



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

Harold Kelly
Director Ward One

Tony Norris
Director Ward Two

Guy Kay
Director Ward Three

Dave Finigan
Director Ward Four

Myrna Abramowicz
Director Ward Five

AGENDA

BOARD OF DIRECTORS REGULAR MEETING

Monday June 6, 2011 2:00 P.M.
1195 Third Street, Third Floor, Napa, CA 94559

GENERAL INFORMATION

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

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

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

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

All materials relating to an agenda item for an open session of a regular meeting of the Board of Supervisors which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the Conservation, Development and Planning Department Office at 1195 Third Street, Suite 210, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or County staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

1. Call to Order and Roll Call

2. Public Comment

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

3. Set Matters

2:00 pm Public Hearing. Consideration and potential approval of District budget for Fiscal Year 2011-12

4. Administrative Items

- A. Consideration of and potential approval of Minutes of Board of Directors meetings of May 9, 2011.
- B. Consideration and potential approval of agreement with Gallina LLP to prepare the District's independent financial audit for FY 2010-11 and up to four subsequent years.
- C. Consideration and potential approval of amendment to agreement with Delta Consulting and Engineering to extend the term until June 30, 2012, and to approve a new agreement with Jacobsen and Associates for architectural services.
- D. Receipt of report on expenditures, encumbrances, donations and grants approved by the General Manager.
- E. Review of the District Projects Status Report.

5. Announcements by Board and Staff

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

6. Agenda Planning

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

7. Closed Session

A. Conference with Real Property Negotiator (Government Code Section 54956.8)

Property: APN Nos 015-070-011, -012; 016-120--024, -025

Agency Negotiator: John Woodbury, NCRPOSD General Manager

Negotiating Parties: Reverdy Johnson, Attorney for the Vincent and Fifield families, and Janice Killion, Attorney for the Lake Berryessa Resort Improvement District

Under Negotiation: Instructions to Negotiator will concern price and terms of payment.

8. Adjournment



Napa County Regional Park
and Open Space District

STAFF REPORT

Date: April 11, 2011
 Agenda Item: 3
 Subject: Public Hearing. Consideration and potential approval of District budget for Fiscal Year 2011-12

Recommendation

- (1) Open public hearing, take public testimony and close the public hearing.
- (2) Approve the FY 2011-12 District budget as presented.

Background

The draft District budget was presented to the Board of Directors at the regular Board meeting on May 9, 2011, at which time the Board set a public hearing on the draft budget for June 6, 2011. A legal notice of the budget hearing was published in the Napa Valley Register on May 20, 2011.

As reported to the Board on May 9th, notable features of the draft budget for the next fiscal year include:

- the addition of a half-time County Planner III position (with associated overhead costs).
- New budget departments for the Vine Trail and the Putah Creek properties (Spanish Valley, Crystal Flats and Stone Corral).
- some staff time and a little amount for expenses allocated to the Putah Creek properties.
- Federal transportation grant funding for Vine Trail preliminary engineering is included, along with the match which the Vine Trail Coalition will provide. Note that once the dust settles, it may turn out that this grant will be managed directly by NCTPA rather than pass through the District's accounts. If so, a budget amendment will be provided.
- Federal transportation grant funding for Napa River and Bay Trail Segments 7 & 8 is not included in the budget at this time, because it is not clear how quickly NEPA environmental clearance can be obtained through Caltrans. If this project does proceed during the fiscal year, a budget amendment will be prepared. Note that this grant requires a local match; if the project proceeds during the fiscal year, approximately half of the \$60,000 set aside for contingencies and special projects will be needed for the match.

