and license fees	--	--	--	156
Training and conference expenses	--	--	--	--
Business travel and mileage	--	--	--	--
Office supplies	--	41	--	--
Memberships and certifications	--	--	--	--
Utilities - Electric	--	--	--	--
Fuel	--	--	--	--
Janitorial supplies	--	--	--	--
Construction supplies and materials	--	50	--	--
Maintenance supplies	--	--	--	--
Minor equipment and small tools	--	--	--	--
Special departmental expenses	--	7,703	--	--
Taxes and assessments	--	--	--	--
Depreciation	--	--	--	--
Total Expenditures	<u>3,566</u>	<u>50,212</u>	<u>1,788</u>	<u>19,943</u>
Net Surplus/(Deficit)	<u>\$ --</u>	<u>\$ 1,633</u>	<u>\$ --</u>	<u>\$ --</u>

continued

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

Schedule of Revenues and Expenditures by Activity (continued)
For the Year Ended June 30, 2013

	State Parks	General Fund	Total
Revenues			
Grants:			
Napa County	\$ --	\$ 811,351	\$ 926,850
Wildlife Commission	--	--	10,000
Other grants	50,000	--	50,000
State-Coastal Conservancy	--	--	81,305
Concessions	344,719	--	344,719
Court fines	--	15,000	15,000
Donations	24,994	400	25,994
Planning and engineering services	--	7,022	7,022
Rents	--	--	10,610
Interest	1,515	2,214	3,729
Total Revenues	<u>421,228</u>	<u>835,987</u>	<u>1,475,229</u>
Expenditures			
Administrative services	140,349	197,730	439,380
Election services	--	202	202
Accounting and auditing services	2,988	13,620	16,608
Legal services	--	14,144	14,144
Waste disposal services	11,843	--	18,256
Other professional services	12,807	30,653	187,620
Maintenance - buildings and improvements	51,110	--	66,022
Maintenance - infrastructure and land	--	--	38,399
Insurance - liability	1,340	3,732	5,805
Communications and telephone	5,723	--	6,642
Printing and binding	--	--	340
Bank charges	1,253	--	1,253
Publications and legal notices	--	100	530
Permits and license fees	210	15	3,328
Training and conference expenses	--	270	270
Business travel and mileage	642	277	1,232
Office supplies	2,936	3,398	6,656
Memberships and certifications	--	1,500	1,500
Utilities - Electric	13,905	--	14,100
Fuel	3,107	--	3,107
Janitorial supplies	172	--	172
Construction supplies and materials	--	--	6,065
Maintenance supplies	19,524	--	21,471
Minor equipment and small tools	19,181	--	19,181
Special departmental expenses	--	4,400	15,162
Taxes and assessments	--	--	436
Depreciation	--	--	9,128
Total Expenditures	<u>287,090</u>	<u>270,041</u>	<u>897,009</u>
Net Surplus/(Deficit)	<u>\$ 134,138</u>	<u>\$ 565,946</u>	<u>\$ 578,220</u>

OTHER REPORT



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Honorable Members
of the Board of Directors
Napa County Regional Park and Open Space District
Napa, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the of Napa County Regional Park and Open Space District (District), as of and for the year ended June 30, 2013, and the related notes to the financial statements, and have issued our report thereon dated November 1, 2013.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

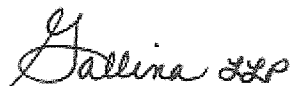
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use Board of Directors and management of Napa County Regional Park and Open Space District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Gallina".

Roseville, California



Napa County Regional Park
and Open Space District

STAFF REPORT

Date: December 9, 2013

Agenda Item: 4.B

Subject: Update on Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park, including consideration of Amendment #1 to Agreement 13-15 with Valley Architects to prepare repair and modification plans for the cabins at Bothe-Napa Valley State Park.

Recommendation

1. Receive Report.
2. Approve Amendment #1 to Agreement 13-15 increasing the maximum amount of the contract with Valley Architects to not-to-exceed \$20,000.

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

Although the peak season is over, due to warm and dry weather park usage has kept the park unusually busy for this time of year. Attachment 1 contains the most recent status report of highlights at the two parks for the month ending in mid-November 2013.

Now that the yurts have been completed, and the Wright House sufficiently restored to be rentable, staff has shifted to working on repairs to the six potentially historic cabins within the park. Staff issued a Request for Qualifications for architectural services to prepare plans for the repairs and improvements to the cabins. Four responses were received, three of which were from local architects and one was from the State Parks Service Center in conjunction with the State Architect. Key criteria in the selection of the architect were familiarity with this type of work and ability to prepare plans quickly. Since the final plans will need to be signed off by the State Architect, staff gave careful consideration to the submittal from the Service Center, on the theory that using them to prepare the plans should result in a quicker review process. Ultimately, however, they indicated they were very busy and could not provide any commitment on meeting the District's preferred schedule. Although by State law architectural services are required to be selected based on qualifications, not lowest cost, cost may be considered to the extent that it demonstrates the approach to the work that is being proposed. The State's proposed cost structure was substantially higher than the other submittals.

The General Manager selected Valley Architects as the most qualified to do the work. In addition to extensive experience with this type of work, Tom Farady of Valley Architects has previously assisted with the restoration of the Bale Grist Mill, and also provided pro-bono services for the District's yurt plans. Valley Architects is also located only about 5 minutes from the project site, which should improve their efficiency.

The overall cost of the work is estimated to be as much as \$20,000, approximately twice the General Manager's signature authority for contracts. In order to allow them to start work immediately, the General Manager used his signature authority to approve a phase one contract to prepare existing site and floor plans for the cabins. The Board of Directors is requested to approve an amendment to the agreement to increase it to a not-to-exceed amount of \$20,000.

