



**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 December 8, 2008 2:00 P.M.
1195 Third Street, Third Floor, Napa, CA 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 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

- A. 2:00 P.M. Oath of office administered by Judge Stephen Kroyer
- B. 2:45 P.M. Presentation by flood district regarding their education and outreach efforts.

4. Administrative Items

- A. Consideration of and potential approval of Minutes of Board of Directors meeting of November 10, 2008.
- B. Continued discussion of and potential direction to staff regarding the draft Master Plan for the District.
- C. Consideration and potential approval of contract to maintain the Napa River Ecological Reserve.
- D. Consideration and potential approval of professional services contract to provide project management services.
- E. Consideration and potential appointment of Board representative to the advisory committee for the development of the Napa County Skyline Wilderness Park Master Plan.
- F. Consideration and potential action on scope of proposal to the City of Napa for trails on the City's Milliken Reservoir and Lake Hennessey properties.
- G. Receipt of report on expenditures, encumbrances and donations approved by the General Manager.
- H. Receipt of First Quarter Financial Report and consideration of recommended budget adjustments.
- I. 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. Adoption of calendar of meetings for 2009
- B. Second Year Celebration, January 12, 2009, 5:30 pm at Hatt Building

7. Adjournment



**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

DRAFT
MINUTES

BOARD OF DIRECTORS SPECIAL MEETING
Monday November 10, 2008 6:30 P.M.
Yountville Community Center, Yountville CA

1. Call to Order

Meeting was called to order at 6:30 pm
Directors Kelly, Norris Finigan, Abramowicz present
Director Kay is excused

2. Public Comment

Executive Director of the Napa County Land Trust John Hoffnagle expressed that he was impressed with the work that John Woodbury and Chino Yip have done and thrilled with the progress of the Park and Open Space District. He shared that he would like to see a project added to the draft Plan designed to formalize the relationship between the Napa County Land Trust and the Napa County Regional Park and Open Space District.

Chris Cordonno introduced his neighborhood (Zinfandel Lane Subdivision) and a small parcel of land that is deed restricted for use as a park, and for which the neighborhood needs help managing.

3. Set Matters

6:30 P.M. Presentation and Receipt of Public Comment on the draft Master Plan
Directors Tony Norris, Dave Finigan and John Woodbury gave the presentation. The following public comments were received:

Jennifer Chandler. (1) Include a project to develop green and sustainable guidelines for all District projects; (2) Include a project supporting the Vine Trail through the Napa Valley; (3) Make sure the District is closely coordinating with the City of Napa.

Carol Kunze. (1) Supports development of sustainability guidelines for District projects; (2) Include development of trails connecting from the Napa Valley to the Lake District; (3) Acknowledge in the discussion of existing conditions the role of non-profit organizations in sponsoring group trips to outdoor locations within Napa (including Sierra Club, Yolo Hiker, Quail Ridge Wilderness Conservancy, Berryessa Trails and Conservation, UC Davis Reserve Program and the Land Trust of Napa County; (4) change the wording in Section 3, page 5 to delete the reference to “large regional recreational area that will have a statewide attraction”, and instead just note the importance of having facilities close to where Napa residents live; (5) In Section 4, page 2, the importance of wildlife movement in the discussion of resource preservation should be noted; (6) In Section 4, page 3, policy 9, the implication that entrance fees should be charged for trail use should be removed (fees for camping ok); (7) Would like brochures and maps that teach people about nature while they are enjoying the outdoors; (8) adopt a “Leave No Trace” philosophy for all District facilities and users.

Mark Grassi. Important to engage in an active PR campaign.

Dave Finigan. (1) The text should make it clear that when the TOT was increased, it was with a clear promise by the Supervisors and supporters that the additional funding would be used in large part for parks and open space; (2) In Section 6, page 10, add a discussion of the needs assessment made by Berryessa Trails and Conservation; (3) Add a project for directional signage and interpretation for the Cedar Roughs area.

4. Administrative Items

- A. Consideration of and potential approval of Minutes of Board of Directors meeting of October 13, 2008.
Minutes were approved with correction to Public Comment of the In-School Watershed Education Workshop.
TN-HK-MA-DF-GK
X
- B. Consideration of and potential approval of amendments to agreements with County of Napa pertaining to the purchase of property in the Moore Creek watershed.
Directors voted to approve the amendments making technical changes to the agreements.
HK-MA-DF-TN-GK
X
- C. Discussion and potential authorization to issue Request for Proposals for project management professional services.
Directors voted to authorize professional services beginning January 2009 and not to exceed \$25,000.00 for the year.
MA-HK-TN-DF-GK
X

D. Receipt of report on expenditures, encumbrances and donations approved by the General Manager.

Directors received the report.

E. Adoption of Resolution Appointing Directors for Wards One, Two, Four and Five

Directors voted to adopt the resolution

MA-TN-HK-DF-GK

X

5. Announcements by Board and Staff

Director Myrna Abramowicz announced that Judge Kroyer will conduct the official swearing in and Oaths of Office on the December 8, 2008 meeting.

Director Tony Norris announced that he has been invited by the State Parks to assist with the draft of guidelines in awarding grants under proposition 84.

