



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

Harold Kelly  
*Director, Ward One*

Tony Norris  
*Director, Ward Two*

Guy Kay  
*Director, Ward Three*

Dave Finigan  
*Director, Ward Four*

Myrna Abramowicz  
*Director, Ward Five*

## **AGENDA**

### **BOARD OF DIRECTORS REGULAR MEETING**

**Monday, September 10<sup>th</sup>, 2012 at 2:00 P.M.**

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

#### **General Information**

Agenda items will generally be considered in the order indicated below, except for Set Matters, which will be considered at the time indicated. Agenda items may from time to time be taken out of order at the discretion of the President.

The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available through the District Secretary. Requests for disability related modifications or accommodations, aids, or services may be made to the Secretary's office no less than than 48 hours prior to the meeting date by contacting 707.259.8603.

Any member of the audience desiring to address the District on a matter on the Agenda, please proceed to the rostrum and, after receiving recognition from the President, give your name, address, and your comments or questions. In order that all interested parties have an opportunity to speak, please be brief and limit you comments to the specific subject under discussion. Time limitations shall be at the discretion of the President.

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

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

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

## 2. Public Comment

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

## 3. Set Matters

None.

## 4. Administrative Items

- a. Consideration and potential approval of Minutes of the Board of Directors regular meeting of August 13, 2012.
- b. Receipt of unaudited financial report for fiscal year 2011-12.
- c. Update on the operation and management of Bothe-Napa Valley Park and the Bale Grist Mill Historic Park (oral report).
- d. Authorization for General Manager to enter into three year agreement with TelePacific Communications for phone and internet service at Bothe-Napa Valley State Park with a total value of approximately \$13,158.
- e. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff.
- f. Review of the District Projects Status Report.

## 5. Announcements by Board and Staff

*In this time period, members of the Board of Directors and staff will announce meetings, events, and other matters of interest. No action will be taken by the Board on any announcements.*

## 6. Agenda Planning

*In this time period, members of the Board of Directors and staff will discuss matters for possible consideration at future meetings. Other than to determine whether and when such matters should be agendized, no action will be taken by the Board on these items unless specifically noted otherwise.*

Next Regular Board Meeting: Monday, October 8<sup>th</sup>, 2012, 2:00 p.m.

## 7. Adjournment



**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

## MINUTES

### BOARD OF DIRECTORS REGULAR MEETING

Monday, August 13<sup>th</sup>, 2012 at 2:00 P.M.  
1195 Third Street, Third Floor, Napa, Calif. 94559

1. Call to Order and Roll Call

Directors present: Harold Kelly, Myrna Abramowicz, Guy Kay, Dave Finigan, and Tony Norris.  
Staff present: John Woodbury, Chris Cahill, Chris Apallas, and Melissa Gray.

2. Public Comment

Carol Kunze on behalf of Tuleyome made clarifications on supporting Congressman Thompson's legislation creating the Blue Ridge-Berryessa Natural Conservation Area.

Brad Wagenknecht welcomed John Woodbury back to work.

3. Set Matters

None.

4. Administrative Items

- a. Consideration and potential approval of Minutes of the Board of Directors regular meeting of July 9, 2012.

Minutes were approved as presented.  
GK-HK-MA-DF-TN

- b. Consideration of and potential authorization for Board President to sign an agreement with the City of Napa, concerning District management of public recreational access to City-owned lands surrounding Lake Hennessey.  
Chris Cahill gave the report. (Director Finigan excused himself from this item and left the room.)

Director Harold Kelly made a motion of non-support because he felt the agreement was one-sided and placed unfair conditions on the District.  
No second  
Motion did not pass.

Directors voted to authorize the Board President to sign the Lake Hennessey lease and operations agreement with the City of Napa.

MA-GK-TN-HK-DF

N A

Motion passed 3-1

- c. Update on the operation and management of Bothe-Napa Valley Park and the Bale Grist Mill Historic Park (oral report).  
John Woodbury gave the report stating that the Pool opened July 28<sup>th</sup> and the campground has been full.  
Director Myrna Abramowicz reported on Bothe-Napa Valley Park fundraising efforts stating that the District has received over \$270,000.00 dollars in donations and pledges.
- d. Update on State Parks surplus funds and discussion of possible District advocacy, including approval for the Board President to draft and distribute letters on District letterhead, in support of the dedication of a portion of the discovered State monies to projects and/or the maintenance and operation of Bothe-Napa Valley Park and Bale Grist Mill Historic Park.  
Director s voted to authorize the Board President and Vice-President to draft and distribute letters and take other appropriate actions advocating for the dedication of a portion of the discovered State monies to projects, maintenance, and/or operation of Bothe-Napa Valley Park and Bale Grist Mill Historic Park, and speak to the Board of Supervisors to request to have a joint process to advocate for these funds.  
DF-Gk-MA-HK-TN
- e. Consideration and potential approval of an amendment to Agreement 10-12 with Delta Consulting to increase the total not-to-exceed amount to \$21,979 for engineering and design work at Moore Creek Park.  
Directors voted to approve an amendment to Agreement No. 10-12 to increase the total not-to-exceed amount to\$21,979.  
DF-GK-HK-MA-TN
- f. Consideration of and potential authorization for Board President to sign a five year termed grant agreement with the County of Napa, covering fiscal years 2012-13 to 2016-17.  
Directors voted to authorize the Board President to sign a grant agreement with the County of Napa covering fiscal years 2012-13, 2013-14, 2014-15, 2015-16, and 2016-17.  
DF-MA-HK-GK-TN
- g. Consideration of and potential approval of amendments to District By-laws, allowing the Board President to temporarily delegate certain responsibilities of the General Manager to other staff members in the event of the General Manager's temporary absence or incapacity and making additional, minor, formatting amendments.  
Directors voted to correct minor typographical errors and amend resulting paragraph II.C of the District By-Laws in order to allow the President, in case of the absence of the General Manager, to designate an alternate District staff member to exercise those functions contained in III.A.  
DF- MA-MA-HK-TN

- h. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff and standing approval of ongoing expenses at Bothe-Napa Valley Park. Directors authorized the General Manager to pay ongoing expenses for utilities and service agreements at Bothe-Napa Valley State Park. DF-HK-MA-GK-TN
- i. Review of the District Projects Status Report. Chris Cahill gave the report with discussion on the proposed ridge trail realignment, Camp Berryessa, Lake Hennessey, Moore Creek, Oat Hill Mine trail, and Bothe-Napa Valley State Park.

5. Announcements by Board and Staff

- Dave Finigan reminded the Board and staff of the NCRPOSD Annual Report coming up
- Directors announced the Annual Bale Grist Mill Harvest dinner is Sept 15, 2012
- Directors announced the August 21, 2012 Harvest kickoff party sponsored by the vintners for State Parks at Bale Grist mill
- Myrna Abramowicz announced that the email News clips are very useful.
- Myrna Abramowicz publically congratulated Congressman Mike Thompson who was honored as Americas Great Outdoor Champion by the Wilderness Society
- Tony Norris announced that Jenelle Neeland is the new Interim California State Park Director

6. Agenda Planning

7. Adjournment

Adjourned to the regular Park and Open Space meeting of Monday, September 10, 2012.

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TONY NORRIS, Board President

ATTEST:

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MELISSA GRAY, District Secretary

Key

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

The maker of the motion and second are reflected respectively in the order of the recorded vote.

Notations under vote: N = No; A = Abstain; X = Excused



A Tradition of Stewardship  
A Commitment to Service

**Auditor-Controller**

1195 Third Street · Room B10  
Napa, CA 94559  
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**Tracy A. Schulze**  
Auditor-Controller

Date: September 4, 2012

To: District Members  
Napa County Regional Park and Open Space District

From: Tracy A. Schulze  
Auditor-Controller

Subject: Financial Information for Year Ending 6/30/12

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Attached is the pre-audited financial report for the year ending 3/31/12.

Page 1 of the report is the Balance Sheet, which outlines the District's Assets, Liabilities and Fund Balance.

- The cash balance as of June 30, 2012 was \$345,307
- The District has receivables of \$271,101 which consists of the following:
  - State – Natural Resources Grant      \$246,564
  - State – Coastal Conservancy Grant    \$ 24,537
- The District owns capital assets, valued at \$7,219,188 (net depreciation) consisting of mostly land.
- Fund balance, not including investments in capital assets, is broken out by the following:
  - Moore Creek (remaining County grant from FY 10-11)      \$166,133
  - Camp Berryessa (Mead Foundation from FY 10-11)      \$ 50,000
  - State Parks (donations)      \$162,499
  - Available fund balance for Parks operations      \$138,419

Page 2 of the report is the summary revenue and expense statement for the fiscal year, showing amounts for both budget and actuals, resulting in a net surplus of \$87,757.