Budget 2010-11 Proposed Revisions May 9, 2011

Revenues

Description	9 Month Estimated 2010-2011								Adopted Budget 2010-2011								Recommended Revised Budget 2010-2011							
	Moore Creek	Oat Hill Mine Trail	Napa River and Bay Trail	Camp Berryessa	Berryessa Vista	Napa River Ecological Reserve	General Fund	Total	Moore Creek	Oat Hill Mine Trail	Napa River and Bay Trail	Camp Berryessa	Berryessa Vista	Napa River Ecological Reserve	General Fund	Total	Moore Creek	Oat Hill Mine Trail	Napa River and Bay Trail	Camp Berryessa	Berryessa Vista	Napa River Ecological Reserve	General Fund	Total
	0 Interest								\$0								\$0							
1 Operating Grant from Napa County								\$0		\$41,924	\$13,070	\$54,100	\$2,000	\$14,000	\$255,300	\$380,394		\$41,924	\$13,070	\$63,369	\$2,000	\$14,000	\$246,031	\$380,394
2 Elections Cost Grant from Napa County								\$0							\$0	\$0							\$0	\$0
3 Special Projects Grant from Napa County								\$0								\$0								\$0
4 State Coastal Conservancy Grant	Revenue Data Not Current													\$35,000	\$35,000						\$25,050	\$25,050		
5 Resources Agency Grant								\$0			\$105,000				\$105,000			\$131,000					\$131,000	
5a Mead Foundation								\$0				\$21,000			\$21,000				\$0				\$0	
6 Donations								\$0							\$0								\$0	
7 Program Income								\$0	\$8,000						\$8,000	\$8,500							\$8,500	
8 Special Projects Grant for Moore Creek								\$0	\$250,000						\$250,000	\$250,000							\$250,000	
9 Use of District Reserves								\$0				\$0			\$0				\$0				\$0	
10 Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$258,000	\$41,924	\$118,070	\$75,100	\$2,000	\$49,000	\$255,300	\$799,394	\$258,500	\$41,924	\$144,070	\$63,369	\$2,000	\$39,050	\$246,031	\$794,944

Expenses

Description	9 Month Estimated 2010-2011								Adopted Budget 2010-2011								Recommended Revised Budget 2010-2011							
	Moore Creek	Oat Hill Mine Trail	Napa River and Bay Trail	Camp Berryessa	Berryessa Vista	Napa River Ecological Reserve	General Fund	Total	Moore Creek	Oat Hill Mine Trail	Napa River and Bay Trail	Camp Berryessa	Berryessa Vista	Napa River Ecological Reserve	General Fund	Total	Moore Creek	Oat Hill Mine Trail	Napa River and Bay Trail	Camp Berryessa	Berryessa Vista	Napa River Ecological Reserve	General Fund	Total
	11 CONTRACT PROFESSIONAL SERVICES (COUNTY)	30952						129565	\$160,517							\$210,000	\$210,000	\$40,000						\$180,000
12 CONTRACT PROFESSIONAL SERVICES (OTHER)	34298	893	12571	63269	50	7525	10577	\$129,183	\$53,190	\$2,000	\$17,070	\$75,000	\$1,000	\$19,500	\$12,100	\$179,860	\$53,190	\$2,000	\$103,570	\$63,269	\$1,000	\$10,000	\$18,000	\$251,029
13 MAINTENANCE AND REPAIRS (AND CONSTRUCTION)	21554					19998		\$41,552	\$50,000	\$39,824	\$100,000			\$29,000	\$0	\$218,824	\$50,000	\$39,824	\$40,000			\$29,000	\$0	\$158,824
14 LEGAL EXPENSE							9522	\$9,522	\$1,000						\$10,500	\$11,500	\$1,000						\$13,000	\$14,000
15 INSURANCE:LIABILITY	644						2200.1	\$2,844	\$645						\$2,225	\$2,870	\$645						\$2,225	\$2,870
16 MEMBERSHIPS							1000	\$1,000							\$1,500	\$1,500							\$1,000	\$1,000
17 OFFICE EXPENSE							398	\$398							\$1,000	\$1,000							\$670	\$670
18 MATERIALS AND SUPPLIES		11						\$11					\$1,000		\$0	\$1,000					\$1,000		\$0	\$1,000
19 UTILITIES	636							\$636	\$1,355						\$0	\$1,355	\$1,355						\$0	\$1,355
20 AUDIT AND ACCOUNTING SERVICES							7693	\$7,693							\$9,000	\$9,000							\$9,000	\$9,000
21 ELECTION SERVICES								\$0							\$0	\$0							\$830	\$830
22 CONTINGENCIES/ SPECIAL PROJECTS	3698			2044			6827	\$12,569	\$151,300						\$7,775	\$159,075	\$111,810						\$19,906	\$131,716
23 TRANSPORTATION & TRAV	170		3			11	648	\$832	\$500	\$100	\$500	\$100		\$500	\$800	\$2,500	\$500	\$100	\$500	\$100		\$50	\$1,000	\$2,250
24 TRAINING								\$0							\$400	\$400							\$400	\$400
27 Total Expenditures	\$91,952	\$904	\$12,574	\$65,313	\$50	\$27,534	\$168,430	\$366,757	\$257,990	\$41,924	\$117,570	\$75,100	\$2,000	\$49,000	\$255,300	\$798,884	\$258,500	\$41,924	\$144,070	\$63,369	\$2,000	\$39,050	\$246,031	\$794,944