6. Agenda Planning

None

7. Adjournment

Meeting was adjourned to the regular Park & Open Space District Meeting on December 10, 2008.

DAVE FINIGAN, Board President

ATTEST:

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



Napa County Regional Park
and Open Space District

STAFF REPORT

Date: December 8, 2008
 Agenda Item: 4.B
 Subject: Continued discussion of and potential direction to staff regarding the draft Master Plan for the District.

Recommendation

- (1) Take public comment on the draft Master Plan
- (2) Provide guidance to staff on how to incorporate comments received to date on the Master Plan

Background

The Board of Directors held a special meeting on November 10, 2008 starting at 6:30 pm in the Yountville Community Hall to make a presentation on the draft Master Plan and take public comment. Today's meeting is a second formal public forum for taking comments. Additional public comments have been received by staff and Board members, and will continue to be accepted up to and including the January 12, 2009 Board meeting, at which time the Board will be asked to adopt the final Master Plan.

In order to have the draft Master Plan in as close to its final form as possible prior to Board action on the Plan on January 12th, staff requests the Board to provide initial guidance on how to address comments which have been received to date. Substantive comments are summarized below. Note that editorial or other comments or suggestions which are already included in the draft Plan or which do not have policy implications, are not included in this list, since staff will simply incorporate the suggestions where appropriate.

- (1) Add a project whose purpose is to work with the Land Trust of Napa County to define mutual roles, responsibilities and ways each with assist the other.
- (2) Add a project to work with the Zinfandel Subdivision Association to develop and manage the small park property within that subdivision.
- (3) Include a project to develop trail connections between the Napa Valley area and the Lake Berryessa area.
- (4) Change Guiding Principle 9 on page IV-3 so that it does not support fees for day use of trails.
- (5) Add a project whose purpose is to provide directional signage and interpretive materials at Cedar Roughs.
- (6) Add a project to provide areas for target shooting.
- (7) Add a project showing a trail in the Henry Road area connecting to the diRosa Preserve, Milliken Peak and Browns Valley.



Napa County Regional Park
and Open Space District

STAFF REPORT

Date: December 8, 2008
Agenda Item: 4.C
Subject: Consideration and potential approval of contract to maintain the Napa River Ecological Reserve.

Recommendation

Authorize the General Manager to enter into a contract with Options3, Inc in an amount not to exceed \$685 per month to perform routine maintenance work at the Napa River Ecological Reserve.

Background

The Board of Directors on August 18, 2008 authorized issuance of a request for proposals (RFP) for a new maintenance contract at the Napa River Ecological Reserve. The RFP encouraged proposals from non-profit community-based organizations, with the thought that such an arrangement would generate additional benefits to the public.

Two excellent responses from non-profit organizations were received. However, it was determined that one of them would not be able to meet the District's standard contract requirements. Staff is therefore recommending awarding the contract to the other proposer, Options3, Inc.

Options3, Inc is a California non-profit, 501(c)(3) corporation whose mission is to meet the residential and related needs of people with intellectual or other developmental disabilities. The organization was created in 1996. Options3 operates three group homes serving youth and adults with disabilities. Options3 is proposing that they would perform the work at the Reserve using a combination of board members, administrators and staff at each home, residents who wish to participate, and involved family members. Residents who volunteer will be supervised by able-bodied and able-minded adults. The organization intends to use the funds they earn from the contract to help fund vacations or other leisure-time pursuits of the residents at the three homes.

The proposed contract would run from January 1, 2009 through the end of the fiscal year on June 30, 2009, with an automatic rollover for additional fiscal years unless terminated by either party.



Napa County Regional Park
and Open Space District

STAFF REPORT

Date: December 8, 2008

Agenda Item: 4.D

Subject: Consideration and potential approval of professional services contract to provide project management services.

Recommendation

A recommended action will be provided at the meeting.

Background

The Board at its November meeting authorized a request for proposals for professional project management services. The deadline for receipt of proposals was December 5, 2008. As of December 3, five proposals had been received, reviewed and ranked. Depending on whether additional proposals are received by the deadline, and the quality of any such proposals, staff may be ready to recommend a contractor by the time of the Board meeting.



Napa County Regional Park
and Open Space District

STAFF REPORT

Date: December 8, 2008

Agenda Item: 4.E

Subject: Consideration and potential appointment of Board representative to the advisory committee for the development of the Napa County Skyline Wilderness Park Master Plan.

Recommendation

Appoint a member of the Board of Directors to serve on the advisory committee that is being formed to assist the County with the development of a new master plan for Skyline Wilderness Park.

Background

Napa County leases 850 acres of land next to Napa State Hospital from the State of California, and in turn has a concessionaire contract with the Skyline Park Citizens Association to operate the area as a public park. The Board of Supervisors has approved a consulting contract with Chandler and Chandler Associates to assist in the preparation of a new master plan for the park. County staff is putting together an advisory committee of user groups and other interested parties to provide information and advice to the consultant. Although Skyline Park is not a District responsibility, County staff believes it would be helpful to have a representative from the District Board to participate on the advisory committee.

