



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

Harold Kelly—Vice President
Director Ward One

Tony Norris
Director Ward Two

Guy Kay
Director Ward Three

Dave Finigan—President
Director Ward Four

Myrna Abramowicz
Director Ward Five

AGENDA

BOARD OF DIRECTORS REGULAR MEETING

Monday August 11, 2008 2:00 P.M.
1195 Third Street, Third Floor, Napa, CA

GENERAL INFORMATION

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

The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available through the District Secretary. Requests for disability related modifications or accommodations, aids, or services may be made to the Secretary's office no less than 48 hours prior to the meeting date by contacting (707) 259-8603.

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

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

All materials relating to an agenda item for an open session of a regular meeting of the Board of Supervisors 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 Conservation, Development and Planning Department Office at 1195 Third Street, Suite 210, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 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 sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

1. Call to Order

2. Public Comment

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

3. Set Matters

None

4. Administrative Items

- A. Consideration of and potential approval of Minutes of Board of Directors meeting of July 14, 2008.
- B. Consideration of maintenance contract for the Napa River Ecological Reserve
- C. Authorization of receipt of grant augmentation for the Napa River Ecological Reserve.
- D. Consideration and potential approval of amendment to the District By-laws related to the acceptance of donations.
- E. Receipt of report on expenditures, encumbrances and donations approved by the General Manager.
- F. Review of Projects Status Report.

5. Announcements by Board and Staff

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

6. Agenda Planning

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

- A. Consideration of changing the upcoming September Board meeting date to September 15, 2008

7. Adjournment



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DRAFT **MINUTES**

BOARD OF DIRECTORS REGULAR MEETING

Monday July 14, 2008 2:00 P.M.
1195 Third Street, Third Floor, Napa, CA

1. Call to Order

Meeting called to order at 2:02 p.m.
All Directors present.

2. Public Comment

None.

3. Set Matters

None.

4. Administrative Items

A. Consideration of and potential approval of Minutes of Board of Directors meeting of June 16, 2008.

Minutes approved as presented.
Ma-HK-TN-GK-DF

B. Consideration and potential approval of actions related to the proposed acquisition of 673 acres in the Moore Creek watershed.

Directors moved to approve the following actions related to the acquisition and improvement of 673 acres of property in the Moore Creek watershed:

1. Announcement of Agreement 08-07—Option, Purchase and Sale Agreement, as authorized by the Board in closed session on June 16, 2008

GK-TN-MA-HK-DF

2. Approval of and authorization for General Manager to sign a grant agreement with Napa County providing \$866,688 from Proposition 40 and \$783,312 from the County Special Projects Fund.

GK-TN-MA-HK-DF

3. Approval of and authorization for the Board President to sign a Land Tenure Agreement with Napa County related to the use of Proposition 40 funds.
GK-TN-MA-HK-DF
4. Approval of and authorization for the Board President to sign a resolution authorizing a grant application to the State Coastal Conservancy in the amount of \$1,650,000.
GK-TN-MA-HK-DF
5. Approval of and authorization for the Board President to sign an Exercise Notice pursuant to Agreement 08-07, subject to sufficient funding being secured and the contingencies contained in said Agreement being satisfied.
GK-TN-MA-HK-DF
6. Approval of and authorization for the Board President to sign a Certificate of Acceptance, subject to the Board President signing an Exercise Notice as provided above.
GK-TN-MA-HK-DF

- C. Review of Project Status Report.
John Woodbury gave the report with discussions on the River Parkway Program, Camp Berryessa, Milliken Creek, Moore Creek acquisition, Oat Hill Mine Trail, and the River to Ridge Trail.
- D. Receipt of report on expenditures and encumbrances approved by the General Manager.
John Woodbury gave the report.
- E. Receipt of Budget Report for FY 2007-08.
John Woodbury gave the report.

5. Announcements by Board and Staff

- ▶ Director Tony Norris received an award from the Contra Costa County Board of Supervisors as "A Person Who Makes a Difference" by helping to make Parks healthy and safe places within Contra Costa County.
- ▶ Director Myrna Abramowicz represented the Napa County Parks and Open Space District Board on June 25, 2008 in Folsom, Ca. in order to accept the congratulations of the California Secretary of Resources along with announcements for the River Parkway grant for over one million dollars.
- ▶ Director Abramowicz will be going to the American Canyon City Council meeting to thank them for their help and the opportunity to collaborate with them on the River Parkway Grant Project.
- ▶ Director Guy Kay suggested that all Park District Board members should be present at the July 22, 2008 Napa County Board of Supervisors meeting.

