



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

Karen Turjanis  
*Director, Ward One*

Tony Norris  
*Director, Ward Two*

Michael Haley  
*Director, Ward Three*

Dave Finigan  
*Director, Ward Four*

Barry Christian  
*Director, Ward Five*

## AGENDA

### BOARD OF DIRECTORS REGULAR MEETING

Monday, November 10, 2014 at 2:00 P.M.

NCTPA, 625 Burnell Street, Napa, CA 94559

**NOTE SPECIAL LOCATION**

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

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

## 2. Public Comment

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

## 3. Set Matters

### **2:00 pm**

- a. Approval of issuance of certificates of election and appointment by Board of Directors of the nominees to Ward 1 (Karen Bower Turjanis) and Ward 5 (Barry Christian).
- b. Administration of Oaths of Office by County of Napa Clerk of the Board Gladys Coil for Directors of Ward 1 and Ward 5.

### **2:10 pm**

- c. Presentation by Auditor-Controller Tracy Schulze of FY 2013-14 year-end financials and independent financial audit performed by Gallina LLP.
- d. Consideration and potential approval of adjustments to the adopted budget for FY 2014-15.

## 4. Administrative Items

- a. Consideration and potential approval of Minutes of the Board of Directors special meeting of September 25, 2014. *(Note: This item will be deferred to the next meeting)*
- b. Consideration and potential approval of Amendment #1 to Agreement 14-12 with Questa Engineering
- c. Consideration and potential authorization for General Manager to send a letter to the Land Trust of Napa County requesting their assistance in acquiring APN# 019-220-017 (Voorhees).
- d. Consideration and potential award of contract to G.D. Nielson Construction, Inc. to construct Phase One of the Camp Berryessa Improvements Project, for a cost not to exceed \$1,736,820<sup>00</sup>
- e. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff.
- f. Consideration and potential approval of Amendment #1 to Agreement #12-8 with Jeanne Marioni to perform outreach and volunteer services for Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park.
- g. Receipt of monthly report, and summary of accomplishments since April 2012, for Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park.
- h. Review of the District Projects Status.

## 5. Announcements by Board and Staff

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

## 6. Agenda Planning

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

Next Board Meeting: Regular Board Meeting of December 8, 2014

Myrna Abramowicz Commemorative Rock Dedication: November 8, 2014

Moore Creek Trail and Fence Work Day: November 15, 2014

Ninth Year Celebration: TBD

## 7. Adjournment



Napa County Regional Park  
and Open Space District

## STAFF REPORT

Date: November 10, 2014  
Agenda Item: 3.C  
Subject: Presentation by Auditor-Controller Tracy Schulze of FY 2013-14 year-end financials and independent financial audit performed by Gallina LLP.

### Recommendation

1. Find that the proposed action is not a project under CEQA
2. Receive the report.

### ENVIRONMENTAL DETERMINATION

The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### Background

District Auditor Tracy Schulze will present the findings of the independent financial audit performed on the District's finances by Gallina, LLP, for Fiscal Year 2013-14. The bottom line is that the District received a "clean" audit, with no material findings or concerns.

At the end of the fiscal year, the District had an unrestricted fund balance of about \$511,000, plus a restricted fund balance of approximately \$700,000. Nearly \$600,000 of the restricted fund balance is for the two state parks which the District manages. The District has consciously work to build up these fund balances in anticipation of major construction expenses in FY 2014-15.

The audit report is attached.

**NAPA COUNTY  
REGIONAL PARK AND  
OPEN SPACE DISTRICT**

**AUDIT REPORT**

**FOR THE YEAR ENDED  
JUNE 30, 2014**

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**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

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## **FINANCIAL SECTION**

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## INDEPENDENT AUDITOR'S REPORT

To the Honorable Members  
of the Board of Directors  
Napa County Regional Park and Open Space District  
Napa, California

### Report on the Financial Statements

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the accompanying financial statements of the Napa County Regional Park and Open Space District (District), as of and for the year ended June 30, 2014, and the related notes to the financial statements, and have issued our report thereon dated October 27, 2014.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the District, as of June 30, 2014, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

To the Honorable Members  
of the Board of Directors  
Napa County Regional Park and Open Space District

### **Other Matters**

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the District's basic financial statements. The Schedule of Revenues and Expenditures by Activity is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The Schedule of Revenues and Expenditures by Activity is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Revenues and Expenditures by Activity is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 27, 2014 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.



Roseville, California  
October 27, 2014

**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Management's Discussion and Analysis  
For the Year Ended June 30, 2014

The Napa County Regional Park and Open Space District (District) was formed on December 12, 2006 when the County of Napa Board of Supervisors certified that the voters had approved its formation at the election on November 7, 2006. The purpose of the District is to plan, improve and operate a system of public parks, trails, outdoor recreational facilities, and outdoor science and conservation education programs, as well as to protect and preserve natural areas, wildlife habitat and other open space resources.

As management of the District, we offer readers of our financial statements this narrative overview and analysis of the financial activities for the fiscal year ending June 30, 2014. Please read it in conjunction with the District's financial statements, which follow this section.

**FINANCIAL HIGHLIGHTS**

- The District ended the year with a fund balance of \$1,209,252, an increase of \$94,852 from the prior year. Of that amount, \$49,180 is restricted for future expenditures at Moore Creek, \$50,000 is restricted for future expenditures at Camp Berryessa, \$5,000 is restricted for Putah Creek, and \$593,731 is restricted and assigned for future expenditures at the State Parks, leaving \$511,341 available for general District operations.
- The County of Napa continued its support for the District's operations and projects, granting funds from its Transient Occupancy Tax in the amount of \$688,413.
- The District completed its second full year of operation of Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park, and ending the year with a fund balance sufficient to undertake extensive repairs to historic cabins within the park.
- The District organized over 11,960 hours of volunteer work projects, valued at over \$239,200.
- The District constructed 1.5 miles of new multi-use trails at Moore Creek Park, and completed improvements necessary to open the 900 acre Lake Hennessey Unit of Moore Creek Park in the fall of 2014. Also at Moore Creek Park, the District also finished construction of a new engineered septic system, installed a new UV water treatment system, and continued the removal of invasive French Broom.
- The District completed engineering and design plans for Camp Berryessa, a planned outdoor education camp on the north shore of Lake Berryessa, and obtained final review from the Bureau of Reclamation, with the intent to go to bid on construction in the summer of 2014.
- The District dedicated three segments of the Bay Area Ridge Trail through Napa County (through Moore Creek Park, along a portion of the Oat Hill Mine Trail, and through Bothe-Napa Valley State Park.
- The District obtained approval from the Department of Fish and Wildlife and installed a fence stile at the boundary of DFW property to accommodate the Berryessa Peak Trail.
- The District negotiated the purchase of over 400 acres of open space on the former Kirkland Ranch to protect natural resources, a Native American site, the two freshwater springs that make Soscol Creek a year-round Steelhead creek, and provide the route for a several mile section of the Bay Area Ridge Trail connecting Skyline Park with Highway 12.
- The District obtained \$120,000 in grant funding and prepared bid documents for the construction of 0.7 miles of the San Francisco Bay Trail connecting Soscol Ferry Road with the Napa Pipe property.

**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Management's Discussion and Analysis (continued)  
For the Year Ended June 30, 2014

## **OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The Statement of Net Position and Governmental Fund Balance Sheet, and the Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balance provide information about the activities of the District. The financial statements also include various footnote disclosures, which further describe the District's activities.

### Government-Wide Statements

The *government-wide financial statements* are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private sector business.

The *statement of net position and governmental fund balance sheet* presents information on all of the District's assets and liabilities, with the difference between the two reported as *net position*.

The *statement of activities and governmental fund revenues, expenditures and changes in fund balance* presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus revenues and expenses are reported in the statement of activities for some items that will only result in cash flows in future fiscal periods.

### Fund Financial Statements

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Fund financial statements report essentially the same functions as those reported in the government-wide financial statements. However, unlike the government-wide financial statements, fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate the comparison between governmental funds and government-wide statements.

The District adopts an annual appropriated budget for its fund. A budgetary comparison schedule has been provided for the fund to demonstrate compliance with the budget.

### Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

### Required Supplementary Information (RSI)

RSI is presented concerning the District's General Fund budgetary schedule. The District adopts an annual appropriated budget for its General Fund. A budgetary comparison schedule has been provided for the General Fund to demonstrate compliance with this budget.

**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Management's Discussion and Analysis (continued)  
For the Year Ended June 30, 2014

**FINANCIAL ANALYSIS OF THE DISTRICT**

Net Position

A summary of the District's Statement of Net Position is as follows:

**Condensed Statement of Net Position  
As of June 30**

	<u>2014</u>	<u>2013</u>	<u>Variance</u>
Current assets	\$ 1,425,521	\$ 1,215,234	\$ 210,287
Non-current assets	<u>7,352,612</u>	<u>7,210,060</u>	<u>142,552</u>
<b>Total Assets</b>	<u>8,778,133</u>	<u>8,425,294</u>	<u>352,839</u>
Current liabilities	<u>216,269</u>	<u>100,834</u>	<u>(115,435)</u>
<b>Total Liabilities</b>	<u>216,269</u>	<u>100,834</u>	<u>(115,435)</u>
<b>Net Position</b>			
Net investment in capital assets	7,352,612	7,210,060	142,552
Restricted	697,911	451,881	246,030
Unrestricted	<u>511,341</u>	<u>662,519</u>	<u>(151,178)</u>
<b>Total Net Position</b>	<u>\$ 8,561,864</u>	<u>\$ 8,324,460</u>	<u>\$ 237,404</u>

Net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets exceeded liabilities by \$8,561,864 as of June 30, 2014, due primarily to purchased and donated land and buildings over the past years.

Cash and investments are maintained in the County's cash and investment pool where interest earned on the District's balance is apportioned to the District.

**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Management's Discussion and Analysis (continued)  
For the Year Ended June 30, 2014

Statement of Activities

A summary of the District's Statement of Activities, recapping the District's revenues earned during the fiscal year ended June 30, 2014, and the expenditures incurred are as follows:

**Condensed Statement of Activities  
For the Fiscal year Ended June 30**

	2014	2013	Variance
<b>Revenues</b>			
Operating grants	\$ 793,807	\$ 1,068,155	\$ (274,348)
Capital grants & contributions	10,375	--	10,375
Concessions	493,211	344,719	148,492
Court fines	--	15,000	(15,000)
Donations	11,600	25,994	(14,394)
Planning and engineering services	10,434	7,022	3,412
Rents	21,410	10,610	10,800
Miscellaneous	144	--	144
Interest	5,856	3,729	2,127
<b>Total Revenues</b>	<u>1,346,837</u>	<u>1,475,229</u>	<u>(128,392)</u>
<b>Expenses</b>			
Parks and recreation	1,109,433	897,009	(212,424)
<b>Total Expenses</b>	<u>1,109,433</u>	<u>897,009</u>	<u>(212,424)</u>
Changes in Net Position	237,404	578,220	(340,816)
Net Position - Beginning of Year	<u>8,324,460</u>	<u>7,746,240</u>	<u>578,220</u>
<b>Net Position - Ending of Year</b>	<u>\$ 8,561,864</u>	<u>\$ 8,324,460</u>	<u>\$ 237,404</u>

Financial Analysis of the District's Governmental Fund

As noted earlier, fund accounting is used by the District to ensure and demonstrate compliance with finance-related legal requirements.

The District ended the year with a fund balance of \$1,209,252, an increase of \$94,852 from the prior year. Of that amount, \$49,180 is restricted for future expenditures at Moore Creek, \$50,000 is restricted for future expenditures at Camp Berryessa, \$5,000 is restricted for Putah Creek, and \$593,731 is restricted and assigned for future expenditures at the State Parks, leaving \$511,341 available for general District operations.

The increase of the District's Net Position is primarily due to increased revenues generated at the State Parks.



**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Management's Discussion and Analysis (continued)  
For the Year Ended June 30, 2014

**BUDGETARY HIGHLIGHTS**

Total revenues were under final budget by \$1,541,034, or 54%, and total expenditures were under final budget by \$1,635,886, or 57%.

Both revenues and expenditures were under budget primarily because of delays in two projects. The budget assumed that all of the grant funding available for Phase I of Camp Berryessa would be utilized. However, due to delays in Bureau of Reclamation review of final plans, only a small amount of construction was actually undertaken before the end of the fiscal year. Construction of Phase I should be complete before the end of FY 2014-2015. The budget also assumed repair of historic cabins at the State Parks would be underway. However, again due to delays in permitting by California State Parks, most of the cabin repairs were not able to be made prior to the close of the fiscal year.

**CAPITAL ASSETS**

For the fiscal year ending June 30, 2014, the District owned 224 acres of land, known as Berryessa Vista Wilderness Park; 673 acres of land with two residences, known as Moore Creek Park; approximately 2,500 other acres known as Spanish Valley, Crystal Flats and Stone Corral; and 0.2 acres known as the Keene parcel. In addition, the District acquired through donation from the Napa Valley State Parks Association an ATV valued at \$10,375 for use at Bothe-Napa Valley State Park

**DEBT ADMINISTRATION**

For the fiscal year ending June 30, 2014, the District did not have any long-term obligations outstanding.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

The District's primary source of revenue for general operations comes via a grant agreement with the County of Napa. The County funds this agreement using a portion of its General Fund identified in the County budget as Special Project Funds. Special Project Funds are derived from a portion of the County's Transient Occupancy Tax (TOT), which was increased through voter approval in 2002 from 10.5 to 12 percent of gross receipts for overnight accommodations provided by facilities operating in the unincorporated parts of the County. The County Board of Supervisors has adopted a policy of allocating 60% of the increased TOT revenues for parks and open space purposes. The amount of TOT revenues in Napa County dipped during the recent recession, but are once again increasing. Since the grant to the District is calculated on the prior year's TOT revenues, next year's grant from the County will increase.

For fiscal year 2014-2015, the County has agreed to provide the District \$753,607 for operational and other costs. Pursuant to revised County policy, any unused portion of this grant from FY 2013-14 has been rolled into and increases the grant for 2014-2015. The County grant agreement currently runs until June 30, 2017.

The District's second largest source of funding for operations is fee revenues derived from the management of Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park, supplemented by grants and donations earmarked for these two parks. Separating out costs for capital improvements and major deferred maintenance, which are being funded from grants and donations, the District needs to be able to operate the two parks without outside subsidies. Since the District began operating these two parks in April, 2012, revenues have exceeded expenses, and by the end of FY 2013-2014 the District had built up a fund balance of \$593,731. Most of this fund balance will be expended in FY 2014-2015 to repair six historic cabins within Bothe-Napa Valley State Park.

**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Management's Discussion and Analysis (continued)  
For the Year Ended June 30, 2014

The District currently has no employees, and no facilities other than land and two residential buildings on that land. It contracts with the County for most of its professional services and office space, equipment and supplies.

**CONTACTING THE DISTRICT**

This audit report is designed to provide a general overview of the Napa County Regional Park and Open Space District finances for all those interested. The County of Napa provides certain management and administrative functions, including all financial management and accounting. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Napa County Regional Park and Open Space District, 1195 Third Street, Second Floor, Napa California, 94559.

**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Statement of Net Position  
June 30, 2014

**Assets**

## Current Assets:

Cash in County treasury	\$ 1,407,893
Due from other governments	17,628
Total Current Assets	1,425,521

## Non-Current Assets:

Land	6,792,319
Buildings, net of accumulated depreciation	560,293
Total Non-Current Assets	7,352,612

**Total Assets**

8,778,133

**Liabilities**

## Current Liabilities:

Accounts payable	133,491
Unearned revenue	82,778
Total Liabilities	216,269

**Net Position**

Net investment in capital assets	7,352,612
Restricted	697,911
Unrestricted	511,341
Total Net Position	\$ 8,561,864

The accompanying notes are an integral part of these financial statements.

**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Statement of Activities  
For the Year Ended June 30, 2014

<b>Program Expenses</b>	
Administrative and general operations	\$ 495,392
Accounting and auditing services	14,891
Legal services	21,797
Park maintenance and operations	423,799
Consulting and engineering	126,360
Insurance	15,146
Taxes and assessments	445
Depreciation	11,603
	<hr/>
<b>Total Program Expenses</b>	<b>1,109,433</b>
	<hr/>
<b>Program Revenues</b>	
Operating Grants and Contributions:	
County of Napa - Special Projects Fund	688,413
County of Napa - Wildlife Commission	10,934
State-Coastal Conservancy	44,460
Other grants	50,000
Capital grants and contributions	10,375
Concessions	493,211
Donations	11,600
Planning and engineering services	10,434
Rents	21,410
Miscellaenous	144
	<hr/>
<b>Total Program Revenues</b>	<b>1,340,981</b>
	<hr/>
<b>Net Program Revenues</b>	<b>231,548</b>
	<hr/>
<b>General Revenues</b>	
Interest	5,856
	<hr/>
<b>Change in Net Position</b>	<b>237,404</b>
	<hr/>
<b>Net Position - Beginning of Year</b>	<b>8,324,460</b>
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<b>Net Position - End of Year</b>	<b>\$ 8,561,864</b>
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The accompanying notes are an integral part of these financial statements.