Pages 3 – 12 provide a breakdown of revenues and expenses by each District Division.

My presentation will include walking through this packet as well as an update on the annual audit which began August 20<sup>th</sup>. I will be available to answer any questions you may have at the meeting.

Napa County Regional Parks and Open Space District  
 Trial Balance as of June 30, 2012

**PRE-AUDIT**

<b>Assets</b>		
Cash	\$ 345,307	
Accounts Receivable	271,101	
Total Current Assets	<u>          </u>	\$ 616,408
Land	6,792,319	
Buildings and Improvements	456,356	
Less: Accumulated Depreciation	(29,487)	
Total Capital Assets	<u>          </u>	7,219,188
Total Assets		<u><u>\$ 7,835,596</u></u>
 <b>Liabilities</b>		
Accounts Payable	\$ 45,948	
Deferred Revenue	43,409	
Total Liabilities	<u>          </u>	\$ 89,357
 <b>Fund Balance</b>		
Invested in Capital Assets	7,219,188	
Committed to Moore Creek	166,133	
Committed to Camp Berryess	50,000	
Committed to State Parks	162,499	
Available (Unassigned)	148,419	
Total Fund Balance	<u>          </u>	7,746,239
Total Liabilities and Fund Balance		<u><u>\$ 7,835,596</u></u>

**NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT**  
**Financial Statements**  
**For the Year Ended 6/30/12**

**PRE-AUDIT**

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
<b>Revenues</b>						
Interest	\$ -	\$ -	\$ -	\$ 1,315	\$ (1,315)	n/a
Land Lease	-	5,000	5,000	5,000	-	100.00%
Rents/Concessions	-	181,421	181,421	86,460	(94,961)	47.66%
State Agriculture	-	12,250	12,250	-	(12,250)	0.00%
State Coastal Conservancy	1,550,000	(1,366,453)	183,547	106,095	(77,452)	57.80%
County of Napa	596,174	(15,002)	581,172	322,324	(258,848)	55.46%
Other Grants	1,161,000	(197,865)	963,135	923,470	(39,665)	95.88%
Donations	28,000	72,000	100,000	117,377	17,377	117.38%
<b>Total Revenues</b>	<b>\$ 3,335,174</b>	<b>\$ (1,308,649)</b>	<b>\$ 2,026,525</b>	<b>\$ 1,562,041</b>	<b>\$ (467,114)</b>	<b>77.08%</b>
<b>Expenditures</b>						
Insurance	4,500	4,062	8,562	4,884	3,678	57.04%
Maintenance and Repair	9,500	4,250	13,750	42,374	(28,624)	308.17%
Garbage Services	-	-	-	2,834	(2,834)	n/a
Memberships	1,500	-	1,500	1,500	-	100.00%
Office Expense	1,000	450	1,450	1,619	(169)	0.00%
Legal Services	12,000	13,500	25,500	18,429	7,071	72.27%
Audit and Accounting Services	10,000	6,708	16,708	8,594	8,114	51.44%
Maintenance Agreements	2,422,874	(1,274,321)	1,148,553	929,779	218,774	80.95%
Other Professional Services	490,000	(284,527)	205,473	125,411	80,062	61.04%
Administration	303,000	8,615	311,615	301,621	9,994	96.79%
Other Departmental Expenses	74,000	21,250	95,250	21,972	73,278	n/a
Transportation & Travel	2,800	4,250	7,050	1,835	5,215	26.03%
Utilities	500	9,700	10,200	4,305	5,895	42.21%
Taxes and Assessments	3,500	-	3,500	-	3,500	0.00%
Depreciation	-	-	-	9,127	(9,127)	n/a
<b>Total Expenditures</b>	<b>\$ 3,335,174</b>	<b>\$ (1,486,063)</b>	<b>\$ 1,849,111</b>	<b>\$ 1,474,284</b>	<b>\$ 374,827</b>	<b>79.73%</b>

	Budget	YTD
Beginning Fund Balance as of 7/1/11	\$ 439,294	\$ 439,294
Less: Surplus/(Deficit)	177,414	87,757
Projected Ending Fund Balance 6/30/10	<u>\$ 616,708</u>	<u>\$ 527,051</u>

Cash Balance as of June 30, 2012	\$ 345,307
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**RECONCILIATION OF CASH AND FUND BALANCE**

Cash Balance as of June 30, 2012	\$ 345,307
Add: Accounts Receivable (\$ not yet received)	\$ 271,101
Less: Accounts Payable (\$ not yet spent)	\$ (45,948)
Fund Balance as of June 30, 2010	<u>\$ 570,460</u>

**RECONCILIATION OF CAPITAL ASSETS**

Land	\$ 6,792,319.00
Structures & Improvements	456,356
Less: Depreciation on Structures	(29,487.00)
Total Capital Assets	<u>\$ 7,219,188.00</u>



**NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT**  
**Financial Statements - General Operations**  
**For the Year Ended 6/30/12**

**PRE-AUDIT**

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
<b>Revenues</b>						
Interest	\$ -	\$ -	\$ -	\$ 1,242	\$ 1,242	n/a
County of Napa	260,900	800	261,700	243,560	(18,140)	93.07%
<b>Total Revenues</b>	<b>\$ 260,900</b>	<b>\$ 800</b>	<b>\$ 261,700</b>	<b>\$ 244,802</b>	<b>\$ (16,898)</b>	<b>93.54%</b>
<b>Expenditures</b>						
Insurance	\$ 3,000	\$ -	\$ 3,000	\$ 1,425	\$ 1,575	47.50% <sup>1</sup>
Memberships	1,500	-	1,500	1,500	-	100.00%
Office Expense	1,000	-	1,000	906	94	90.60%
Legal Expense	12,000	11,000	23,000	18,429	4,571	80.13%
Audit and Accounting Services	10,000	4,208	14,208	8,594	5,614	60.49% <sup>2</sup>
Other Professional Services	8,000	6,000	14,000	10,503	3,497	n/a
Administration	175,400	(43,500)	131,900	199,583	(67,683)	151.31% <sup>3</sup>
Other Departmental Expenses	50,000	20,500	70,500	1,453	69,047	2.06%
Transportation & Travel	-	3,000	3,000	1,167	1,833	38.90% <sup>4</sup>
<b>Total Expenditures</b>	<b>\$ 260,900</b>	<b>\$ 1,208</b>	<b>\$ 262,108</b>	<b>\$ 243,560</b>	<b>\$ 18,548</b>	<b>92.92%</b>

	Budget	YTD
Beginning Fund Balance as of 7/1/11	\$ 95,334	\$ 95,334
Less: Surplus/(Deficit)	(408)	1,242
Projected Ending Fund Balance 6/30/12	<u>\$ 94,926</u>	<u>\$ 96,576</u>

Notes:

- 1 Insurance premium came in lower than expected
- 2 Costs expected to increase due to expanded operations, but County and External Audit costs remained the same
- 3 Administration costs were anticipated to be reallocated to separate departments, but proved to be impractical
- 4 Staff did not travel as much as anticipated

**NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT**  
**Financial Statements - Moore Creek**  
**For the Year Ended 6/30/12**

**PRE-AUDIT**

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
<b>Revenues</b>						
Rents/Concessions	-	11,600	11,600	11,655	55	100.47%
County of Napa	175,000	-	175,000	-	(175,000)	0.00%
Donations	-	-	-	200	200	n/a
<b>Total Revenues</b>	<b>\$ 175,000</b>	<b>\$ 11,600</b>	<b>\$ 186,600</b>	<b>\$ 11,855</b>	<b>\$ (174,745)</b>	<b>6.35%</b>
<b>Expenditures</b>						
Insurance	\$ 1,500	\$ -	\$ 1,500	\$ 1,476	\$ 24	98.40%
Maintenance and Repair	5,500	-	5,500	34,939	(29,439)	635.25%
Maintenance Agreements (Contracts)	95,000	24,721	119,721	19,306	100,415	16.13%
Other Professional Services	50,000	(10,000)	40,000	18,563	21,437	46.41%
Administration	22,000	(4,000)	18,000	18,799	(799)	104.44%
Transportation & Travel	500	-	500	70	430	14.00%
Utilities-PG&E	500	1,000	1,500	1,832	(332)	122.13%
Utilities - Internet Connection	-	1,000	1,000	919	81	91.90%
Depreciation	-	-	-	9,127	(9,127)	n/a
<b>Total Expenditures</b>	<b>\$ 175,000</b>	<b>\$ 12,721</b>	<b>\$ 187,721</b>	<b>\$ 105,031</b>	<b>\$ 82,690</b>	<b>55.95%</b>