6. Agenda Planning

Director Dave Finigan suggested having a Master Plan study session in the near future.

7. Adjournment

Adjourned to the regular meeting of the Park and Open Space District meeting of August 11, 2008.



Napa County Regional Park
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STAFF REPORT

Date: August 11, 2008
Agenda Item: 4.B
Subject: Consideration of maintenance contract for the Napa River Ecological Reserve

Recommendation

- (1) Approve assumption of the existing contract between the County of Napa and Joaquin Landscaping.
- (2) Authorize sending a 90-day notice of potential cancellation of the existing contract to Joaquin Landscaping, with the contract to continue thereafter on a month-to-month basis with a 30-day notice of cancellation.
- (3) Authorize issuing a request for proposals for a new maintenance contract.

Background

The County of Napa last year entered into a contract with Joaquin Landscaping to weekly pick up trash at the Napa River Ecological Reserve, and periodically trim weeds along the path leading to the river. On July 15, 2008 the County Board of Supervisors approved assigning to the District its role at the Reserve as provided in an MOU with the California Department of Fish and Game.

The term of the contract with Joaquin Landscaping was until June 30, 2008, with an automatic annual renewal, subject to a 90 notice of cancellation.

Staff has been investigating the feasibility of contracting with a community-based non-profit organization to perform the weekly cleanup. If this approach works out, it would have the advantage of strengthening links between the Reserve and the community, as well as benefiting the fundraising efforts of a non-profit organization, at a similar or lower cost than the existing maintenance contract. The actions recommended above will ensure that the Reserve continues to be maintained while staff issues a Request for Proposals. Under the RFP, the existing and other for-profit firms, as well as non-profit organizations, would be invited bid to do the work, but preference would be given to non-profit bidders as long as costs are comparable with those of any for-profit bidders.



Napa County Regional Park
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STAFF REPORT

Date: August 11, 2008
Agenda Item: 4.C
Subject: Authorization of receipt of grant augmentation for the Napa River Ecological Reserve.

Recommendation

Authorize receipt of a budget augmentation of \$13,750 to the operations grant to the District from the County of Napa, to cover costs associated with maintaining the Napa River Ecological Reserve

Background

Napa County provides the District with operating funds through a grant agreement (Napa County Agreement No. 6782). The Agreement provides that for fiscal years subsequent to FY 2007-08, the amount of the annual grant shall be equal to whatever amount is unilaterally approved by the County Board of Supervisors. Since the \$13,750 augmentation to the FY 2008-09 fiscal year was done by action separate from the annual County or District budget adoption, the Board is requested to authorize receipt of the augmentation and to adjust the adopted budget accordingly.



Napa County Regional Park
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STAFF REPORT

Date: August 11, 2008
Agenda Item: 4.D
Subject: Consideration and potential approval of amendment to the District By-laws related to the acceptance of donations.

Recommendation

Amend paragraph III.A.(8) of the District By-Laws related to the application for grants and the receipt of donations to the District

Background

District By-Laws currently authorize the General Manager, without Board approval, to apply for grants and receive donations to the District, subject to reporting such grants or donations at the next regularly scheduled meeting of the Board.

The requirement for reporting at the “next regularly scheduled meeting” is not always practical, given the timing of grants and donations and lead times involved in preparing agendas. Staff therefore recommends that the policy be amended to state:

“Apply for grants and accept gifts, without Board approval, subject to reporting of such grants and gifts to the Board at ~~the next regularly scheduled meeting of the Board~~ least quarterly”. The quarterly reporting requirement is consistent to the approach utilized by Napa County.

Even if the By-Laws are changed as recommended, staff will still make it a practice to report on grants and donations at each regular monthly Board meeting as much as possible. As a practical matter, therefore, the recommended change will have little effect other than to help avoid technical violations of the By-Laws.



Napa County Regional Park
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STAFF REPORT

Date: August 11, 2008
 Agenda Item: 4.E
 Subject: Receipt of report on expenditures, encumbrances and donations approved by the General Manager

Recommendation

Receive this report on expenditures and encumbrances approved by the General Manager.

Background

Section III.A (7) 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.

Pursuant to this authorization, the following information is provided to the Board.