**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Balance Sheet  
June 30, 2014

<b>Assets</b>	
Cash in County treasury	\$ 1,407,893
Due from other governments	<u>17,628</u>
<b>Total Assets</b>	<b><u><u>\$ 1,425,521</u></u></b>
<b>Liabilities</b>	
Accounts payable	\$ 133,491
Unearned revenue	<u>82,778</u>
<b>Total Liabilities</b>	<u>216,269</u>
<b>Fund Balance</b>	
Restricted	697,911
Unassigned	<u>511,341</u>
<b>Total Fund Balance</b>	<u>1,209,252</u>
<b>Total Liabilities and Fund Balance</b>	<b><u><u>\$ 1,425,521</u></u></b>

The accompanying notes are an integral part of these financial statements.

**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Reconciliation of the Balance Sheet  
to the Statement of Net Position  
June 30, 2014

Fund Balance - total governmental fund (page 11)	\$	1,209,252
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.

7,352,612

Net position of governmental activities (page 9)

\$ 8,561,864

The accompanying notes are an integral part of these financial statements.

**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Statement of Revenues, Expenditures and  
Changes in Fund Balance  
For the Year Ended June 30, 2014

<b>Revenues</b>	
Intergovernmental revenues	\$ 793,807
Concessions	493,211
Donations	11,600
Planning and engineering services	10,434
Rents	21,410
Interest	5,856
Miscellaneous	<u>144</u>
<b>Total Revenues</b>	<u>1,336,462</u>
<b>Expenditures</b>	
Administrative and general operations	495,392
Accounting and auditing services	14,891
Legal services	21,797
Park maintenance and operations	567,579
Consulting and engineering	126,360
Insurance	15,146
Taxes and assessments	<u>445</u>
<b>Total Expenditures</b>	<u>1,241,610</u>
<b>Net Change in Fund Balance</b>	94,852
<b>Fund Balance - Beginning of Year</b>	<u>1,114,400</u>
<b>Fund Balance - End of Year</b>	<u><u>\$ 1,209,252</u></u>

The accompanying notes are an integral part of these financial statements.

**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Reconciliation of the Statement of Revenues, Expenditures, and  
Changes in Fund Balance to the Statement of Activities  
For the Year Ended June 30, 2014

Net change to fund balance - total governmental fund (page 13)	\$	94,852
--	----	--------

Amounts reported for governmental activities in the  
statement of activities are different because:

Governmental funds report capital outlay as expenditures. However,  
in the statement of activities, the cost of those assets is allocated  
over their estimated useful lives and reported as depreciation expense.

Details of the difference are as follows:

Expenditures for general capital assets and other related adjustments		154,155
Depreciation		<u>(11,603)</u>

Change in net position of governmental activities (page 10)	\$	<u><u>237,404</u></u>
---	----	-----------------------

The accompanying notes are an integral part of these financial statements.



**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Notes to the Financial Statements  
June 30, 2014

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity**

In November of 2006 Napa County voters approved Measure I establishing the Napa County Regional Park and Open Space District (District). The purpose of the District is to plan, improve and operate a system of public parks, trails, outdoor recreational facilities, and outdoor science and conservation education programs, as well as to protect and preserve natural areas, wildlife habitat and other open space resources. Its jurisdiction includes all of Napa County.

The District is governed by a Board of Directors whose members are directly elected by the public in each of five wards. Ward boundaries coincide with the County's Board of Supervisors' districts.

The District includes all activities (operations of its administrative staff and District officers) considered to be a part of the District. The District reviewed the criteria developed by the Governmental Accounting Standards Board (GASB) in its issuance of Statement No. 14, relating to the financial reporting entity to determine whether the District is financially accountable for other entities. The District has determined that no other outside entity meets the above criteria, and therefore, no District has been included as a component unit in the financial statements. In addition, the District is not aware of any entity that would be financially accountable for the District that would result in the District being considered a component unit of that entity.

**B. Basis of Presentation and Accounting**

*Government-Wide Statements*

The statement of net position and statement of activities display information about the primary government (District). These statements include the financial activities of the overall District.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

When both restricted and unrestricted net position are available, restricted resources are used only after the unrestricted resources are depleted.

*Fund Financial Statements*

Governmental fund financial statements are reported using the current financial resources method and the modified accrual basis of accounting. This method recognizes revenues in the accounting period in which they become measurable and available. Revenues are considered available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues available if they are collected within ninety days of the end of the current fiscal period. Significant revenues that have been treated as "susceptible" to accrual under the modified accrual basis of accounting include taxes, charges, interest and intergovernmental revenues. Expenditures are recognized in the accounting period in which the related fund liability is incurred.

**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Notes to the Financial Statements  
June 30, 2014

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**B. Basis of Presentation and Accounting (continued)**

*Fund Financial Statements (continued)*

Nonexchange transactions, in which the District gives (or receives) value without directly receiving (or giving) value in exchange, include sales taxes, grants, entitlements and donations. On a modified accrual basis, revenues from sales taxes are recognized when the underlying transactions take place and have met the availability criteria. Revenues from grants, entitlements and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

The District reports the following major governmental fund:

- The General Fund is the District's primary operating fund. It accounts for all financial resources of the general government.

**C. Capital Assets**

Capital assets are recorded at historical cost or estimated historical cost if actual historical cost is not available. The District defines capital assets as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets used in operations are depreciated or amortized (assets under capital leases) using the straight-line method over the lesser of the capital lease period or their estimated useful lives in the government-wide statements. Depreciation begins on the first day of the fiscal year following the period the asset is placed in service and ends in the fiscal year that it is retired from service or is fully depreciated.

The estimated useful lives are as follows:

Buildings and improvements	25 to 50 years
----------------------------	----------------

**D. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Notes to the Financial Statements  
June 30, 2014

**NOTE 2: CASH AND INVESTMENTS**

Cash at June 30, 2014, consisted of the following:

Cash in County Treasury	<u>\$ 1,407,893</u>
-------------------------	---------------------

The District maintains all of its cash and investments with the Napa County Treasurer in an investment pool. On a quarterly basis the Treasurer allocates interest to participants based upon their average daily balances. Required disclosure information regarding categorization of investments and other deposit and investment risk disclosures can be found in the County's financial statements. Napa County's financial statements may be obtained by contacting the Napa County Auditor-Controller's office at 1195 Third Street, Room B-10, Napa, California 94559. The Napa County Treasury Oversight Committee oversees the Treasurer's investments and policies.

Required disclosures for the District's deposit and investment risks at June 30, 2014, were as follows:

Credit risk	Not rated
Custodial risk	Not applicable
Concentration of credit risk	Not applicable
Interest rate risk	Not available

Investments held in the County's investment pool are available on demand and are stated at cost plus accrued interest, which approximates fair value. The District has no deposit or investment policy that addresses a specific type of risk.

**NOTE 3: CAPITAL ASSETS**

Capital assets activity for the year ended June 30, 2014, was as follows:

	Balance July 1, 2013	Additions	Retirements	Balance June 30, 2014
Capital assets, not being depreciated:				
Land	\$ 6,792,319	\$ --	\$ --	\$ 6,792,319
Total capital assets, not being depreciated	6,792,319	--	--	6,792,319
Capital assets, being depreciated:				
Donated equipment	--	10,375	--	10,375
Buildings	456,356	143,780	--	600,136
Total capital assets, being depreciated	456,356	154,155	--	610,511
Less accumulated depreciation for:				
Equipment	--	(1,038)	--	(1,038)
Buildings	(38,615)	(10,565)	--	(49,180)
Total accumulated depreciation	(38,615)	(11,603)	--	(50,218)
Total capital assets, being depreciated, net	417,741	142,552	--	560,293
Total capital assets, net	\$ 7,210,060	\$ 142,552	\$ --	\$ 7,352,612

**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Notes to the Financial Statements  
June 30, 2014

**NOTE 4: NET POSITION/FUND BALANCE**

**Net Position**

Net position comprise the various net earnings from operating and non-operating revenues, expenses and contributions of capital. Net position are classified in the following three components: invested in capital assets (net of related debt), restricted and unrestricted. The District has restricted funds, unrestricted funds and funds invested in capital assets (net of related debt). Invested in capital assets, net of related debt consists of all capital assets, net of accumulated depreciation and reduced by outstanding debt that is attributable to the acquisition, construction and improvement of those assets. Debt related to unspent proceeds or other restricted cash and investments is excluded from the determination. Unrestricted net position consist of all other net position not included in the above categories.

**Fund Balance**

Governmental funds report fund balance in classifications based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the funds can be spent. The following classifications describe the relative strength of the spending constraints:

- *Nonspendable fund balance* – amounts that are not in spendable form or are required to be maintained intact.
- *Restricted fund balance* – amount constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- *Committed fund balance* – amounts constrained to specific purposes by the District itself, using its highest level of decision-making authority. To be reported as committed, amounts cannot be used for any other purpose unless the District takes the same highest level of action to remove or change the constraint.
- *Assigned fund balance* – amounts the District intends to use for a specific purpose. Intent can be expressed by the District's board or by an official or body to which the District's board delegates the authority.
- *Unassigned fund balance* – amounts that are available for any purpose. Positive amounts are reported only in the general fund.

The District's board establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance or resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives). Assigned fund balance is established by the board through adoption or amendment of the budget as intended for specific purpose (such as the purchase of fixed assets, construction, debt service, or for other purposes).

In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, fund balance is generally depleted in the order of restricted, committed, assigned, and unassigned.

**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Notes to the Financial Statements  
June 30, 2014

**NOTE 5: RELATED PARTY TRANSACTIONS**

During the year ended June 30, 2014, the District paid the Napa County, a related party \$489,321 for accounting, management, administrative, and legal services. The District also received grants from the County in the amount of \$688,413 for administration, planning and operations.

**NOTE 6: RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. Insurance to cover risk of loss for the District is secured through commercial carriers.

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**REQUIRED SUPPLEMENTARY INFORMATION**

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**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Budgetary Comparison Schedule  
For the Year Ended June 30, 2014

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
<b>Revenues</b>				
Intergovernmental revenues	\$ 2,493,988	\$ 2,493,988	\$ 793,807	\$ (1,700,181)
Concessions	372,508	372,508	493,211	120,703
Donations	--	--	11,600	11,600
Planning and engineering services	--	--	10,434	10,434
Rents	11,000	11,000	21,410	10,410
Interest	--	--	5,856	5,856
Miscellaneous	--	--	144	144
<b>Total Revenues</b>	<u>2,877,496</u>	<u>2,877,496</u>	<u>1,336,462</u>	<u>(1,541,034)</u>
<b>Expenditures</b>				
Administrative services	576,309	576,309	463,789	112,520
Accounting and auditing services	18,600	18,600	14,891	3,709
Legal services	18,000	18,000	21,797	(3,797)
Waste disposal services	27,441	27,441	23,440	4,001
Janitorial services	--	--	497	(497)
Construction services	1,777,200	1,776,750	457,590	1,319,160
Other professional services	130,075	130,075	126,359	3,716
Maintenance - equipment	--	--	197	(197)
Maintenance - buildings and improvements	--	--	4,685	(4,685)
Maintenance - vehicles	--	--	3,827	(3,827)
Maintenance - infrastructure and land	--	--	8,075	(8,075)
Insurance - liability	--	--	948	(948)
Insurance - premiums	5,340	5,340	14,198	(8,858)
Communications and telephone	5,040	5,040	6,885	(1,845)
Bank charges	--	--	1,945	(1,945)
Computer equipment/accessories	--	--	1,123	(1,123)
Permits and license fees	600	600	559	41
Training and conference expenses	1,000	1,000	954	46
Business travel and mileage	9,800	9,800	4,848	4,952
Office supplies	10,100	10,100	5,665	4,435
Memberships and certifications	1,500	1,500	1,000	500
Utilities - Electric	16,500	16,500	15,105	1,395
Utilities - Propane	--	--	310	(310)
Fuel	--	--	807	(807)
Janitorial supplies	--	--	3,796	(3,796)
Construction supplies and materials	300	300	528	(228)
Maintenance supplies	24,600	24,600	33,244	(8,644)
Minor equipment and small tools	4,800	4,800	8,435	(3,635)
Special departmental expenses	250,291	250,291	15,669	234,622
Taxes and assessments	--	450	444	6
<b>Total Expenditures</b>	<u>2,877,496</u>	<u>2,877,496</u>	<u>1,241,610</u>	<u>1,635,886</u>
<b>Net Change in Fund Balance</b>	<u>\$ --</u>	<u>\$ --</u>	94,852	<u>\$ 94,852</u>
<b>Fund Balance - Beginning of Year</b>			<u>1,114,400</u>	
<b>Fund Balance - End of Year</b>			<u>\$ 1,209,252</u>	

The accompanying notes are an integral part of these financial statements.

**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Notes to the Required Supplementary Information  
For the Year Ended June 30, 2014

**BUDGET AND BUDGETARY ACCOUNTING**

The District prepares and legally adopts a final budget on or before August 30<sup>th</sup> of each fiscal year. The District's operation, commencing July 1<sup>st</sup>, is governed by the proposed budget, adopted by the Board of Directors in June of the prior year.

After the budget is approved, the appropriations can be added to, subtracted from or changed only by approval of the Board of Directors. All such changes must be within the revenues and reserves estimated as available in the final budget or within revised revenue estimates as approved by the District.

An operating budget is adopted each fiscal year on the modified accrual basis. Additionally, encumbrance accounting is utilized to assure effective budgetary control. Encumbrances outstanding at year-end represent the estimated amount of the expenditures ultimately to result if the unperformed contracts in process at year-end are completed or purchase commitments satisfied. Such year-end encumbrances are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent years and included in the subsequent years' budgets. Unencumbered appropriations lapse at year-end.

The legal level of budgetary control (the level on which expenditures may not legally exceed appropriations) is at the object level.

The budget is adopted on a basis consistent with generally accepted accounting principles.

