



**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

**Monday February 8, 2010 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 and Roll Call

#### 2. Public Comment

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

### 3. Set Matters

2:00 pm          Presentation on City of Napa Park and Recreation Plan

### 4. Administrative Items

- A. Consideration of and potential approval of Minutes of Board of Directors' meeting of January 11, 2010.
- B. Receipt of Operations, Design and Preliminary Engineering Study for Camp Berryessa and potential direction to staff regarding next steps.
- C. Update on restoration plans for the Napa River Ecological Reserve, and potential authorization for General Manager to contract with the California Conservation Corps
- D. Consideration of and potential authorization for General Manager to enter into professional services contract for habitat assessment and biological survey work for phase two of the Napa River and Bay Trail (Green Island Road to Soscol Ferry Road)
- E. Review of the District Projects Status Report.
- F. Consideration and potential approval of revisions to the budget for FY 2009-2010.
- G. Receipt of report on expenditures, encumbrances, donations and grants approved by the General Manager, and potential authorization for General Manager to approve future invoices from the State Department of General Services related to the lot line adjustment and relocation of easement for the River to Ridge Trail.
- H. Discussion and direction to staff regarding contracting and/or hiring employees to obtain on-going project management, outreach, volunteer coordination and other professional services (oral 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.

### 7. Adjournment



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Director Ward One

Tony Norris  
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## MINUTES

### BOARD OF DIRECTORS SPECIAL MEETING

Monday January 11, 2009 2:00 P.M.  
1195 Third Street, Third Floor, Napa, CA 94559

1. Call to Order and Roll Call

Meeting was called to order by Chair Myrna Abramowicz.  
Directors Harold Kelly, Tony Norris, Guy Kay also present.  
Director Dave Finigan was excused.

2. Public Comment

Bernard Krevet of Friends of the Napa River requested the old County Web Site for the district be linked directly to the district's current web site.

3. Set Matters

None.

4. Administrative Items

A. Consideration of and potential approval of Minutes of Board of Directors' meeting of December 14, 2009.

Minutes were approved a presented.

TN-HK-GK-MA-DF

X

B. Consideration of and potential approval of District comments on the Draft Environmental Impact Report for the Napa Pipe site development proposal.

Directors voted to approve the attached comment letter regarding the Draft Environmental Impact Report for the proposed Napa Pipe development and forward to the Planning Commission as amended.

HK-TN-GK-MA-DF

X

C. Discussion and potential action on the Local Agency Formation Commission's consideration of a proposed sphere change and annexation for the City of Napa related to

Trancas Park (oral report)

Directors voted to authorize the General Manager to provide Board comments at the LAFCO meeting.

GK-TN-HK-MA-DF

X

- D. Consideration and potential action regarding proposed sale of a 95 acre tax-defaulted property located on the Knoxville-Berryessa Road approximately one-half mile south of Pope Canyon road (APN 019-280-002). (oral report)

Directors voted to authorize the General Manager to file the appropriate objection.

GK-TN-HK-MA-DF

X

- E. Receipt of report from the Board of Director's ad hoc committee regarding the County Special Projects Fund and potential approval of request to the Napa County Board of Supervisors.

Directors voted to Approve the Ad Hoc Committee's recommendations and direct the General Manager to forward the recommendations to the County Board of Supervisor, as follows:

1. Replace the three-year Request for Proposals process for capital improvement projects within the park and open space category of the Special Projects Fund, with an annual grant to the District to cover all park and open space operations and projects.
2. Continue to base the allocation of the Special Projects Fund for park and open space purposes upon a percentage of available funds—not a fixed dollar amount—and set the District's percentage allocation of the Special Projects Fund at 75%.
3. Make the County's Special Projects Fund policies effective for a five-year term.

HK-TN-GK-MA-DF

X

- F. Receipt of report on expenditures, encumbrances, donations and grants approved by the General Manager.

John Woodbury gave the report.

- G. Review of the District Projects Status Report.

John Woodbury gave the report with discussions on the River to Ridge trail, Blue Ridge-Berryessa Peak trail, Camp Berryessa, Moore Creek, Skyline Park, and the Vine Trail.

5. Announcements by Board and Staff

- ▶ John Woodbury announced that the Flyway Festival will be held February 5-7, 2010.
- ▶ Director Myrna Abramowicz announced that she attended the American Canyon Open Space Advisory Committee Meeting where they adopted trail use regulations.