1

2

	Budget	YTD
Beginning Fund Balance as of 7/1/11	\$ 298,342	\$ 298,342
Less: Surplus/(Deficit)	(1,121)	(93,176)
Projected Ending Fund Balance 6/30/12	<u>\$ 297,221</u>	<u>\$ 205,166</u>

Notes:

- 1 Budget assumed County grant would be used, instead carryover from prior year County grant was used. Balance = \$116,132.66
- 2 Several big projects delayed due to delays in getting permits

**NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT**  
**Financial Statements - Oat Hill Mine Trail**  
**For the Year Ended 6/30/12**

**PRE-AUDIT**

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
<b>Revenues</b>						
County of Napa	39,824	(37,624)	2,200	1,904	(296)	86.55%
Donations	-	-	-	344	344	n/a
<b>Total Revenues</b>	<b>\$ 39,824</b>	<b>\$ (37,624)</b>	<b>\$ 2,200</b>	<b>\$ 2,248</b>	<b>\$ 48</b>	<b>102.18%</b>
<b>Expenditures</b>						
Maintenance Agreements (Contracts)	30,124	(30,092)	32	31	1	96.88%
Other Professional Services	4,000	(2,000)	2,000	1,184	816	59.20%
Administration	5,500	(5,500)	-	689	(689)	n/a
Transportation & Travel	200	-	200	-	200	0.00%
<b>Total Expenditures</b>	<b>\$ 39,824</b>	<b>\$ (37,592)</b>	<b>\$ 2,232</b>	<b>\$ 1,904</b>	<b>\$ 328</b>	<b>85.30%</b>

	Budget	YTD
Beginning Fund Balance as of 7/1/11	\$ (1)	\$ (1)
Less: Surplus/(Deficit)	(32)	344
Projected Ending Fund Balance 6/30/12	<u>\$ (33)</u>	<u>\$ 343</u>

Notes:

- 1 Staging area improvements postponed due to other project priorities

**NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT**  
**Financial Statements - Napa River and Bay Trail**  
**For the Year Ended 6/30/12**

**PRE-AUDIT**

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
<b>Revenues</b>						
County of Napa	16,500	-	16,500	-	(16,500)	0.00%
Other Grants	900,000	63,135	963,135	923,470	(39,665)	95.88%
<b>Total Revenues</b>	<b>\$ 916,500</b>	<b>\$ 63,135</b>	<b>\$ 979,635</b>	<b>\$ 923,470</b>	<b>\$ (56,165)</b>	<b>94.27%</b>
<b>Expenditures</b>						
Maintenance Agreements (Contracts)	846,800	(17,000)	829,800	801,428	28,372	96.58%
Other Professional Services	53,000	70,103	123,103	74,032	49,071	60.14%
Administration	16,500	11,000	27,500	36,040	(8,540)	n/a
Transportation & Travel	200	-	200	122	78	61.00%
<b>Total Expenditures</b>	<b>\$ 916,500</b>	<b>\$ 64,103</b>	<b>\$ 980,603</b>	<b>\$ 911,622</b>	<b>\$ 68,981</b>	<b>92.97%</b>

1

2

	Budget	YTD
Beginning Fund Balance as of 7/1/11	\$ (2,982)	\$ (2,982)
Less: Surplus/(Deficit)	(968)	11,848
Projected Ending Fund Balance 6/30/12	<u>\$ (3,950)</u>	<u>\$ 8,866</u>

Notes:

- 1 County grant replaced with State Resources Agency grant
- 2 Project came in under budget

**NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT**  
**Financial Statements - Camp Berryessa**  
**For the Year Ended 6/30/12**

**PRE-AUDIT**

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
<b>Revenues</b>						
State Coastal Conservancy	1,500,000	(1,325,453)	174,547	86,606	(87,941)	49.62%
County of Napa	44,000	25,000	69,000	32,498	(36,502)	47.10%
Other Grants	50,000	(50,000)	-	-	-	n/a
<b>Total Revenues</b>	<b>\$ 1,594,000</b>	<b>\$ (1,350,453)</b>	<b>\$ 243,547</b>	<b>\$ 119,104</b>	<b>\$ (124,443)</b>	<b>48.90%</b>
<b>Expenditures</b>						
Maintenance Agreements (Contracts)	1,429,250	(1,255,250)	174,000	96,245	77,755	55.31%
Other Professional Services	120,000	(120,000)	-	-	-	n/a
Administration	44,000	25,000	69,000	22,859	46,141	n/a
Transportation & Travel	750	-	750	-	750	0.00%
<b>Total Expenditures</b>	<b>\$ 1,594,000</b>	<b>\$ (1,350,250)</b>	<b>\$ 243,750</b>	<b>\$ 119,104</b>	<b>\$ 124,646</b>	<b>48.86%</b>

1

2

	Budget	YTD
Beginning Fund Balance as of 7/1/11	\$ 50,239	\$ 50,239
Less: Surplus/(Deficit)	(203)	-
Projected Ending Fund Balance 6/30/12	<u>\$ 50,036</u>	<u>\$ 50,239</u>

Notes:

- 1 All grant funds for this project were included in budget in case they were needed, but they weren't.
- 2 construction delayed due to slower permitting from Reclamation

**NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT**  
**Financial Statements - Berryessa Vista**  
**For the Year Ended 6/30/12**

**PRE-AUDIT**

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
<b>Revenues</b>						
County of Napa	2,200	-	2,200	611	(1,589)	27.77%
Donations	-	-	-	-	-	n/a
<b>Total Revenues</b>	<b>\$ 2,200</b>	<b>\$ -</b>	<b>\$ 2,200</b>	<b>\$ 611</b>	<b>\$ (1,589)</b>	<b>27.77%</b>
<b>Expenditures</b>						
Other Professional Services	1,000	-	1,000	505	495	n/a
Administration	1,100	-	1,100	106	994	n/a
Transportation & Travel	100	-	100	-	100	0.00%
<b>Total Expenditures</b>	<b>\$ 2,200</b>	<b>\$ -</b>	<b>\$ 2,200</b>	<b>\$ 611</b>	<b>\$ 1,589</b>	<b>27.77%</b>

	Budget	YTD
Beginning Fund Balance as of 7/1/11	\$ -	\$ -
Less: Surplus/(Deficit)	-	-
Projected Ending Fund Balance 6/30/12	\$ -	\$ -

Notes:

1 No needs arose other than monitoring of the wilderness area

**NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT**  
**Financial Statements - Napa River Ecological Reserve**  
**For the Year Ended 6/30/12**

**PRE-AUDIT**

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
<b>Revenues</b>						
State Agriculture	-	12,250	12,250	-	(12,250)	0.00%
State Coastal Conservancy	50,000	(41,000)	9,000	19,489	10,489	216.54%
County of Napa	5,500	13,824	19,324	18,657	(667)	n/a
<b>Total Revenues</b>	<b>\$ 55,500</b>	<b>\$ (14,926)</b>	<b>\$ 40,574</b>	<b>\$ 38,146</b>	<b>\$ (2,428)</b>	<b>94.02%</b>
<b>Expenditures</b>						
Maintenance and Repair	4,000	-	4,000	1,583	2,417	39.58%
Maintenance Agreements (Contracts)	21,700	(21,700)	-	5,621	(5,621)	n/a
Other Professional Services	10,000	7,250	17,250	13,820	3,430	80.12%
Administration	5,500	-	5,500	3,127	2,373	56.85%
Other Departmental Expenses	14,000	(500)	13,500	13,982	(482)	103.57%
Transportation & Travel	300	-	300	13	287	4.33%
<b>Total Expenditures</b>	<b>\$ 55,500</b>	<b>\$ (14,950)</b>	<b>\$ 40,550</b>	<b>\$ 38,146</b>	<b>\$ 2,404</b>	<b>94.07%</b>

	Budget	YTD
Beginning Fund Balance as of 7/1/11	\$ (1,638)	\$ (1,638)
Less: Surplus/(Deficit)	24	-
Projected Ending Fund Balance 6/30/12	<u>\$ (1,614)</u>	<u>\$ (1,638)</u>

Notes:

1 Less work was needed than budgeted to continue with native plant restoration project

**NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT**  
**Financial Statements - Vine Trail**  
**For the Year Ended 6/30/12**

**PRE-AUDIT**

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
<b>Revenues</b>						
County of Napa	11,000	(7,000)	4,000	1,758	(2,242)	43.95%
Other Grants	211,000	(211,000)	-	-	-	n/a
Donations	28,000	(28,000)	-	-	-	n/a
<b>Total Revenues</b>	<b>\$ 250,000</b>	<b>\$ (246,000)</b>	<b>\$ 4,000</b>	<b>\$ 1,758</b>	<b>\$ (2,242)</b>	<b>43.95%</b>
<b>Expenditures</b>						
Maintenance Agreements (Contracts)	-	-	-	-	-	n/a
Other Professional Services	239,000	(239,000)	-	-	-	n/a
Administration	11,000	(7,000)	4,000	1,758	2,242	n/a
<b>Total Expenditures</b>	<b>\$ 250,000</b>	<b>\$ (246,000)</b>	<b>\$ 4,000</b>	<b>\$ 1,758</b>	<b>\$ 2,242</b>	<b>43.95%</b>

	Budget	YTD
Beginning Fund Balance as of 7/1/11	\$ -	\$ -
Less: Surplus/(Deficit)	-	-
Projected Ending Fund Balance 6/30/12	\$ -	\$ -

Notes:

1 Project cancelled due to inability to reach funding agreement with CAL-Trans



**NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT**  
**Financial Statements - Putah Creek**  
**For the Year Ended 6/30/12**

**PRE-AUDIT**

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
<b>Revenues</b>						
Land Lease	-	5,000	5,000	5,000	-	100.00%
County of Napa	41,250	(10,002)	31,248	23,336	(7,912)	74.68%
<b>Total Revenues</b>	<b>\$ 41,250</b>	<b>\$ (5,002)</b>	<b>\$ 36,248</b>	<b>\$ 28,336</b>	<b>\$ (7,912)</b>	<b>78.17%</b>
<b>Expenditures</b>						
Other Professional Services	5,000	(3,000)	2,000	775	1,225	38.75%
Administration	22,000	(2,000)	20,000	16,243	3,757	n/a
Other Departmental Expenses	10,000	-	10,000	6,220	3,780	n/a
Transportation and Travel	750	-	750	98	652	n/a
Taxes and Assessments	3,500	-	3,500	-	3,500	n/a
<b>Total Expenditures</b>	<b>\$ 41,250</b>	<b>\$ (5,000)</b>	<b>\$ 36,250</b>	<b>\$ 23,336</b>	<b>\$ 12,914</b>	<b>64.38%</b>

	Budget	YTD
Beginning Fund Balance as of 7/1/11	\$ -	\$ -
Less: Surplus/(Deficit)	(2)	5,000
Projected Ending Fund Balance 6/30/12	<u>\$ (2)</u>	<u>\$ 5,000</u>

Notes:

- 1 Most improvements deferred while negotiating agreements with nearby property owners

**NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT**  
**Financial Statements - State Parks**  
**For the Year Ended 6/30/12**

**PRE-AUDIT**

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
<b>Revenues</b>						
Interest	\$ -	\$ -	\$ -	\$ 73	\$ 73	n/a
Rents/Concessions	-	169,821	169,821	74,805	(95,016)	44.05% <sup>1</sup>
Donations	-	100,000	100,000	116,833	16,833	116.83% <sup>2</sup>
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 269,821</b>	<b>\$ 269,821</b>	<b>\$ 191,711</b>	<b>\$ (78,110)</b>	<b>71.05%</b>
<b>Expenditures</b>						
Insurance	\$ -	\$ 4,062	\$ 4,062	\$ 1,983	\$ 2,079	48.82%
Maintenance and Repair	-	4,250	4,250	5,852	(1,602)	137.69%
Garbage Service	-	-	-	2,834	(2,834)	n/a
Office Expense	-	450	450	713	(263)	158.44%
Legal Expense	-	2,500	2,500	-	2,500	0.00%
Audit and Accounting Services	-	2,500	2,500	-	2,500	0.00%
Maintenance Agreements	-	25,000	25,000	7,148	17,852	28.59%
Other Professional Services	-	6,120	6,120	6,029	91	98.51%
Administration	-	34,615	34,615	2,417	32,198	6.98%
Other Departmental Expenses	-	1,250	1,250	317	933	25.36%
Transportation & Travel	-	1,250	1,250	365	885	29.20%
Utilities	-	7,700	7,700	1,554	6,146	20.18%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 89,697</b>	<b>\$ 89,697</b>	<b>\$ 29,212</b>	<b>\$ 60,485</b>	<b>32.57%</b> <sup>3</sup>

	Budget	YTD
Beginning Fund Balance as of 7/1/11	\$ -	\$ -
Less: Surplus/(Deficit)	180,124	162,499
Projected Ending Fund Balance 6/30/12	<u>\$ 180,124</u>	<u>\$ 162,499</u>

Notes:

- 1 Budget assumed half of seasonal revenues would be received prior to June 30th; future budgets will be based on actual experience
- 2 Due to the awesome work of the Commission and wonderful Donors
- 3 Improvements delayed pending issuance of permits from State



Napa County Regional Park  
and Open Space District

## STAFF REPORT

Date: September 10, 2012  
Agenda Item: 4.D  
Subject: Authorization for General Manager to enter into three year agreement with TelePacific Communications for phone and internet service at Bothe-Napa Valley State Park with a total value of approximately \$13,158

### Recommendation

Authorize General Manager to enter into three year agreement with TelePacific Communications to provide telephone and internet service to Bothe-Napa Valley State Park

### Background

When the District took over management of Bothe-Napa Valley State Park on April 1, 2012, it inherited the Department of Parks and Recreation's agreement for phone service provided by ATT and internet service provided by Comcast.

The current internet service is very unreliable and slow, because it relies on a wireless connection between one of the houses fronting Highway 29 and the Visitor Center. In the summer, the internet connection is regularly down on hot afternoons. The phone service is likewise unreliable, with considerable static on the line in the winter when the wires get wet. In addition, long-distance calls incur extra charges; as a result, standard practice at the park has been to minimize long-distance calls, which limits the ability of staff to fully serve members of the public wishing to get information about the park.

Staff recommends replacing these services with a package service provided by TelePacific Communications. The overall cost should be roughly equivalent to the combined cost of ATT and Comcast service, and includes 2,000 minutes of free long-distance service each month (more than enough to cover our usage). Most importantly, it should not suffer from the interruptions and slow speed of the current service; as part of the package, the communication wires to the park will be upgraded to accommodate T-1 service. Another reason to consider a new service is existing wireless communication equipment is located in the Wright house fronting on Highway 29. The District is in the process of repairing this house and expects to have it ready to rent out in a few months time, but before it can be rented the communications equipment will need to be removed. Switching to TelePacific will eliminate the need to incur several thousand dollars in expenses to relocate this equipment. The downside of the proposed package service is that it requires a three-year contract, with hefty penalties for early termination.

This proposal has been developed in consultation with the County's communications expert as well as a communications consultant who has volunteered his time to help the District.



Napa County Regional Park  
and Open Space District

## STAFF REPORT

Date: September 10, 2012  
Item: 4.E  
Subject: Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff

### Recommendation

Receive the report, and give direction to staff on the desired content and format of future reports.

### 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.

In the past, each month staff prepared a special accounting of those expenditures which required reporting to the Board. As District finances have gotten more complex, the time involved in preparing this special report has increased substantially, and with this the potential for errors in reporting has also increased.

Staff therefore is proposing an alternate reporting format, which is used for this month's report. Attached is the General Ledger for each department, showing all expenditures by department and account. It uses a lot more paper, and is a little more difficult to review in that it includes expenses that were previously approved through specific contracts, as well as recurring expenses that have been exempted by the Board from monthly reporting. However, the report can be generated automatically, saving staff time and reducing the potential for inadvertent omissions. The Board may also find it useful to see the additional detail in order to have a full understanding of where financial resources are allocated.

The top section of the report lists the Department: these include Parks Administration (what we have called the General Fund), and each of the eight parks and trails we are involved with. Within each Department, expenses are categorized by Account (eg, professional services, office supplies, etc).