## **SUPPLEMENTARY INFORMATION**

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**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Schedule of Revenues and Expenditures by Activity  
For the Year Ended June 30, 2014

	Moore Creek	Oat Hill Mine Trail	Napa River and Bay Trail	Camp Berryessa
<b>Revenues</b>				
Grants:				
Napa County	\$ 425,104	\$ 6,018	\$ 20,919	\$ 25,143
Wildlife Commission	--	--	--	--
State-Coastal Conservancy	--	--	--	30,363
Other grants	--	--	--	--
Concessions	--	--	--	--
Donations	906	375	--	--
Planning and engineering services	--	--	--	--
Rents	10,600	--	--	--
Interest	--	--	--	--
Miscellaneous	--	--	--	--
<b>Total Revenues</b>	<u>436,610</u>	<u>6,393</u>	<u>20,919</u>	<u>55,506</u>
<b>Expenditures</b>				
Administrative services	58,574	1,543	18,768	22,510
Accounting and auditing services	--	--	--	--
Legal services	--	--	--	--
Waste disposal services	3,047	--	--	--
Janitorial services	--	--	--	--
Construction services	390,067	--	--	31,981
Other professional services	18,930	4,432	1,881	1,015
Maintenance - equipment	--	--	--	--
Maintenance - buildings and improvements	184	--	--	--
Maintenance - vehicles	--	--	--	--
Maintenance - infrastructure and land	3,508	--	--	--
Insurance - liability	948	--	--	--
Insurance - premiums	--	--	--	--
Communications and telephone	919	--	--	--
Bank charges	--	--	--	--
Permits and license fees	354	--	--	--
Training and conference expenses	--	--	--	--
Business travel and mileage	278	--	270	--
Office supplies	99	375	--	--
Memberships and certifications	--	--	--	--
Utilities - Electric	1,324	--	--	--
Utilities - Propane	--	--	--	--
Fuel	62	--	--	--
Janitorial supplies	--	--	--	--
Construction supplies and materials	310	--	--	--
Maintenance supplies	5,105	43	--	--
Minor equipment and small tools	1,941	--	--	--
Computer Equipment/Accessories	--	--	--	--
Special departmental expenses	1,583	--	--	--
Taxes and assessments	444	--	--	--
<b>Total Expenditures</b>	<u>487,677</u>	<u>6,393</u>	<u>20,919</u>	<u>55,506</u>
<b>Net Surplus/(Deficit)</b>	<u>\$ (51,067)</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>

continued

**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Schedule of Revenues and Expenditures by Activity (continued)  
For the Year Ended June 30, 2014

	Berryessa Vista	NRER	Vine Trail	Putah Creek
<b>Revenues</b>				
Grants:				
Napa County	\$ 2,141	\$ 9,406	\$ 494	\$ 52,250
Wildlife Commission	--	10,934	--	--
State-Coastal Conservancy	--	14,097	--	--
Other grants	--	--	--	--
Concessions	--	--	--	--
Donations	--	--	--	--
Planning and engineering services	--	--	--	--
Rents	--	--	--	--
Interest	--	--	--	--
Miscellaneous	--	--	--	--
<b>Total Revenues</b>	<u>2,141</u>	<u>34,437</u>	<u>494</u>	<u>52,250</u>
<b>Expenditures</b>				
Administrative services	1,424	4,192	494	26,366
Accounting and auditing services	--	--	--	--
Legal services	--	--	--	--
Waste disposal services	--	3,644	--	--
Janitorial services	--	--	--	--
Construction services	--	--	--	12,293
Other professional services	717	26,563	--	13,290
Maintenance - equipment	--	--	--	--
Maintenance - buildings and improvements	--	--	--	--
Maintenance - equipment	--	--	--	--
Maintenance - infrastructure and land	--	--	--	--
Insurance - liability	--	--	--	--
Insurance - premiums	--	--	--	--
Communications and telephone	--	--	--	--
Bank charges	--	--	--	--
Permits and license fees	--	--	--	220
Training and conference expenses	--	--	--	--
Business travel and mileage	--	35	--	40
Office supplies	--	--	--	--
Memberships and certifications	--	--	--	--
Utilities - Electric	--	3	--	--
Utilities - Electric	--	--	--	--
Fuel	--	--	--	--
Janitorial supplies	--	--	--	--
Construction supplies and materials	--	--	--	--
Maintenance supplies	--	--	--	41
Minor equipment and small tools	--	--	--	--
Computer Equipment/Accessories	--	--	--	--
Special departmental expenses	--	--	--	--
Taxes and assessments	--	--	--	--
<b>Total Expenditures</b>	<u>2,141</u>	<u>34,437</u>	<u>494</u>	<u>52,250</u>
<b>Net Surplus/(Deficit)</b>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>

continued

**NAPA COUNTY REGIONAL PARK  
AND OPEN SPACE DISTRICT**

Schedule of Revenues and Expenditures by Activity (continued)  
For the Year Ended June 30, 2014

	State Parks	General Fund	Total
<b>Revenues</b>			
Grants:			
Napa County	\$ --	\$ 146,938	\$ 688,413
Wildlife Commission	--	--	10,934
State-Coastal Conservancy	--	--	44,460
Other grants	50,000	--	50,000
Concessions	493,211	--	493,211
Donations	10,249	70	11,600
Planning and engineering services	10,434	--	10,434
Rents	10,810	--	21,410
Interest	2,212	3,644	5,856
Miscellaneous	144	--	144
<b>Total Revenues</b>	<u>577,060</u>	<u>150,652</u>	<u>1,336,462</u>
<b>Expenditures</b>			
Administrative services	127,383	202,536	463,790
Accounting and auditing services	--	14,891	14,891
Legal services	--	21,797	21,797
Waste disposal services	16,749	--	23,440
Janitorial services	200	--	200
Construction services	23,250	--	457,591
Other professional services	17,312	42,220	126,360
Maintenance - equipment	197	--	197
Maintenance - buildings and improvements	4,500	--	4,684
Maintenance - equipment	3,827	--	3,827
Maintenance - infrastructure and land	4,567	--	8,075
Insurance - liability	--	--	948
Insurance - premiums	1,340	12,858	14,198
Communications and telephone	5,966	--	6,885
Bank charges	1,945	--	1,945
Permits and license fees	--	(15)	559
Training and conference expenses	440	514	954
Business travel and mileage	2,972	1,253	4,848
Office supplies	4,388	803	5,665
Memberships and certifications	--	1,000	1,000
Utilities - Electric	13,775	--	15,102
Utilities - Electric	310	--	310
Fuel	745	--	807
Janitorial supplies	4,093	--	4,093
Construction supplies and materials	218	--	528
Maintenance supplies	28,055	--	33,244
Minor equipment and small tools	6,494	--	8,435
Computer Equipment/Accessories	561	561	1,122
Special departmental expenses	10,676	3,412	15,671
Taxes and assessments	--	--	444
<b>Total Expenditures</b>	<u>279,963</u>	<u>301,830</u>	<u>1,241,610</u>
<b>Net Surplus/(Deficit)</b>	<u>\$ 297,097</u>	<u>\$ (151,178)</u>	<u>\$ 94,852</u>

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**OTHER REPORT**

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Honorable Members  
of the Board of Directors  
Napa County Regional Park and Open Space District  
Napa, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the of Napa County Regional Park and Open Space District (District), as of and for the year ended June 30, 2014, and the related notes to the financial statements, and have issued our report thereon dated October 27, 2014.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

To the Honorable Members  
of the Board of Directors  
Napa County Regional Park and Open Space District

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Gallina" followed by a stylized flourish.

Roseville, California  
October 27, 2014



Napa County Regional Park  
and Open Space District

## STAFF REPORT

Date: November 10, 2014  
 Agenda Item: 3.D  
 Subject: Consideration and potential approval of adjustments to the adopted budget for Fiscal Year 2014-15

### Recommendation

1. Find that the proposed action is not a project under CEQA
2. Authorize amendments to the budget for fiscal year 2014-15 as presented

### ENVIRONMENTAL DETERMINATION

The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### Background

Staff recommends the Board approve adjustments to the FY 2014-15 budget based on information obtained since the adoption of the budget in June. These adjustments assume the District's first priority is to construct Camp Berryessa, followed by continuing trail construction at Moore Creek Park. For the State Park budget unit, the adjustments also assume that repair of the historic cabins at Bothe-Napa Valley State Park is the top priority.

To accompany the discussion below, attached please find:

- Actual budget results for the last fiscal year (FY 2013-14)
- Budget for the current fiscal year (FY 2014-15) as adopted in June 2014
- Budget for the current fiscal year as proposed for this Board meeting
- Breakout of proposed budget by functional area

The FY 2014-15 budget adopted by the Board on June 9, 2014 was strongly affected by planned construction projects, whose actual cost was unknown when the budget was adopted. These include the construction of the Napa River and Bay Trail Segments 7&8, the timing of the District's payment for its share of the boundary fence at Moore Creek, the construction of Phase 1 of Camp Berryessa, the continued construction of trails at Moore Creek Park including the now-opened Lake Hennessey Unit, and continued major repairs at the two State Parks.

The low bid on the Napa River and Bay Trail project, combined with the cost of needed project management services, came in about \$35,000 over budget, and in September the Board drew from

the District's fund balance to cover this additional cost. Since then, change orders have reduced the cost of the construction by about \$8,000, and project management services are also expected to come in under budget. So while there will probably be some savings for this project, staff recommends not changing the budget for this project until the dust settles in the next month or so.

The adopted budget assumed that most of the District's costs for the boundary fence at Moore Creek would occur in the current fiscal year. In fact, that project was fully paid off in the last fiscal year (lowering the need for funding in this fiscal year's budget). Staff therefore is recommending that the Moore Creek budget be reduced by about \$250,000. As now proposed, the budget for Moore Creek includes funding for a 0.7 mile new trail in the Lake Hennessey Unit, and for volunteer activities constructing the Madrone Trail in the Moore Creek Unit.

Now that bids for Camp Berryessa have been received, the total costs for this project are projected to be nearly \$450,000 more than budgeted. To cover this increased cost, staff recommends using the savings from the Moore Creek project as well as further drawing down the District's unallocated fund balance, leaving a projected fund balance as of next June 30<sup>th</sup> of only \$1,460. Even with these changes, the FY 2014-15 budget for Camp Berryessa is potentially still short about \$40,000. Staff recommends not making further adjustments at this time to cover this potential shortfall, but rather revisit this issue this winter once more information is known.

Even though the Board is not being asked to address the potential shortfall at this time, the Board needs to know what potential methods will be available for addressing it. One way to address the potential shortfall is to simply recognize that construction will most likely not be completed until partly into the next fiscal year. Since the proposed budget assumes Phase 1 will be fully completed this fiscal year, adjusting the construction budget to recognize that some costs won't be incurred until the next fiscal year would eliminate the apparent shortfall. This in effect would commit about \$40,000 of the District's "discretionary income" for next fiscal year. The term "discretionary income" as used here refers to that portion of the County annual grant that is not needed for status quo operations, maintenance and overhead. At this point, staff estimates that the District for next fiscal year will have \$150,000 to \$200,000 in discretionary income (not counting any non-County grants the District may obtain).

Another option starts with the fact that \$38,615 of the District's fund balance is currently defined as a capital replacement fund for Moore Creek. The amount of this designation is equivalent to the amount of past depreciation on fixed assets at Moore Creek Park (two houses, new septic system, new well). While setting aside a reserve fund for major repairs and eventual replacement of fixed assets is a good fiscal policy, it is not required, and this capital replacement fund could be used to cover the potential shortfall.

Other possibilities for covering the potential shortfall include deferring new trail construction at Lake Hennessey (\$25,000 currently budgeted for this), deferring repair work on the Oat Hill Mine Trail (\$5,000 currently in the budget), and/or deferring improvements at the District's Putah Creek holdings (\$5,000).

The State Park budget is separate from the rest of the District budget since all revenues from park operations must be used at the State Parks, and no County grant funds can be used to support day-to-day operations, maintenance and repairs. When last year's year-end fund balance was finalized,

the fund balance for the State Park budget unit, at nearly \$600,000 turned out to be more than had initially been estimated in this year's adopted budget,. Staff recommends increasing the allocation for park operations and improvements, to authorize using nearly all of this fund balance, leaving \$77,000 for cash flow and reserve purposes. With this recommendation, there will be \$425,000 available for cabin repairs, and another \$167,000 for other repairs.

Napa County Regional Park and Open Space District  
**Actual Budget Results FY 2013-14**

FISCAL YEAR 2013-14 ACTUALS

	General Fund	Moore Creek	Oat Hill		Napa River & Bay Trail	Camp Berryessa	Berryessa Vista	Napa River		Total
			Mine Trail	Trail				Ecological Reserve	State Parks	
<b>Revenues</b>										
1 County - Special Projects Fund	146,938	425,104	6,018	20,919	25,143	2,141	9,406	52,250	-	688,413
2 State Coastal Conservancy Grant	-	-	-	-	30,363	-	14,097	-	-	44,460
4 Bay Trail Grant - ABAG	-	-	-	-	-	-	-	-	-	-
5 Bechtel Grant	-	-	-	-	-	-	-	-	50,000	50,000
Wildlife Commission Grant	-	-	-	-	-	-	10,934	-	-	10,934
7 Concessions/Campsite Rentals	-	-	-	-	-	-	-	-	493,211	493,211
9 Donations	70	906	375	-	-	-	-	-	10,249	11,600
10 Charges for Services	-	-	-	-	-	-	-	-	10,434	10,434
11 Rents	-	10,600	-	-	-	-	-	-	10,810	21,410
12 Interest	3,644	-	-	-	-	-	-	-	2,212	5,856
Miscellaneous	-	-	-	-	-	-	-	-	144	144
Transfer in from fund balance	-	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>150,652</b>	<b>436,610</b>	<b>6,393</b>	<b>20,919</b>	<b>55,506</b>	<b>2,141</b>	<b>34,437</b>	<b>494</b>	<b>577,060</b>	<b>1,336,462</b>
<b>Expenses</b>										
13 Administration/General Operating	208,826	60,256	1,918	20,919	22,510	1,424	4,192	26,366	143,448	490,353
14 Accounting and Auditing Services	14,891	-	-	-	-	-	-	-	1,945	16,836
15 Legal Services	21,797	-	-	-	-	-	-	-	-	21,797
16 Park Operations and Improvements	43,458	426,029	4,475	-	32,996	717	30,245	25,884	133,230	697,034
18 Insurance	12,858	948	-	-	-	-	-	-	1,340	15,146
19 Elections	-	-	-	-	-	-	-	-	-	-
20 Taxes and Assessments	-	444	-	-	-	-	-	-	-	444
<b>Total Expenses</b>	<b>301,830</b>	<b>487,677</b>	<b>6,393</b>	<b>20,919</b>	<b>55,506</b>	<b>2,141</b>	<b>34,437</b>	<b>494</b>	<b>279,963</b>	<b>1,241,610</b>
<b>Add to (Use of) Prior Year Funds</b>	<b>(151,178)</b>	<b>(51,067)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>297,097</b>	<b>94,852</b>
<b>Balanced Budget (should be zero)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Beginning Fund Balance</b>	<b>662,520</b>	<b>100,246</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>296,635</b>	<b>1,114,401</b>
<b>Add to (Use of) Prior Year Funds</b>	<b>(151,178)</b>	<b>(51,067)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>297,097</b>	<b>94,852</b>
<b>Ending Fund Balance (Est)</b>	<b>511,342</b>	<b>49,179</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>593,732</b>	<b>1,209,253</b>



Napa County Regional Park and Open Space District  
**Budget FY 2014-15 Adopted June 2014**

FISCAL YEAR 2014-15 ADOPTED 6/9/14

	General Fund	Moore Creek	Oat Hill Mine Trail	Napa River & Bay Trail	Camp Berryessa	Berryessa Vista	Napa River			Total	
							Ecological Reserve	Vine Trail	Putah Creek		State Parks
<b>Revenues</b>											
1 County - Special Projects Fund	-	291,095	16,280	160,800	187,342	7,680	23,550	3,960	62,900	-	753,607
2 State Coastal Conservancy Grant	-	-	-	-	1,292,400	-	-	-	-	-	1,292,400
4 Bay Trail Project--ABAG	-	-	-	120,000	-	-	-	-	-	-	120,000
5 Grant	-	-	-	-	-	-	-	-	-	-	-
7 Concessions/Campsite Rentals	-	-	-	-	-	-	-	-	-	420,000	420,000
9 Donations	-	300	-	-	-	-	-	-	-	-	300
10 Charges for Services	-	-	-	-	-	-	-	-	-	-	-
11 Rents	-	9,600	-	-	-	-	-	-	-	41,800	51,400
12 Interest	3,000	-	-	-	-	-	-	-	-	1,000	4,000
<b>Total Revenues</b>	<b>3,000</b>	<b>300,995</b>	<b>16,280</b>	<b>280,800</b>	<b>1,479,742</b>	<b>7,680</b>	<b>23,550</b>	<b>3,960</b>	<b>62,900</b>	<b>462,800</b>	<b>2,641,707</b>
<b>Expenses</b>											
13 Administration/General Operating	210,000	35,516	6,080	30,800	100,242	4,980	4,950	3,960	34,800	162,500	593,828
14 Accounting and Auditing Services	16,000	-	-	-	-	-	-	-	-	1,700	17,700
15 Legal Services	20,000	-	-	-	-	-	-	-	-	-	20,000
16 Park Operations and Improvements	21,500	314,450	10,200	250,000	1,429,500	2,700	18,600	-	33,100	413,980	2,494,030
18 Insurance	13,000	950	-	-	-	-	-	-	-	1,340	15,290
19 Elections	65,000	-	-	-	-	-	-	-	-	-	65,000
20 Taxes and Assessments	-	450	-	-	-	-	-	-	-	-	450
<b>Total Expenses</b>	<b>345,500</b>	<b>351,366</b>	<b>16,280</b>	<b>280,800</b>	<b>1,529,742</b>	<b>7,680</b>	<b>23,550</b>	<b>3,960</b>	<b>67,900</b>	<b>579,520</b>	<b>3,206,298</b>
<b>Add to (Use of) Fund Balance</b>	<b>(342,500)</b>	<b>(50,371)</b>	<b>-</b>	<b>-</b>	<b>(50,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(5,000)</b>	<b>(116,720)</b>	<b>(564,591)</b>
<b>Balanced Budget (should be zero)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Beginning Fund Balance	511,342	49,179	-	-	50,000	-	-	-	5,000	593,732	1,209,253
Add to (Use of) Prior Year Funds	(342,500)	(50,371)	-	-	(50,000)	-	-	-	(5,000)	(116,720)	(564,591)
Ending Fund Balance (Est)	168,842	(1,192)	-	-	-	-	-	-	-	477,012	644,662
Net unrestricted ending fund balance											244,403

Note: The beginning fund balance reflects the fact that the District receives the County Special Projects Grant as well as some other revenues in advance of when they are used. Within the current year budget, some revenues are restricted to a specific park or trail, unrestricted revenues are then allocated to the various projects based on projected need in such a way that the projected ending fund balance is zero, except (a) when there are also restricted funds associated with the project (Camp Berryessa, Putah Creek and the State Parks), (b) when there is insufficient current year discretionary revenues to cover all expenses (Moore Creek), and (c) the General Fund, because at the end of the year, all unexpended discretionary revenues are placed in the General Fund to be available for reallocation the following year.