Date	Purpose	Recipient	Amount
7/23/2008	Independent Audit Contract	Gallina LLP	\$5,000.00
5/15/2008	Donation for OHMT from Sierra Club	NCRPOSD	\$1,000.00
8/6/08	Membership	California Association of Regional Park and Open Space Administrators	\$100.00

Plan of Projects

Status Report for August 11, 2008

<u>Name of Project</u>	<u>Description</u>	<u>Status</u>
Bay/River Trail -- American Canyon to Napa	An 8+ mile recreational trail between the cities of American Canyon and Napa generally following the Napa River and interior levees of associated wetlands.	Feasibility study completed. A Negative Declaration under the California Environmental Quality Act has been completed, and a Use Permit obtained, for the first phase of the project (American Canyon to Green Island Road. The District in June 2008 was awarded a \$1,032,300 grant from the California River Parkway Grant Program. The City of American Canyon has obtained agreement from the Department of Fish and Game for a proposed spur trail that will provide a direct connection to the Napa River, and the City and District are close to an agreement with the Napa-Vallejo Waste Management Authority for another spur trail that would provide a second direct access to the River and loop around the landfill. The County Board of Supervisors has approved \$50,000 in funding for the District to complete CEQA for the remainder of the trail.
Berryessa Estates	Bureau of Land Management has declared 160 acres next to Berryessa Estates as surplus, and BLM has expressed willingness to transfer to District under their Recreation and Public Purpose Act procedure. Would serve as a wilderness park for local residents eventually be the northern trailhead for a trail between Berryess Estates and Pope Canyon.	Draft trail plan prepared. CDF has indicated its crews will be available to clear brush for a combined firebreak and trail; crews cost \$200/day. Next step is to hold another community meeting in Berryessa Estates to get input from and determine level of support in the community, then submit RPP application to BLM
Berryessa Vista	Planning and stewardship of this 224 acre wilderness park.	Volunteers working with the District have completed detail 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. A letter introducing the District and the park adjacent and nearby landowners is in preparation, and planning for signage and gate(s) is underway.
Camp Berryessa	Redevelopment of former Boy Scout Camp into a group/environmental education camp.	MOU with Bureau of Reclamation has been approved by BOR and by the District granting District an 18 month period to develop a plan for the camp. Questa Engineering has begun work on the plan, and has met on site with staff to discuss issues and preliminary ideas.

<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</p>	<p>Next step is to complete draft trail plan, management plan and CEQA review.</p>
<p>Master Plan Development</p>	<p>Board Master Plan subcommittee presented the plan outline, and some illustrative section, to the Board at the March meeting. A draft plan should be ready for Board review in September.</p>
<p>Milliken Reservoir Trails and Picnic Area Would construct approximately 3 miles of Bay Area Ridge Trail plus additional feeder and loop trails, along with a staging and picnic area</p>	<p>The feasibility study has been completed, and the Board of Directors has accepted the feasibility study. District staff is in active discussions with City of Napa staff to develop a draft agreement and operations plan that can be presented to the City Council for direction prior to completing environmental review for the proposed project. Some modifications have been made to the proposal based on City staff review; a revised proposal will be brought to the District Board for approval at the September 2008 meeting.</p>
<p>Moore Creek Acquisition and Park Development Acquisition of 673 acres of open space adjacent to City of Napa watershed lands at Lake Hennessey to protect habitat, provide recreational trails, and overnight camping facilities.</p>	<p>District has entered into an option to purchase the property. A preliminary title report has been obtained, and an appraisal of fair market value has been completed. The County BOS on August 12 will consider allocating Proposition 40 and Special Project Fund money to assist with the acquisition and improvements. An application for \$1,650,000 in grant funding has been submitted to the State Coastal Conservancy.</p>
<p>Napa River Ecological Reserve Remove invasive plants and restore native vegetation in the entryway meadow, replace damaged signage and information panels, restore the interior trail and interpretive elements, and if feasible install a seasonal bridge.</p>	<p>The State Coastal Conservancy has approved a \$100,000 grant for habitat restoration, environmental education and improved signage. A Notice of Exemption under CEQA has been filed on this project. The grant contract has been signed, the District's partners on the project have met to review approaches and roles. The District is continuing to work with the Resource Conservation District, Acorn Soupe and the Department of Fish and Game and the Conservancy on grant contract documents. The County BOS has approved transferring to the District its role under the joint management agreement for the Reserve that is currently between DFG and the County.</p>
<p>Newell Preserve Provide on-site water supply for group campground and so cattle can be restricted from access to riparian areas.</p>	<p>As part of the arrangement with the land trust on the District's purchase of Berryessa Vista, the land trust is 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 is planning to try drilling in a second location.</p>
<p>Oat Hill Mine Trail Grand opening to the Oat Hill Mine Trail with weekend of signage installation, brush removal and erosion control</p>	<p>The volunteer work party weekend took place May 16-18, 2008, and the trail has been formally opened. Staff is working on finishing up some loose ends and on developing a volunteer trail patrol. The judge hearing the legal challenge to the trail has thrown out the three main arguments made by the plaintiff on the grounds that the statute of limitations had long ago run its course; three other arguments will be considered next.</p>