Bothe-Napa and Bale Grist Mill Parks Report – November 18, 2013
Submitted by Ranger Sandy Jones and Jeanne Marioni

Bale Grist Mill

Jim, our miller, has been working with miller apprentice Paul Kranz for more than two months. Jim reports Paul is ready to take over school tours and Paul will be in charge of the school tours on Tuesday the 19th. Jim and Ranger Sandy will also be present. Rob Grassi and Ranger Sandy will schedule a “millers” meeting with Jim, Paul and Wayne Sanders to include a discussion of mill safety, who to call when something happens, what to watch out for, correct interpretation, miller duties, etc....The meeting will also include a discussion of expectations for the new miller positions. Mill revenue continues to remain good even as we approach the "off season". Last weekend we brought in over \$1,800 and Sunday saw over 100 people at the mill. Our current mill hosts are excellent.

The old oak tree near the mill bathroom's split. Half fell and half remains standing. The State is paying to have the half still standing removed sometime next week. Restrooms are closed for safety reasons. A port-a-potty was brought in (paid for by NCRPOSD) until the tree can be removed.

The mill's electrical panel had a failure a few weeks back. Volunteer Wayne Sanders and Rob got it back up and running, but new panels will be purchased to upgrade the old panel and breakers. Wayne will work with Rob to replace the panels when the parts come in.

Plans for Pioneer Christmas set for December 14th are moving along fine.

Bothe-Napa

The Wright House is nearly done and ready for occupancy.

The yurts are now available for reservation on Reserve America.

We continue to be full on the weekends and enjoy the friendliness and hard work of great camp hosts.

The visitor center will be open Friday, Saturday and Sunday during the winter.

Mike Krueger (host) will be working the Kiosk Friday, Saturday and Sunday.

The cemetery project is moving forward. Bob has done some additional marking on pathways. We await further conversation with Gary Shannon, state landscape architect, to address the Board's questions on the trails and potential erosion.

The second annual “Napa Valley Sawyers and Old Machinery Event and Swap Meet” was held Saturday November 2nd. Old sawyers, skilled loggers, park volunteers and visitors gathered to share their interest in the history of logging, saws and small antique engines. The event was fun for park visitors as well as the sawyers who shared their knowledge and experience (and enjoyed a great barbeque). Everyone had an opportunity to learn about antique engines, proper chainsaw use, saw maintenance and forestry practices. Logging demonstrations with the big saws were especially popular!





Napa County Regional Park
and Open Space District

STAFF REPORT

Date: December 9, 2013
Item: 4.C
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 November 1 through December 4, 2013..

In addition to the attached report on expenditures, the General Manager approved the following contract:

Agreement 13-15 Valley Architects—up to \$9,900 for phase one of cabin repairs and improvements

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

GENERAL LEDGER DETAIL TRANSACTIONS
 For Fiscal Year 2014
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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account	52125		- Accounting/Auditing Services								
	11/19/2013	AP00247318	CT7600-14Gallina FY12/13 AUDIT	CLIENT 1203000	00006488	25508	GALLINA,LL		5,250.00	0.00	
Total For	52125		- Accounting/Auditing Services						5,250.00	0.00	
									Beginning Balance:		3,711.31
									Total Activity:		5,250.00
									Ending Balance:		8,961.31
Account	52140		- Legal Services						0.00	0.00	
									Beginning Balance:		3,213.50
									Total Activity:		0.00
									Ending Balance:		3,213.50
Account	52490		- Other Professional Services								
	11/18/2013	AP00247266	PARK070114CJYIP 10/13	10/13 SERVICES	00006376	23180	CJYIPASSOC		1,649.95	0.00	
Total For	52490		- Other Professional Services						1,649.95	0.00	
									Beginning Balance:		6,981.08
									Total Activity:		1,649.95
									Ending Balance:		8,631.03
Account	52705		- Insurance - Premiums						0.00	0.00	
									Beginning Balance:		12,334.39
									Total Activity:		0.00
									Ending Balance:		12,334.39

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

GENERAL LEDGER DETAIL TRANSACTIONS
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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account	52840		- Permits/License Fees						0.00	0.00	
									Beginning Balance:		-15.00
									Total Activity:		0.00
									Ending Balance:		-15.00
Account	52905		- Business Travel/Mileage								
	11/04/2013	AP00246814	J. Woodbury - Oct expenes	Reimbursement	00004696	19796	WOODBURY,J		186.49	0.00	
Total For	52905		- Business Travel/Mileage						186.49	0.00	
									Beginning Balance:		455.49
									Total Activity:		186.49
									Ending Balance:		641.98
Account	53100		- Office Supplies								
	11/13/2013	AP00247106	Chino-name tag		00005828				12.96	0.00	
Total For	53100		- Office Supplies						12.96	0.00	
									Beginning Balance:		747.40
									Total Activity:		12.96
									Ending Balance:		760.36
Account	53120		- Memberships/Certifications						0.00	0.00	
									Beginning Balance:		1,000.00
									Total Activity:		0.00
									Ending Balance:		1,000.00

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

GENERAL LEDGER DETAIL TRANSACTIONS
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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account	53600	- Special Departmental Expense						0.00	0.00	
								Beginning Balance:		88.94
								Total Activity:		0.00
								Ending Balance:		88.94
TOTAL EXPENSE								7,099.40	0.00	35,616.51