In addition to the expenditures noted in the General Ledger, the General Manager has also taken the following actions which require reporting to the Board:

- The General Manager on August 28, 2012 signed an engagement letter with the Napa County Auditor-Controller's Office to perform an audit of cash handling procedures at Bothe-Napa Valley State Park, for an amount not to exceed \$1,500.
- The General Manager approved a contract with Brent Harris Engineering for \$9,375 to construct just under one mile of the Valentine-Vista Trail (southern segment)

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

GENERAL LEDGER DETAIL TRANSACTIONS - TRUST  
 For Fiscal Year 2013  
 Period 1 to 2

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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Debit	Credit	Balance
Account	52490		- Other Professional Services							
	08/23/2012	AP00232083	PARK070113 CJ YIP 7/12	7/12 SERVICES	00849982	23180	CJYIPASSOC	2,137.16	0.00	
Total For	52490		- Other Professional Services					2,137.16	0.00	
								Beginning Balance:		0.00
								Total Activity:		2,137.16
								Ending Balance:		2,137.16
Account	53100		- Office Supplies							
	08/08/2012	AP00231522	Chino-key (bulletin brd)	Reimbursement	J 00847705	23180	CJYIPASSOC	6.86	0.00	
	08/28/2012	AP00232232	Woodbury-web serv Jul/Aug	Reimbursement	o 00850488	19796	WOODBURY,J	170.00	0.00	
Total For	53100		- Office Supplies					176.86	0.00	
								Beginning Balance:		0.00
								Total Activity:		176.86
								Ending Balance:		176.86
TOTAL EXPENSE								2,314.02	0.00	2,314.02

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

GENERAL LEDGER DETAIL TRANSACTIONS - TRUST  
 For Fiscal Year 2013  
 Period 1 to 2

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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Debit	Credit	Balance
Account	52490		- Other Professional Services							
	08/23/2012	AP00232083	PARK070113 CJ YIP 7/12	7/12 SERVICES	00849982	23180	CJYIPASSOC	1,873.26	0.00	
Total For	52490		- Other Professional Services					1,873.26	0.00	
								Beginning Balance:		0.00
								Total Activity:		1,873.26
								Ending Balance:		1,873.26
Account	52505		- Maintenance-Buildings/Improvem							
	08/03/2012	AP00231385	United Site-extra service ca	Customer #	CAN-0 00846883	20925	UNITEDSITE	49.84	0.00	
	08/03/2012	AP00231385	United Site-extra service ca	Customer #	CAN-0 00846885	20925	UNITEDSITE	49.84	0.00	
	08/03/2012	AP00231385	Hughes Net-July	Acct #	DSS883602 00846889	17372	HUGHESNETW	76.56	0.00	
	08/03/2012	AP00231385	United Site-July 2012	Customer #	CAN-0 00846891	20925	UNITEDSITE	142.32	0.00	
	08/08/2012	AP00231522	United Site-August 2012	Customer #	CAN-0 00847702	20925	UNITEDSITE	142.32	0.00	
	08/08/2012	AP00231522	C. Yip - Volunteer weekend		00847705			328.70	0.00	
	08/21/2012	AP00231994	Napa County - Property Taxes	Assessment #	860 00849432	6100	NAPACO-TRE	435.94	0.00	
	08/21/2012	AP00231994	Hughes Network-8/12-9/12	Acct #	DSS883602 00849434	17372	HUGHESNETW	76.56	0.00	
	08/28/2012	AP00232232	Woodbury-Gatehouse door		00850488			246.23	0.00	
Total For	52505		- Maintenance-Buildings/Improvem					1,548.31	0.00	
								Beginning Balance:		0.00
								Total Activity:		1,548.31
								Ending Balance:		1,548.31
Account	52700		- Insurance - Liability							

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

GENERAL LEDGER DETAIL TRANSACTIONS - TRUST  
 For Fiscal Year 2013  
 Period 1 to 2

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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Debit	Credit	Balance
Account	52700		- Insurance - Liability							
	07/20/2012	AP00230933	ALLIANT - INS FOR MOORE CRK POLICY PBOILER100845730			36310	ALLIANTINS	733.00	0.00	
Total For	52700		- Insurance - Liability					733.00	0.00	
								Beginning Balance:		0.00
								Total Activity:		733.00
								Ending Balance:		733.00
Account	52905		- Business Travel/Mileage							
	08/29/2012	AP00232308	Woodbury- Aug transportationReimbursement P00850714			19796	WOODBURY,J	56.61	0.00	
Total For	52905		- Business Travel/Mileage					56.61	0.00	
								Beginning Balance:		0.00
								Total Activity:		56.61
								Ending Balance:		56.61
Account	53205		- Utilities - Electric							
	08/08/2012	AP00231522	PG&E-July	Acct #00997592400847700		945	PAC-GAS-00	231.58	0.00	
Total For	53205		- Utilities - Electric					231.58	0.00	
								Beginning Balance:		0.00
								Total Activity:		231.58
								Ending Balance:		231.58
Account	53345		- Construction Supplies/Material							



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

GENERAL LEDGER DETAIL TRANSACTIONS - TRUST  
 For Fiscal Year 2013  
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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Debit	Credit	Balance
08/16/2012	0000231860	EM Permit #E12-00480					1,148.19	0.00	
Total For 53345 - Construction Supplies/Material							1,148.19	0.00	
Beginning Balance:									0.00
Total Activity:									1,148.19
Ending Balance:									1,148.19
TOTAL EXPENSE							5,590.95	0.00	5,590.95

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

GENERAL LEDGER DETAIL TRANSACTIONS - TRUST  
 For Fiscal Year 2013  
 Period 1 to 2

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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Debit	Credit	Balance
Account	52490		- Other Professional Services							
	08/23/2012	AP00232083	PARK070113 CJ YIP 7/12	7/12 SERVICES	00849982	23180	CJYIPASSOC	239.43	0.00	
Total For	52490		- Other Professional Services					239.43	0.00	
								Beginning Balance:		0.00
								Total Activity:		239.43
								Ending Balance:		239.43
TOTAL EXPENSE								239.43	0.00	239.43

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

GENERAL LEDGER DETAIL TRANSACTIONS - TRUST  
 For Fiscal Year 2013  
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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Debit	Credit	Balance
Account	52490		- Other Professional Services							
	08/23/2012	AP00232083	PARK070113 CJ YIP 7/12	7/12 SERVICES	00849982	23180	CJYIPASSOC	313.32	0.00	
Total For	52490		- Other Professional Services					313.32	0.00	
								Beginning Balance:		0.00
								Total Activity:		313.32
								Ending Balance:		313.32
<b>TOTAL EXPENSE</b>								313.32	0.00	313.32

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

GENERAL LEDGER DETAIL TRANSACTIONS - TRUST  
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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Debit	Credit	Balance
Account	52490		- Other Professional Services							
	08/23/2012	AP00232083	PARK111513 PSOMAS 7/12	PROJ 6NAP010100	00849978	33202	PSOMAS-001	7,139.50	0.00	
Total For	52490		- Other Professional Services					7,139.50	0.00	
								Beginning Balance:		0.00
								Total Activity:		7,139.50
								Ending Balance:		7,139.50
TOTAL EXPENSE								7,139.50	0.00	7,139.50

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

GENERAL LEDGER DETAIL TRANSACTIONS - TRUST  
 For Fiscal Year 2013  
 Period 1 to 2

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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Debit	Credit	Balance	
Account	52490		- Other Professional Services								
08/23/2012		AP00232083	PARK070113 CJ YIP 7/12	7/12 SERVICES	00849982	23180	CJYIPASSOC	1,098.26	0.00		
Total For 52490 - Other Professional Services								1,098.26	0.00		
										Beginning Balance:	0.00
										Total Activity:	1,098.26
										Ending Balance:	1,098.26
Account	52505		- Maintenance-Buildings/Improvem								
08/03/2012		AP00231385	United Site-July 2012	Customer #	CAN-0 00846874	20925	UNITEDSITE	321.44	0.00		
08/03/2012		AP00231385	United Site-Aug 2012	Customer #	CAN-0 00846878	20925	UNITEDSITE	321.44	0.00		
08/14/2012		AP00231737	Upper Vly Disp-July 2012	Acct #	01-48644 00848309	19694	UPPERVALLE	103.02	0.00		
08/23/2012		AP00232083	PARK081213 OPTIONS3 7/12	7/12 SERVICES	00849976	24404	OPTIONS3-0	1,135.00	0.00		
Total For 52505 - Maintenance-Buildings/Improvem								1,880.90	0.00		
										Beginning Balance:	0.00
										Total Activity:	1,880.90
										Ending Balance:	1,880.90
TOTAL EXPENSE								2,979.16	0.00	2,979.16	

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

GENERAL LEDGER DETAIL TRANSACTIONS - TRUST  
 For Fiscal Year 2013  
 Period 1 to 2