Napa County Regional Park and Open Space District  
**Proposed Budget FY 2014-15**

FISCAL YEAR 2014-15 PROPOSED 11/10/14

	General Fund	Moore Creek	Oat Hill Mine Trail	Napa River & Bay Trail	Camp Berryessa	Berryessa Vista	Napa River				Total	
							Vine Trail	Putah Creek	State Parks	Ecological Reserve		
<b>Revenues</b>												
1 County - Special Projects Fund	-	83,402	16,280	195,900	369,935	7,680	23,550	3,960	52,900	-	-	753,607
2 State Coastal Conservancy Grant	-	-	-	-	1,292,400	-	-	-	-	-	-	1,292,400
4 Bay Trail Project--ABAG	-	-	-	120,000	-	-	-	-	-	-	-	120,000
5 Grant	-	-	-	-	-	-	-	-	-	-	-	-
7 Concessions/Campsite Rentals	-	-	-	-	-	-	-	-	-	420,000	-	420,000
9 Donations	-	300	-	-	-	-	-	-	-	-	-	300
10 Charges for Services	-	-	-	-	-	-	-	-	-	-	-	-
11 Rents	-	9,600	-	-	-	-	-	-	-	41,800	-	51,400
12 Interest	3,000	-	-	-	-	-	-	-	-	1,000	-	4,000
<b>Total Revenues</b>	<b>3,000</b>	<b>93,302</b>	<b>16,280</b>	<b>315,900</b>	<b>1,662,335</b>	<b>7,680</b>	<b>23,550</b>	<b>3,960</b>	<b>52,900</b>	<b>462,800</b>	<b>2,641,707</b>	
<b>Expenses</b>												
13 Administration/General Operating	210,000	35,516	6,080	30,800	100,242	4,980	4,950	3,960	34,800	162,500	-	593,828
14 Accounting and Auditing Services	16,000	-	-	-	-	-	-	-	-	1,700	-	17,700
15 Legal Services	20,000	-	-	-	-	-	-	-	-	-	-	20,000
16 Park Operations and Improvements	21,500	66,950	10,200	285,100	1,780,205	2,700	18,600	-	23,100	813,980	-	3,022,335
18 Insurance	13,000	950	-	-	-	-	-	-	-	1,340	-	15,290
19 Elections	65,000	-	-	-	-	-	-	-	-	-	-	65,000
20 Taxes and Assessments	-	450	-	-	-	-	-	-	-	-	-	450
<b>Total Expenses</b>	<b>345,500</b>	<b>103,866</b>	<b>16,280</b>	<b>315,900</b>	<b>1,880,447</b>	<b>7,680</b>	<b>23,550</b>	<b>3,960</b>	<b>57,900</b>	<b>979,520</b>	<b>3,734,603</b>	
<b>Add to (Use of) Fund Balance</b>	<b>(342,500)</b>	<b>(10,564)</b>	<b>-</b>	<b>-</b>	<b>(218,112)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(5,000)</b>	<b>(516,720)</b>	<b>(1,092,896)</b>	
<b>Balanced Budget (should be zero)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Beginning Fund Balance</b>	<b>511,342</b>	<b>49,179</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>593,732</b>	<b>1,209,253</b>	
<b>Add to (Use of) Prior Year Funds</b>	<b>(342,500)</b>	<b>(10,564)</b>	<b>-</b>	<b>-</b>	<b>(218,112)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(5,000)</b>	<b>(516,720)</b>	<b>(1,092,896)</b>	
<b>Ending Fund Balance (Est)</b>	<b>168,842</b>	<b>38,615</b>	<b>-</b>	<b>-</b>	<b>(168,112)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>77,012</b>	<b>116,357</b>	

Note: The beginning fund balance reflects the fact that the District receives the County Special Projects Grant as well as some other revenues in advance of when they are used. Within the current year budget, some revenues are restricted to a specific park or trail; unrestricted revenues are then allocated to the various projects based on projected need in such a way that the projected ending fund balance is zero, except (a) when there are also restricted funds associated with the project (Camp Berryessa, Putah Creek and the State Parks), (b) when there is insufficient current year discretionary revenues to cover all expenses (Moore Creek), and (c) the General Fund, because at the end of the year, all unexpended discretionary revenues are placed in the General Fund to be available for reallocation the following year.

## 85000-00 Administration

		Actual 2013-14	Adopted 2014-15	Proposed 2014-15
<b>Revenues</b>				
43910	County of Napa	146,938	-	-
45100	Interest	3,644	3,000	3,000
47500	Donations and Contributions	70	-	-
<b>Total Revenues</b>		<b>150,652</b>	<b>3,000</b>	<b>3,000</b>
<b>Expenses</b>				
52100	Administration Services	202,536	200,000	200,000
52105	Elections	-	65,000	65,000
52125	Accounting/Auditing Services	14,891	16,000	16,000
52140	Legal Services	21,797	20,000	20,000
52490	Other Professional Services	42,220	20,000	20,000
52705	Insurance - Premiums	12,858	13,000	13,000
	Permits and License Fees	(15)		
52900	Training/Conference Expenses	514	500	500
52905	Business Travel/Mileage	1,253	1,500	1,500
53100	Office Supplies	803	3,000	3,000
53120	Memberships/Certifications	1,000	1,500	1,500
53410	Computer Equip/Accessories	561	-	-
53600	Special Departmental Expense	3,412	5,000	5,000
<b>Total Expenses</b>		<b>301,830</b>	<b>345,500</b>	<b>345,500</b>
<b>Net of Current Year Revenues and Expenses</b>		<b>(151,178)</b>	<b>(342,500)</b>	<b>(342,500)</b>
Beginning Fund Balance		662,520	511,342	511,342
Add to (Use of) Prior Yr Funds		(151,178)	(342,500)	(342,500)
Ending Fund Balance (Est)		511,342	168,842	168,842

**85010-00 Moore Creek**

		<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
		<b>2013-14</b>	<b>2014-15</b>	<b>2014-15</b>
<b>Revenues</b>				
43910	County of Napa	425,104	291,095	83,402
45300	Rent - Building/Land	10,600	9,600	9,600
47500	Donations and Contributions	906	300	300
<b>Total Revenues</b>		<b>436,610</b>	<b>300,995</b>	<b>93,302</b>
<b>Expenses</b>				
52100	Administration Services	58,574	33,516	33,516
52325	Waste Disposal Services	3,047	3,500	3,500
52360	Construction Services	390,067	275,000	27,500
52490	Other Professional Services	18,930	25,000	25,000
52525	Maintenance-Infrastructure/Lan	3,692	6,000	6,000
52700	Insurance - Liability + Property	948	950	950
52800	Communications/Telephone	919	900	900
52840	Permits/License Fees	354	-	-
52905	Business Travel/Mileage	278	250	250
53100	Office Supplies	99	500	500
53205	Utilities - Electric	1,324	1,200	1,200
53250	Fuel	62	100	100
53350	Maintenance Supplies	7,356	2,500	2,500
53600	Special Departmental Expense	1,583	1,500	1,500
54500	Taxes and Assessments	444	450	450
<b>Total Expenditures</b>		<b>487,677</b>	<b>351,366</b>	<b>103,866</b>
<b>Net of Current Year Revenues and Expenses</b>		<b>(51,067)</b>	<b>(50,371)</b>	<b>(10,564)</b>
Beginning Fund Balance		100,246	49,179	\$ 49,179
Add to (Use of) Prior Yr Funds		(51,067)	(50,371)	\$ (10,564)
Ending Fund Balance (Est)		49,179	(1,192)	\$ 38,615

*Note: The ending balance for FY 14-15 is equal to the capital replacement sinking fund*

**85010-01 Oat Hill Mine Trail**

		<b>Actual 2013-14</b>	<b>Adopted 2014-15</b>	<b>Proposed 2014-15</b>
<b>Revenues</b>				
43910	County of Napa	6,018	16,280	16,280
47500	Donations and Contributions	375	-	-
<b>Total Revenues</b>		<b>6,393</b>	<b>16,280</b>	<b>16,280</b>
<b>Expenses</b>				
52100	Administration Services	1,543	5,580	5,580
52360	Construction Services	-	5,000	5,000
52490	Other Professional Services	4,432	3,600	3,600
52905	Business Travel/Mileage		500	500
53100	Office Supplies	375	500	500
53345	Construction Supplies/Material	-	1,000	1,000
53350	Maintenance Supplies	43	100	100
<b>Total Expenditures</b>		<b>6,393</b>	<b>16,280</b>	<b>16,280</b>
<b>Net of Current Year Revenues and Expenses</b>		<b>-</b>	<b>-</b>	<b>-</b>
Beginning Fund Balance		-	-	-
Add to (Use of) Prior Yr Funds		-	-	-
Ending Fund Balance (Est)		-	-	-

### 85010-02 Napa River and Bay Trail

		Actual 2013-14	Adopted 2014-15	Proposed 2014-15
<b>Revenues</b>				
43910	County of Napa	20,919	160,800	195,900
47150	Other Grants	-	120,000	120,000
<b>Total Revenues</b>		<b>20,919</b>	<b>280,800</b>	<b>315,900</b>
<b>Expenses</b>				
52100	Administration Services	18,768	27,900	27,900
52360	Construction Services	-	250,000	285,100
52490	Other Professional Services	1,881	2,500	2,500
52905	Business Travel/Mileage	270	400	400
53350	Maintenance Supplies	-	-	-
53600	Special Departmental Expense	-	-	-
<b>Total Expenditures</b>		<b>20,919</b>	<b>280,800</b>	<b>315,900</b>
<b>Net of Current Year Revenues and Expenses</b>		<b>-</b>	<b>-</b>	<b>-</b>
Beginning Fund Balance		-	-	-
Add to (Use of) Prior Yr Funds		-	-	-
Ending Fund Balance (Est)		-	-	-

**85010-03 Camp Berryessa**

		<b>Actual 2013-14</b>	<b>Adopted 2014-15</b>	<b>Proposed 2014-15</b>
<b>Revenues</b>				
43910	County of Napa	25,143	187,342	369,935
43410	State-Coastal Conservancy	30,363	1,292,400	1,292,400
<b>Total Revenues</b>		<b>55,506</b>	<b>1,479,742</b>	<b>1,662,335</b>
<b>Expenses</b>				
52100	Administration Services	22,510	100,242	100,242
52325	Waste Disposal Services	-	-	-
52360	Construction Services	31,981	1,400,000	1,736,820
52490	Other Professional Services	1,015	27,500	41,385
52905	Business Travel/Mileage	-	2,000	2,000
53350	Maintenance Supplies	-	-	-
<b>Total Expenditures</b>		<b>55,506</b>	<b>1,529,742</b>	<b>1,880,447</b>
<b>Net of Current Year Revenues and Expenses</b>		<b>-</b>	<b>(50,000)</b>	<b>(218,112)</b>
Beginning Fund Balance		50,000	50,000	50,000
Add to (Use of) Prior Yr Funds		-	(50,000)	(218,112)
Ending Fund Balance (Est)		50,000	-	(168,112)

*Beginning fund balance consists of monies received by the Mead Foundation. It is anticipated these funds will be used in FY 14-15*

**85010-04 Berryessa Vista**

		<b>Projected 2013-14</b>	<b>Adopted 2014-15</b>	<b>Proposed 2014-15</b>
<b>Revenues</b>				
43910	County of Napa	2,141	7,680	7,680
<b>Total Revenues</b>		<b>2,141</b>	<b>7,680</b>	<b>7,680</b>
<b>Expenses</b>				
52100	Administration Services	1,424	1,980	1,980
52490	Other Professional Services	717	2,500	2,500
53345	Construction Supplies/Materials	-	3,000	3,000
52905	Business Travel/Mileage	-	200	200
<b>Total Expenditures</b>		<b>2,141</b>	<b>7,680</b>	<b>7,680</b>
<b>Net of Current Year Revenues and Expenses</b>		-	-	-
Beginning Fund Balance		-	-	-
Add to (Use of) Prior Yr Funds		-	-	-
Ending Fund Balance (Est)		-	-	-



### 85010-05 Napa River Ecological Reserve

		Actual 2013-14	Adopted 2014-15	Proposed 2014-15
<b>Revenues</b>				
43910	County of Napa	9,406	23,550	23,550
	Wildlife Commission	10,934		
43410	State-Coastal Conservancy	14,097	-	-
<b>Total Revenues</b>		<b>34,437</b>	<b>23,550</b>	<b>23,550</b>
<b>Expenses</b>				
52100	Administration Services	4,192	4,950	4,950
52325	Waste Disposal Services	3,644	3,500	3,500
52360	Construction Services	-	-	-
52490	Other Professional Services	26,563	15,000	15,000
52905	Business Travel/Mileage	35	100	100
53205	Utilities - Electric	3	-	-
53350	Maintenance Supplies	-	-	-
53600	Special Departmental Expense	-	-	-
<b>Total Expenditures</b>		<b>34,437</b>	<b>23,550</b>	<b>23,550</b>
<b>Net of Current Year Revenues and Expenses</b>		<b>-</b>	<b>-</b>	<b>-</b>
Beginning Fund Balance		-	-	-
Add to (Use of) Prior Yr Funds		-	-	-
Ending Fund Balance (Est)		-	-	-

**85010-06 Vine Trail**


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		<b>Projected 2013-14</b>	<b>Adopted 2014-15</b>	<b>Proposed 2014-15</b>
<b>Revenues</b>				
43910	County of Napa	494	3,960	3,960
<b>Total Revenues</b>		<b>494</b>	<b>3,960</b>	<b>3,960</b>
<b>Expenses</b>				
52100	Administration Services	494	3,900	3,900
52905	Business Travel/Mileage	-	60	60
<b>Total Expenditures</b>		<b>494</b>	<b>3,960</b>	<b>3,960</b>
<b>Net of Current Year Revenues and Expenses</b>		<b>-</b>	<b>-</b>	<b>-</b>
Beginning Fund Balance		-	-	-
Add to (Use of) Prior Yr Funds		-	-	-
Ending Fund Balance (Est)		-	-	-

## 85010-07 Putah Creek

		Actual 2013-14	Adopted 2014-15	Proposed 2014-15
<b>Revenues</b>				
43910	County of Napa	52,250	62,900	52,900
<b>Total Revenues</b>		<b>52,250</b>	<b>62,900</b>	<b>52,900</b>
<b>Expenses</b>				
52100	Administration Services	26,366	34,800	34,800
52325	Waste Disposal Services	-	-	-
52360	Construction Services	12,293	15,000	5,000
52490	Other Professional Services	13,290	12,500	12,500
52840	Permits/License Fees	220	5,000	5,000
52905	Business Travel/Mileage	40	500	500
53350	Maintenance Supplies	41	100	100
<b>Total Expenditures</b>		<b>52,250</b>	<b>67,900</b>	<b>57,900</b>
<b>Net of Current Year Revenues and Expenses</b>		<b>-</b>	<b>(5,000)</b>	<b>(5,000)</b>
Beginning Fund Balance		5,000	5,000	5,000
Add to (Use of) Prior Yr Funds		-	(5,000)	(5,000)
Ending Fund Balance (Est)		5,000	-	-

*The fund balance carry forward of \$5,000 consists of monies received from a settlement of an easement dispute. The funds were designated by the Board for improvements at the Stone Corral section of the Putah Creek properties. This work is proposed to be completed in FY 14-15.*

## 85010-08 State Parks

		Actual 2013-14	Adopted 2014-15	Proposed 2014-15
<b>Revenues</b>				
45100	Interest	2,212	1,000	1,000
45300	Rent-Building/Land	10,810	41,800	41,800
45500	Concessions	493,211	420,000	420,000
46800	Charges for Services	10,434	-	-
47150	Other Grants	50,000	-	-
	Miscellaneous	144		
47500	Donations	10,249	-	-
<b>Total Revenues</b>		<b>577,060</b>	<b>462,800</b>	<b>462,800</b>
<b>Expenses</b>				
52100	Administration Services	127,383	155,000	155,000
52125	Accounting/Auditing Services	-	-	-
52325	Waste Disposal Services	16,749	15,000	15,000
	Janitorial Services	200		
52360	Construction Services	23,250	25,000	425,000
52490	Other Professional Services	17,312	127,980	127,980
52500	Maintenance-Equipment	197	-	-
52505	Maintenance-Buildings/Improve	4,500	-	-
52520	Maintenance-Vehicles	3,827	4,000	4,000
52525	Maintenance-Infrastructure/Lan	4,567	15,600	15,600
52705	Insurance - Premiums	1,340	1,340	1,340
52800	Communications/Telephone	5,966	6,000	6,000
52825	Bank Charges	1,945	1,700	1,700
52900	Training/Conference Expenses	440	500	500
52905	Business Travel/Mileage	2,972	2,500	2,500
53100	Office Supplies	4,388	4,000	4,000
53205	Utilities - Electric	13,775	15,000	15,000
53210	Utilities - Propane	310	500	500
53250	Fuel	745	700	700
53330	Janitorial Supplies	4,093	4,000	4,000
53345	Construction Supplies/Material	218	166,700	166,700
53350	Maintenance Supplies	28,055	25,000	25,000
53400	Minor Equipment/Small Tools	6,494	6,000	6,000
53410	Computer Equipment/Accessories	561	-	-
53600	Special Departmental Expense	10,676	3,000	3,000
<b>Total Expenditures</b>		<b>279,963</b>	<b>579,520</b>	<b>979,520</b>
<b>Net of Current Year Revenues and Expenses</b>		<b>297,097</b>	<b>(116,720)</b>	<b>(516,720)</b>
Beginning Fund Balance		296,635	593,732	593,732
Add to (Use of) Prior Yr Funds		297,097	(116,720)	(516,720)
Ending Fund Balance (Est)		593,732	477,012	77,012



Napa County Regional Park  
and Open Space District

## STAFF REPORT

Date: November 10, 2014  
Agenda Item: 4.B  
Subject: Consideration and potential approval of Amendment No.1 to Agreement 14-12 with Questa Engineering, increasing the maximum amount of the contract by \$2,200.