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

GENERAL LEDGER DETAIL TRANSACTIONS
 For Fiscal Year 2014
 Period 5 to 6

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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											
11/26/2013	AP00247519	United Site 11/13/13- 12/10/13	Cust #CAN-0973	00007402	20925	UNITEDSITE		108.85	0.00		
Total For 52325 - Waste Disposal Services								108.85	0.00		
										Beginning Balance:	2,155.68
										Total Activity:	108.85
										Ending Balance:	2,264.53
Account 52360 - Construction Services											
11/05/2013	AP00246884	PARK131114DH Hayes 10/15/13	MOORE CREEK TR	00004886	35443	DONALDHAYS		4,982.95	0.00		
11/25/2013	AP00247503	PARK131314Carbone 100%COMPL	2607 CHILE VAL	00007249	35577	CARBONESCU		9,690.00	0.00		
Total For 52360 - Construction Services								14,672.95	0.00		
										Beginning Balance:	146,338.13
										Total Activity:	14,672.95
										Ending Balance:	161,011.08
Account 52490 - Other Professional Services											
11/18/2013	AP00247266	PARK070114CJYIP 10/13	10/13 SERVICES	00006376	23180	CJYIPASSOC		2,336.53	0.00		
Total For 52490 - Other Professional Services								2,336.53	0.00		
										Beginning Balance:	6,214.29
										Total Activity:	2,336.53
										Ending Balance:	8,550.82

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

GENERAL LEDGER DETAIL TRANSACTIONS
 For Fiscal Year 2014
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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account	52525		- Maintenance-Infrastructure/Lan						0.00	0.00	
									Beginning Balance:		1,012.55
									Total Activity:		0.00
									Ending Balance:		1,012.55
Account	52700		- Insurance - Liability						0.00	0.00	
									Beginning Balance:		948.45
									Total Activity:		0.00
									Ending Balance:		948.45
Account	52800		- Communications/Telephone								
	11/20/2013	AP00247378	HughesNet 11/12/13-12/12/13	Acct #DSS88360	00006914	17372	HUGHESNETW		76.59	0.00	
Total For	52800		- Communications/Telephone						76.59	0.00	
									Beginning Balance:		306.36
									Total Activity:		76.59
									Ending Balance:		382.95
Account	52840		- Permits/License Fees						0.00	0.00	
									Beginning Balance:		353.66
									Total Activity:		0.00
									Ending Balance:		353.66
Account	52905		- Business Travel/Mileage								
	11/04/2013	AP00246814	J. Woodbury - Oct expenes	Reimbursement	00004696	19796	WOODBURY,J		46.62	0.00	

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

GENERAL LEDGER DETAIL TRANSACTIONS
 For Fiscal Year 2014
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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Total For 52905 - Business Travel/Mileage								46.62	0.00	
								Beginning Balance:		89.27
								Total Activity:		46.62
								Ending Balance:		135.89
<hr/>										
Account	53100	- Office Supplies								
11/13/2013	AP00247106	Chino - Wolf plaque	Reimbursement	00005828	23180	CJYIPASSOC		43.66	0.00	
Total For 53100 - Office Supplies								43.66	0.00	
								Beginning Balance:		55.20
								Total Activity:		43.66
								Ending Balance:		98.86
<hr/>										
Account	53205	- Utilities - Electric								
11/13/2013	AP00247106	PG&E 9/25/13-10/22/13	Acct #00997592	00005830	945	PAC-GAS-00		148.05	0.00	
Total For 53205 - Utilities - Electric								148.05	0.00	
								Beginning Balance:		352.31
								Total Activity:		148.05
								Ending Balance:		500.36
<hr/>										
Account	53250	- Fuel								
								0.00	0.00	
								Beginning Balance:		61.96
								Total Activity:		0.00
								Ending Balance:		61.96

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

GENERAL LEDGER DETAIL TRANSACTIONS
 For Fiscal Year 2014
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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account 53350 - Maintenance Supplies										
11/04/2013	AP00246814	J. Woodbury - Oct expenes	Reimbursement	00004696	19796	WOODBURY,J		81.53	0.00	
11/13/2013	AP00247106	Central Vly - Oct 2013	Cust #NAPACORP	00005840	219	CENTRALVAL		58.92	0.00	
11/26/2013	AP00247519	Devine Paint-supplies	Inv #C0130250	00007418	11545	DEVINEPAIN		423.81	0.00	
Total For 53350 - Maintenance Supplies								564.26	0.00	
								Beginning Balance:		789.59
								Total Activity:		564.26
								Ending Balance:		1,353.85
Account 53600 - Special Departmental Expense										
11/13/2013	AP00247106	Chino - Volunteer food		00005828				339.04	0.00	
Total For 53600 - Special Departmental Expense								339.04	0.00	
								Beginning Balance:		278.48
								Total Activity:		339.04
								Ending Balance:		617.52
Account 54500 - Taxes and Assessments										
								0.00	0.00	
								Beginning Balance:		444.61
								Total Activity:		0.00
								Ending Balance:		444.61
TOTAL EXPENSE								18,336.55	0.00	177,737.09

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

GENERAL LEDGER DETAIL TRANSACTIONS
 For Fiscal Year 2014
 Period 5 to 6

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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											
11/18/2013	AP00247266	PARK070114CJYIP 10/13	10/13 SERVICES	00006376	23180	CJYIPASSOC		871.04	0.00		
Total For 52490 - Other Professional Services								871.04	0.00		
										Beginning Balance:	1,408.23
										Total Activity:	871.04
										Ending Balance:	2,279.27
Account 53100 - Office Supplies											
11/13/2013	AP00247106	Chino - maps		00005828				374.83	0.00		
Total For 53100 - Office Supplies								374.83	0.00		
										Beginning Balance:	0.00
										Total Activity:	374.83
										Ending Balance:	374.83
TOTAL EXPENSE								1,245.87	0.00	2,654.10	