The committee is expected to meet three times between January through March 2009. The tentative dates are January 12, February 9 and March 9, from 6:30 to 9:30 in the evening.



Napa County Regional Park
and Open Space District

STAFF REPORT

Date: December 8, 2008

Agenda Item: 4.F

Subject: Consideration and potential action on scope of proposal to the City of Napa for trails on the City's Milliken Reservoir and Lake Hennessey properties.

Recommendation

Authorize a proposal to the City of Napa for constructing and operating trails and associated facilities on the City's Milliken Reservoir and Lake Hennessey properties.

Background

The Board of Directors on January 14, 2008 accepted feasibility study prepared by a consultant working for the County of Napa regarding trails and associated facilities on the City's Milliken Reservoir property. District staff has since then met several times with City Water Division staff to try and work out a specific proposal that addressed City staff concerns prior to presenting the proposal to the City Council for their direction. While most issues have been worked out, there are a few items that it does not appear can be resolved at the staff level. The Bay Area Ridge Trail Council, which funded the feasibility study, has been kept informed of the discussions between the City and District, and their Board has considered and adopted a position on what they would like the District to request.

Meanwhile, with the pending purchase of the Moore Creek property, and the opportunity it presents for providing access to the northeast portion of the Lake Hennessey watershed, it makes sense to combine a District proposal for this site with the proposal for the Milliken site.

The key question before the Board is what the District should include in its proposal to the City Council, in terms of those issues where there is not full agreement between the staff for the District and the City. The draft proposal for each site, together with a discussion of outstanding issues, is attached.

Once a final proposal is approved, it will be presented to the City Council for their guidance. If they endorse the proposal, the District will then complete CEQA review and return to the City for final approval.

Description of Draft Proposal for Trails Milliken Reservoir and Lake Hennessey

Milliken Property Trails

The City owns 2,198 acres of open space in and around Milliken Reservoir. These public lands were used by students, youth groups and others for daytime recreational and educational activities and overnight camping up through 1978, when budget cuts precipitated by Proposition 13 resulted in the area being closed to the public.

Reopening the lands around Milliken Reservoir was identified by the former Napa County Parks and Open Space Advisory Committee as a top priority, due to its natural beauty, its proximity to where most Napa residents live (the entrance is only a 15 minute drive from downtown City of Napa), and the fact that it would be a key segment of the San Francisco Bay Area Ridge Trail. The Ridge Trail is a proposed 550-plus mile regional trail connecting the nine counties of the Bay Area; a total of 305 miles of this trail are complete.

The proposal for the Milliken property includes 3.8 miles of the proposed Ridge Trail, and up to 6.4 miles of connector trails (Attachment A). The trails would include an easy loop trail as well as more physically challenging routes. Final trail alignments have been selected to avoid any potential interference with Water Division operations. This has resulted in dropping from consideration the use of the existing service roads to the west of the reservoir, even though they have good recreational potential with minimal construction cost. It has also resulted in dropping possible alignments which City staff felt were too close to the reservoir and dam. Finally, both the alignments as well as trail designs have been selected to prevent sediments or other contaminants from entering Milliken Creek and Milliken Reservoir.

The proposal also includes a staging area with parking, a restroom, informational signage, a simple picnic area and accommodations for a trail host residing on-site in a recreational vehicle. The latter is particularly important as a tool for providing consistent monitoring of public use of the property. While park and trail hosts do not have the authority to issue citations, experience by other park districts has demonstrated their simple presence is a powerful deterrent to any misbehavior. As part of the feasibility study, eight different locations for the staging area were evaluated. The selected location uses the same driveway on Atlas Peak Road as is used to provide access to the property by City staff. This was determined to be the best location in terms of minimizing environmental impacts, providing the safest ingress and egress from Atlas Peak Road, and avoiding impacts to nearby residents, while not interfering with City operations.

As part of the feasibility study for the project, the District hired an outside consultant who reviewed all relevant existing laws and regulations related to water quality, analyzed a wide range of studies related to the effects of trails on water quality, and evaluated whether and under what conditions other water districts allow public access in their watersheds. This detailed evaluation concluded that the trails proposed for the Milliken property would not be expected to result in any water quality impacts. Nonetheless, recognizing the important of protecting water quality, the District is proposing to conduct water quality tests both before construction as well as afterward as needed. In the event the testing were to identify any impacts related to public use, the District would be responsible for immediately correcting the problem. If the problem could not be corrected, the trail would be closed to future public use.

The District has prepared a detailed operations and management plan. The plan covers a wide range of topics, including methods for minimizing wild fire hazard, controlling erosion and the release of pathogens into the water, assuring public safety, insurance, maintenance, and the roles of the District and the City.

Per the operations and management plan, the District will be responsible for constructing, maintaining and monitoring public use of the trails. The City will have no financial or other obligations for the project, except to the extent that City staff wishes to be involved in reviewing and approving plans and overseeing the District's operation of the trails.

