



**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 SPECIAL MEETING

Thursday June 28, 2012 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 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 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 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. Budget for FY 2012-13

Consideration and potential adoption of budget for FY 2012-13.

4. Adjournment



Napa County Regional Park  
and Open Space District

## STAFF REPORT

Date: June 28, 2012  
Agenda Item: 3  
Subject: Consideration and possible adoption of draft budget for FY 2012-13

### Recommendation

Open public hearing.  
Close public hearing.  
Discuss, amend as desired, and adopt the proposed budget for FY 2012-13

### Background

The draft FY 2012-13 budget was released for public review on May 24, 2012. Since then, staff has made minor adjustments to the budget for Bothe-Napa Valley State Park. No substantive comments have been received, and no substantive changes from the initial draft are proposed.

It should be noted, however, that the budget for Bothe-Napa Valley State Park is still very rough, and will need to be updated as soon as the first three months of operating experience is received and analyzed. In addition, obtaining State approval for the installation of yurts at Bothe-Napa Valley has been much slower than hoped; if this continues, and the pattern of delay repeats itself with our plans to repair old cabins and houses at the park, it will impact operating revenues for the year and may require the use of the contingency funds that are included in the budget.

As reported at the time the draft budget was released for public review, highlights of the draft budget include the following:

- 1) \$90,000 has been budgeted for elections, on the worst case possibility that there are three contested seats this fall. If this doesn't happen, these funds can be released for other purposes.
- 2) Moore Creek revenues include District Reserves; these are funds that the County owed the District for Moore Creek (as part of the initial purchase) and advanced to the District last year.
- 3) State Parks also shows District Reserves being used. These are funds that were donated prior to the start of the fiscal year for the purpose of improving Bothe-Napa Valley State Park.
- 4) The draft budget assumes final improvements for Moore Creek are completed and Moore Creek Park opens in the fall of 2012.
- 5) The draft budget assumes environmental review and a use permit are obtained during the year for Spanish Valley, enabling low-impact public use before the end of the fiscal year.
- 6) The draft budget assumes Camp Berryessa phase one construction is completed during the fiscal year. In reality, construction will most likely extend into the summer of 2013, with the camp opening in the fall of 2013. The budget for Camp Berryessa is very tight, even to complete phase one; additional grant funding may need to be obtained, or District FY 2013-14 general fund revenues may need to be assigned to complete phase one during the summer of 2013.

- 7) The draft budget assumes restoration and education work at the Napa River Ecological Reserve continues, primarily using grant funds. Funding agreements with both the Wildlife Commission and from the State Coastal Conservancy have been executed.
- 8) Funding proposed for the Napa River and Bay Trail is sufficient to operate phase one, and continue working on approvals for phase two; however, no construction is proposed.
- 9) The draft budget for managing the state parks is very tentative, and will certainly need to be refined during the course of the year. The draft budget for the state parks assumes that program revenues will be sufficient to cover all operating costs with the exception of the General Manager's time, which is proposed to be funded through the grant from the County.

**Budget FY 2011-12 Adopted and FY 2012-13 Proposed**  
draft June 29, 2012

**Revenues**

Description	Adopted Budget 2011-2012										
	Moore Creek	Oat Hill Mine Trail	Napa River and Bay Trail	Vine Trail	Camp Berryessa	Berryessa Vista	NRER	Putah Creek	State Parks	General Fund	Total
0 Interest	\$1,121		\$968		\$203	\$0	-\$24	\$2		\$408	\$2,678
1 Grant from Napa County	\$175,000	\$2,200	\$16,500	\$4,000	\$69,000	\$2,200	\$19,324	\$31,248	\$15,002	\$261,700	\$596,174
2 Elections Cost Grant from Napa County											\$0
3 State Coastal Conservancy Grant/Wildlife Com					\$174,547		\$21,250				\$195,797
4 Resources Agency Grant			\$963,135								\$963,135
5 Other grants					\$0						\$0
6 TE grant											\$0
7 STP grant											\$0
8 Donations									\$100,000		\$100,000
9 Program Income	\$11,600							\$5,000	\$169,821		\$186,421
10 Special Projects Grant for Moore Creek											\$0
11 Use of District Reserves											\$0
12 <b>Total Revenue</b>	<b>\$187,721</b>	<b>\$2,200</b>	<b>\$980,603</b>	<b>\$4,000</b>	<b>\$243,750</b>	<b>\$2,200</b>	<b>\$40,550</b>	<b>\$36,250</b>	<b>\$284,823</b>	<b>\$262,108</b>	<b>\$2,044,205</b>