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

GENERAL LEDGER DETAIL TRANSACTIONS
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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:		536.63
								Total Activity:		0.00
								Ending Balance:		536.63
<hr/>										
Account	52905	- Business Travel/Mileage								
11/04/2013	AP00246814	J. Woodbury - Oct expenes	Reimbursement	00004696	19796	WOODBURY,J		51.06	0.00	
Total For 52905 - Business Travel/Mileage								51.06	0.00	
								Beginning Balance:		13.32
								Total Activity:		51.06
								Ending Balance:		64.38
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TOTAL EXPENSE								51.06	0.00	601.01
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Report ID: GLS7505
 Bus. Unit: NAPCO -County of Napa
 Fund: 8500 N C Parks & Open Space Distr
 Dept: 8501003 Parks-Camp Berryessa

GENERAL LEDGER DETAIL TRANSACTIONS
 For Fiscal Year 2014
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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account 52360 - Construction Services										
11/01/2013	AP00246781	PARK131414Psomas 8/13	PROJ 6NAP01010	00004651	33202	PSOMAS-001		6,100.00	0.00	
11/25/2013	AP00247503	PARK131414Psomas 9/13	PROJ 6NAP01010	00007248	33202	PSOMAS-001		8,917.50	0.00	
12/02/2013	AP00247581	PARK131414Psomas 10/13	PROJ 6NAP01010	00007771	33202	PSOMAS-001		1,693.00	0.00	
Total For 52360 - Construction Services								16,710.50	0.00	
								Beginning Balance:		5,166.00
								Total Activity:		16,710.50
								Ending Balance:		21,876.50
Account 52490 - Other Professional Services										
								0.00	0.00	
								Beginning Balance:		75.50
								Total Activity:		0.00
								Ending Balance:		75.50
TOTAL EXPENSE								16,710.50	0.00	21,952.00

Report ID: GLS7505
 Bus. Unit: NAPCO-County of Napa
 Fund: 8500 N C Parks & Open Space Distr
 Dept: 8501005 Parks-Napa River Ecological Rs

GENERAL LEDGER DETAIL TRANSACTIONS
 For Fiscal Year 2014
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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								
	11/20/2013	AP00247378	United Site-11/7/13-12/4/13	Cust #CAN-0973	00006919	20925	UNITEDSITE		144.68	0.00	
	11/20/2013	AP00247378	Upper Vly Disp-Oct 2013	Acct #01-48644	00006922	19694	UPPERVALLE		101.52	0.00	
Total For 52325 - Waste Disposal Services									246.20	0.00	
										Beginning Balance:	1,427.11
										Total Activity:	246.20
										Ending Balance:	1,673.31
Account	52490		- Other Professional Services								
	11/13/2013	AP00247106	RCD-Field trip facilitators	Landsmart Eco	00005800	1028	NAPACO-RES		1,698.89	0.00	
	11/18/2013	AP00247266	PARK070114CJYIP 10/13	10/13 SERVICES	00006376	23180	CJYIPASSOC		761.08	0.00	
	12/02/2013	AP00247581	PARK081214 OPTIONS3 10/13	10/13 SERVICES	00007770	24404	OPTIONS3-0		985.00	0.00	
Total For 52490 - Other Professional Services									3,444.97	0.00	
										Beginning Balance:	4,309.42
										Total Activity:	3,444.97
										Ending Balance:	7,754.39
Account	53205		- Utilities - Electric						0.00	0.00	
										Beginning Balance:	3.03
										Total Activity:	0.00
										Ending Balance:	3.03
TOTAL EXPENSE									3,691.17	0.00	9,430.73

Report ID: GLS7505
 Bus. Unit: NAPCO-County of Napa
 Fund: 8500 N C Parks & Open Space Distr
 Dept: 8501005 Parks-Napa River Ecological Rs

GENERAL LEDGER DETAIL TRANSACTIONS
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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: NAPCO -County of Napa
 Fund: 8500 N C Parks & Open Space Distr
 Dept: 8501007 Parks-Putah Creek

GENERAL LEDGER DETAIL TRANSACTIONS
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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance	
Account 52360 - Construction Services											
12/02/2013	AP00247581	PARK131214Cal-Tech SPAN VLY	SPANISH VALLEY	00007773	35556	CAL-TECHPU		10,956.15	0.00		
Total For 52360 - Construction Services								10,956.15	0.00		
										Beginning Balance:	0.00
										Total Activity:	10,956.15
										Ending Balance:	10,956.15
Account 52490 - Other Professional Services											
								0.00	0.00		
										Beginning Balance:	250.00
										Total Activity:	0.00
										Ending Balance:	250.00
Account 52840 - Permits/License Fees											
11/20/2013	AP00247378	State Water - Water Fee	Acct #WRSTF 09	00006932	10614	CAST-EQUAL		151.01	0.00		
Total For 52840 - Permits/License Fees								151.01	0.00		
										Beginning Balance:	100.00
										Total Activity:	151.01
										Ending Balance:	251.01
Account 52905 - Business Travel/Mileage											
11/04/2013	AP00246814	J. Woodbury - Oct expenes	Reimbursement	00004696	19796	WOODBURY,J		38.85	0.00		
Total For 52905 - Business Travel/Mileage								38.85	0.00		

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

GENERAL LEDGER DETAIL TRANSACTIONS
 For Fiscal Year 2014
 Period 5 to 6

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
								Beginning Balance:		0.00
								Total Activity:		38.85
								Ending Balance:		38.85
TOTAL EXPENSE								11,146.01	0.00	11,496.01
=====										