6. Agenda Planning

- ▶ Director Tony Norris asked that some time in the future the topic of tree health evaluation at district parks and trails be discussed.

- ▶ Director Tony Norris suggested discussion on establishing an Advisory Committee for the District.
- ▶ Director Myrna Abramowicz requested an update on developing the District's non-profit foundation.

7. Closed Session

- A. Public Employee Performance Evaluation (Government Code Section 54957)  
TITLE: General Manager

8. Adjournment

Meeting was adjourned to the Regular Park & Open Space District Meeting of February 8, 2010.

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DAVE FINIGAN, Board President

ATTEST:

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SHARON BORUNDA  
Office Assistant

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



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## STAFF REPORT

Date: February 8, 2010  
 Agenda Item: 4.B  
 Subject: Receipt of Operations, Design and Preliminary Engineering Study for Camp Berryessa and potential direction to staff regarding next steps.

### Recommendation

Receive the Operations, Design and Preliminary Engineering Study for Camp Berryessa prepared by Questa Engineering, request staff to continue developing a land use agreement with the Bureau of Reclamation to come to the Board of Directors for approval, and authorize staff to begin pursuing grant funds for constructing the camp in a phased manner.

### Background

The feasibility study for Camp Berryessa has been completed by Questa Engineering, and has been reviewed and favorably received by the Bureau of Reclamation Superintendent and staff for Lake Berryessa. A land use agreement has been drafted by the District and is being reviewed by Reclamation's legal counsel.

The next step is for Reclamation to complete environmental review under the National Environmental Policy Act, and for the District to complete environmental review under the California Environmental Quality Act. These reviews should be straightforward, since the proposed camp is consistent with what was proposed and evaluated by Reclamation in its Final Environmental Impact Statement for Future Recreation Uses and Operations of Lake Berryessa adopted October 2005.

Notable features of the proposed design include:

- Four development options ranging from rustic to full service, designed for an average of 80 people, with occasional peak usage of up to about 120 through additional tent camping area
- accommodations laid out in clusters to provide flexibility in size and number of groups using facility at one time
- Covered RV space for camp host to supervise site
- tent cabins with flexibility in ventilation, and shade structures with mist emitters, to accommodate hot summer temperatures without air conditioning
- enclosed central meeting, dining and educational activities area in option D
- solar and wind provide most to all energy needs
- mostly composting toilets as educational tool and to minimize water usage and septic system impacts
- gray water separation from black water as educational tool and to minimize septic system impacts

- great access for water activities, including swimming, canoeing and kayaking and all-day paddling excursions up Putah Creek
- nature trail in camp, and connections to hilltop vista and shoreline trails
- potential for climbing wall, archery range, and campfire circle
- options A, B and C assume food preparation and programming provided primarily by groups using the camp; option D assumes central dining and on-site staff for cooking, cleaning and programming.

The feasibility study concludes the camp should be able to operate without operating subsidies, although it will be necessary to mix lower revenue environmental education group uses with other types of higher revenue group uses, particularly in early years of operation.

Construction costs are considerable, ranging from approximately \$1.7 million to \$4 million, depending on which of the four development options is selected. The four options are designed to be additive and implemented sequentially, so that if necessary the District could start with and have a functioning facility that is relatively rustic, and expand and improve the facility over time as additional funding is obtained. Staff is seeking Board concurrence with pursuing this phased approach. Staff believes the flexibility provided by a phased approach is necessary given the current state of the economy and the tightness of grant funding.



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## STAFF REPORT

Date: February 8, 2010

Agenda Item: 4.C

Subject: Update on restoration plans for the Napa River Ecological Reserve, and potential authorization for General Manager to contract with the California Conservation Corps

### Recommendation

Authorize the General Manager to enter into a contract with the California Conservation Corps to undertake invasive species removal, replanting with natives and associated improvements

### Background

In the spring of 2008 the District was awarded a \$100,000 grant by the Coastal Conservancy to do habitat restoration work at the Napa River Ecological Reserve. The project was proposed to take place over a three year period, with removal of invasive weeds and replanting with natives in the first year, followed by two years of watering and weeding by volunteers and school groups, along with improvements to the path leading from the parking area to the river and investigation of options for bridging the river. Unfortunately, just as the District was prepared to finalize the contract with our partners and with the Conservancy, this and nearly all other state grant funds were frozen due to the state budget crisis.