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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Debit	Credit	Balance
Account	52490		- Other Professional Services							
	08/23/2012	AP00232083	PARK070113 CJ YIP 7/12	7/12 SERVICES	00849982	23180	CJYIPASSOC	679.34	0.00	
Total For	52490		- Other Professional Services					679.34	0.00	
								Beginning Balance:		0.00
								Total Activity:		679.34
								Ending Balance:		679.34
Account	53600		- Special Departmental Expense							
	08/08/2012	AP00231522	C. Yip- Re-key SV shed		00847705			21.79	0.00	
Total For	53600		- Special Departmental Expense					21.79	0.00	
								Beginning Balance:		0.00
								Total Activity:		21.79
								Ending Balance:		21.79
TOTAL EXPENSE								701.13	0.00	701.13

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

GENERAL LEDGER DETAIL TRANSACTIONS - TRUST  
 For Fiscal Year 2013  
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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Debit	Credit	Balance
Account	52100	-	Administration Services							
07/13/2012	AP00230489	CA STATE PRKS FY13 DEPOSIT	DEP TO CONTINGE	00844971	30336	CAST-PARKS	10,400.00	0.00		
Total For	52100	-	Administration Services				10,400.00	0.00		
							Beginning Balance:			0.00
							Total Activity:			10,400.00
							Ending Balance:			10,400.00
Account	52490	-	Other Professional Services							
08/14/2012	AP00231737	ATP-July Alarm Monitor fees	Inv #3481-Bothe	00848298	33928	ADVANTAGET	40.00	0.00		
08/23/2012	AP00232083	PARK1206-13 MARIONI 7/12	7/12 SERVICES	00849975	33711	MARIONI,JE	973.75	0.00		
08/29/2012	AP00232308	Advantage - Monitor Fee	Bothe State Par	00850699	33928	ADVANTAGET	40.00	0.00		
Total For	52490	-	Other Professional Services				1,053.75	0.00		
							Beginning Balance:			0.00
							Total Activity:			1,053.75
							Ending Balance:			1,053.75
Account	52505	-	Maintenance-Buildings/Improvem							
07/26/2012	0000231175	Bothe Pool Permit fees					206.00	0.00		
08/03/2012	AP00231385	C. Cahill-concrete (Bothe)	Reimbursement-S	00846852	24717	CAHILL,CHR	21.00	0.00		
08/03/2012	AP00231385	Montelli - Septic Tank 7/3/12	Invoice #7086	00846855	10253	MONTELLICO	1,785.00	0.00		
08/03/2012	AP00231385	Montelli-Septic tank-7/5/12	Invoice #7087-J	00846857	10253	MONTELLICO	2,082.50	0.00		
08/03/2012	AP00231385	Montelli-Septic tank 7/6/12	Inv #7089-Job d	00846860	10253	MONTELLICO	892.50	0.00		

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

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Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Debit	Credit	Balance
Account 52505 - Maintenance-Buildings/Improvem									
08/03/2012	AP00231385	Johnny - portable restroom	Inv #48874E-Bot	00846862	27875	JOHNNYONTH	107.75	0.00	
08/03/2012	AP00231385	Diamond Water-Bothe pool	Inv #19645-Both	00846864	25498	DIAMONDQUA	808.76	0.00	
08/03/2012	AP00231385	S. Jones-Cons Electric	Reimbursement f	00846871	33857	JONES,SAND	145.58	0.00	
08/03/2012	AP00231385	S. Jones-Cons Electric	Reimbursement f	00846871	33857	JONES,SAND	591.05	0.00	
08/08/2012	AP00231522	Johnny-port restroom rental	Inv #49238E	00847696	27875	JOHNNYONTH	51.95	0.00	
08/08/2012	AP00231522	Upper Vly Disp-July 2012	Bothe State Par	00847698	19694	UPPERVALLE	909.24	0.00	
08/14/2012	AP00231737	Fred Hare-Bothe Pool	Bothe State Par	00848305	33947	FREDHAREAQ	300.00	0.00	
08/14/2012	AP00231737	S. Jones-Sand reimbursement	Reimbursement-B	00848312	33857	JONES,SAND	25.05	0.00	
08/14/2012	AP00231737	S. Jones- CED expense	Reimbursement-B	00848312	33857	JONES,SAND	113.23	0.00	
08/14/2012	AP00231737	Steve Hardware-septic tank c	Const #4826 - Se	00848313	1222	STEVESHARD	90.43	0.00	
08/14/2012	AP00231737	Steves Hardware-keys	Cust #4826 - ke	00848314	1222	STEVESHARD	5.37	0.00	
08/21/2012	AP00231994	Diamond Water-Bothe Pool	Bothe State Par	00849427	25498	DIAMONDQUA	1,848.58	0.00	
08/21/2012	AP00231994	Comcast-Bothe (July & August)	Acct #815530048	00849430	11443	COMCAST-00	219.73	0.00	
08/28/2012	AP00232232	S. Jones- hose & tip kit	Reimbursement f	00850345	33857	JONES,SAND	93.17	0.00	
08/28/2012	AP00232232	Central Valley	Customer #NAPAC	00850367	219	CENTRALVAL	118.00	0.00	
08/28/2012	AP00232232	Central Valley	Customer #NAPAC	00850369	219	CENTRALVAL	5.11	0.00	
08/28/2012	AP00232232	Central Valley	Customer #NAPAC	00850371	219	CENTRALVAL	31.23	0.00	
08/28/2012	AP00232232	Central Valley	Customer #NAPA	00850375	219	CENTRALVAL	26.89	0.00	
08/28/2012	AP00232232	Central Valley	Customer #NAPA	00850379	219	CENTRALVAL	10.43	0.00	
08/28/2012	AP00232232	Central Valley	Customer #NAPA	00850383	219	CENTRALVAL	84.49	0.00	
08/28/2012	AP00232232	Central Valley	Customer #NAPA	00850386	219	CENTRALVAL	2.39	0.00	
08/28/2012	AP00232232	Central Valley	Customer #NAPA	00850387	219	CENTRALVAL	510.02	0.00	
08/28/2012	AP00232232	Central Valley	Customer #NAPA	00850392	219	CENTRALVAL	15.60	0.00	



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Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Debit	Credit	Balance
Account 52505 - Maintenance-Buildings/Improvem									
08/28/2012	AP00232232	Central Valley	Customer #NAPA	00850461	219	CENTRALVAL	6.14	0.00	
08/28/2012	AP00232232	Central Valley	Customer #NAPA	00850466	219	CENTRALVAL	13.02	0.00	
08/28/2012	AP00232232	Central Valley	Customer #NAPA	00850469	219	CENTRALVAL	77.38	0.00	
08/28/2012	AP00232232	Central Valley	Customer #NAPA	00850472	219	CENTRALVAL	8.06	0.00	
08/28/2012	AP00232232	Central Valley	Customer #NAPA	00850477	219	CENTRALVAL	17.23	0.00	
08/28/2012	AP00232232	Central Valley	Customer #NAPA	00850481	219	CENTRALVAL	26.32	0.00	
08/28/2012	AP00232232	Woodbury-SP Expenses		00850488			890.92	0.00	
08/29/2012	AP00232308	K. Mays - Bothe Water Heater	Inv #2013170- B	00850703	26877	KENMAYSPLU	881.57	0.00	
Total For 52505 - Maintenance-Buildings/Improvem							13,021.69	0.00	
							Beginning Balance:		0.00
							Total Activity:		13,021.69
							Ending Balance:		13,021.69
Account 52905 - Business Travel/Mileage									
08/03/2012	AP00231385	S. Jones-Fuel		00846871			142.39	0.00	
08/23/2012	AP00232083	E BARNETT MILEAGE 7/11-26	MILEAGE 7/11-26	00849995	33773	BARNETT,ER	29.97	0.00	
08/28/2012	AP00232232	S. Jones- Chevron fuel expen	se Jones - Stat	00850492	33857	JONES,SAND	197.62	0.00	
Total For 52905 - Business Travel/Mileage							369.98	0.00	
							Beginning Balance:		0.00
							Total Activity:		369.98
							Ending Balance:		369.98
Account 53100 - Office Supplies									