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

GENERAL LEDGER DETAIL TRANSACTIONS
 For Fiscal Year 2014
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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											
11/04/2013	AP00246814	United - Konocti Crew service	Customer #CAN-	00004692	20925	UNITEDSITE		268.93	0.00		
11/13/2013	AP00247106	Upper Vly Disp-Oct 2013	Acct #01-13452	00005804	19694	UPPERVALLE		856.95	0.00		
11/13/2013	AP00247106	United Site 10/31/13-11/27/13	Cust #CAN-0973	00005811	20925	UNITEDSITE		290.25	0.00		
11/26/2013	AP00247519	United Site (Bale Mill)	Customer #CAN-	00007405	20925	UNITEDSITE		205.58	0.00		
Total For 52325 - Waste Disposal Services								1,621.71	0.00		
										Beginning Balance:	2,921.55
										Total Activity:	1,621.71
										Ending Balance:	4,543.26
Account 52360 - Construction Services											
11/20/2013	AP00247378	Carpet One- carpet install	Wright House C	00006928	20219	CARPETONED		994.04	0.00		
Total For 52360 - Construction Services								994.04	0.00		
										Beginning Balance:	0.00
										Total Activity:	994.04
										Ending Balance:	994.04
Account 52490 - Other Professional Services											
11/04/2013	AP00246814	PARK120814Marioni 9/13+EXP	9/13 SERVICES	00004704	33711	MARIONI,JE		1,540.65	0.00		
11/18/2013	AP00247266	PARK120814Marioni 10/13	10/13 SERVICES	00006374	33711	MARIONI,JE		1,257.90	0.00		
11/26/2013	AP00247519	ATP - Nov 2013	Inv #4510 Both	00007408	33928	ADVANTAGET		40.00	0.00		
Total For 52490 - Other Professional Services								2,838.55	0.00		

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

GENERAL LEDGER DETAIL TRANSACTIONS
 For Fiscal Year 2014
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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance			
								Beginning Balance:		2,630.00			
								Total Activity:		2,838.55			
								Ending Balance:		5,468.55			
<hr/>													
Account	52520	- Maintenance-Vehicles									0.00	0.00	
								Beginning Balance:		1,987.40			
								Total Activity:		0.00			
								Ending Balance:		1,987.40			
<hr/>													
Account	52525	- Maintenance-Infrastructure/Lan											
11/20/2013	AP00247378	Konocti Camp- Oct 2013	Oct 2013 - Bot	00006927	27627	CAST-DEPTF		1,127.70	0.00				
Total For 52525 - Maintenance-Infrastructure/Lan								1,127.70	0.00				
								Beginning Balance:		742.00			
								Total Activity:		1,127.70			
								Ending Balance:		1,869.70			
<hr/>													
Account	52800	- Communications/Telephone											
11/13/2013	AP00247106	TelePacific 11/1/13-11/30/13	Acct #133326	00005821	34480	TELEPACIFI		535.54	0.00				
Total For 52800 - Communications/Telephone								535.54	0.00				
								Beginning Balance:		1,605.77			
								Total Activity:		535.54			
								Ending Balance:		2,141.31			
<hr/>													
Account	52825	- Bank Charges											

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

GENERAL LEDGER DETAIL TRANSACTIONS
 For Fiscal Year 2014
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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance	
Account 52825 - Bank Charges											
11/06/2013	0000246964	Heartland credit card fees-WFB		11/1/13				21.16	0.00		
Total For 52825 - Bank Charges								21.16	0.00		
										Beginning Balance:	752.26
										Total Activity:	21.16
										Ending Balance:	773.42
Account 52900 - Training/Conference Expenses											
								0.00	0.00		
										Beginning Balance:	439.98
										Total Activity:	0.00
										Ending Balance:	439.98
Account 52905 - Business Travel/Mileage											
11/07/2013	AP00246989	CHEVRON OCT 2013 USAGE	ACCT 789868664	00005438	12088	CHEVRONPRO		513.62	0.00		
Total For 52905 - Business Travel/Mileage								513.62	0.00		
										Beginning Balance:	518.64
										Total Activity:	513.62
										Ending Balance:	1,032.26
Account 53100 - Office Supplies											
11/13/2013	AP00247106	Chino-Camp host name tags		00005828				74.52	0.00		
Total For 53100 - Office Supplies								74.52	0.00		

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

GENERAL LEDGER DETAIL TRANSACTIONS
 For Fiscal Year 2014
 Period 5 to 6

Page No. 18
 Run Date 12/04/2013
 Run Time 07:52:11

Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
								Beginning Balance:		365.41
								Total Activity:		74.52
								Ending Balance:		439.93
<hr/>										
Account	53205	- Utilities - Electric								
11/26/2013	AP00247519	PG&E 10/14/13-11/12/13	Acct #21728318	00007391	945	PAC-GAS-00		51.34	0.00	
11/26/2013	AP00247519	PG&E 10/14/13-11/12/13	Acct #67654031	00007392	945	PAC-GAS-00		37.69	0.00	
11/26/2013	AP00247519	PG&E 10/13/13 - 11/13/13	Acct #18690124	00007393	945	PAC-GAS-00		981.12	0.00	
11/26/2013	AP00247519	PG&E 10/13/13-11/13/13	Acct #48314069	00007395	945	PAC-GAS-00		21.37	0.00	
11/26/2013	AP00247519	PG&E 10/13/13 - 11/13/13	Acct #53600798	00007397	945	PAC-GAS-00		43.90	0.00	
								<hr/>	<hr/>	
Total For 53205 - Utilities - Electric								1,135.42	0.00	
								Beginning Balance:		5,552.66
								Total Activity:		1,135.42
								Ending Balance:		6,688.08
<hr/>										
Account	53210	- Utilities - Propane								
								0.00	0.00	
								Beginning Balance:		128.87
								Total Activity:		0.00
								Ending Balance:		128.87
<hr/>										
Account	53250	- Fuel								
11/04/2013	AP00246814	S. Jones - Chevron expense	Reimbursement	00004694	33857	JONES,SAND		76.43	0.00	
								<hr/>	<hr/>	
Total For 53250 - Fuel								76.43	0.00	