Other notable features of the management plan include:

- The District will regularly and actively monitor public use, educate the public regarding appropriate activities, promptly remove any trash and graffiti, clean up any oil-contaminated soil from the parking area, and generally keep the staging area and trails at a consistently high level of cleanliness. District monitoring will be done by a combination of District staff and contractors, trail host, and supervised volunteers.
- The District will carry liability insurance, and name the City as additional insured.
- Fencing will be provided as needed to minimize trespassing off the designated trails.
- No motorized vehicles, hunting or shooting will be allowed on trails.
- Public use will be limited to daylight hours.
- No smoking or fires will be permitted.
- Trails will be closed to the public during periods of extreme fire hazard.
- Dogs must be on leash at all times, and even then only allowed on the trail loop on the northwest plateau, which is well removed from Milliken Creek and Milliken Reservoir.
- Mountain bicycles and equestrians not allowed on trails, except for the main Ridge Trail segment along the eastern boundary of the property, which mountain bicyclists and equestrians will be allowed to use at such point as access to that trail segment is developed traveling over private property to the north and/or south of the City property.
- The District will maintain a reserve fund equal to 10% of the construction cost for up to two years after construction, to be used to repair any construction defects.

Finally, it should be noted that the project would be constructed in two or more phases. Phase One would include the staging area, trail heading east to and across Milliken Creek then up to the Ridge Trail Spine, and the Ridge Trail Spine. Phase Two would be to complete the trail loops east of the Creek. Either as part of Phase Two or as a separate Phase Three, the western plateau loop trail would be constructed. Phasing has the advantage of spreading out the construction costs. It also makes it possible for the City to review and approve the construction and review the operation of one phase before approving the launch of the next phase.

Lake Hennessey Trails

The District is proposing to open 3.5 miles of existing dirt service roads for public non-motorized recreational use, as well as to construct 1.9 miles of new single-track trail leading to the top of the hill north of Lake Hennessey (Attachment B).

Lake Hennessey currently allows public access to several points along the south shore as well as by trail along the western and northwestern shoreline. Most of the city's property on the north side of

Lake Hennessey is currently closed to public use, including an east-west dirt service road that connects from Conn Valley Road to Chiles & Pope Valley Road across the highland portion of the property, as well as about half the length of the dirt service road which also connects to the two roads but generally follows the northern shoreline of the reservoir.

The District has acquired 673 acres of open space immediately to the north of the city's Lake Hennessey property, and is in the process of improving the property with a staging area, additional trails and a camping area. With this acquisition, the District can very effectively provide safe public access to the north shore of Lake Hennessey utilizing Chiles & Pope Valley Road. An existing caretaker's residence at the entrance to the property the District is acquiring will make it possible to have a high level of supervision of public use.

As with Milliken Reservoir, at Lake Hennessey the District will shoulder all costs for constructing and operating the improvements. The extent of physical improvements will be much more limited at Lake Hennessey than at Milliken, because most of the proposed trails would simply use existing dirt service roads requiring no grading or resurfacing, and because there is no need for a new staging area, since the staging area to be constructed nearby on District property would fill the need. The proposed Lake Hennessey property improvements include entry signs, directional trail signs, several hundred feet of new trail connecting the existing service road on City property to the planned new staging area on District property, and a future trail constructed from the existing service road to the top of the unnamed peak on the north side of Lake Hennessey.

The District proposes to apply essentially the same Operations and Management Plan for access to the north side of Lake Hennessey as is used at Milliken Reservoir. The only proposed operational difference is that at Lake Hennessey the District would like to be able to allow mountain bicyclists and equestrians as well as hikers. This would make the trail use policies for the City property consistent with the trail use policies which the District is planning for its adjacent Moore Creek property.

It should be noted that the District's acquisition of the property on Moore Creek to the north of Lake Hennessey creates an opportunity to actually improve water quality in Lake Hennessey. Moore Creek is one of the major tributaries supplying water to Lake Hennessey. Currently, most of the Moore Creek drainage is heavily grazed, and the cattle are allowed to wallow in the creek. As part of its overall project, and in consideration of the City allowing the District to operate public access on the north side of Lake Hennessey, the District proposes to install fencing to keep the cattle out of 2.5 miles of the creek, and also to institute a more sustainable grazing regime to reduce erosion and sedimentation.

Unresolved Issues

Milliken Property

There are two issues for which the District and City Water Division staff have not come to full agreement related to the Milliken property. First, City staff would like to see Trail Segment "E" removed from the plan, believing that this segment's proximity to and immediately above the reservoir would encourage the public to leave the trail and swim in the reservoir. District staff believes this fear is unwarranted, because the slope between the trail and the reservoir is very steep and mostly covered in brush, making cross-country travel extremely difficult. The area in question is also highly visible from the City service roads across the canyon to the west, making it very easy

to spot anyone who might try to swim in the reservoir. At the same time Trail Segment “E” is essential for providing a loop trail system. The value of loop trails is two-fold: (1) trail users much prefer traveling in a loop rather than going out and back on the same trail; and (2) dead-end trails tend to experience more problems than loop trails with people trespassing onto property where they should not be.

The second issue is the extent to which the staging area is improved. City staff would like the improvements at the staging area to be as minimal as possible, on the theory that the fewer the improvements the less potential impact there would be to City operations. District staff believes it is important to install a water well and tank (to serve public users and the trail host, and for added fire protection), and also to install a small leach field for handling waste water.