Notes
 Yellow highlight indicates change from adopted budget
 Board approval is required for changes to the budget for the total revenue and total expenses within each department (lines 10 and 27)

Recommended Budget 2011-12 May 9, 2011

Revenues

Description	Projected 2010-2011							
	Moore Creek	Oat Hill Mine Trail	Napa River and Bay Trail	Camp Berryessa	Berryessa Vista	NRER	General Fund	Total
0 Interest								\$0
1 Grant from Napa County		\$41,924	\$13,070	\$63,369	\$2,000	\$14,000	\$246,031	\$380,394
2 Elections Cost Grant from Napa County							\$0	\$0
3 State Coastal Conservancy Grants						\$25,050		\$25,050
4 Resources Agency Grant			\$131,000					\$131,000
5 Mead Foundation								\$0
6 TE grant				\$0				\$0
7 STP grant								\$0
8 Donations								\$0
9 Program Income	\$8,500							\$8,500
10 Special Projects Grant for Moore Creek	\$250,000			\$0				\$250,000
11 Use of District Reserves								\$0
12 Total Revenue	\$258,500	\$41,924	\$144,070	\$63,369	\$2,000	\$39,050	\$246,031	\$794,944

Description	Recommended Budget 2011-2012									
	Moore Creek	Oat Hill Mine Trail	Napa River and Bay Trail	Vine Trail	Camp Berryessa	Berryessa Vista	NRER	Putah Creek	General Fund	Total
0 Interest										\$0
1 Grant from Napa County	\$175,000	\$39,824	\$16,500	\$11,000	\$44,000	\$2,200	\$5,500	\$41,250	260900	\$596,174
2 Elections Cost Grant from Napa County									\$0	\$0
3 State Coastal Conservancy Grants					\$1,500,000		\$50,000			\$1,550,000
4 Resources Agency Grant			\$900,000							\$900,000
5 Mead Foundation					\$50,000				\$0	\$50,000
6 TE grant										\$0
7 STP grant				\$211,000						\$211,000
8 Donations				\$28,000						\$28,000
9 Program Income										\$0
10 Special Projects Grant for Moore Creek										\$0
11 Use of District Reserves										\$0
12 Total Revenue	\$175,000	\$39,824	\$916,500	\$250,000	\$1,594,000	\$2,200	\$55,500	\$41,250	\$260,900	\$3,335,174

Expenses

Description	Projected 2010-2011							
	Moore Creek	Oat Hill Mine Trail	Napa River and Bay Trail	Camp Berryessa	Berryessa Vista	NRER	General Fund	Total
13 PROFESSIONAL SERVICES (COUNTY)	\$40,000						\$180,000	\$220,000
14 PROFESSIONAL SERVICES (NON-COUNTY)	\$53,190	\$2,000	\$103,570	\$63,269	\$1,000	\$10,000	\$18,000	\$251,029
15 CONSTRUCTION CONTRACTS	\$50,000	\$39,824	\$40,000			\$29,000	\$0	\$158,824
16 LEGAL EXPENSE	\$1,000						\$13,000	\$14,000
17 INSURANCE:LIABILITY	\$645						\$2,225	\$2,870
18 MEMBERSHIPS							\$1,500	\$1,500
19 OFFICE EXPENSE							\$1,000	\$1,000
20 MATERIALS AND SUPPLIES					\$1,000		\$0	\$1,000
21 UTILITIES	\$1,355						\$0	\$1,355
22 AUDIT AND ACCOUNTING SERVICES							\$9,000	\$9,000
23 ELECTION SERVICES							\$0	\$0
24 CONTINGENCIES/ SPECIAL PROJECTS	\$111,810						\$7,775	\$119,585
25 TRANSPORTATION & TRAV	\$500	\$100	\$500	\$100		\$50	\$1,000	\$2,250
27 TRAINING							\$400	\$400
FEES AND ASSESSMENTS								
28 Total Expenditures	\$258,500	\$41,924	\$144,070	\$63,369	\$2,000	\$39,050	\$233,900	\$782,813