The grant freeze was partially lifted in the fall of 2009, but by then one of our partners, Acorn Soupe, had closed its doors due to budget problems, and our main partner, the Napa County Resource Conservation Service, had had to lay off the employees who were going to manage much of the work. These events, plus the challenge of compressing a three year contract into a much shorter period, as well as reducing its scope to only 60% of the original award, have made it hard to restart the project.

Staff believes it has a new partnership structure and scope of work that is do-able, and will be meeting with these partners on site on Monday, February 8<sup>th</sup>, in the morning before the District Board meeting. The proposed approach will have the restoration plans prepared by the Natural Resource Conservation Service at no charge to the District, and most of the labor provided by the California Conservation Corps.

Time is of the essence to get this project moving, since the Conservancy is requiring that at least 60% of the grant be expended by June of this year. Unless the meeting with our proposed partners raises new wrinkles, staff is requesting that the Board authorize the General Manager to finalize the contract with the Corps. This authorization is requested because the cost of the Corps portion of the work will likely exceed the General Manager's signature authority of up to \$25,000 for construction contracts.





Napa County Regional Park  
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## STAFF REPORT

Date: February 8, 2010

Agenda Item: 4.D

Subject: Consideration of and potential authorization for General Manager to enter into professional services contract for habitat assessment and biological survey work for phase two of the Napa River and Bay Trail (Green Island Road to Soscol Ferry Road)

### Recommendation

Authorize contract for professional services contract for habitat assessment and biological survey work for phase two of the Napa River and Bay Trail.

### Background

The Napa River and Bay Trail south of Green Island Road to the City of American Canyon and around the former American Canyon landfill is approved and funded, and construction will start either later this year or in 2011, depending on the timing of salt plant restoration and levee work by the Department of Fish and Game. At the northern end of the route, right of way issues between the Napa Pipe project and Soscol Ferry Road are conceptually resolved, a proposed Negative Declaration pursuant to the California Environmental Quality Act is circulating for public review, and necessary permits and easements will be sought as soon as that public review is complete.

This leaves the section of the proposed Napa River and Bay Trail between Green Island Road and Soscol Ferry Road as the last remaining, and most challenging, section of the trail. Based on extensive discussions with the Department of Fish and Game, staff has issued a Request for Proposals to twenty firms with expertise in biological assessments. The RFP asked for detailed habitat assessment and biological survey work for listed or sensitive species which may potentially be in the area. Four proposals were received by the deadline of February 2<sup>nd</sup>. Staff will be reviewing the proposals and hopes to have a recommendation for contract award to bring to the Board of Directors for approval at the February 8<sup>th</sup> meeting. Funding for the contract will come from the second and third years of a competitive grant awarded to the District by the County as part of a three-year capital improvement grant approved two years ago. These funds are earmarked for environmental planning and design work for the Napa River and Bay Trail.

Since some of the species of concern are migratory birds which if present show up in mid-winter, it is important to execute the contract as quickly as possible to avoid having the schedule for the trail pushed back a whole year.