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Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Debit	Credit	Balance
Account	53100		- Office Supplies							
08/29/2012	AP00232308	S. Jones-Cash & Carry	Reimbursement f	00850694	33857	JONES,SAND	215.29	0.00		
Total For	53100		- Office Supplies				215.29	0.00		
							Beginning Balance:			0.00
							Total Activity:			215.29
							Ending Balance:			215.29
Account	53205		- Utilities - Electric							
08/03/2012	AP00231385	PG&E-Rec Hall	Acct #217283182	00846840	945	PAC-GAS-00	56.86	0.00		
08/03/2012	AP00231385	PG&E-Camp fire,restroom	Acct #676540311	00846843	945	PAC-GAS-00	30.84	0.00		
08/03/2012	AP00231385	PG&E-Office,camp group,pool	Acct #186901249	00846847	945	PAC-GAS-00	870.33	0.00		
08/03/2012	AP00231385	PG&E-Bothe	Acct #483140695	00846849	945	PAC-GAS-00	194.26	0.00		
08/21/2012	AP00231994	PG&E-Camp fire, restrm,outdo	Acct #676540311	00849424	945	PAC-GAS-00	29.69	0.00		
08/21/2012	AP00231994	PG&E-Rec Hall	Acct #217283182	00849425	945	PAC-GAS-00	65.84	0.00		
08/28/2012	AP00232232	PG&E-3715 St. Helena Hwy	Acct #536007980	00850351	945	PAC-GAS-00	48.21	0.00		
08/28/2012	AP00232232	PG&E (Res service)	Acct #483140695	00850353	945	PAC-GAS-00	84.95	0.00		
08/28/2012	AP00232232	PG&E-Office,Pool,Camp Grp	Acct #186901249	00850354	945	PAC-GAS-00	793.58	0.00		
Total For	53205		- Utilities - Electric				2,174.56	0.00		
							Beginning Balance:			0.00
							Total Activity:			2,174.56
							Ending Balance:			2,174.56
Account	57100		- Special Items							

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Debit	Credit	Balance
Account	57100	- Special Items							
08/03/2012	AP00231385	S. Jones- tools(jacks)		00846871			285.00	0.00	
08/29/2012	AP00232308	Woodbury-Truck (Bothe)		00850714			2,900.00	0.00	
Total For 57100 - Special Items							3,185.00	0.00	
							Beginning Balance:		0.00
							Total Activity:		3,185.00
							Ending Balance:		3,185.00
TOTAL EXPENSE							30,420.27	0.00	30,420.27
=====									
TOTAL FOR PROGRAM							49,697.78	0.00	49,697.78

Plan of Projects  
Status Report

September 10, 2012

Name of Project	Description	Status
Bay Area Ridge Trail Realignment	Amendment to the proposed alignment of the Bay Area Ridge Trail extend north to the Oat Hill Mine Trail	Ridge Trail Board has approved evaluating the amended alignment. District staff is working with the Ridge Trail and other partners to prepare the evaluation. Sonoma County agency staff have prepared an initial analysis of trail alignments on the Sonoma side of the Napa-Sonoma border. A proposed realignment for the Napa portion of the route has been prepared, has been reviewed by the Ridge Trail staff, and is now undergoing minor changes in response to those comments. <u>Approval of the new alignment is scheduled for consideration by the Ridge Trail Board later this month.</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. Completing transfer of the easement has been temporarily put on hold until staff workload eases.
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.	<p>Phase Two--Green Island Road to Soscol Ferry Road</p> <p>Questa has completed a revised the 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; formal concurrence is now being sought. District staff is continuing to work with SMART to get their formal approval. 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 now reviewing the feasibility of an alternative alignment. DFG, the Bay Trail Project and the Coastal Conservancy are funding the prepaton 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 to resolve questions, and is continuing to meet to address questions about the scope of additional CEQA review. DU has completed their draft review, including cost estimates. 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. <u>Staff is waiting for DFG and DU to complete the supplemental environmental analysis for the trail adjacent to Ponds 9 and 10.</u></p>
Phase Three--Soscol Ferry Road to Napa Pipe		All permits and permissions have been obtained, and construction bid documents are done. Caltrans has determined the project is eligible for federal Transportation Enhancements grant funds, and has approved NEPA review for the project. Staff is now completing Caltrans' extensive paperwork needed to obtain the funds. The goal was to to construct the project May-June 2012, but Caltrans approval was not be ready in time, <u>so the funding commitment has lapsed.</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 Berryess Estates and Pope Canyon.	The District in 2009 applied to BLM for a no-fee transfer of thsi property to the District for the no-fee transfer of this property; while this transfer has received conceptual approval by BLM staff, the formal aproal 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 and the Pope Valley Volunteer Fire Department have added a proposal to construct a fire substation on a corner of the property. A community meeting was held March 2009 to get input from the community. The District has completed the donation to the District of a small, 0.2 acre property that provides critical access to the northeast corner of the property. The District has allowed excess soil from a nearby public project to be disposed of on this property, which saves them money and facilitates the eventual construction of the fire substation; staff is working on a drainage easement to the County to assure the County takes care of the extension of the storm drain under this new fill. CDF crews did extensive fire break work in 2009 through 2011 to protect the residences next to the BLM land.
Berryessa Vista	Planning and stewardship of this 224 acre wilderness park.	Volunteers working with the District have completed detailed GIS mapping showing all existing roads, creek crossings, vista points and potential campsites. Continuing damage by off-road vehicles trespassing on the property was noted. The District sent a letter was sent to all property owners in that area introducing the District, explaining the deed restriction prohibiting off road vehicles, and asking for their cooperation. Since then there has been less observed damage, although the problem is not resolved. No further work is anticipated until Lake Berryessa Trail planning is completed, as that is a key step in gaining overland access to the property. District staff has been meeting with Reclamation, their consultants and interested parties on the trail planning and prioritization.
Blue Ridge/Berryess Peak Trail	Obtain right of way and construct trail to provide public access to extensive federal lands on Blue Ridge and to Berryessa Peak	Obtained donated trail easement from the Ahmann family to close gaps between existing public lands on Blue Ridge. A Negative Declaration and Use Permit hearing was approved December 16, 2009 by the County Planning Commission. An Operations and Management Plan has been approved by the property owner and the District. There have been volunteer trail building work parties have been held numerous times between 2011 and the present. 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. District staff met with Fish and Game on June 15, 2012 to discuss signage at the trailhead on DFG property, and is now preparing proposed signage language for DFG review.