Description	Recommended Budget 2011-2012									
	Moore Creek	Oat Hill Mine Trail	Napa River and Bay Trail	Vine Trail	Camp Berryessa	Berryessa Vista	NRER	Putah Creek	General Fund	Total
13 PROFESSIONAL SERVICES (COUNTY)	\$22,000	\$5,500	\$16,500	\$11,000	\$44,000	\$1,100	\$5,500	\$22,000	\$175,400	\$303,000
14 PROFESSIONAL SERVICES (NON-COUNTY)	\$50,000	\$4,000	\$53,000	\$239,000	\$120,000	\$1,000	\$10,000	\$5,000	8000	\$490,000
15 CONSTRUCTION CONTRACTS	\$95,000	\$30,124	\$846,800		\$1,429,250		\$35,700		\$0	\$2,436,874
16 LEGAL EXPENSE									\$12,000	\$12,000
17 INSURANCE:LIABILITY	\$1,500								\$3,000	\$4,500
18 MEMBERSHIPS									\$1,500	\$1,500
19 OFFICE EXPENSE									\$1,000	\$1,000
20 MATERIALS AND SUPPLIES	\$5,500						\$4,000		\$0	\$9,500
21 UTILITIES	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
22 AUDIT AND ACCOUNTING SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
23 ELECTION SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
24 CONTINGENCIES/ SPECIAL PROJECTS								\$10,000	\$50,000	\$60,000
25 TRANSPORTATION & TRAV	\$500	\$200	\$200		\$750	\$100	\$300	\$750		\$2,800
27 TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
FEES AND ASSESSMENTS								\$3,500		\$3,500
28 Total Expenditures	\$175,000	\$39,824	\$916,500	\$250,000	\$1,594,000	\$2,200	\$55,500	\$41,250	\$260,900	\$3,335,174

Notes

Yellow highlight indicates change from adopted budget



Napa County Regional Park
and Open Space District

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Director Ward One

Tony Norris
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Guy Kay
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Dave Finigan
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Myrna Abramowicz
Director Ward Five

MINUTES

BOARD OF DIRECTORS REGULAR MEETING

Monday May 9, 2011 2:00 P.M.
1195 Third Street, Third Floor, Napa, CA 94559

1. Call to Order and Roll Call

Meeting was called to order by Chair Myrna Abramowicz.
Directors present: Tony Norris, Guy Kay, Dave Finigan, Myrna Abramowicz present.
Director Harold Kelly excused.
Staff present: John Woodbury, Chris Apallas, Melissa Gray

2. Public Comment

None.

3. Set Matters

None.

4. Administrative Items

- A. Consideration of and potential approval of Minutes of Board of Directors meetings of April 11, 2011 and April 21, 2011.

Minutes were approved with additional language.

TN-GK-DF-MA-HK

X

- B. Consideration and potential approval of professional services agreement with Susan Alfeld Consulting to assist with the preparation of interpretive materials for the Napa River and Bay Trail Phase I.

Directors voted to approve the professional services agreement with Susan Alfeld Consulting.

TN-DF-GK-MA-HK

X

- C. Consideration and potential approval of contract with the California Conservation Corps to install fencing around the landfill loop section of the Napa River and Bay Trail Phase I.