Plan of Projects

Status Report for February 8, 2010

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.
Bay/River Trail -- American Canyon to Napa	An 8+ mile recreational trail between the cities of American Canyon and Napa generally following the Napa River and interior levees of associated wetlands.	
	Phase One--Euclyptus Drive to Green Island Road	Feasibility study completed. Phase one (American Canyon to Green Island Rd) CEQA review and Use Permit done. The contract for a \$1,032,300 California River Parkway Grant <u>has been signed</u> . Agreements between the Waste Management Authority, City of American Canyon and the District for the landfill loop <u>have been signed</u> . The District-DFG MOU for the phase one trail is still with DFG legal staff for review.
	Phase Two--Green Island Road to Soscol Ferry Road	Questa is preparing the PUC permit application for a public crossing of the SMART tracks. DFG has agreed, subject to further environmental review, to allow the trail to run along the eastern edge of Fagan Marsh. <u>An RFP for biological survey work for this segment has been released</u>
	Phase Three--Soscol Ferry Road to Napa Pipe	The City of Napa staff have agreed to transfer their easement to the District. The owners of the Napa Valley Corporate Park have agreed to relocating the easement, <u>and are prepared to sign the trail easement once their receive title to the parcel in question</u> A District application for federal Transportation Enhancements funds for this section was turned down in November 2009. <u>A Negative Declaration for this trail segment is out for public review.</u>
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.	CDF and the Pope Valley Volunteer Fire Department have added a proposal to construct a fire substation on a corner of the property. CDF has indicated its crews will most likely be available to clear brush for a combined firebreak and trail. A community meeting with about two dozen attendees was held March 10, 2009 at the Pope Valley Farm Center to get input from and determine level of support in the community. The draft R&PP application to BLM has been submitted. 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.
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. No further work is anticipated until Lake Berryessa Trail planning is completed by Berryessa Trails and Conservation.
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. Undertook a reconnaissance of the trail route in December 2008. Based on this reconnaissance, a revised easement description was drafted, approved by the landowner and recorded. Botanical surveys field work needed for CEQA review is complete. At Negative Declaration and Use Permit hearing was approved December 16, 2009 by the County Planning Commission. <u>An Operations and Management Plan has been drafted and is under review by the underlying property owner.</u>
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. BOR has completed its cultural survey of the site. <u>Questa has finished the draft feasibility report, and BOR has reviewed and supports the conclusions.</u> The District has prepared a draft land use agreement, which is undergoing review by BOR.
District Non-profit Foundation	Organize a non-profit foundation to raise funds for District projects	The District Board has approved the goals, objectives and basic structure for a non-profit foundation to assist the District with fundraising. Board members are contacting potential future members of the foundation governing board.
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. the Napa City Council in November, 2009 directed city staff to work with the District to finalize an agreement for the proposed Hennessey trails. <u>A plant survey of the new section of trail is scheduled for the beginning of April.</u>
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	The feasibility study has been completed, and accepted by the Board of Directors. The Napa City Council in November, 2009 approved city staff recommendation to hold off on the Milliken Reservoir trails project until the Hennessey trail project is up and running.

<p>Moore Creek Open Space Park Development</p> <p>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>The gatehouse well has been drilled, <u>pump installed, well flushed and water quality sample taken for testing</u> the ranch house well has been drilled, and pump installation <u>contract awarded</u>. An agreement for surveying the boundary between the District property and adjacent private property to the east has been signed, and the survey is underway. Volunteers demolished a large old shed in early September, constructed a new boundary/pool fence at the ranch house in October, and in November planted 250 willows, oaks and buckeyes to stabilize a section of creek bank; <u>the next work party will be February 12-14, 2010</u></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 Coastal Conservancy has approved a \$100,000 grant for restoration, environmental education and signage. CEQA review is complete, and the grant contract has been signed. Funding was then frozen due to the state budget crisis. <u>The funding freeze has now been fully lifted, and staff is working to reassemble a team of project partners with a revised scope of work</u> Audubon has obtained a small grant which will help the District work with volunteers to do some invasive plant removal on the northeast side of the river.</p>
<p>Oat Hill Mine Trail</p> <p>Improvements to first 1/2 mile of trail next to Calistoga</p>	<p>The project is on hold pending resolution of litigation. The judge hearing the legal challenge to the trail in December 2008 denied the substance of the issues raised by the plaintiff. The plaintiff in late April 2009 selected new legal counsel to represent him; this is now the third legal counsel he has used on this case. The court case was scheduled to be heard on December 16, 2009, <u>was</u> postponed until February due to the judge's illness, and has now been postponed until March due to plaintiff's illness.</p>
<p>Oat Hill Mine Trail</p> <p>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.</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 <del>staff is preparing an update to the Negative Declaration due to the passage of time since the original approval</del>. The project concept has been approved by the District Board, and is being positively viewed by the Veterans Home administration. District and Veterans Home staff met on June 30, 2009 to develop a strategy to allow the project to go forward, and are now working to implement this strategy.</p>
<p>River to Ridge Trail</p> <p>Lot line adjustment to legalize River to Ridge Trail as constructed (it currently encroaches on private property in two locations)</p>	<p>Lot line adjustment approved by Syar Properties. However, the California Department of General Services decided it cannot do a lot line adjustment without legislative authorization; County-sponsored legislation carried by Assemblymember Evans to grant the necessary authority was approved by the legislature but vetoed by the Governor. In response to efforts by our state legislators, DGS has now determined they are able to process the lot line adjustment, and it is proceeding. <u>The District is paying for DGS's costs to process the lot line adjustment and easement relocation.</u></p>
<p>Skyline Park 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 approved in concept by the flood control district. Park District staff has prepared the first draft of a transfer agreement. <u>The Flood District and staff are continuing to research details related to completing the transaction.</u></p>
<p>Vallejo Lakes</p> <p>Possible purchase of 1100 acres of surplus Vallejo Water District lands, of which 200 acres are located in Napa County</p>	<p>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 surplus 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. We are now waiting for the City to complete title research for the property so that an appraisal can be prepared. The surplus process has slowed down due to new discussions between the City and residents of Green Valley over overall water supply arrangements. <u>The District is working with the American Land Conservancy to find funding for the acquisition.</u></p>
<p>Vine Trail</p> <p>A Class I bicycle/pedestrian path extending from Calistoga to the Vallejo Ferry Terminal</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 on May 1st submitted a request to Congressman Thompson to include the Vine Trail as an authorized project within the next federal surface transportation program. A similar request was submitted to Senators Feinstein and Boxer in July 2009. The District, the Bay Area Ridge Trail, the San Francisco Bay Trail and the Vine Trail Coalition <u>have prepared a joint Case Statement for the combined trail network for fundraising purposes. The District on February 5th submitted an appropriations request for FY 2011 to Senator Feinstein at the request of the Vine Trail Coalition.</u></p>
<p>Wild Lake Ranch</p> <p>Possible joint management of trails, camping and picnic areas through agreement between the Land Trust, the District and State Parks</p>	<p>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. The planning process was put on hold due to the freeze in the state bond-funded grant; however, the freeze was mostly lifted in August and the planning process <u>has restarted</u></p>