<p>Camp Berryessa Redevelopment of former Boy Scout Camp into a group/environmental education camp.</p>	<p>CEQA and NEPA review is complete, as is the Use Agreement between the District and Reclamation. A grant for \$50,000 to help with construction has been provided by the Mead Foundation, together with a \$1.5 million grant from the State Coastal Conservancy. The contract for preparation of plans and specifications with Psomas was approved by the Board at its October meeting, and <u>Psomas has now completed the 60% drawings, which next will go to Reclamation for their review.</u> A meeting of potential future users was held September 22, 2011. The District has contracted for labor compliance monitoring for the construction work. Efforts to reuse the existing well proved unsuccessful, though water quality tests did demonstrate the groundwater in the area is of acceptable quality. Reclamation has approved drilling a new well to replace the existing non-functioning well, <u>a well drillier has been selected, and he foresees completing the work in September.</u> The camp will likely open in the fall of 2013.</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. <u>A final lease agreement and operations plan has been completed and</u> was approved by the District Board in August 2012. <u>City Council action is expected on September 18th.</u> Trail work is expected to begin in the Spring/Summer of 2013 and public trail access is slated to be available come Fall of 2013.</p>
<p>Moore Creek Open Space Park Development Development of open space park on 673 acres acquired by the District adjacent to City of Napa watershed lands at Lake Hennessey to protect habitat, provide recreational trails, and overnight camping facilities.</p>	<p>All discretionary permits have been obtained, and park improvements are underway. The County road department completed paving of the entryway driveway in November 2012. The design of the new septic system for the ranch house has been approved by the Regional Water Quality Control Board <u>and the County</u>. The eastern boundary survey is complete except for a small amount of flagging; <u>a partial payment to the surveyor has been worked out, since he cannot finish flagging until brush clearance work is completed.</u> Monthly volunteer work parties have performed numerous tasks on the property, including trail repair and construction, fence building, restoration planting, and removal of invasive french broom. In 2012, the ranch house was used by VOCAL for a crew leader training in March, and a Land Trust first aide training in February. <u>Grading permits have been obtained for construction of the South Segment of the Valentine Trail and for improving the staging area. A building permit application for the trailhead restroom has been submitted. A contract for construction of the southern section of the Valentine-Vista trail was awarded in August, and the work is underway. The park is expected to open to the public in the fall of 2012.</u></p>
<p>Napa River Ecological Reserve Restoration Remove invasive plants and restore native vegetation in the entryway meadow, replace damaged signage and information panels, and if feasible install a seasonal bridge</p>	<p>The CCC did mechanical and chemical weed removal and installed an all-weather surface on the trail from the parking area to the river levee, in May and June 2010. Additional invasive weed removal, mapping, and cleanup was done by volunteers on numerous occasions in 2010, 2011 and 2012. The District has used grant funding to bring several thousand students to the site to study ecology of the area and assist with the habitat restoration. Staff met with invasive plant control specialists in June 2011 to evaluate eradication efforts to date and plan next steps. Native plant cuttings gathered from the reserve were propagated and planted by volunteers in Dec 2011 and Jan 2012. Supplemental grant funding for the restoration work was awarded by the County Wildlife Commission in 2011. Both the Coastal Conservancy grant and the Wildlife Commission grant the District received to pay for restoration work have had their deadlines extended until March and June of 2013. This time extension will allow us to continue invasive weed removal. DFG in 2011 agreed to a simplified approval process for field trips. District staff met with DFG on December 8, 2011 to agree on work plans for 2012. Several school field trips have been held since the beginning of the calendar year, and a private contractor was hired in spring 2012 to perform additional invasive plant removal.</p>
<p>Oat Hill Mine Trail Improvements to first 1/2 mile of trail next to Calistoga</p>	<p>The litigation holding up this project has been successfully concluded, meaning the District can now complete repairs to the first 1/2 mile of the trail. Because of the cash flow needs of the Napa River and Bay Trail project, completion of the work on the Oat Hill Mine will be delayed until summer of 2012. 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. District staff has installed new signage disuading hikers from trespassing on neighboring properties as well as signs indicating that the Trail is temporarily closed during hunting season.</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>River to Ridge Trail Lot line adjustment to legalize River to Ridge Trail as constructed (it currently encroaches on private property in two locations)</p>	<p>Deeds accomplishing the adjustment in property boundaries between Syar and the State have been recorded. If the County ends up not being able to purchase Skyline Park, including the area with the River to Ridge Trail, then the County and the state will need to record a new trail alignment easement description.</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 have agreed on an appraisal process for determining the fair market value purchase price. The County has retained an appraiser acceptable to the State, and a draft appraisal is now being reviewed by the County and the State. In late April 2012 the state indicated they were rescinding their offer to sell the park even at the unencumbered estimated value, and were going to prepare their own appraisal. Acquisition efforts are on hold until the State completes its revised appraisal.</p>
<p>Spanish Valley, Crystal Flats, and Stone Corral Planning for 3,400 acres of open space donated by Bob and Evalyn Trinchero</p>	<p>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 on November 13th and again on December 4, 2011 to discuss use of the Crystal Flats and Stone Corral areas. District staff has prepared a draft agreement between the District and the Association, which the Association is now reviewing. A formal Association response is expected in mid-September, following a series of community meetings which they are holding to canvas their membership. The District took full possession of the properties on January 1, 2012. The District is working with a well driller to make the existing well in Spanish Valley functional. The District has contracted for botanical and bird surveys over the course of this year. The Association elected a new Board of Directors in May 2012. Staff completed a preliminary survey of the Spanish Valley access road in late July and, while legal access to the property has been established, it does not appear that the existing road is located within the Spanish Valley Trail easement. This will require discussions with the adjacent property owner, which may push our timeline on to opening Spanish Valley for public use.</p>
<p>State Parks Operate Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park</p>	<p><u>The District with assistance from the Napa Valley State Parks Association took over management of the parks on April 1, 2012.</u> The Park Manager and Assistant Manager have been hired, a part-time community outreach professional is under contract, and seasonal park aides have been hired. Camp hosts are in place. A County permit for the pool was obtained in July and the pool was reopened immediately thereafter. The state is nearly complete with installing 3 yurts, and the District begun site prep in anticipation of installing an additional 7 yurts. <u>Final inspections and occupancy permits for the State yurts are expected in September once fire-safety clearing has been completed. State Fire Marshall permit approval is still being sought for the other 7 yurts.</u> Numerous volunteer projects were held in April (PG&amp;E event improving the Mill, firewood splitting, hazardous tree removal, mowing, pool cleaning, native plant garden maintenance, historic orchard restoration, and lots of trash removal. A volunteer forestry management group has been formed <u>and the District has acquired a boom truck and other equipment in support of their mission.</u> Utility service accounts have been transferred from the state to the District. Work on an improved recycling system is nearly complete. Septic tanks serving the cabins and picnic area had to be pumped in May, and sewer lines were located and cleared of root blockages. Two broken gas lines were fixed. Nearly \$270,000 in gifts, grants and pledges have been obtained to assist with improvements at the parks.</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. District staff met with Solano Land Trust staff on September 7, 2011 to discuss project status and next steps. The District GM, together with the County of Solano EO, in February 2012 each sent letters to the City of Vallejo 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.</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. <u>Approximately \$235,000 in federal Transportation Enhancements fund 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. A new source of funding will need to be obtained.</u></p>

### Completed Projects

Bay/River Trail -- American Canyon to Napa Phase I Phase One--Euclptus Drive to Green Island Road	Construction of approximately 5 miles of Class I bicycle and pedestrian path in the vicinity of American Canyon along the Napa River was completed in April 2012, in partnership with the City of American Canyon, Department of Fish and Game and Napa Vallejo Waste Management Authority. A formal opening ceremony was held June 2, 2012.
Berryessa Vista Acquisition	Purchase of 224 acres from the Land Trust of Napa County for use as a public park completed in early 2008 using State Prop 12 funds.
Connolly Ranch	Construction of patio, restrooms and cooking facilities completed in 2008 using State Prop 12 funds.
Oat Hill Mine Trail	The Oat Hill Mine Trail was formally opened in May of 2008, after a major volunteer work party doing signage installation, brush removal and erosion control.
Historic ROW Analysis	Staff has completed a comprehensive review of historic rights-of-way, and is now focusing attention on those which have greatest potential.
	Study to determine location and status of historic road Rights-of-Way and whether they have value as non-motorized recreational trails
Linda Falls	Conservation easement accepted in spring 2008 from Land Trust of Napa County to provide additional protection for this 39 acre property, which is owned by the land trust
Master Plan Development	The Master Plan for 2008-2013 was approved in January 2009
Master Plan Update	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.
	First scheduled update to the Master Plan adopted in January 2009
Milliken Reservoir Trails and Picnic Area Feasibility Study	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.
	Would construct approximately 3 miles of Bay Area Ridge Trail plus additional feeder and loop trails, along with a staging and picnic area
Moore Creek Open Space Park	Acquisition of 673 acres in the Moore Creek Watershed completed in December 2008.
Napa River Ecological Reserve Improvements	Parking area paved, and rock barrier installed to control vehicular access in 2007. Trash enclosure constructed and entry signs restored by volunteers in 2008. Deteriorated kiosk removed in 2008. The District in July 2008 assumed the County's role in managing the preserve under the joint management agreement with DFG. A new maintenance contract with the non-profit organization Options 3 was started in January 2009. The old deteriorated information kiosk, which had become a serious eyesore, was removed in November 2008.
Napa River Flood Control Easement	Conservation easement accepted by District in 2007 to facilitate Flood District project and grant funding
Newell Preserve Improvements	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.
	Provide on-site water supply for group campground for cattle
River to Ridge Trail Enhancements	Installation of animal silhouettes along the entryway fence illustrating the types of birds and mammals that can be found in the area completed by Eagle Scout candidate in 2008. In November 2008 five Valley Oak trees were planted at the Highway 221 entrance to the trail with the assistance of a volunteer from CNPS.
River to Ridge Trail Entrance Enhancements	A new information kiosk was installed at the entrance in December 2008 as part of a Boy Scout project. Several Live Oak seedlings were donated by CNPS and have been planted at the entrance to improve its appearance.
River to Ridge Trail	Correct drainage problems to trail can be used year-round.
	Two volunteer work weekends in March and April and two more in May of 2010 were organized by the District to clear brush, improve drainage, and surface about 300 feet of the trail with quarry fines to control problems with mud. Volunteers completed additional work in August 2011.
Skyline Park Road and Trail Improvements	Erosion control work on Lake Marie Road, and paving of campground loop road, completed in 2007 using State Prop 12 funds.
Skyline Park Concessionaire Agreement Renewal	District staff negotiated renewal of concessionaire agreement on behalf of the County. The renewal involved changes to the fee schedule and amendments to and approval of subagreements with three non-profit partner organizations.

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