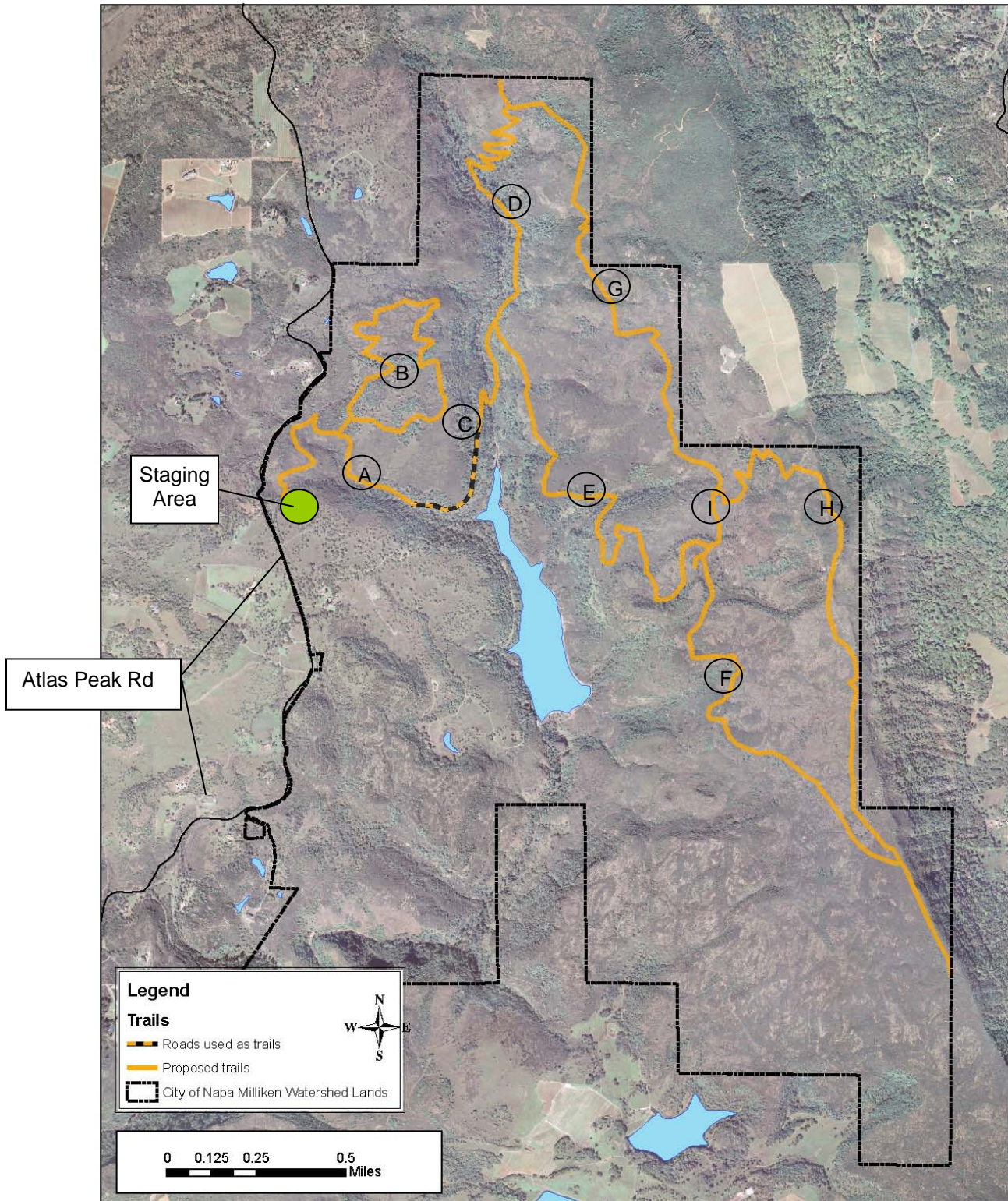
Lake Hennessey Property

At Lake Hennessey, District and City staff are not in agreement regarding with whether mountain bicyclists and equestrians would be allowed, or whether public access would be limited to hikers only.