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

GENERAL LEDGER DETAIL TRANSACTIONS
 For Fiscal Year 2014
 Period 5 to 6

Page No. 19
 Run Date 12/04/2013
 Run Time 07:52:11

Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
								Beginning Balance:		482.43
								Total Activity:		76.43
								Ending Balance:		558.86
<hr/>										
Account	53330	- Janitorial Supplies								
11/13/2013	AP00247106	C&C - supplies	Acct #60124600	00005836	34310	CASH&CARRY		304.00	0.00	
11/26/2013	AP00247519	Redwood Vacuum-supplies	Inv #180842	00007413	34228	REDWOODVAC		79.80	0.00	
								<hr/>	<hr/>	
Total For 53330	- Janitorial Supplies									
								383.80	0.00	
								Beginning Balance:		2,092.35
								Total Activity:		383.80
								Ending Balance:		2,476.15
<hr/>										
Account	53350	- Maintenance Supplies								
11/04/2013	AP00246814	S. Jones-Tap Plastics		00004694				146.75	0.00	
11/13/2013	AP00247106	CED - supplies	Acct #MP-14115	00005833	18297	CONSOL-ELE		145.13	0.00	
11/13/2013	AP00247106	Central Vly - Oct 2013	Cust #NAPACORP	00005840	219	CENTRALVAL		405.12	0.00	
11/20/2013	AP00247378	Paint Works - Oct 2013	Acct #4159 - B	00006916	16605	PAINTWORKS		120.46	0.00	
11/20/2013	AP00247378	Diamond water - chlorine	Inv #23179 - B	00006920	25498	DIAMONDQUA		161.40	0.00	
								<hr/>	<hr/>	
Total For 53350	- Maintenance Supplies									
								978.86	0.00	
								Beginning Balance:		14,458.22
								Total Activity:		978.86
								Ending Balance:		15,437.08

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

GENERAL LEDGER DETAIL TRANSACTIONS
 For Fiscal Year 2014
 Period 5 to 6

Page No. 20
 Run Date 12/04/2013
 Run Time 07:52:11

Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account 53400 - Minor Equipment/Small Tools										
11/13/2013	AP00247106	Blue Tarp - wall heaters	Cust Acct #159	00005829	34382	BLUETARPF		846.38	0.00	
11/20/2013	AP00247378	Belkorp - Oct 2013	Acct #25020 -	00006921	34758	BELKORPAG-		128.69	0.00	
Total For 53400 - Minor Equipment/Small Tools								975.07	0.00	
								Beginning Balance:		540.35
								Total Activity:		975.07
								Ending Balance:		1,515.42
<hr/>										
Account 53600 - Special Departmental Expense										
11/04/2013	AP00246814	S. Jones-C&C-Vol Food		00004694				323.38	0.00	
11/13/2013	AP00247106	Central Vly - Oct 2013	Cust #NAPACORP	00005840	219	CENTRALVAL		2,271.20	0.00	
Total For 53600 - Special Departmental Expense								2,594.58	0.00	
								Beginning Balance:		24.68
								Total Activity:		2,594.58
								Ending Balance:		2,619.26
<hr/>										
TOTAL EXPENSE								13,871.00	0.00	49,113.57
=====										
TOTAL FOR PROGRAM								72,151.56	0.00	308,601.02

Napa County Regional Park and Open Space District

Plan of Projects
Status Report
December 9, 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. Staff is currently reviewing the easement location to confirm it connects to the property to the south in the proper location.
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	<p>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, and on March 6, 2013 all of the involved parties met to try and get the project back on track. A follow-up meeting was held April 23, 2013. Now that it appears that progress is being made regarding the trail to the north of the crossing, the Board in March approval of a new contract with Questa to complete the formal approval of the crossing. Fish and Wildlife presented a schedule for completion to BCDC at their July 18, 2013 hearing; the schedule calls for their environmental work to be done by the end of this calendar year. In September 2013 we learned that DFW was now taking the position that the trail could not be permitted because endangered salt marsh harvest mice have been found in the area. Staff is meeting with partners and BCDC to try and get the project back on track. On October 11, 2013 the County Public Works Director sent correspondence to the Director of DFW expressing concern about DFW's failure to construct the upland area for the airport's Runway Safety Area and the District's trail. <u>DFW's response was received the last week of November 2013. A follow-up meeting with all of the relevant agencies is being scheduled for January 2014.</u> 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.</p>	
Phase Three--Soscol Ferry Road to Napa Pipe	All permits and permissions have been obtained, and construction bid documents are done. Caltrans determined the project is eligible for federal Transportation Enhancements grant funds, and 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. The District <u>in November 2014 applied to the Bay Trail project for a \$120,000 grant to help construct the trail.</u>	
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 Berryessa Estates and Pope Canyon.	<p>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. The Fire Marshall and the Pope Valley Volunteer Fire Department have added a proposal to construct a fire substation on a corner of the property. The Fire Marshall has identified funding for the fire station, and the County Board of Supervisors is now strongly supportive. 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. In February staff talked with BLM and was assured that processing of the transfer was now beginning. BLM did a series of site visits June-August, 2013. The Bureau of Reclamation in June 2013 asserted that Reclamation has property rights such that BLM is not permitted to transfer the property. BLM is now projecting the transfer will be complete by the end of this calendar year. In late August Reclamation determined they still retained jurisdiction, but they have committed to completing the transfer in the same time frame as BLM would have. <u>Staff has submitted additional materials to Reclamation which is now processing the permit.</u></p>
Berryessa Vista	Planning and stewardship of this 224 acre wilderness park.	<p>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. Staff was planning on installing a gate to restrict OHV access, but this has proven infeasible. After observing more OHV damage in the summer of 2013, staff is exploring options other than a gate to prevent unauthorized OHV use. 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.</p>