<p>Rector Ridge/Stags Leap Ridge Trail</p> <p>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--may require minor updating. The project concept has been approved by the District Board. Staff has met with the Pathway Home Project leadership at the Veterans Home, who are supportive of the trail as an amenity which will benefit their program. The Pathway Home Project is planning on issuing a white paper seeking proposals for outdoor recreational opportunities that can benefit the program; when this is issued, staff will submit a formal proposal to the Department of Veteran's Affairs.</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 in two locations).</p>	<p>Lot line adjustment approved by Syar Properties. The California Department of General Services has begun to process the County's application for a lot line adjustment. DGS has decided it cannot do a lot line adjustment without legislative authorization; staff is discussing with legislative staff the feasibility of doing this.</p>
<p>Skyline Park Protection</p> <p>Permanent Protection for Skyline Park</p>	<p>Legislation by Senator Wiggins to authorize sale to the County was vetoed by the Governor. The County is now pursuing development of a park overlay zone to protect public lands such as Skyline Park. County Counsel has determined that a park overlay zone could be implemented without triggering a Measure J vote. New language has been included in the new draft General Plan to allow development of a park overlay zone. Work on preparing the new park zone and applying it to specific properties has begun now that the General Plan has been adopted by the Board of Supervisors. The BOS on July 22 approved a budget appropriation to prepare an updated Master Plan for the park.</p>
<p>Skyline Park Improvements</p> <p>Partner-sponsored improvement include a second greenhouse and a covered equestrian arena.</p>	<p>Application for second greenhouse and covered arena improvements has been submitted to Department of General Services for review. The comment period on the CEQA Notice of Exemption for the project has expired. DGS has indicated they will approve the lease amendment. The DGS processing fee of \$4,000 is being paid by the Skyline Park Citizen's Association.</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 approved in concept by the flood control district advisory committee and Board of Directors. District staff is continuing to research flood district documents related to the site, and has begun outreach to neighbors, the City of Napa and other interested parties. Staff has determined, with City assistance, that there is a legal public pedestrian access easement through the Yacht Club that leads to the SWOA property, although the Club has posted a No Trespassing sign at the entrance to the Club. Staff led a tour of the property on May 22, 2008 in conjunction with the Napa County Watershed Symposium to discuss options and constraints at the site related to public use and environmental education.</p>

Vallejo Lakes
 Possible purchase of 1100 acres of surplus Vallejo Water District lands, of which 200 acres are located in Napa County

Staff-level discussions between the District, the Land Trust of Napa County, the County of Solano and the Solano Land Trust indicate a common desire to work together to purchase this property adjacent to Skyline Park. Formal surplusing of the property by the City Council of the City of Vallejo has been delayed because of staff turnover due to their financial problems. District staff and our partners are continuing to research issues related to the property, including potential public access locations, potential trail alignments, and easements and other encumbrances which affect the property.

Wild Lake Ranch
 Possible joint management of trails, camping and picnic areas through agreement between the Land Trust, the District and State Parks

The District is participating in the development of a strategic plan for the property, together with other public lands in the area, that is being led by the Land Trust of Napa County.

Completed Projects

Berryessa Vista
 Purchase of 224 acres from the Land Trust of Napa County for use as a public park.

The purchase is complete. Invoice to the State to obtain Prop 12 reimbursement of the purchase has been submitted.

Connolly Ranch
 Construction of patio, restrooms and cooking facilities

The project is complete, and the State has approved Prop 12 reimbursement for project costs.

Napa River Ecological Reserve
 Trash enclosure and removal of graffiti

Project completed.

Napa River Ecological Reserve
 Paving the parking area, and control vehicle access through placement of rock barriers

The project is complete, and the State Prop 12 reimbursement has been received.

Napa River Flood Control Easement
 Conservation easement held by District to facilitate Flood District project and grant funding

Easement completed.

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.

Installation completed through an Eagle Scout candidate project.

Skyline Park Improvements Phase I
 Prop 12 funding for erosion control work on Lake Marie Road, and paving of campground loop road.

Project is complete, and Prop 12 reimbursement has been received.