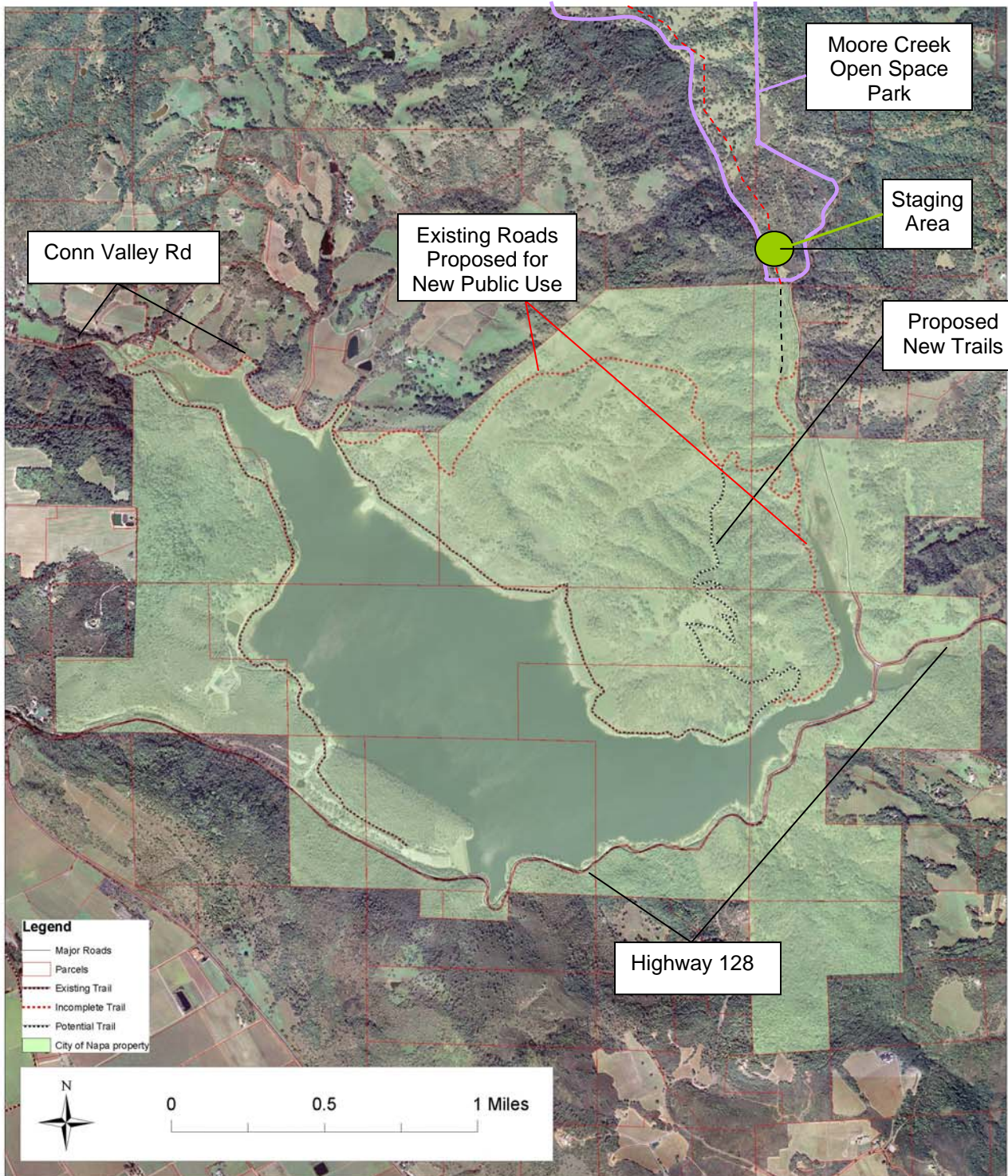
City staff have expressed concern that mountain bicyclists and equestrians could result in water quality impacts. District staff note the water quality analysis done for the Milliken Reservoir feasibility study looked closely at the scientific literature as well as the operational experiences of other water districts, and could not find any evidence linking such trail uses with water quality problems.

Furthermore, in exchange for permission to allow such trail users, the District proposes to improve water quality in Lake Hennessey by undertaking fencing and other improvements on its upstream Moore Creek property to keep cattle and horses out of 2.5 miles of the creek. This would substantially reduce the amount of organic matter which currently flows unregulated into Lake Hennessey.

Preferred Development Plan Milliken Reservoir Lands



Preferred Development Plan Lake Hennessey





Napa County Regional Park
and Open Space District

STAFF REPORT

Date: December 8, 2008
 Agenda Item: 4.G
 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
10/9/2008	Parks District Insurance	ALLIANT INSURANCE SERVICES	\$1,464.39
11/19/2008	Oat Hill Mine Trail repairs	CHINO YIP	\$615.07
11/24/08	Rental Agreement with Moore Creek Gate House tenant	DON AND ELISE JUAREZ	~\$800/mth revenue



Napa County Regional Park
and Open Space District

STAFF REPORT

Date: December 8, 2008
Agenda Item: 4.H
Subject: First Quarter Financial Report and Budget Adjustments

Recommendation

- (1) Receive the attached first quarter financial report.
- (2) Add a new revenue line item for Moore Creek, and budget \$39,800 in revenues.
- (3) Increase the PSS: Other account by \$27,000.
- (4) Increase the SDE:Other account by \$12,800.

Background

Based on feedback provided previously by the Board, attached is a summary of revenues and expenses for the first quarter of FY 2008-9.

The “Percentage of Budget” column should typically be at 25% if expenditures are proceeding at an annual rate in line with the annual budget, although the percentage could be as high as 100% if contracts have already been executed for a full year of service. The right-hand column in the report contains comments to explain variations from the 25% benchmark.

Overall, District operating expenses are in line with the budget, with two exceptions: (1) election costs will be substantially lower than budgeted (approximately 20% of budget) because there was only one contested Board seat; (2) PSS:Administration account expenditures (for contracted County services) are running at a higher than budgeted rate, due to County personnel salary adjustments approved subsequent to the preparation of the budget, and more hours of service provided by the County than budgeted. After second quarter numbers and election costs are determined, staff will likely seek County approval to use some of the election cost savings to cover the increased PSS:Administration costs. If this is not approved, the SDE:Other (contingency account) will need to be tapped.