<p>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</p>	<p>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. Staff contacted DFG (now DFW) in February of 2013, again in early April, and again in late summer to determine the status of their review, but has as of yet received no answer.</p>
<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. Reclamation provided comments on the 90% plans on June 24, 2013. The first draft 100% version of the plans was submitted in mid October and has been forwarded onto Reclamation for their review and (hopefully) approval. Staff met with the PSOMAS project engineer on October 29 to discuss some specification refinements/modifications that may be necessary as a result of a high preliminary draft cost estimate. <u>Staff is continuing to work with PSOMAS to bring estimated costs into line with the funding that is available.</u> District staff completed additional soils testing in late August in hopes of finding soils that would limit the need to on-haul dirt for the Phase 2 septic system. A new water well was dug in October 2012--production is great, and quality is acceptable with minor treatment. <u>Construction groundbreaking will be in the summer of 2014 assuming Reclamation's review and approval is not further delayed, and that either projected costs are reduced to meet the existing budget, or new grant funds are obtained. Camp opening in fall of 2014 at the earliest.</u></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 planned Moore Creek Open Space Park trail system.</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. Work was completed on the connector trail to Moore Creek on June 16, 2013. Initial staff and public response to the new trail has been very positive. Public trail access is slated to be available in 2014 following the completion of City-required fencing and signage improvements. <u>A plan for fencing and signage improvements along the Hennessey north shore has been accepted by the Director of the Water Division. Staff expects to go out to bid on the fencing work in January 2014. The goal is to open the Lake Hennessey Unit by June of 2014.</u></p>
<p>Moore Creek 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 park opened on June 30, 2013. The entry driveway was graded and paved in November 2011 and the parking area was graded, compacted, and gravelled in 2012. The eastern boundary survey and fencing project is now underway. 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 early portions of the Vista Trail was completed in 2011, and the Chiles Creek Overlook Trail was completed in 2012. The contract for construction of the ranch house septic system was approved by the Board in May 2013, and construction was completed and finalized by the County on August 23. Construction of the remainder of the Valentine Vista Trail began in late September, but the contractor (Don Hays Trail Construction) was stymied by a combination of hard rock and tough drainage crossings and was only able to construct about 1,000 feet of new trail. Staff is finalizing a contract with the Forest Trails Alliance, who constructed the Hennessey Connector Trail this spring, to bring their substantial additional manpower to the task this winter and spring in hopes of finishing the work Don Hays was unable to complete. <u>A water purification system was installed at the Ranch house in mid October 2013, defects repaired in November, and water tests indicate the water is now potable. Repainting of the gate (Juarez) house was completed in November 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, 2012 and 2013. 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. The Coastal Conservancy grant the District received to pay for restoration work had its deadline extended until December 2013. This time extension will allow us to continue invasive weed removal. The District received a second Napa Wildlife Commission grant for FY 2013-14 to continue weed control and environmental education, in partnership with the RCD.</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. 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, and experts from the RCD joined staff for another evaluation in early April. The City of Calistoga and CalTrans have restarted discussions about constructing a roundabout at the intersection of Highway 29 and Silverado Trail; the District is tracking these discussions to ensure that whatever design as adopted will provide adequate and safe access to the Oat Hill Mine Trail. <u>The Bay Area Ridge Trail did some cleanup and minor improvements in late October 2013 to the staging area, and the lower 4 miles of the OHMT was dedicated as part of the Ridge Trail on November 10, 2013.</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. A Draft EIR was released in late September for the proposed expansion of the adjacent Syar Quarry. <u>The District Board approved comments on the DEIR at it's October 2013 meeting.</u></p>
<p>Spanish Valley, Crystal Flats, and Stone Corral Planning for open space donated by Bob and Evalyn Trinchero</p>	<p>The District took full possession of the properties on January 1, 2012. 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. Staff met with the LBEPOA Board many times in 2011-2013 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. Negotiations have been complicated by the ongoing controversy between LBE residents and the Lake Berryessa Estates Resort Improvement District, even though they are not related issues. A contract for the well work needed to make the Spanish Valley well functional again was awarded to Cal-Tech Pump out of Middletown and <u>that work was completed in November 2013. Once the pipe from the well to the existing metal structure on the property is repaired, there will be potable water at the structure.</u> <u>District staff was planning a pot grow cleanup volunteer weekend in November 2013, but so far has been unable to find a practical access to the grow site.</u> Staff completed a preliminary survey of the Spanish Valley access road in late July 2012 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. In February 2013 several no trespassing signs were installed in response to some evidence of illegal OHV use. The Crystal Flats sign was immediately removed and the lock on the gate removed. The District is partnering with Tuleyome to investigate and come up with the trail alignment connecting Spanish Valley to the Pope To Putah Trail on BLM land which is under construction by Tuleyome.</p>
<p>State Parks Operate Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park</p>	<p>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. Seven yurts have been installed; landings, paths and parking areas are nearly finished and ready for Fire Marshall's final inspection. 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. Two additional failed septic tanks were discovered in March and pumped clean. Nearly \$270,000 in gifts, grants and pledges have been obtained to assist with improvements at the parks. The District and State Parks have finalized an agreement regarding the "found" state money that provides up to \$537,800 in State funds being granted to the District to cover some salaries and two capital improvement projects (replacement roofs and AC overlay to the picnic area road). The District is sponsoring SB 170 (Wolk) which would exempt the mill from state food processing facility requirements so that flour from the mill can be sold as a food item; the bill has passed the Senate and all Assembly committees, but unfortunately in late July the Department of Public Health announced their opposition to the bill. After meeting with DPH, it appears they may be willing to agree to a workable compromise; this will take time to explore, so we have made the bill a two-year bill. Final approval of seven yurts was received in the last week of September 2013, <u>and went on line with Reserve America in November 2013.</u></p>
<p>Vallejo Lakes Possible purchase of 1100 acres of surplus Vallejo Water District lands, of which 200 acres are located in Napa County</p>	<p>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. The District together with Solano Land Trust and Ridge Trail staff met with City of Vallejo staff in mid-August; it appears the matter of whether and how to dispose of these lands will come to the City Council <u>early in 2014.</u></p>
<p>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.</p>	<p>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. The District in April 2013 approved and sent a letter of support for the City of Calistoga's request for a grant from the Coastal Conservancy to plan the trail through Calistoga. The Board President in early June sent a letter of support for a Vine Trail federal "Tiger" grant to help construct the section of trail between Yountville and Napa. The Vine Trail is now proposed to in part run through Bothe-Napa Valley State Park.</p>