Description	Proposed Budget 2012-2013										
	Moore Creek	Oat Hill Mine Trail	Napa River and Bay Trail	Vine Trail	Camp Berryessa	Berryessa Vista	NRER	Putah Creek	State Parks	General Fund	Total
											\$0
	\$113,000	\$8,200	\$26,700	\$11,500	\$35,750	\$6,600	\$31,300	\$69,250	\$70,000	\$280,700	\$653,000
											\$0
					\$1,325,000		\$30,000				\$1,355,000
											\$0
					\$0				\$75,000		\$75,000
											\$0
											\$0
									\$100,000		\$100,000
	\$11,000								\$303,700		\$314,700
											\$0
	\$150,000									\$41,800	\$191,800
<b>Total</b>	<b>\$274,000</b>	<b>\$8,200</b>	<b>\$26,700</b>	<b>\$11,500</b>	<b>\$1,360,750</b>	<b>\$6,600</b>	<b>\$61,300</b>	<b>\$69,250</b>	<b>\$590,500</b>	<b>\$280,700</b>	<b>\$2,689,500</b>

**Expenses**

Description	Adopted Budget 2011-2012										
	Moore Creek	Oat Hill Mine Trail	Napa River and Bay Trail	Vine Trail	Camp Berryessa	Berryessa Vista	NRER	Putah Creek	State Parks	General Fund	Total
13 PROFESSIONAL SERVICES (COUNTY)	\$18,000	\$1,000	\$27,500	\$4,000	\$69,000	\$1,100	\$5,500	\$20,000	\$34,615	\$131,900	\$312,615
14 PROFESSIONAL SERVICES (NON-COUNTY)	\$40,000	\$1,000	\$123,103	\$0	\$152,000	\$1,000	\$17,250	\$2,000	\$6,120	14,000	\$356,473
15 MAINT AND CONSTRUCT CONTRACTS	\$119,721	\$0	\$829,800		\$22,000		\$13,500		\$25,000		\$1,010,021
16 LEGAL EXPENSE									\$2,500	\$23,000	\$25,500
17 INSURANCE:LIABILITY	\$1,500								\$4,062	\$3,000	\$8,562
18 MEMBERSHIPS										\$1,500	\$1,500
19 OFFICE EXPENSE									\$450	\$1,000	\$1,450
20 MAINTENANCE MATERIALS AND SUPPLIES	\$5,500						\$4,000		\$4,250		\$13,750
21 UTILITIES	\$2,500								\$7,700		\$10,200
22 AUDIT AND ACCOUNTING SERVICES									\$2,500	\$14,208	\$16,708
23 ELECTION SERVICES											\$0
24 CONTINGENCIES/ SPECIAL PROJECTS								\$10,000	\$1,250	\$73,500	\$84,750
25 TRANSPORTATION & TRAV	\$500	\$200	\$200		\$750	\$100	\$300	\$750	\$1,250		\$4,050
27 TRAINING											\$0
28 FEES AND ASSESSMENTS								\$3,500			\$3,500
29 <b>Total Expenditures</b>	<b>\$187,721</b>	<b>\$2,200</b>	<b>\$980,603</b>	<b>\$4,000</b>	<b>\$243,750</b>	<b>\$2,200</b>	<b>\$40,550</b>	<b>\$36,250</b>	<b>\$89,697</b>	<b>\$262,108</b>	<b>\$1,849,079</b>

Description	Proposed Budget 2012-2013										
	Moore Creek	Oat Hill Mine Trail	Napa River and Bay Trail	Vine Trail	Camp Berryessa	Berryessa Vista	NRER	Putah Creek	State Parks	General Fund	Total
	\$15,000	\$3,000	\$16,500	\$11,000	\$35,000	\$500	\$5,500	\$30,000	\$172,300	\$103,000	\$391,800
	\$30,000	\$5,000	\$5,000	\$0	\$100,000	\$5,000	\$15,000	\$10,000	\$166,700	8,000	\$344,700
	\$219,000	\$0			\$1,225,000		\$36,500		\$20,000		\$1,500,500
									\$5,000	\$23,000	\$28,000
	\$1,500								\$2,300	\$1,500	\$5,300
										\$1,500	\$1,500
									\$1,800	\$1,000	\$2,800
	\$5,500		\$5,000			\$1,000	\$4,000				\$15,500
	\$2,500								\$17,000		\$19,500
									\$30,800	\$14,208	\$45,008
										\$90,000	\$90,000
								\$25,000	\$165,000	\$38,492	\$228,492
	\$500	\$200	\$200	\$500	\$750	\$100	\$300	\$750	\$9,600		\$12,900
											\$0
								\$3,500			\$3,500
<b>Total</b>	<b>\$274,000</b>	<b>\$8,200</b>	<b>\$26,700</b>	<b>\$11,500</b>	<b>\$1,360,750</b>	<b>\$6,600</b>	<b>\$61,300</b>	<b>\$69,250</b>	<b>\$590,500</b>	<b>\$280,700</b>	<b>\$2,689,500</b>