Directors voted to approve the contract with the California Conservation

Corps.
GK-DF-TN-MA-HK
X

- D. Consideration and potential approval of amendment to agreement with Delta Consulting and Engineering to increase the agreement by \$7,440 to design and prepare construction documents for alternative wastewater treatment system at Moore Creek.
Directors voted to approve an amendment to the agreement with Delta Consulting and Engineering to increase the agreement by \$7,440.
DF-TN-GK-MA-HK
X
- E. Receipt of third quarter revenues and expenses, consideration of and potential approval of budget adjustments for FY 2010-11, consideration of and potential direction to staff regarding the draft budget for FY 2011-12, and setting of public hearing for June 6, 2011 regarding the budget for FY 2011-12.
Directors voted to approve budget adjustments for FY 2010-11.
DF-GK-TN-MA-HK
X
Directors voted to set the public hearing for June 6, 2011 regarding the budget for FY 2011-12.
DF-GK-TN-MA-HK
X
- F. Receipt of report on expenditures, encumbrances, donations and grants approved by the General Manager.
John Woodbury gave the report.
- G. Review of the District Projects Status Report.
John Woodbury gave the report with discussions on Napa River and Bay Trail, Blue Ridge Berryessa Peak Trail, Moore Creek, Ecological Reserve, Putah Creek Sites, Lake Hennessey, and Berryessa Estates.

5. Announcements by Board and Staff

- Director Tony Norris announced that he attended the California Trails and Green Way Conference, the Board and Engineering meeting of the Vine Trail Coalition, Bay Area Workshops and North Bay Agency meeting.
- Director Myrna Abramowicz gave a reminder about the Watershed Symposium being held in Yountville on Thursday, May 19, 2011.
- John Woodbury announced he would be appearing on the local radio station on behalf of the District speaking for the County Mental Health Division. He also announced the Bay Trail would be getting a commemorative plaque, and that June 5, 2011 is World Environment Day at Lake Berryessa.

6. Agenda Planning

Director Guy Kay asked to have fundamental updates or a basic message from the District for community outreach.

7. -Closed Session

A. Conference with Real Property Negotiator (Government Code Section 54956.8)

Property: APN Nos 015-070-011, -012; 016-120--024, -025

Agency Negotiator: John Woodbury, NCRPOSD General Manager

Negotiating Parties: NCRPOSD and Bournemouth LLC

Under Negotiation: Instructions to Negotiator will concern terms and conditions

District Counsel Chris Apallas noted for the record that the negotiating parties in addition to the District include the attorney for the owners of parcels APN Nos 016-120-024 and -025, and that Bournemouth LLC is no longer involved. Subsequent to the closed session, Chris Apallas stated that no reportable actions were taken in the closed session.

8. Meeting was adjourned to the Regular Park & Open Space District Meeting of June 13, 2011

MYRNA ABRAMOWICZ,
Board President

ATTEST:

MELISSA GRAY
District Secretary

Key

Vote: HK = Harold Kelly; TN = Tony Norris; GK = Guy Kay; DF = David Finigan; MA = Myrna Abramowicz

The maker of the motion and second are reflected respectively in the order of the recorded vote.

Notations under vote: N = No; A = Abstain; X = Excused



Napa County Regional Park
and Open Space District

STAFF REPORT

Date: June 6, 2011
Agenda Item: 4.B
Subject: Consideration and potential approval of agreement with Gallina LLP to prepare the District's independent financial audit for FY 2010-11 and up to four subsequent years.

Recommendation

Approve agreement with Gallina LLP to prepare the District's independent financial audit for FY 2010-11 and up to four subsequent years, for an amount not to exceed \$5,250 per year.

Background

The County Auditor-Controller, who also serves as the District's Auditor, issued a Request for Proposal (RFP) for audit services on March 2, 2011. The purpose of the RFP was to select an independent certified public accounting firm to audit the County and various county agencies for which the Auditor-Controller is responsible. The RFP was sent out to 33 firms, most of whom have a division specializing in governmental clients. The due date for proposal was April 29, 2011 and responses were received from five firms. The Audit Committee, consisting of the Auditor-Controller, the Assistant Auditor-Controller, the Internal Audit Manager, Accounting Manager, Principal Management Analyst-CEO and Deputy County Counsel, reviewed each proposal and is recommending Gallina, LLP to provide the District with auditing services based on both qualifications and cost.