Completed Projects

<p>Bay Area Ridge Trail Realignment Amendment to the proposed alignment of the Bay Area Ridge Trail extend north to the Oat Hill Mine Trail</p>	<p>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.</p>
<p>Bay/River Trail -- American Canyon to Napa Phase I Phase One--Eucllyptus Drive to Green Island Road</p>	<p>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.</p>
<p>Berryessa Vista Acquisition</p>	<p>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.</p>
<p>Connolly Ranch</p>	<p>Construction of patio, restrooms and cooking facilities completed in 2008 using State Prop 12 funds.</p>
<p>Oat Hill Mine Trail</p>	<p>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.</p>
<p>Historic ROW Analysis</p>	<p>Staff has completed a comprehensive review of historic rights-of-way, and is now focusing attention on those which have greatest potential.</p>
<p>Linda Falls</p>	<p>Study to determine location and status of historic road Rights-of-Way and whether they have value as non-motorized recreational trails</p>
<p>Linda Falls</p>	<p>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</p>
<p>Master Plan Development</p>	<p>The Master Plan for 2008-2013 was approved in January 2009</p>
<p>Master Plan Update</p>	<p>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.</p>
<p>Milliken Reservoir Trails and Picnic Area Feasibility Study</p>	<p>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.</p>
<p>Moore Creek Open Space Park</p>	<p>Would construct approximately 3 miles of Bay Area Ridge Trail plus additional feeder and loop trails, along with a staging and picnic area</p>
<p>Moore Creek Open Space Park</p>	<p>Acquisition of 673 acres in the Moore Creek Watershed completed in December 2008.</p>
<p>Napa River Ecological Reserve Improvements</p>	<p>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.</p>
<p>Napa River Flood Control Easement</p>	<p>Conservation easement accepted by District in 2007 to facilitate Flood District project and grant funding</p>
<p>Newell Preserve Improvements</p>	<p>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.</p>
<p>River to Ridge Trail Enhancements</p>	<p>Provide on-site water supply for group campground for cattle</p>
<p>River to Ridge Trail Enhancements</p>	<p>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.</p>
<p>River to Ridge Trail</p>	<p>Deeds accomplishing the adjustment in property boundaries between Syar and the State have been recorded.</p>
<p>River to Ridge Trail</p>	<p>Lot line adjustment to legalize River to Ridge Trail as constructed (it curenly encroaches on private property)</p>
<p>River to Ridge Trail Entrance Enhancements</p>	<p>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.</p>
<p>River to Ridge Trail</p>	<p>Correct drainage problems to trail can be used year-round.</p>
<p>River to Ridge Trail</p>	<p>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.</p>

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	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.
Major volunteer event to reroute and repair trails	
Skyline Park Facility Improvements	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.
Partner-sponsored improvement include a second greenhouse and a covered equestrian arena.	
South Napa Wetlands Habitat Area	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.
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.	
State Parks	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.
Assume management of Bothe-Napa Valley State Park and keep it and the Bale Grist Mill open	
Trinchero Open Space Acquisition	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.
Donation of 3,400 acres of open space to the District by Bob and Evalyn Trinchero	
Wild Lake Ranch	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.
Assist land trust with planning and possible joint management of trails, camping and picnic areas.	



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

Board of Directors Regular Meeting Calendar 2014

Proposed December 9, 2013

<u>Day</u>	<u>Date</u>	<u>Major Planned Topics (tentative-subject to change)</u>
Monday	January 13 th	
Monday	February 10 th	Financial Report Second Quarter
Monday	March 10 th	
Monday	April 14 th	
Monday	May 12 th	Financial Report Third Quarter Review of Preliminary Budget for FY 2013-14 and setting of Public Hearing for June 10th
Monday	June 9 th	2012-13 Final budget hearing and adoption
Monday	July 14 th	
Monday	August 11 th	
Monday	September 8 th	Financial Report 4 th Quarter
Monday	October 13 th	FY 2012 Independent Financial Audit Report
Monday	November 10 th	Financial Report 1 st Quarter
Monday	December 8 th	Adoption of 2015 Calendar of Regular Meetings Election of Board Officers

Note

Board meetings are normally the second Monday of each month. Exceptions if any are noted in bold red type.