### Recommendation

1. Find that the proposed amendment to Agreement 14-12 is not a project under CEQA.
2. Authorize the General Manager to amend Professional Services Agreement 14-12 with Questa Engineering regarding construction management services for the Napa River and Bay Trail Segments 7 & 8 project, to increase the scope and maximum amount of the Agreement by \$2,200 to include supplemental survey work.

### ENVIRONMENTAL DETERMINATION

The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### Background

The Board on September 8, 2014 approved Agreement 14-12 with Questa Engineering to perform construction management services for the Napa River and Bay Trail Segments 7 & 8. After commencement of construction, it was realized that the proposed alignment was close enough to the property boundary that defines the District's easement for the trail, that it would be prudent to have an on-the-ground survey to precisely locate the actual boundary line. Questa Engineering therefore proposed an amendment to Agreement 14-12 to include a sub-contract with a land survey firm (Cinquini and Pasarino) and increase the amount of the Agreement by up to \$2,200.

Because timing was critical, the General Manager authorized doing the work as a stand-alone contract using his signature authority. However, it is administratively simpler to fold this work into Questa's existing contract. Because the Questa contract was approved by the Board, amending the Questa contract requires Board approval.



Napa County Regional Park  
and Open Space District

## STAFF REPORT

Date: November 10, 2014  
 Agenda Item: 4.C  
 Subject: Consideration and potential authorization for General Manager to send a letter to the Land Trust of Napa County requesting their assistance in acquiring APN# 019-220-017 (Voorhees).

### Recommendation

1. Find that the proposed action is not a project under CEQA
2. Authorize the General Manager to send a letter of the Land Trust of Napa County requesting their assistance in acquiring an 80 acre parcel (APN# 019-220-017), and expressing the District's intent to acquire the parcel from the land trust at a future date

### ENVIRONMENTAL DETERMINATION

The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### Background

The District in 2008 acquired 224 acres of open space south of Lake Berryessa's Capell Cove boat ramp from the Land Trust of Napa County. The land trust had previously acquired the property through a bargain sale (approximately 2/3 of the value of the land was donated to the land trust). The District acquired the property using Proposition 12 grant funds that had previously been made available to the County of Napa, before the existence of the District, but that were about to expire if not used. This property is known as Berryessa Vista Wilderness Park. Public access at present is by boat across Capell Cove; longer term, the Bureau of Reclamation's Record of Decision calls for a multi-use, non-motorized trail along the southern shore of Capell Cove that would provide an overland trail connection from the District's property to Steele Canyon Road and/or Knoxville/Berryessa Road. The District's plans call for Berryessa Vista Wilderness Park to eventually include a boat-in or hike-in campground.

Berryessa Vista Wilderness Park is adjacent to another 440 acres of open space managed by the Bureau of Land Management. However, due to topography, there is currently no practical way to provide public access from the District's current holdings to the BLM holdings. An 80-acre private parcel (owned by Voorhees) nestled between the District's and BLM's holdings, if owned by the District, would provide practical access between the holdings. It would also enable the District to

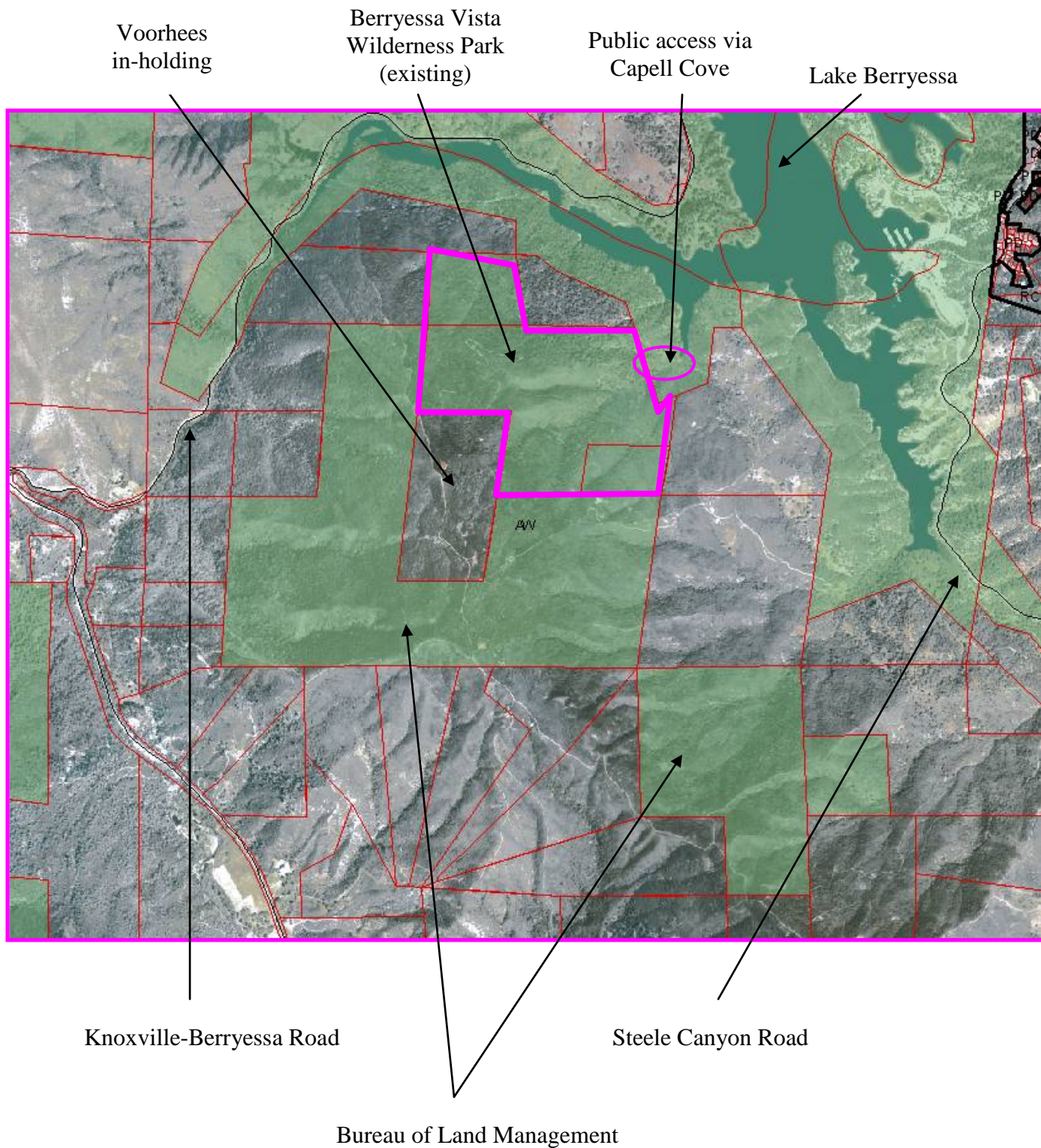
better control destructive off-road vehicular activity at Berryessa Vista. The Voorhees parcel if acquired would allow public access to the highest point in the hills in this area. Because of its elevation, the Voorhees parcel offers exceptional views of Lake Berryessa and much of eastern Napa County. The Voorhees parcel is characterized by chaparral including impressive growths of manzanita. There are no improvements other than a 4-wheel drive dirt road running north-south through the property.

The Voorhees parcel has recently passed from one generation to the next, and the heirs are willing to sell to the District at appraised fair market value. This may be the only opportunity to acquire the “donut hole” and establish more manageable park boundaries.

The subject parcel is estimated to be worth about \$1,000 per acre, or \$80,000 total. The Land Trust of Napa County has ordered an appraisal of the property. They will pay half the cost, with the other half being funded by Tuleyome-Napa.

Because of other financial obligations (primarily related to construction of Camp Berryessa), the District does not have sufficient revenues this fiscal year to complete the purchase. Staff therefore recommends that the District Board request that the Land Trust of Napa County assist by completing the acquisition of the property, and indicate the District intends to purchase the property from the land trust when it has the financial capacity to do so. This “intent to purchase” is not a legally-binding obligation, but given the past cooperative relationship between the District and the land trust, it should provide the land trust with the level of comfort sufficient for them to proceed with the acquisition.

# Berryessa Vista Wilderness Park Voorhees Acquisition







Napa County Regional Park  
and Open Space District

## STAFF REPORT

*By:* Chris Cahill  
*Date:* November 10, 2014  
*Item:* 4d  
*Subject:* Consideration and potential award of contract to G.D. Nielson Construction, Inc. to construct Phase One of the Camp Berryessa Improvements Project, for a cost not to exceed \$1,736,820<sup>00</sup>.

### RECOMMENDATION

1. Find that this action is consistent with the Board's previously adopted mitigated negative declaration.
2. Award the contract to G.D. Nielson Construction, with a cost not to exceed \$1,736,820<sup>00</sup>, and authorize the General Manager to sign all required contract documents and to approve change orders, if necessary, consistent with the District Purchasing Manual (§2-4 (c)).

### ENVIRONMENTAL DETERMINATION

**Mitigated Negative Declaration Adopted.** The Board adopted a mitigated negative declaration covering the development of Camp Berryessa on February 14<sup>th</sup>, 2011. The action proposed here is within the scope of that adopted document. Consistent with CEQA Guidelines §15162, no new significant information regarding the project has been identified and neither the project nor the circumstances under which it is undertaken will cause new significant environmental effects or a substantial increase in the severity of any previously-identified significant effect.

### BACKGROUND

The District issued a formal request for bids to construct the first phase of the Camp Berryessa Improvement Project on July 28<sup>th</sup>, 2014. Bid opening was originally scheduled for September 15<sup>th</sup>, but was pushed back to October 20<sup>th</sup> due to delays in building permit processing resulting from the South Napa Earthquake. Bids were opened publically by Chris Cahill at 1:02 P.M. on October 20<sup>th</sup>, 2014 with Melissa Frost serving as the required witness.

We received eight bids, ranging from a high of \$3,470,000 to a low of \$1,736,820 (the formal bid opening sheet, with all submitted bid amounts is attached for the Board's review). The low bid was submitted by G.D. Nielson Construction Inc., of Napa. As required by State contracting law and our District Purchasing manual, staff analyzed the low bid and have found it to be formally complete and "responsive" to the specifications published with the bid request. We recommend awarding the bid to G.D. Nielson Construction, with a not to exceed cost of \$1,736,820.

Because the low bid was above the approximately \$1,429,500 the District budgeted for construction of the Camp Berryessa project, a budget adjustment as addressed at item 3.d of the Board's current agenda will be necessary to finalize this contract. Additionally, we have reached a verbal agreement with Ron Critchley, a retired County of Napa engineer, to act as our construction inspector for Camp Berryessa. Ron supervises many of the County's larger public works projects on a consulting basis (most recently he has been overseeing the Rutherford Dust restoration project) and brings extensive public contract/public construction management experience to what is, basically, a large public works job. The Board should expect us to bring a professional services agreement with Ron forward for your approval at the December meeting; the approximate cost of which has also been folded into John Woodbury's proposed (item 3.d) budget revision.



Napa County Regional Park  
and Open Space District

## Camp Berryessa

Bid Opening, October 20, 2014

GD Nelson, 147 CAMINO ORUGA, Napa

Firm

1,736,820

Bid

SW Allen, 4777 AUBURN BLVD, SACTO.

Firm

2,291,797

Bid

Mercer Frasier Co, P.O. Box 1006, EUREKA

Firm

2,600,000

Bid

J.A. Gonzales & Sons, P.O. Box 6553, Napa

Firm

3,470,000

Bid

Murray Bld Co, Inc., 1181 BROADWAY, SONOMA

Firm

1,906,713

Bid

Homer & Sons, P.O. Box 868, DAVENPORT

Firm

2,057,275

Bid

Firm Anrille Bldg, Inc., 1475 DONNER ST., S.F.

Bid 2,839,500

Firm DieDe Constr., P.O. Box 1007, WOODBRIDGE

Bid 2,400,000

Firm

Bid

Firm

Bid

Firm

Bid

Firm

Bid

Firm

Bid

Certified by: Christopher M. Cahill  
Project Manager

Signature: 

Date/time: 10-20-14 1:07 PM

WITNESS:

Melissa Frost



Napa County Regional Park  
and Open Space District

## STAFF REPORT

Date: November 10, 2014  
Item: 4.E  
Subject: Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff

### Recommendation

Receive the report.

### Background

Section III.A.(7) of the District By-laws authorizes the General Manager to bind the district for supplies, materials, labor, and other valuable consideration, in accordance with board policy and the adopted District budget, up to \$10,000 for non-construction purposes and up to \$25,000 for construction purposes, provided that all such expenditures are subsequently reported to the Board of Directors. Section III.A.(8) of the By-laws authorizes the General Manager to apply for grants and receive donations, subject to reporting such actions to the Board of Directors.

Attached is a report showing all District expenditures for the period of October 1 through November 5, 2014.

In addition to these expenditures, the General Manager approved the following contracts using his signature authority:

Oral agreement with Cinquini and Pasarino to perform survey work on the Napa River and Bay Trail Segments 7&8 project (\$2,200). For administrative simplicity, on the agenda for today's meeting is a request for Board approval to include this as part of the Questa construction management agreement, rather than as a stand-alone agreement.