**Completed Projects**

- 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.
- 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
- Moore Creek Open Space Park**  
Acquisition of 673 acres in the Moore Creek Watershed completed in December 2008. Trail reroute to remove two stream crossings mostly completed in May 2009. New heater installed in gatehouse in
- 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**  
Provide on-site water supply for group campground and so 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 cattle can be restricted from access to riparian areas. 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 came up dry. The City has dropped plans for digging any more test wells.
- 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.
- Skyline Park Improvements Phase I**  
Erosion control work on Lake Marie Road, and paving of campground loop road, completed in 2007 using State Prop 12 funds.
- Skyline Park Protection**  
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.
- 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.



Napa County Regional Park  
and Open Space District

## STAFF REPORT

Date: February 8, 2010

Agenda Item: 4.F

Subject: Consideration and potential approval of revisions to the budget for FY 2009-2010.

### Recommendation

Approved the revised budget for FY 2009-2010 as shown on Attachment A

### Background

Based on budget actuals for the first six months of the fiscal year, the General Manager recommends a variety of budget revisions as shown on Attachment A. The net effect of the revisions is a decrease in both revenues and expenses of \$45,100.

The primary cause of the reduction is that only \$60,000 of the \$100,000 grant for restoration work at the Napa River Ecological Reserve is expected to be spent in this fiscal year, due to grant funds having been frozen last year because of the state budget crisis. Although the full amount of the grant has now been unfrozen, there will be some lag time in implementing the grant. The remainder of the grant is now expected to be expended in the next fiscal year.

There are also notable reductions in the costs of both contracted County and contracted non-County professional services. County service costs have not increased as much as projected primarily because the County has instituted a variety of cost-cutting measures in response to the downturn in the economy. Non-County professional service costs have been lower because other commitments of the service providers used by the County have reduced the amount of time available for District projects. At this time it is recommended that most of these savings be shifted to the Contingencies/Special Projects line. In addition, it is recommended that the budget no longer assume the use of \$10,000 in District reserves, as had been the case with the originally adopted budget.

**Budget FY 2009-10 Adopted and Proposed Revisions**

(adopted 5/11/09)