The agreement with Gallina, LLP is for a three year contract with an optional two year extension. The proposed cost for each of the five years is \$5,250, which is the same rate for the auditing services they provided for fiscal year ended June 30, 2010.

Gallina, LLP has been the County's Independent Auditor for the past 13 years. To ensure independence, the firm's proposal included a change in the partner which oversees the audit team during the engagement.



Napa County Regional Park
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STAFF REPORT

Date: June 6, 2011

Agenda Item: 4.C

Subject: Consideration and potential approval of amendment to agreement with Delta Consulting and Engineering to extend the term until June 30, 2012, and to approve a new agreement with Jacobsen and Associates for architectural services.

Recommendation

- (1) Approve an extension of Agreement No. 10-12 until June 30, 2012.
- (2) Approve a new Agreement with Jacobsen and Associates in the not-to-exceed amount of \$7,116.

Background

The District entered into an Agreement with Delta Consulting and Engineering on August 18, 2010 in an amount not to exceed \$6,960 to perform engineering services for the Moore Creek Park project (entry drive engineering drawings, and investigation of options for septic at the ranch house). The Board approved an increase in the contract on May 9, 2011 in the not-to-exceed amount of \$7,440 for perform additional services (designing an alternative septic system for the ranch house). This agreement expires on June 30, 2011. Because the start of work was delayed while the District completed its Use Permit application process, and preliminary investigation determined that an alternative septic system design would be required, it is necessary to extend the term of the contract. Staff recommends extending the contract until June 30, 2012.

The District Board of Directors entered into Agreement No. 10-10 with Jacobsen and Associates, Architects on July 12, 2010 to perform architectural design services for the District at Moore Creek Park. The original contract was for a maximum of \$21,000, of which \$7,116 is remaining. This Agreement has expired, but the work is not complete. As with the Delta contract, the delay was caused by the District's delay in obtaining the Use Permit for the project; Jacobsen's work to date has been fully acceptable. Since their Agreement has expired, a new agreement is needed. Staff recommends authorization of a new Agreement in the amount of \$7,116, with the term to run until June 30, 2012.



Napa County Regional Park
and Open Space District

STAFF REPORT

Date: June 6, 2011
 Agenda Item: 4.D
 Subject: Receipt of report on expenditures, encumbrances, donations and grants approved by the General Manager

Recommendation

Receive the report.

Background

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

<u>Date</u>	<u>Purpose</u>	<u>Source / Recipient</u>	<u>Amount</u>
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Expenses

4/13/2011	2010 Election costs	COUNTY OF NAPA	\$500.00
5/9/2011	Office expenses reimbursement	JOHN WOODBURY	\$115.63
5/12/2011	Skyline Permit-Bldg permit fee	COUNTY OF ANPA	\$4.00
5/9/2011	transportation reimbursement	JOHN WOODBURY	\$113.17
5/24/2011	Transportation reimbursement	JOHN WOODBURY	\$58.02
5/9/2011	BAOSC conference reimbursement	JOHN WOODBURY	\$180.00
5/9/2011	Moore Creek materials expense reimbursement	JOHN WOODBURY	\$102.81
5/11/2011	Moore Creek materials expense reimbursement	CJ YIP & ASSOCIATES	\$435.18
5/11/2011	Moore Creek materials expense reimbursement for caretaker	CJ YIP & ASSOCIATES	\$57.71
5/24/2011	United Site-Moore Creek	UNITED SITE SERVICES	\$189.38
5/9/2011	Moore Creek transportation reimbursement	JOHN WOODBURY	\$111.69
5/24/2011	Moore Creek transportation reimbursement	JOHN WOODBURY	\$21.93
5/11/2011	Fish & Game-Streambed Fee	CDFG	\$840.25

4/5/2011	NRER transportation	NAPA VALLEY UNIFIED SCHOOL DISTRICT	\$164.60
5/24/2011	NRER transportation	NAPA VALLEY UNIFIED SCHOOL DISTRICT	\$220.60
6/1/2011	MC water heater code upgrade	MYLES DAVIS ELECTRIC	\$2,833.85