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

GENERAL LEDGER DETAIL TRANSACTIONS  
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 Period 4 to 5

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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account	52125	-	Accounting/Auditing Services								
Account	52125	-	Accounting/Auditing Services						0.00	0.00	
									Beginning Balance:		1,399.38
									Total Activity:		0.00
									Ending Balance:		1,399.38
Account	52140	-	Legal Services								
	10/09/2014	0000258042	1st Qtr Legal Services		FY 14/15				3,230.45	0.00	
Total For	52140	-	Legal Services						3,230.45	0.00	
									Beginning Balance:		0.00
									Total Activity:		3,230.45
									Ending Balance:		3,230.45
Account	52490	-	Other Professional Services								
	10/21/2014	AP00258457	PARK070115 9/14	9/14 Services	00047234	23180	CJYIPASSOC		1,700.00	0.00	
Total For	52490	-	Other Professional Services						1,700.00	0.00	
									Beginning Balance:		6,101.16
									Total Activity:		1,700.00
									Ending Balance:		7,801.16
Account	52705	-	Insurance - Premiums								
Account	52705	-	Insurance - Premiums						0.00	0.00	
									Beginning Balance:		11,641.05
									Total Activity:		0.00

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

GENERAL LEDGER DETAIL TRANSACTIONS  
For Fiscal Year 2015  
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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance		
								Ending Balance:		11,641.05		
Account	52820	- Printing & Binding										
10/06/2014	AP00257935	Master plan printing	Reimbursement-M	00045358	19796	WOODBURY,J		555.08	0.00			
Total For	52820	- Printing & Binding									555.08	0.00
								Beginning Balance:		0.00		
								Total Activity:		555.08		
								Ending Balance:		555.08		
Account	52830	- Publications & Legal Notices										
Account	52830	- Publications & Legal Notices									0.00	0.00
								Beginning Balance:		269.36		
								Total Activity:		0.00		
								Ending Balance:		269.36		
Account	52905	- Business Travel/Mileage										
Account	52905	- Business Travel/Mileage									0.00	0.00
								Beginning Balance:		286.56		
								Total Activity:		0.00		
								Ending Balance:		286.56		
Account	53100	- Office Supplies										
10/06/2014	AP00257935	Office exp reimbursements	Reimbursement	00045357	24717	CAHILL,CHR		39.96	0.00			
Total For	53100	- Office Supplies									39.96	0.00

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

GENERAL LEDGER DETAIL TRANSACTIONS  
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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance	
								Beginning Balance:		0.00	
								Total Activity:		39.96	
								Ending Balance:		39.96	
<hr/>											
Account	53120	- Memberships/Certifications									
10/14/2014	AP00258214	BAOSC Annual Dues	BAOSC Annual D	00046303	35525	BAYAREAOPE		1,000.00	0.00		
								<hr/>			
Total For	53120	- Memberships/Certifications									
								1,000.00	0.00		
								Beginning Balance:		0.00	
								Total Activity:		1,000.00	
								Ending Balance:		1,000.00	
<hr/>											
Account	53415	- Computer Software/Licensing Fe									
Account	53415	- Computer Software/Licensing Fe									
								0.00	0.00		
								Beginning Balance:		431.46	
								Total Activity:		0.00	
								Ending Balance:		431.46	
<hr/>											
Account	53600	- Special Departmental Expense									
Account	53600	- Special Departmental Expense									
								0.00	0.00		
								Beginning Balance:		799.20	
								Total Activity:		0.00	
								Ending Balance:		799.20	
<hr/>											
TOTAL EXPENSE								6,525.49	0.00	27,453.66	
=====											



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

GENERAL LEDGER DETAIL TRANSACTIONS  
 For Fiscal Year 2015  
 Period 4 to 5

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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account	52325		- Waste Disposal Services								
10/06/2014		AP00257935	United 9/17/14-10/14/14	Cust #CAN-0973	00045361	20925	UNITEDSITE		115.62	0.00	
10/06/2014		AP00257935	United-Misc serv 9/25/14	Cust #CAN-0973	00045362	20925	UNITEDSITE		73.39	0.00	
10/21/2014		AP00258457	United 10/15/14-11/11/14	Cust #CAN-0973	00047359	20925	UNITEDSITE		115.62	0.00	
Total For 52325 - Waste Disposal Services									304.63	0.00	
										Beginning Balance:	346.86
										Total Activity:	304.63
										Ending Balance:	651.49
Account	52360		- Construction Services								
Account	52360		- Construction Services						0.00	0.00	
										Beginning Balance:	2,000.00
										Total Activity:	0.00
										Ending Balance:	2,000.00
Account	52490		- Other Professional Services								
10/21/2014		AP00258457	PARK070115 9/14	9/14 Services	00047234	23180	CJYIPASSOC		873.31	0.00	
10/21/2014		AP00258457	PARK140215 10/14	10/14 Moore Cr	00047237	35422	HERITAGESY		367.67	0.00	
Total For 52490 - Other Professional Services									1,240.98	0.00	
										Beginning Balance:	4,140.32
										Total Activity:	1,240.98
										Ending Balance:	5,381.30

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

GENERAL LEDGER DETAIL TRANSACTIONS  
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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account	52800		- Communications/Telephone								
	10/21/2014	AP00258457	HughesNet 10/12/14-11/12/14	Acct #DSS88360	00047373	17372	HUGHESNETW		76.59	0.00	
Total For	52800		- Communications/Telephone						76.59	0.00	
									Beginning Balance:		229.77
									Total Activity:		76.59
									Ending Balance:		306.36
Account	52840		- Permits/License Fees								
Account	52840		- Permits/License Fees						0.00	0.00	
									Beginning Balance:		431.00
									Total Activity:		0.00
									Ending Balance:		431.00
Account	53205		- Utilities - Electric								
	10/06/2014	AP00257935	PG&E 8/23/14-9/23/14	Acct #00997592	00045359	945	PAC-GAS-00		155.68	0.00	
	10/28/2014	AP00258691	PG&E 9/24/14-10/22/14	Acct #00997592	00048231	945	PAC-GAS-00		87.80	0.00	
Total For	53205		- Utilities - Electric						243.48	0.00	
									Beginning Balance:		305.43
									Total Activity:		243.48
									Ending Balance:		548.91
Account	53250		- Fuel								
	10/14/2014	AP00258214	Sept Parks expenses	Reimbursement	00046298	23180	CJYIPASSOC		120.03	0.00	

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

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Total For 53250 - Fuel								120.03	0.00	
								Beginning Balance:		0.00
								Total Activity:		120.03
								Ending Balance:		120.03
<hr/>										
Account 53350 - Maintenance Supplies										
10/06/2014	AP00257935	Diamond-pool supplies	Acct #55555555	00045363	25498	DIAMONDQUA		109.40	0.00	
10/21/2014	AP00258457	Napa Sign-Hennessey unit	Napa Sign Shop	00047414	12797	NAPASIGNSH		95.04	0.00	
Total For 53350 - Maintenance Supplies								204.44	0.00	
								Beginning Balance:		431.46
								Total Activity:		204.44
								Ending Balance:		635.90
<hr/>										
Account 53600 - Special Departmental Expense										
10/14/2014	AP00258214	Sept Parks expenses	Reimbursement	00046298	23180	CJYIPASSOC		144.77	0.00	
Total For 53600 - Special Departmental Expense								144.77	0.00	
								Beginning Balance:		145.07
								Total Activity:		144.77
								Ending Balance:		289.84
<hr/>										
Account 54500 - Taxes and Assessments										
Account 54500 - Taxes and Assessments								0.00	0.00	
								Beginning Balance:		757.62

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

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Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
								Total Activity:		0.00
								Ending Balance:		757.62
TOTAL EXPENSE								2,334.92	0.00	11,122.45
=====										

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

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account	52490	- Other Professional Services								
10/21/2014	AP00258457	PARK070115 9/14	9/14 Services	00047234	23180	CJYIPASSOC		509.94	0.00	
Total For 52490 - Other Professional Services								509.94	0.00	
								Beginning Balance:		640.32
								Total Activity:		509.94
								Ending Balance:		1,150.26
TOTAL EXPENSE								509.94	0.00	1,150.26

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

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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance	
Account	52360		- Construction Services									
11/03/2014		AP00258909	PARK141315 10/10/14	Napa River and	00048847	36893	CHARDYGENE		32,794.00	0.00		
11/03/2014		AP00258909	PARK141315 10/24/14	Napa River and	00048848	36893	CHARDYGENE		49,659.35	0.00		
11/03/2014		AP00258909	PARK141215 9/14	Proj# 1400111-	00048849	21861	QUESTAENGI		12,338.24	0.00		
Total For 52360 - Construction Services									94,791.59	0.00		
											Beginning Balance:	0.00
											Total Activity:	94,791.59
											Ending Balance:	94,791.59
Account	52490		- Other Professional Services									
10/21/2014		AP00258457	PARK070115 9/14	9/14 Services	00047234	23180	CJYIPASSOC		224.42	0.00		
Total For 52490 - Other Professional Services									224.42	0.00		
											Beginning Balance:	913.84
											Total Activity:	224.42
											Ending Balance:	1,138.26
Account	52840		- Permits/License Fees									
10/14/2014		AP00258214	Caltrans Enchroach permit	NRBT Segments	00046275	36893	CHARDYGENE		492.00	0.00		
Total For 52840 - Permits/License Fees									492.00	0.00		
											Beginning Balance:	0.00
											Total Activity:	492.00
											Ending Balance:	492.00

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

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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account	52905	-	Business Travel/Mileage								
Account	52905	-	Business Travel/Mileage						0.00	0.00	
									Beginning Balance:		63.84
									Total Activity:		0.00
									Ending Balance:		63.84
Account	53350	-	Maintenance Supplies								
	10/14/2014	AP00258214	Sept Parks expenses	Reimbursement	00046298	23180	CJYIPASSOC		10.78	0.00	
	10/14/2014	AP00258214	Metal & Plastic signs	Napa County Pa	00046300	12797	NAPASIGNSH		313.20	0.00	
Total For	53350	-	Maintenance Supplies						323.98	0.00	
									Beginning Balance:		19.20
									Total Activity:		323.98
									Ending Balance:		343.18
TOTAL EXPENSE									95,831.99	0.00	96,828.87

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

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account	52360	- Construction Services						0.00	0.00	
								Beginning Balance:		7,079.15
								Total Activity:		0.00
								Ending Balance:		7,079.15
Account	52490	- Other Professional Services								
10/21/2014	AP00258457	PARK131015 9/14	9/14 Services	00047236	33782	NORTHVALLE		900.00	0.00	
Total For	52490	- Other Professional Services						900.00	0.00	
								Beginning Balance:		75.00
								Total Activity:		900.00
								Ending Balance:		975.00
Account	52840	- Permits/License Fees								
10/02/2014	0000257880	Plan Ck fees-water system		#130843				490.00	0.00	
Total For	52840	- Permits/License Fees						490.00	0.00	
								Beginning Balance:		1,031.00
								Total Activity:		490.00
								Ending Balance:		1,521.00
TOTAL EXPENSE								1,390.00	0.00	9,575.15



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

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance	
Account 52325 - Waste Disposal Services											
10/21/2014	AP00258457	Upper Vly Disp-Sept 2014	Acct #01-48644	00047415	19694	UPPERVALLE		101.52	0.00		
10/21/2014	AP00258457	United Site 10/9/14-11/5/14	Cust #CAN-0973	00047419	20925	UNITEDSITE		243.85	0.00		
Total For 52325 - Waste Disposal Services								345.37	0.00		
										Beginning Balance:	1,178.44
										Total Activity:	345.37
										Ending Balance:	1,523.81
Account 52340 - Landscaping Services											
Account 52340 - Landscaping Services											
								0.00	0.00		
										Beginning Balance:	240.00
										Total Activity:	0.00
										Ending Balance:	240.00
Account 52490 - Other Professional Services											
10/21/2014	AP00258457	PARK070115 9/14	9/14 Services	00047234	23180	CJYIPASSOC		400.00	0.00		
Total For 52490 - Other Professional Services								400.00	0.00		
										Beginning Balance:	3,191.87
										Total Activity:	400.00
										Ending Balance:	3,591.87
Account 53350 - Maintenance Supplies											
10/29/2014	0000258780	Chg for Sign Frm Rd dept						30.00	0.00		

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

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Total For 53350 - Maintenance Supplies								30.00	0.00	
								Beginning Balance:		0.00
								Total Activity:		30.00
								Ending Balance:		30.00
TOTAL EXPENSE								775.37	0.00	5,385.68

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

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account	52490	- Other Professional Services								
10/21/2014	AP00258457	PARK070115 9/14	9/14 Services	00047234	23180	CJYIPASSOC		299.95	0.00	
Total For	52490	- Other Professional Services								
								299.95	0.00	
								Beginning Balance:		989.44
								Total Activity:		299.95
								Ending Balance:		1,289.39
TOTAL EXPENSE								299.95	0.00	1,289.39

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

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance	
Account 52325 - Waste Disposal Services											
10/21/2014	AP00258457	United Site 10/2/14-10/29/14	Cust #CAN-0973	00047422	20925	UNITEDSITE		486.70	0.00		
10/21/2014	AP00258457	Upper Vly Disp-Ashes	Acct #01-26426	00047423	19694	UPPERVALLE		328.17	0.00		
10/21/2014	AP00258457	Upper Vly Disp-Sept 2014	Acct #01-13452	00047426	19694	UPPERVALLE		856.95	0.00		
Total For 52325 - Waste Disposal Services								1,671.82	0.00		
										Beginning Balance:	4,216.38
										Total Activity:	1,671.82
										Ending Balance:	5,888.20
Account 52360 - Construction Services											
10/21/2014	AP00258457	PARK131515 8/14	9/14 Bothe Cab	00047238	33071	VALLEYARCH		580.00	0.00		
Total For 52360 - Construction Services								580.00	0.00		
										Beginning Balance:	916.61
										Total Activity:	580.00
										Ending Balance:	1,496.61
Account 52490 - Other Professional Services											
10/14/2014	AP00258214	Field Trip - 10/14/14	Cust #587591	00046280	36880	FIRSTSTUDE		529.57	0.00		
10/14/2014	AP00258214	Field trip - 10/23/14	Cust #587591	00046281	36880	FIRSTSTUDE		529.57	0.00		
10/14/2014	AP00258214	Field Trip - 10/28/14	Cust #587591	00046282	36880	FIRSTSTUDE		529.57	0.00		
10/21/2014	AP00258457	PARK081215 9/14	9/14 Services	00047235	33711	MARIONI,JE		1,163.75	0.00		
10/28/2014	AP00258691	ATP - Oct 2014	Acct #746-0150	00048234	33928	ADVANTAGET		40.00	0.00		



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

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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance	
Account	52825		- Bank Charges									
	10/02/2014	0000257846	Heartland credit card fees-WFB		10/1/14				45.14	0.00		
Total For	52825		- Bank Charges						45.14	0.00		
											Beginning Balance:	574.83
											Total Activity:	45.14
											Ending Balance:	619.97
Account	52840		- Permits/License Fees									
Account	52840		- Permits/License Fees						0.00	0.00		
											Beginning Balance:	214.00
											Total Activity:	0.00
											Ending Balance:	214.00
Account	52905		- Business Travel/Mileage									
	10/09/2014	AP00258054	September 2014	7898686642	00045912	12088	CHEVRONPRO		404.29	0.00		
Total For	52905		- Business Travel/Mileage						404.29	0.00		
											Beginning Balance:	669.90
											Total Activity:	404.29
											Ending Balance:	1,074.19
Account	53100		- Office Supplies									
	10/13/2014	0000258164	Office Depot - Sept 2014						276.44	0.00		

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

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Total For 53100 - Office Supplies								276.44	0.00	
								Beginning Balance:		254.56
								Total Activity:		276.44
								Ending Balance:		531.00
<hr/>										
Account 53205 - Utilities - Electric										
10/28/2014	AP00258691	PG&E 9/16/14 - 10/14/14	Acct #21728318	00048154	945	PAC-GAS-00		42.65	0.00	
10/28/2014	AP00258691	PG&E 9/16/14-10/14/14	Acct #67654031	00048216	945	PAC-GAS-00		35.59	0.00	
10/28/2014	AP00258691	PG&E 9/17/14-10/15/14	Acct #48314069	00048224	945	PAC-GAS-00		19.74	0.00	
10/28/2014	AP00258691	PG&E 9/17/14-10/15/14	Acct #18690124	00048228	945	PAC-GAS-00		949.17	0.00	
Total For 53205 - Utilities - Electric								1,047.15	0.00	
								Beginning Balance:		4,393.91
								Total Activity:		1,047.15
								Ending Balance:		5,441.06
<hr/>										
Account 53210 - Utilities - Propane										
10/14/2014	AP00258214	Ferrellgas - propane	Acct #50163511	00046284	35227	FERRELLGAS		201.55	0.00	
Total For 53210 - Utilities - Propane								201.55	0.00	
								Beginning Balance:		0.00
								Total Activity:		201.55
								Ending Balance:		201.55
<hr/>										
Account 53330 - Janitorial Supplies										

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

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Program:

Journal	Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance
Account	53330		- Janitorial Supplies						0.00	0.00	
									Beginning Balance:		2,692.13
									Total Activity:		0.00
									Ending Balance:		2,692.13
Account	53345		- Construction Supplies/Material								
Account	53345		- Construction Supplies/Material						0.00	0.00	
									Beginning Balance:		3,189.39
									Total Activity:		0.00
									Ending Balance:		3,189.39
Account	53350		- Maintenance Supplies								
	10/06/2014	AP00257935	Steve's Hardware-Sept 2014	Acct #31248	00045360	1222	STEVESHARD		853.23	0.00	
	10/06/2014	AP00257935	Brown's Auto- Sept 2014	Acct #8537	00045365	158	BROWNSAUTO		229.03	0.00	
	10/14/2014	AP00258214	Belkorp - parts	Acct #25020	00046277	34758	BELKORPAG-		88.75	0.00	
	10/14/2014	AP00258214	Diamond - pool supplies	Bothe State Pa	00046291	25498	DIAMONDQUA		335.38	0.00	
	10/21/2014	AP00258457	S. Jones-Royce Rolls (TP)	Reimbursement	00047369	33857	JONES,SAND		188.70	0.00	
	10/23/2014	0000258524	Reclass from 2140000 (53350)		CENTRAL VL				0.00	29.15	
	10/28/2014	AP00258691	Steve's Hardware-Oct 2014	Acct #31248	00048152	1222	STEVESHARD		689.41	0.00	
	10/28/2014	AP00258691	Central Vly-Sept 2014	Cust #NAPACORP	00048238	219	CENTRALVAL		787.59	0.00	
Total For	53350		- Maintenance Supplies						3,172.09	29.15	
									Beginning Balance:		3,705.56
									Total Activity:		3,142.94
									Ending Balance:		6,848.50



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

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Program:

Journal Date	Journal ID	Journal Description	Voucher Desc	Reference	Vendor ID	Name	Seq	Debit	Credit	Balance	
Account 53400 - Minor Equipment/Small Tools											
10/14/2014	AP00258214	24 volt elec timer	Bothe State Pa	00046292	33985	FLUIDMANUF		166.95	0.00		
10/28/2014	AP00258691	Grainger - washer. actuator	Acct #88253849	00048237	30995	GRAINGERIN		157.37	0.00		
Total For 53400 - Minor Equipment/Small Tools								324.32	0.00		
										Beginning Balance:	999.96
										Total Activity:	324.32
										Ending Balance:	1,324.28
Account 53600 - Special Departmental Expense											
Account 53600 - Special Departmental Expense											
								0.00	0.00		
										Beginning Balance:	2,103.55
										Total Activity:	0.00
										Ending Balance:	2,103.55
Account 54500 - Taxes and Assessments											
Account 54500 - Taxes and Assessments											
								0.00	0.00		
										Beginning Balance:	455.35
										Total Activity:	0.00
										Ending Balance:	455.35
TOTAL EXPENSE								11,075.24	29.15	42,435.20	
=====											
TOTAL FOR PROGRA								118,742.90	29.15	195,240.66	



Napa County Regional Park  
and Open Space District

## STAFF REPORT

Date: November 10, 2014  
Agenda Item: 4.F  
Subject: Consideration and potential approval of Amendment #1 to Agreement #12-8 with Jeanne Marioni to perform outreach and volunteer coordination services for Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park.