The recommended \$39,800 in budgeted new revenues is composed of \$4,800 in rental payments from the Moore Creek Gate House lease, and \$35,000 for the refund of the option payment for the Moore Creek purchase.

The recommended \$27,000 increase in the budget for PSS:Other is to cover the costs of the proposed contract for the new Project Management consultant.

The recommended \$12,800 increase in the budget for SDE:Other is to cover costs associated with the purchase of the Moore Creek property.

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements
For the Quarter Ended 9/30/08

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Accruals or Encumbrances	Percent of Budget w/Accruals	(Percent Target = 25%) Explanation of Major Variances
Revenues								
Interest	\$ -	\$ -	\$ -	\$ 271	\$ 271	\$ -		
St: Coastal Conservancy	70,000	-	70,000	-	70,000	-	0.00%	awaiting DFG agreement
County of Napa	446,992	13,750	460,742	70,374	390,368	-	15.27%	
Elections Services	130,000	-	130,000	-	130,000	-	0.00%	awaiting invoice from Elections office
Donations	-	-	-	-	-	-		
Total Revenues	\$ 646,992	\$ 13,750	\$ 660,742	\$ 70,645	\$ 590,639	\$ -	10.69%	
Expenditures								
Insurance	2,060	-	2,060	-	2,060	-	0.00%	annual premium to be paid in 2nd quarter
Mnapa River & Bay Trail	50,000	-	50,000	-	50,000	-	0.00%	work expected to start in early 2009
Oat Hill Mine Trail	41,192	-	41,192	-	41,192	-	0.00%	work postponed pending resolution of litigation
Camp Berryessa	77,700	-	77,700	-	77,700	49,990	64.34%	feasibility and design contract encumbered; work starts in 2nd quarter
Napa River Ecological Preserve	70,000	-	70,000	-	70,000	-	0.00%	awaiting DFG agreement
Memberships	1,600	-	1,600	100	1,500	-	6.25%	awaiting annual membership invoices
Office Expense	1,750	-	1,750	-	1,750	-	0.00%	PSS:Administration overhead charge has covered office expense
PSS: Legal Expense	8,240	-	8,240	2,622	5,618	-	31.82%	extra legal advice needed for Moore Creek Acquisition
PSS: Audit and Accounting Services	5,150	-	5,150	207	4,943	5,000	101.11%	full-year audit contract encumbered
PSS: Elections Services	130,000	-	130,000	-	130,000	-	0.00%	awaiting invoice--will be far below budget
PSS: Other	51,800	-	51,800	9,892	41,908	41,908	100.00%	full-year of contracted outreach/field services encumbered
PSS: Administration	170,000	-	170,000	52,818	117,182	-	31.07%	higher due to unbudgeted salary adjustments+ accrued vacation
SDE: Other	35,500	-	35,500	3,900	31,600	3,500	20.85%	
SDE: Ecology Preserve	-	13,750	13,750	3,141	10,609	9,320	90.62%	full year expense already encumbered
Transportation & Travel	1,000	-	1,000	752	248	-	75.16%	one-time expenses for Moore Creek grant application
Training	1,000	-	1,000	125	875	-	12.50%	
Total Expenditures	\$ 646,992	\$ 13,750	\$ 660,742	\$ 73,557	\$ 587,185	\$ 109,718	27.74%	greater than revenues because of encumbrances
	Adopted Budget		Revised Budget	YTD				
Beginning Fund Balance as of 7/1/08	\$ 25,656		\$ 25,656	\$ 25,656				
Less: Designations	(25,656)		(25,656)	(25,656)				fund balance designated for SDE: Other (for contingencies)
Less: Surplus/(Deficit)	-		-	(2,912)				
Projected Ending Fund Balance 6/30/09	\$ -		\$ -	\$ (2,912)				
Cash Balance as of September 30, 2008	\$ 14,212.71							

Plan of Projects

Status Report for December 8, 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. Environmental review has been completed, and a Use Permit obtained, for the first phase of the project (American Canyon to Green Island Road. The District has been awarded a \$1,032,300 grant from the California River Parkway Grant Program. The City of American Canyon has obtained an easement from the Department of Fish and Game for a 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 loop around the landfill. The County Board of Supervisors has approved \$50,000 for the District to complete CEQA for the remainder of the trail. The District has prepared a draft MOU with DFG for the phase one trail, which is now under review by DFG.
Berryessa Estates	Acquire 160 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.	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. A key adjacent property is expected to be on the market in the coming year.
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 the market analysis and prepared some initial design concepts; soil testing for wastewater disposal design is on hold while the BOR completes a cultural survey for the site.
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.	This project is being combined with the Milliken Ridge Trail project for purposes of seeking City of Napa approvals to construct and operate trails on their property. A revised project description has been prepared from City staff review.