Plan of Projects

Status Report for June 6, 2011

Name of Project	Description	Status
Bay Area Ridge Trail Realignment	Amendment to the proposed alignment of the Bay Area Ridge Trail extend north to the Oat Hill Mine Trail	Ridge Trail Board has approved evaluating the amended alignment. District staff is working with the Ridge Trail and other partners to prepare the evaluation. Sonoma County agency staff have prepared an initial analysis of trail alignments on the Sonoma side of the Napa-Sonoma border. District staff is working with two volunteers to prepare the analysis for the Napa County side.
Bay/River Trail -- American Canyon to Napa	An 8+ mile recreational trail between the cities of American Canyon and Napa generally following the Napa River and interior levees of associated wetlands.	Phase One--Eucllyptus Drive to Green Island Road Feasibility study completed. Phase one (American Canyon to Green Island Rd) CEQA review and Use Permit done. The contract for a \$1,032,300 California River Parkway Grant has been signed. Agreements between the Waste Management Authority, City of American Canyon and the District for the landfill loop have been signed. The District-DFG Agreement has been signed. The Authority has approved the necessary amendment to the landfill closure permit. DFG expects to complete levee repair work by early September. <u>Questa Engineering has prepared bids and specifications, a formal bid announcement has been released in May, and bids are due June 13, 2011. An RFP for preparing the interpretive elements was issued in April, the contract was awarded to Susan Alfeld in May. Trail construction is scheduled for the summer of 2011, with the interpretive elements completed by early 2012.</u>
Phase Two--Green Island Road to Soscol Ferry Road	Questa has completed a revised the draft PUC permit application for a public crossing of the SMART tracks. SMART, NRCA and the PUC have verbally agreed to allow the railroad crossing; formal concurrence is now being sought. District staff is continuing to work with SMART to get their formal approval. 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 now reviewing the feasibility of an alternative alignment. DFG, the Bay Trail Project and the Coastal Conservancy are funding the preparation of the supplemental environmental analysis for the section of the trail next to DFG's ponds 9 and 10; this work will be handled by Ducks Unlimited on behalf of DFG. District staff met with the involved parties on May 25, 2011 to resolve questions.	
Phase Three--Soscol Ferry Road to Napa Pipe	All permits and permissions have been obtained, and construction bid documents are done. The project is ready to go to construction as soon as funding can be obtained. Funding for this project is included in the regional Transportation Improvement Plan. Caltrans staff has decided they are opposed to entering into a Master Agreement with the District for the receipt of this and expected future grants using federal transportation funds, so NCTPA will act as project sponsor. <u>Staff met with Caltrans on May 26, 2011 to review the project, and is now preparing followup paperwork required by Caltrans. The goal is to have the funds obligated prior to July 1, 2011.</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 met with BLM in mid-January to discuss how to speed up BLM's process for the no-fee transfer of this property. CDF and the Pope Valley Volunteer Fire Department have added a proposal to construct a fire substation on a corner of the property. A community meeting was held March 2009 to get input from the community. 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. The District has allowed excess soil from a nearby public project to be disposed of on this property, which saves them money and facilitates the eventual construction of the fire substation; staff is working on a drainage easement to the County to assure the County takes care of the extension of the storm drain under this new fill. CDF crews did extensive fire break work in 2009 to protect the residences next to the BLM land.
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; staff is developing a plan for how to stop the trespass. As a first step, 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. No further work is anticipated until Lake Berryessa Trail planning is completed by Berryessa Trails and Conservation. An inholding between the District's property and BLM property is available for purchase; the land trust has agreed to pursue purchase of the property, with the understanding that the District is interested in acquiring the property from the land trust at a futrue date when funding is available.