### Recommendation

1. Find that the proposed action is not a project under CEQA
2. Authorize the General Manager to execute Amendment #1 to Agreement #12-8 with Jeanne Marioni.

### ENVIRONMENTAL DETERMINATION

The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### Background

On April 9, 2012 the District Board entered into a contract with independent contractor Jeanne Marioni to perform outreach, volunteer coordination and event services at Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park. Most of services the District pays for relate to Bothe-Napa Valley State Park. The Napa Valley State Parks Association contracts with Ms. Marioni for additional services specifically related to the Bale Grist Mill.

Under the current agreement, Jeanne Marioni is paid \$23.75 per hour for about 40 hours per month. The agreement has a not-to-exceed cost of \$14,200 (including miscellaneous expenses).

Ms. Marioni has done an excellent job in all respects, and is an essential part of the team operating the two parks. In addition to her basic outreach and coordination duties, Ms. Marioni has over the past 2-plus years secured more than \$140,000 in grants and donations for the two parks. At the time Agreement #12-8 was entered into, Ms. Marioni agreed to a

rate of compensation considerably below market rates, in light of uncertainty about whether the District would be able to successfully operate the two state parks in a financially sustainable manner. Then and now, she also volunteers many more hours to the two parks than she is paid for.

Ms. Marioni has requested, and staff recommends, an increase in the rate of compensation to \$28.75 per hour, for a total of \$17,250 per year for an average of 50 hours per month. Including transportation expenses, staff recommends that the agreement also include up to \$750 in expenses, for a total not-to-exceed amount of \$18,000.

In FY 2013-14, the District's State Park revenues exceeded expenses by \$297,097, and by the end of the fiscal year the District had accumulated a fund balance for the State Park operations of \$593,732, in anticipation of major expenses repairing the cabins at Bothe-Napa Valley State Park. About half of the excess of revenues over expenses can be credited to the AB 1478 grant which covered our Park Manager and lifeguard salaries. Furthermore, there is uncertainty about what the cabin repairs will cost, and until they are completed and rented they will not be bringing in new revenue. Nonetheless, absent a major infrastructure failure or other catastrophic event, the two parks are financially healthy. The bottom line is that Ms. Marioni is certainly worthy of the increase in compensation, and the District can afford to pay it.

Park Report for October 2014  
Submitted by Ranger Sandy Jones and Jeanne Marioni

### Bothe-Napa State Park

Jonny Ehlers put on three successful outdoor education programs for students at Calistoga Elementary. The White Family Trust funded the buses and Jonny's time. Without these funds, the school children would not have been able to come. The teachers were very appreciative and praised the program; the kids had a great time too!

Road resurfacing and improvements are underway. The State is resurfacing some roads, improving shoulders, adding gravel in some areas, adding chip seal on the road from the day use area and partially into Yurtville, and repairing holes and shoulders in the camp host area in Yurtville. The work should be done by next week. This project is paid for by the State's matching funds money.

Also using the matching grant money, the State just finished replacing the maintenance shop roof.

A Hazard Tree Inspection was done by the State Parks resource ecologist. Park staff removed several of the limbs and trees that were marked by the State as hazardous. Our Forest Practices Group assisted in removing more at their annual event November 1st. We are getting professional bids to take down trees and limbs that are near power lines or buildings. The big tree in the horse concession area that is already down will be cut up and the wood used to make bearing blocks for the mill!

Repairing/maintaining the existing wood fencing around the Pioneer Cemetery's Kellogg/Tucker graves is NVSPA's next step in the restoration project. The wood has been ordered.

The PEF to repair the historic cabins is still moving along through the State's process.

Our current camp hosts are doing a great job operating the park during the week without the additional assistance of seasonal staff. We remain busy during the week with many of our visitors coming in "off the road" rather than through reservations. We have seasonal staff Friday, Saturday and Sunday.

The Visitor Center is open on weekends with hosts and a local volunteer greeting people, answering phones and selling a few items in the gift shop.

Yurts remain popular and are full on weekends.

Our wood crew has been busy splitting wood and curing it for next year's sales.

Our power tool and equipment shop has been improved and looks great. Lights have been installed and the shop is well organized.

To increase park revenue, we applied for and have received free individualized consulting and coaching services from a team of experts that work for the California State Parks Foundation. Bothe-Napa will receive services from a communications consultant to increase revenue by improving our social media and online presence, expanding press and media outreach, and possible development of an email contact list to increase repeat business and promote greater awareness of Bothe. Bale Mill will receive the opportunity to work with fundraising consultants to increase membership, become more effective with fundraising, and increase our local partnerships to improve financial support. We will be developing a statement for financial need as a tool to garner more donations.

#### Bale Grist Mill

We bought a trailer! It is 12 feet long with 6 foot head clearance, extra heavy wood walls and floor, has a side door, back loading ramp, interior light, warranties and is really cool. The trailer will be parked at Bothe-Napa and used to store items for special events at the mill. The trailer helps solve some of the parks storage problems and will reduce a lot of work and over-use of staff personal vehicles when we have to move items from Bothe-Napa to the mill. The trailer is owned by NVSPA.



November 1<sup>st</sup> NVSPA hosted CSPF's key staff and important donors to a site visit of our parks. The visit included a mill tour, an amazing farm-to-table lunch specially prepared by Michael Fradelizio and a day-use pass for hiking at Bothe-Napa.

We secured a \$25,000 donation from a private donor to repair the arms of the waterwheel. NVSPA has agreed to match the donated funds. We are now able to replace all the arms on the great wheel – a most important project if we are to keep the great wheel turning. The wood for the project has been ordered.

Brush clearing at the mill is now done from highway 29 up to the parking lot.

The much needed roof work is underway at the mill and granary. While rain, bats and roof work have presented a bit of a challenge and some extra work for mill staff, we have been able to remain open for our weekend tours and have moved the school tours that conflicted. We expect the work will be done by the middle of November.

Old Mill Days was wonderful. Our park visitors were able to learn about and often try for themselves several 1850/1860s life skills. More than 75 volunteers helped to make the event a success.



Plan of Projects  
**Status Report**

10-Nov-14

<u>Name of Project</u>	<u>Description</u>	<u>Status</u>
Bay Area Ridge Trail Tuteur Loop	Assignment of Tuteur Loop Ridge Trail easement from the Bay Area Ridge Trail to the District	The Bay Area Ridge Trail Council obtained a donated easement from the Tuteur family and constructed a section of Bay Area Ridge Trail adjacent to Skyline Park. The Council wishes to transfer this easement to the District. Staff for the District and Council have gathered all the relevant documents, and initiated discussion with the Tuteur family to determine if there are any issues or amendments that should be considered. Next steps are to complete legal review of the documents, make amendments if warranted, obtain the consent of the Coastal Conservancy (who funded the trail construction), and then execute the assignment. Staff will resume work on transferring the easement to the District once the option agreement for purchasing a portion of the Kirkland Ranch is executed.
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 Two--Green Island Road to Soscol Ferry Road Questa has largely completed a revised draft PUC permit application for a public crossing of the SMART tracks. SMART, NRCA and the PUC have verbally agreed to allow the Road railroad crossing. LSA Associates has completed a biological survey for the Fagan Marsh area; based on the results, DFG has indicated they do not want the trail alignment to follow the levee on the north side of Fagan Marsh; District staff is reviewing the feasibility of an alternative alignment. After 4 years of back and forth, in July 2014 DFW informed the District that it would comply with the BCDC condition for public access north of Green Island Road by removing a fence and graveling the surface of the existing levee, despite concerns about this alignment expressed by the Napa County Airport and the FAA. DFW put this project out to bid in late August.
	Phase Three--Soscol Ferry Road to Napa Pipe	The construction contract was awarded by the Board on September 8, 2014. The Caltrans encroachment permit and permission to use a parcel owned by Napa Redevelopment Partners as a construction staging area have been approved. The Notice to Proceed was issued on October 6, 2014. <u>Construction is underway, and is expected to be completed in November 2014.</u>
Berryessa Estates	Acquire 480 acres next to Berryessa Estates from BLM at no fee through their Recreation and Public Purpose Act procedure. Would serve as a wilderness park for local residents eventually be the northern trailhead for a trail between Berryess Estates and Pope Canyon.	The District in 2009 applied to BLM for a no-fee transfer of this property to the District for the no-fee transfer of this property; while this transfer has received conceptual approval by BLM staff, the formal approval has dragged; several meetings have been held over the past three years to try and speed to process, but BLM staff has so far had higher priorities. CDF crews did extensive fire break work in 2009 through 2011 to protect the residences next to the BLM land. The Fire Marshall and the Pope Valley Volunteer Fire Department have added a proposal to construct a fire substation on a corner of the property. The Fire Marshall has identified funding for the fire station, and the County Board of Supervisors is now strongly supportive. 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. District staff in January 2013 met with the Napa County Fire Marshall and the the Calfire Battalion Chief for the area and agreed to jointly advocate for BLM action. In February staff talked with BLM and was assured that processing of the transfer was now beginning. BLM did a series of site visits June-August, 2013. The Bureau of Reclamation in June 2013 asserted that Reclamation has property rights such that BLM is not permitted to transfer the property. BLM is now projecting the transfer will be complete by the end of this calendar year. In late August Reclamation determined they still retained jurisdiction, but they have committed to completing the transfer in the same time frame as BLM would have. Staff has submitted additional materials to Reclamation which is now processing the permit. Reclamation provided a draft agreement to the District in February 2014 which will lead to Reclamation eventually transferring its interests in the property; District staff responded with comments to the draft in early March 2014.
Berryessa Vista	Planning and stewardship of this 224 acre wilderness park.	Volunteers working with the District have completed detailed GIS mapping showing all existing roads, creek crossings, vista points and potential campsites. Continuing damage by off-road vehicles trespassing on the property was noted. The District sent a letter was sent to all property owners in that area introducing the District, explaining the deed restriction prohibiting off road vehicles, and asking for their cooperation. Since then there has been less observed damage, although the problem is not resolved. Staff was planning on installing a gate to restrict OHV access, but this has proven infeasible. After observing more OHV damage in the summer of 2013, staff is exploring options other than a gate to prevent unauthorized OHV use. The latest plan is to install remote cameras in an attempt to determine who is causing the damage. No other work is anticipated until Lake Berryessa Trail planning is completed, as that is a key step in gaining overland access to the property. District staff has been meeting with Reclamation, their consultants and interested parties on the trail planning and prioritization. Staff in late June 2014 toured an adjacent parcel with the owner of the property; in September the owner indicated they are interested in selling the property for addition to Berryessa Vista Wilderness Park. <u>The Land Trust of Napa County has ordered the appraisal, and the District and Land Trust will coordinate on the purchase of the property, subject to approval by the Board of Directors once the appraisal is complete. Tuleyome has offered to pay for half the cost of the appraisal.</u>

<p>Blue Ridge/Beryess Peak Trail Obtain right of way and construct trail to provide public access to extensive federal lands on Blue Ridge and to Beryessa Peak</p>	<p>Obtained donated trail easement from the Ahmann family to close gaps between existing public lands on Blue Ridge. A Negative Declaration and Use Permit hearing was approved December 16, 2009 by the County Planning Commission. An Operations and Management Plan has been approved by the property owner and the District. BLM staff on April 11th inspected the proposed trail alignment where it crosses BLM land. District and BLM staff met on August 5, 2011 to discuss BLM review of this project. BLM's biologist inspected the alignment on September 17, 2011. There have been volunteer trail building work parties have been held numerous times between 2011 and the present, and the trail is now done except for signage and a fence crossing. District staff met with Fish and Game on June 15, 2012 to discuss signage at the trailhead on DFG property, and in November 2012 submitted signage language for DFG review. Staff contacted DFG (now DFW) in February of 2013, again in early April, and again in late summer to determine the status of their review. In January 2014 DFW staff responded with an alternative entry sign design, and accepted our fence stile design. Volunteers installed the fence stile in March 2014. The trail can be officially opened as soon as DFW approves the sign design.</p>
<p>Camp Berryessa Redevelopment of former Boy Scout Camp into a group/environmental education camp.</p>	<p>CEQA and NEPA review is complete, as is the Use Agreement between the District and Reclamation. A grant for \$50,000 to help with construction has been provided by the Mead Foundation, together with a \$1.5 million grant from the State Coastal Conservancy. A new water well was dug in October 2012--production is great, and quality is acceptable with minor treatment. Reclamation completed their review of the 90% plans and had a very positive meeting with District staff in late March 2014. The 100% plans were submitted to the District and Reclamation in early July 2014 and were verbally ok'd in mid August. To meet budget constraints, work on the planned black water leach field will be deferred to phase two or it may be deleted altogether. The project went out to bid in late July 2014, and interest among potential bidders is very high. A required job walk was held on August 21 and eighteen separate potential bidders turned out. <u>Bids were opened Monday Oct 20th, and award of contract is expected in November 2014. Construction is still slated to start in fall 2014 and to end in the summer of 2015. Ron Critchley, a retired County engineer, has agreed to serve as our construction manager &amp; inspector on the project.</u> The Coastal Conservancy has agreed to extend the grant until January 1, 2016, giving us a little bit of breathing room on what would otherwise have been an exceptionally tight construction schedule; this will hopefully drive project costs down a bit.</p>
<p>District Non-profit Foundation Organize a non-profit foundation to raise funds for District projects</p>	<p>The District Board has approved the goals, objectives and basic structure for a non-profit foundation to assist the District with fundraising. Formation of the foundation will likely be timed to the opening of Camp Berryessa.</p>
<p>Lake Hennessey North Shore Trails Would open up several miles of existing dirt access road, and construct approximately 1 mile of new single track trail, into a loop trail system on the north side of Lake Hennessey, and connecting to the planned Moore Creek Open Space Park trail system.</p>	<p>In November, 2009 the Napa City Council directed city staff to work with the District to finalize an agreement for the proposed Hennessey trails. The District approved a Mitigated Negative Declaration on February 14, 2011. A final lease agreement and operations plan was approved by the District Board in August 2012, and by the City Council in September 2012. Work was completed on the connector trail to Moore Creek in June 2013 and public response to the new trail has been very positive. A plan for fencing and signage improvements along the Hennessey north shore has been accepted by the Director of the Water Division. Installation of City-required fencing was completed in mid-April of 2014 and a crew of 12 hearty volunteers completed the installation of required signage and two kiosks on the weekend of May 17th. Volunteers in August installed wayfinding signs and improved a horse trough, and on September 13, 2014 removed a defunct suspension bridge, as part of our agreement with the City of Napa. Some signs still need to be designed and installed. <u>Lake Hennessey North Shore Trails formally opened with a ribbon cutting on October 18, 2014.</u></p>
<p>Moore Creek Park Development Development of open space park on 673 acres acquired by the District adjacent to City of Napa watershed lands at Lake Hennessey to protect habitat, provide recreational trails, and overnight camping facilities.</p>	<p>The park opened on June 30, 2013. The eastern boundary survey and fencing project was completed June 2014. Construction of the remainder of the Valentine Vista Trail was completed by the Forest Trails Alliance in April 2014. With the help and support of the County Fire Department and County communications technicians, the District has installed an emergency communications radio and antenna at the Ranch House (which has neither landline nor cellular phone service). <u>A minor trail reroute and some boundary fencing is planned for as the next volunteer project on November 15, 2014.</u></p>
<p>Oat Hill Mine Trail Various improvements to the historic Oat Hill Mine Road</p>	<p>The litigation holding up this project has been successfully concluded. Several of the trail sign posts have been vandalized and will need to be replaced. The District is continuing to work with Tuleyome on a project to clean up the Twin Peaks and Corona Mines, in the hopes this may enable the District to safely open the northern Oat Hill Mine Trail for public use. A volunteer crew did erosion control work on the trail in January 2013. Staff and volunteers in February 2013 did a comprehensive evaluation of erosion issues on the trail, and experts from the RCD joined staff for another evaluation in early April. The City of Calistoga and CalTrans have restarted discussions about constructing a roundabout at the intersection of Highway 29 and Silverado Trail; the District is tracking these discussions to ensure that whatever design as adopted will provide adequate and safe access to the Oat Hill Mine Trail. The Bay Area Ridge Trail did some cleanup and minor improvements in late October 2013 to the staging area, and the lower 4 miles of the OHMT was dedicated as part of the Ridge Trail on November 10, 2013. In recent months staff has observed extensive unauthorized construction of banks, ramps, jumps and new trails for mountain bicyclists; staff is attempting to determine who is doing the work.</p>
<p>Oat Hill Mine Trail Transfer of 40 acre parcel from BLM</p>	<p>The District in 2008 applied to BLM for a non-fee transfer to the District of a 40 acre parcel at Maple Springs on the Oat Hill Mine Trail; this application is pending. Staff met with BLM in February 2011 to discuss how to speed up this transfer; another meeting with the same topic was held August 5, 2011. The District is still waiting on BLM to process the application.</p>
<p>Rector Ridge/Stags Leap Ridge Trail Construction of staging area and 6+ miles of Ridge Trail climbing east from Silverado Trail near Rector Creek.</p>	<p>CEQA on this project was completed several years ago--staff has prepared a draft update to the Negative Declaration due to the passage of time since the original approval. The project concept has been approved by the District Board, and was positively viewed by the Veterans Home administration. However, Veterans Home staff had been having difficulty figuring out what approval process is needed, because of ongoing discussions at the state level about the appropriate roles and future programs for the Veterans Home, and then key management staff at the Veterans Home retired in November 2010, so progress was delayed pending the filling of their vacant positions. The District will restart the process when other project priorities are under control.</p>