		Adopted Budget May 11, 2009			Proposed February 8, 2010		
		2009-10			2009-10		
Revenues		Moore Creek	General Fund	Total	Moore Creek	General Fund	Total
Description							
0 Interest		0	0	\$0	\$0	\$1,200	\$1,200
1 Operating Grant from Napa County			\$366,930	\$366,930		\$366,930	\$366,930
2 Elections Cost Grant from Napa County				\$0			\$0
3 Special Projects Grant from Napa County		\$250,000	\$117,124	\$367,124	\$250,000	\$117,124	\$367,124
4 State Coastal Conservancy Grant			\$100,000	\$100,000		\$60,000	\$60,000
5 Donations				\$0			\$0
6 Program Income		\$8,000		\$8,000	\$11,700		\$11,700
7 Special Projects Grant for Moore Creek				\$0			\$0
Use of District Reserves			\$10,000	\$10,000			\$0
8	<b>Total Revenue</b>	<b>\$258,000</b>	<b>\$594,054</b>	<b>\$852,054</b>	<b>\$261,700</b>	<b>\$545,254</b>	<b>\$806,954</b>
Expenses		2009-10			2009-10		
Description		Moore Creek	General Fund	Total	Moore Creek	General Fund	Total
9 CONTRACT PROFESSIONAL SERVICES (COUNTY)			\$225,130	\$225,130		\$215,000	\$215,000
10 CONTRACT PROFESSIONAL SERVICES (NON-COUNTY)			\$105,800	\$105,800		\$75,000	\$75,000
11 LEGAL EXPENSE		\$1,000	\$8,000	\$9,000	\$1,000	\$5,000	\$6,000
12 INSURANCE:LIABILITY		\$5,000	\$2,000	\$7,000	\$1,500	\$1,500	\$3,000
13 MEMBERSHIPS			\$1,500	\$1,500		\$1,500	\$1,500
14 OFFICE EXPENSE		\$500	\$1,500	\$2,000		\$1,500	\$1,500
14a UTILITIES					\$500		\$500
15 AUDIT AND ACCOUNTING SERVICES			\$6,500	\$6,500		\$8,500	\$8,500
16 ELECTION SERVICES			\$0	\$0		\$0	\$0
17 CONTINGENCIES/ SPECIAL PROJECTS		\$251,000	\$10,000	\$261,000	\$258,200	\$44,130	\$302,330
18 TRANSPORTATION & TRAV		\$500	\$1,000	\$1,500	\$500	\$1,000	\$1,500
19 TRAINING			\$500	\$500		\$500	\$500
20 Project: NAPA RIVER&BAY TRAIL			\$50,000	\$50,000		\$50,000	\$50,000
21 Project: OAT HILL MINE TRAIL			\$39,924	\$39,924		\$39,924	\$39,924
22 Project: CAMP BERRYESSA			\$27,700	\$27,700		\$27,700	\$27,700
23 Project: NAPA R ECOLOGICAL RESERVE			\$114,000	\$114,000		\$74,000	\$74,000
24 Project: BV			\$500	\$500		\$0	\$0
27	<b>Total Expenditures</b>	<b>\$258,000</b>	<b>\$594,054</b>	<b>\$852,054</b>	<b>\$261,700</b>	<b>\$545,254</b>	<b>\$806,954</b>



Napa County Regional Park  
and Open Space District

## STAFF REPORT

Date: February 8, 2010

Agenda Item: 4.G.

Subject: Receipt of report on expenditures, encumbrances, donations and grants approved by the General Manager, and potential authorization for General Manager to approve future invoices from the State Department of General Services related to the lot line adjustment and relocation of easement for the River to Ridge Trail

### Recommendation

Receive the report, and authorize the General Manager to approve future invoices from the State Department of General Services covering their costs for the lot line adjustment and trail easement relocation.

### 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.

In addition to an initial invoice from the Department of General Services as noted below, staff expects further invoices of an unknown amount to complete the lot line adjustment and relocation of the trail easement to correct an encroachment problem with the River to Ridge Trail. Although the River to Ridge Trail, like the rest of Skyline Park, is legally a County facility rather than a District facility, the District has a clear interest in correcting the encroachment problem, and there is no money in this year's County budget to pay for DGS to process the application. There should be sufficient funds within the District budget as recommended by Agenda Item 4.F under Contingencies/Special Projects to more than cover likely expenses.

<u>Date</u>	<u>Purpose</u>	<u>Source / Recipient</u>	<u>Amount</u>
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<u>Date</u>	<u>Purpose</u>	<u>Source / Recipient</u>	<u>Amount</u>
1/19/2010	Moore Creek supplies reimbursement	CJ Yip and Associates	\$44.59
1/19/2010	Flyway Festival Exhibit Fee	ARC ECOLOGY	\$55.00
1/29/2010 (Pending)	Pump Installation, Plumbing and Testing Moore Creek Gate House	Oakville Pump Service	\$7,122.20
1/28/2010 (encumbered)	Pump Installation and Testing Moore Creek Ranch House	Oakville Pump Service	\$5, 769.96