Master Plan Development	Board Master Plan subcommittee presented the plan outline, and some illustrative section, to the Board at the March meeting. The draft plan is in the public comment period, and is scheduled for Board approval at its January 2009 meeting.
<p>Milliken Reservoir Trails and Picnic Area</p> <p>Would construct approximately 3 miles of Bay Area Ridge Trail plus additional feeder and loop trails, along with a staging and picnic area</p>	<p>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. City staff has asked for modifications to the proposal. District staff has discussed these modifications with the Ridge Trail Council and others. The District Board at its December meeting will consider the modifications desired by City staff.</p>
<p>Moore Creek Acquisition and Park Development</p> <p>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. All of the required \$2.8 million in funding for the purchase, plus \$500,000 for improvements, has been approved, and title issues resolved. Grant deed language required by the funders is still being negotiated. Escrow is scheduled to close by December 31, 2008. A rental agreement with the existing tenant in the Gate House has been approved by staff.</p>
<p>Napa River Ecological Reserve Restoration</p> <p>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 and the Department of Fish and Game and the Conservancy on grant contract documents. One of the District's proposed partners, Acorn Soupe, recently closed its doors due to financial difficulties; the RCD is willing to assume the student environmental education responsibilities which Acorn Soupe had been slated to provide. 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. The District has removed the deteriorated information kiosk, which had become a serious eyesore.</p>
<p>Napa River Ecological Reserve Maintenance</p> <p>Routine maintenance to remove litter and graffiti</p>	<p>RFP issued seeking a non-profit contractor to provide the maintenance issued in October 2008. Two proposals were received, which are now under review by staff</p>
<p>Newell Preserve Improvements</p> <p>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 has said it will make a second attempt at developing a viable well, but a contract for this work has not yet been approved.</p>

Oat Hill Mine Trail	Grand opening to the Oat Hill Mine Trail with weekend of signage installation, brush removal and erosion control	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 main argument made by the plaintiff on the grounds that the statute of limitations had long ago run its course; the three remaining arguments will be heard by the judge on December 12,2008.
Rector Ridge/Stags Leap Ridge Trail	Construction of staging area and 6+ miles of Ridge Trail climbing east from Silverado Trail near Rector Creek.	CEQA on this project was completed several years ago--though this 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. District staff with assistance from the Ridge Trail Council is now preparing a draft agreement for consideration by the Veterans Home.
River to Ridge Trail	Lot line adjustment to legalize River to Ridge Trail as constructed (it currently encroaches on private property in two locations).	Lot line adjustment approved by Syar Properties. The California Department of General Services has decided it cannot do a lot line adjustment without legislative authorization; sponsoring legislation to do this has been included in the County's legislative agenda for 2009. Planted 5 oak trees at the Highway 221 entrance to the Oat Hill Mine Trail with the assistance of a volunteer from CNPS.
Skyline Park Protection	Permanent Protection for Skyline Park	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. The County has approved a consultant contract to assist with plan preparation, and work started December 1, 2008.
Skyline Park Improvements	Partner-sponsored improvement include a second greenhouse and a covered equestrian arena.	The proposals for a second greenhouse and a covered arena improvements have been approved by the Department of General Services and by the County Board of Supervisors. The sponsors of these projects are now raising funds for implementation.
South Napa Wetlands Habitat Area	Transfer to the District those wetlands owned by the Napa County flood control district between the Napa River, Highway 29 and Newport Drive for use as habitat and nature-based recreation.	Transfer approved in concept by the flood control district advisory committee and Board of Directors. Staff has determined, with City assistance, that there is a legal public pedestrian access easement through the Yacht Club that leads to the 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. The District sponsored a workshop with high school science teachers in October to discuss ways to use the site for educational purposes. Park District staff has prepared the first draft of a transfer agreement, which is now under review by the flood district.

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. **The City Council of the City of Vallejo has officially authorized staff to pursue surplusing of the property.** 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. **The State Coastal Conservancy has indicated an interest in assisting with the funding necessary to purchase 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. **The advisory committee has met once, and completed a field trip to inspect the property.**

Completed Projects

Berryessa Vista Acquisition
 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.



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

Harold Kelly
Director Ward One

Tony Norris
Director Ward Two

Guy Kay
Director Ward Three

Dave Finigan
Director Ward Four

Myrna Abramowicz
Director Ward Five

Board of Directors Calendar of Meetings 2009

<u>Day</u>	<u>Date</u>	<u>Major Planned Topics (tentative-subject to change)</u>
Monday	January 12 th	Election of Officers
Monday	February 9 th	Financial Report Second Quarter
Monday	March 9 th	TBD
Monday	April 13 th	Financial Report Third Quarter
Thursday	May 11 th	Review of Preliminary Budget for FY 2007-8 and setting of Public Hearing for June 8th
Monday	June 8 th	2007-8 Final budget hearing and adoption 2007-8 Work Program adoption
Monday	July 13 th	Financial Report 4 th Quarter
Monday	August 10 th	TBD
Monday	September 14 th	TBD
Monday	October 12 th	Financial Report 1 st Quarter
Monday	November 9 th	TBD
Monday	December 14 th	2008 Calendar of Regular Meetings Adoption

Note

Board meetings are normally the second Monday of each month. **Exceptions are indicated in red.**