<p>Skyline Park Protection Purchase of Skyline Park from the State</p>	<p>Three past legislative efforts to authorize sale to the County failed due to unrelated disagreements between the state legislature and administration. Separately, the County in September 2009 approved a new park overlay zone and an updated Master Plan for Skyline Park. A fourth legislative effort by Assemblymember Evans in 2010, sponsored by Napa County and supported by the District, was approved by the legislature and signed by the Governor. The County and state General Services agreed on an appraisal process for determining the fair market value purchase price, the County retained an appraiser acceptable to the State, and a draft appraisal was prepared. In late April 2012 the state indicated they did not accept the value as determined by the appraisal and negotiations stalled. A Draft EIR was released in late September 2013 for the proposed expansion of the adjacent Syar Quarry. The District Board approved comments on the DEIR at it's October 2013 meeting. <u>The Final EIR is expected to be released in November of 2014, with the hearing December 3, 2014.</u></p>
<p>Spanish Valley, Crystal Flats, and Stone Corral Planning for open space donated by Bob and Evalyn Trinchero</p>	<p>The District took full possession of the properties on January 1, 2012. Staff met with key community leaders from Lake Berryessa Estates on February 6 and March 6, 2011. A public session was held April 21st at the Pope Valley Farm Center. The District has negotiated an easement across the District's Stone Corral property to resolve one of the clouds on the title to this land; this easement was approval by the Board at its October meeting, and has now been finalized and recorded. Staff met with the LBEPOA Board many times in 2011-2013 to discuss use of the Crystal Flats and Stone Corral areas. District staff has prepared a draft agreement between the District and the Association, which the Association has informally rejected. The well serving Spanish Valley was repaired in November 2013. The District also sealed up an abandon dry well bore discovered on the property. A group of 10 boyscouts GPS'd old ranch roads and 4-wheel drive tracks on the Spanish Valley property for us over the weekend of April 26-27 so that we can create a map of existing roads and trails. A contract for archeological surveying (a required part of the CEQA process) was completed by Tom Origer and Associates in June, 2014. Staff completed a preliminary survey of the Spanish Valley access road in late July 2012 and, while legal access to the property has been established, it does not appear that the existing road is located within the Spanish Valley Trail easement. In early January 2014 staff learned the affected parcels are for sale. Staff's cash offer to purchase half of the property in mid March was rejected and we have decided to be patient while the property owner attempts to find a better buyer (as we think it unlikely that there is one). In February 2013 several no trespassing signs were installed in response to some evidence of illegal OHV use. The Crystal Flats sign was immediately removed and the lock on the gate removed; a more secure temporary lock has been installed, and staff is researching a new gate that will exclude ATVs and motorcycles while allowing hikers, bicyclists and equestrians. The District is partnering with Tuleyome to investigate and come up with the trail alignment connecting Spanish Valley to the Pope To Putah Trail on BLM land which is under construction by Tuleyome. An abandoned trailer in Spanish Valley was removed in July 2014 at no cost to the District using an abandoned vehicle program administered by the County. The Butts Canyon fire did not reach District property, but CDF graded several emergency roads and firebreaks through Spanish Valley. CDF did some remediation work after the fire to address grading damage.</p>
<p>State Parks Operate Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park</p>	<p>The District, with assistance from the Napa Valley State Parks Association took over management of the parks on April 1, 2012. A County permit for the pool was obtained in July and the pool was reopened immediately thereafter. The state completed installing 3 yurts in October 2012. The District has installed 7 additional yurts. Numerous volunteer projects have been organized (PG&amp;E event improving the Mill, firewood splitting, hazardous tree removal, mowing, pool cleaning, native plant garden maintenance, historic orchard restoration, lots of trash removal, and in September/October a footbridge on the History Trail was repaired by the St Helena Kiwanis). A volunteer forestry management group has been formed and the District has acquired a boom truck and other equipment in support of their mission. Utility service accounts have been transferred from the state to the District. Work on an improved recycling system is nearly complete. Every septic tank in the park has been pumped clean, and sewer lines were located and cleared of root blockages. Two additional failed septic tanks were discovered in March and pumped clean. Nearly \$270,000 in gifts, grants and pledges have been obtained to assist with improvements at the parks. The District and State Parks have finalized an agreement regarding the "found" state money that provides up to \$537,800 in State funds being granted to the District to cover some salaries and two capital improvement projects (replacement roofs and AC overlay to the picnic area road). The deadline for using these funds was extended in June 2014, so the District will have time to fully utilize the grant. The District is sponsoring SB 170 (Wolk) which would exempt the mill from state food processing facility requirements so that flour from the mill can be sold as a food item; the bill has passed the Senate and all Assembly committees, but unfortunately in late July 2013 the Department of Public Health announced their opposition to the bill. After meeting with DPH, it appears they may be willing to agree to a workable compromise; this will take time to explore, so we have made the bill a two-year bill. Staff will be meeting with the author and Governor's office staff in late July. A contract to prepare architectural plans for the repair of the cabins was awarded in December 2013; the plans were submitted in February 2014 for State Parks approval. In March 2014 the district was approached by several organizations and individuals requesting that the District consider taking over management of Robert Louis Stevenson State Park; after approval from the Board, staff in June 2014 submitted a proposal to State Parks to manage some aspects of RLS; this proposal has received favorable response from the District Superintendent and her immediate superiors, and is now being reviewed by others within State Parks. A free admission day including the dedication of the Ridge Trail/Vine Trail junction was held on July 27, 2014. <u>State-grant funded roof repairs and day use area roadways was started in October 2014.</u></p>
<p>Vallejo Lakes Possible purchase of 1100 acres of surplus Vallejo Water District lands, of which 200 acres are located in Napa County</p>	<p>Discussions between the District, the Land Trust of Napa County, the County of Solano and the Solano Land Trust indicate a common desire to work together to purchase this property adjacent to Skyline Park. The City Council of the City of Vallejo has officially authorized staff to pursue surplusings of the property. The City of Vallejo has hired an appraiser to prepare an estimate of the property's fair market value, but this has not yet been released. The District GM, together with the County of Solano EO, in February 2012 each sent letters to the City of Vallejo formally expressing interest in the property and requesting notification per state law of any planned surplusings of the property. Sale of the property by the City has been delayed because of complications related to questions about how best to supply water to residents in Green Valley. The Trust for Public Land has expressed interest in assisting with the purchase of this area. Staff from the District and its partners met with the Vallejo City Manager in April 2014; the surplusings process has become more complicated and the City does not anticipate any action in the near future, but meanwhile the City Manager appears open to working with us to figure out a mutually beneficial outcome. Staff had a very interesting meeting with City of Vallejo water division staff and a tour of Lake Curry in late May. The Lake Curry property can only be described as a jewel, and the City of Vallejo would clearly like to divest it. District staff is presently exploring a broad array of options, from an agreement under which the City would retain title and responsibility for the water system while the District would take over land management at the lake to outright purchase of the property by the District or its partners.</p>
<p>Vine Trail A Class I bicycle/pedestrian path extending from Calistoga to the Vallejo Ferry Terminal sponsored by the Vine Trail Coalition, of which the District is a participating member.</p>	<p>The District has entered into an MOU with the Vine Trail Coalition to provide assistance as requested by the Coalition in receiving funds, preparing plans and environmental documents, constructing and operating the trail. The District, the Bay Area Ridge Trail, the San Francisco Bay Trail and the Vine Trail Coalition have prepared a joint Case Statement for the combined trail network for fundraising purposes. The District on February 5, 2010 submitted an appropriations request for FY 2011 to Senator Feinstein, and a similar request to Congressman Thompson on February 26, 2010 on behalf of the Vine Trail Coalition. The District in April 2013 approved and sent a letter of support for the City of Calistoga's request for a grant from the Coastal Conservancy to plan the trail through Calistoga. The Board President in early June 2014 sent a letter of support for a Vine Trail federal "Tiger" grant to help construct the section of trail between Yountville and Napa. The District continues to coordinate with the Vine Trail on plans to route the Vine Trail through Bothe-Napa Valley State Park. A joint Vine Trail/Ridge Trail dedication event was held at Bothe on July 27, 2014.</p>

Completed Projects

Bay Area Ridge Trail Realignment Amendment to the proposed alignment of the Bay Area Ridge Trail extend north to the Oat Hill Mine Trail	In December of 2012 the Bay Area Ridge Trail Council approved the proposed realignment of the Ridge Trail through Napa County as requested by the District.
Bay/River Trail -- American Canyon to Napa Phase I Phase One--Euclptus Drive to Green Island Road	Construction of approximately 5 miles of Class I bicycle and pedestrian path in the vicinity of American Canyon along the Napa River was completed in April 2012, in partnership with the City of American Canyon, Department of Fish and Game and Napa Vallejo Waste Management Authority. A formal opening ceremony was held June 2, 2012.
Berryessa Vista Acquisition	Purchase of 224 acres from the Land Trust of Napa County for use as a public park completed in early 2008 using State Prop 12 funds.
Connolly Ranch	Construction of patio, restrooms and cooking facilities completed in 2008 using State Prop 12 funds.
Oat Hill Mine Trail	The Oat Hill Mine Trail was formally opened in May Of 2008, after a major volunteer work party doing signage installation, brush removal and erosion control.
Historic ROW Analysis Study to determine location and status of historic road Rights-of-Way and whether they have value as non-motorized recreational trails	Staff has completed a comprehensive review of historic rights-of-way, and is now focusing attention on those which have greatest potential.
Linda Falls	Conservation easement accepted in spring 2008 from Land Trust of Napa County to provide additional protection for this 39 acre property, which is owned by the land trust
Master Plan Development The Master Plan for 2008-2013 was approved in January 2009	
Master Plan Update First scheduled update to the Master Plan adopted in January 2009	Board adhoc committee appointed. Methodology for doing update has been agreed upon. Project was delayed due to competing demands on staff time (primarily the effort to keep Napa's state parks from closing. A draft update has been prepared by staff working with the Board ad hoc committee for the Master Plan update, and released by the Board at the April 9, 2012 meeting for public comment. The plan update was adopted by the Board at its June 2012 meeting.
Milliken Reservoir Trails and Picnic Area Feasibility Study 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.
Moore Creek Open Space Park Acquisition of 673 acres in the Moore Creek Watershed completed in December 2008.	
Napa River Ecological Reserve Improvements Parking area paved, and rock barrier installed to control vehicular access in 2007. Trash enclosure constructed and entry signs restored by volunteers in 2008. Deteriorated kiosk removed in 2008. The District in July 2008 assumed the County's role in managing the preserve under the joint management agreement with DFG. A new maintenance contract with the non-profit organization Options 3 was started in January 2009. The old deteriorated information kiosk, which had become a serious eyesore, was removed in November 2008.	
Napa River Ecological Reserve Restoration This multi-year project resulted in the removal of the bulk of the invasive teasel that had taken over the 5 acre meadow at the entrance to the Reserve, and the construction of a short native plant interpretive trail. Work was done by volunteers, students, and paid contractors. In doing this work, several thousand students received a day of environmental education about native and invasive plants and riparian ecology.	
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 for cattle	As part of the arrangement with the land trust on the District's purchase of Berryessa Vista, the land trust was willing to use some of the proceeds from the transaction to fund a well pump and distribution system at the Preserve. However, the first well drilled by the City of American Canyon came up dry. The City has dropped plans for digging any more test wells.
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  Lot line adjustment to legalize River to Ridge Trail as constructed (it curenly encroaches on private	Deeds accomplishing the adjustment in property boundaries between Syar and the State have been recorded.
River to Ridge Trail Entrance Enhancements A new information kiosk was installed at the entrance in December 2008 as part of a Boy Scout project. Several Live Oak seedlings were donated by CNPS and have been planted at the entrance to improve its appearance.	

River to Ridge Trail	Correct drainage problems to trail can be used year-round.	Two volunteer work weekends in March and April and two more in May of 2010 were organized by the District to clear brush, improve drainage, and surface about 300 feet of the trail with quarry fines to control problems with mud. Volunteers completed additional work in August 2011.
Skyline Park Road and Trail Improvements	Erosion control work on Lake Marie Road, and paving of campground loop road, completed in 2007 using State Prop 12 funds.	
Skyline Park Concessionaire Agreement Renewal	District staff negotiated renewal of concessionaire agreement on behalf of the County. The renewal involved changes to the fee schedule and amendments to and approval of subagreements with three non-profit partner organizations.	
Skyline Park Trail Improvements	Major volunteer event to reroute and repair trails	Staff worked with SPCA and V-O-CAL to sponsor a weekend work party on October 15-17, 2010. Approximately 110 volunteers worked to reroute and repair trails experiencing serious erosion problems. SPCA is donating \$1,000 toward expenses.
Skyline Park Facility Improvements	Partner-sponsored improvement include a second greenhouse and a covered equestrian arena.	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.
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 was approved in concept by the flood control district, and Park District staff prepared the first draft of a transfer agreement. Subsequently, attorney's for the flood district concluded it would be better from their perspective for the flood district to retain ownership of the property, due to their ongoing maintenance obligations.
State Parks	Assume management of Bothe-Napa Valley State Park and keep it and the Bale Grist Mill open	The District took over operations of the parks on April 1, 2012, and have a 5 year agreement with the State to continue operating the parks.
Trichero Open Space Acquisition	Donation of 3,400 acres of open space to the District by Bob and Evalyn Trinchero	The donation was completed on December 29, 2010. A related granting of an access easement to the Lake Berryessa Resort Improvement District was completed in mid-January 2011.
Wild Lake Ranch	Assist land trust with planning and possible joint management of trails, camping and picnic areas.	The District participated in the development of a strategic plan for the property, together with other public lands in the area, that was led by the Land Trust of Napa County. The land trust has decided, at least for the near term, to manage the Wildlake-Duff property itself.