<p>Blue Ridge/Berryess Peak Trail</p> <p>Obtain right of way and construct trail to provide public access to extensive federal lands on Blue Ridge and to Berryessa Peak</p>	<p>Obtained donated trail easement from the Ahmann family to close gaps between existing public lands on Blue Ridge. Undertook a reconnaissance of the trail route in December 2008. Based on this reconnaissance, a revised easement description was drafted, approved by the landowner and recorded. Botanical surveys field work needed for CEQA review is complete. At Negative Declaration and Use Permit hearing was approved December 16, 2009 by the County Planning Commission. An Operations and Management Plan has been approved by the property owner and the District. District staff and volunteers have flagged the route of the trail through the Ahmann property. There have been volunteer trail building work parties in November 2010 and January, February and March and April 2011. BLM staff on April 11th inspected the proposed trail alignment where it crosses BLM land, and is expected to issue their environmental clearance in the near future.</p>
<p>Camp Berryessa</p> <p>Redevelopment of former Boy Scout Camp into a group/environmental education camp.</p>	<p>MOU with Bureau of Reclamation gave the District an 18 month period to develop a feasibility study for the camp. The District has completed the feasibility report, and BOR has reviewed and supports the conclusions. The draft combined NEPA/CEQA document has been completed and certified. A grant for \$50,000 to help with construction has been provided by the Mead Foundation. A \$1.5 million grant to construct Phase One of the camp was approved by the State Coastal Conservancy Board March 17, 2011. <u>The draft agreement between the District and Reclamation for the construction and operation of the camp has gone through Reclamation review, and was received by the District on May 31, 2011. After District staff has reviewed the final agreement language it will be placed on the Board agenda for approval.</u> The camp is hoped to be ready to open by fall of 2012.</p>
<p>District Non-profit Foundation</p> <p>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. Board members are contacting potential future members of the foundation governing board.</p>
<p>Lake Hennessey North Shore Trails</p> <p>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>The Napa City Council in November, 2009 directed city staff to work with the District to finalize an agreement for the proposed Hennessey trails. A plant survey of the new section of trail was completed on April 3, 2010. City and District staff have come to an agreement on the extent of improvements and operational parameters, and are now working to complete a draft agreement for approval by both agencies <u>the date for consideration by the City Council is supposed to be in July of 2011, but the exact date has not yet been set and timing is not guaranteed.</u> The District approved a Mitigated Negative Declaration on February 14, 2011. The earliest this area could be opened to the public is summer of 2012.</p>
<p>Milliken Reservoir Trails and Picnic Area</p> <p>Would construct approximately 3 miles of Bay Area Ridge Trail plus additional feeder and loop trails, along with a staging and picnic area</p>	<p>The feasibility study has been completed, and accepted by the Board of Directors. The Napa City Council in November, 2009 approved city staff recommendation to hold off on the Milliken Reservoir trails project until the Hennessey trail project is up and running.</p>
<p>Moore Creek Open Space Park Development</p> <p>Development of open space park on 673 acres acquired by the District adjacent to City of Napa watershed lands at Lake Hennessey to protect habitat, provide recreational trails, and overnight camping facilities.</p>	<p>Wells at the gate house and ranch house dug, pumps installed and water quality tested, and the gate house well connected up. An agreement for surveying the boundary between the District property and adjacent private property to the east has been signed <u>the draft survey is complete, and the draft survey documents have been submitted to the County for approval (and returned to the surveyor on May 3rd for corrections).</u> Volunteers have demolished a large old shed, constructed a new boundary/pool fence at the ranch house, planted and irrigated 250 willows, oak and buckeyes to stabilize a section of creek bank; demolished 3 additional decrepid structures, removed thousands of invasive French broom plants, and done a lot of tree pruning and weed removal to reduce fire risk, and hauled off more than 50 yards of trash. A Mitigated Negative Declaration was approved by the District on February 14, 2011, and the Use Permit was approved by the County on March 2, 2011. Contracts for engineering and architectural services were approved in June 2010 and the work is nearly complete (except for the alternative septic system design). The County road crew did extensive drainage improvements to the dirt access road in August and September 2010. The ranch house driveway and parking area was surfaced with gravel in October. <u>Construction of the first mile of the Valentine-Vista trail, from the ranch house to the main vista point, was completed in late May 2011. The park is expected to open to the public by the spring of 2012.</u></p>
<p>Napa River Ecological Reserve Restoration</p> <p>Remove invasive plants and restore native vegetation in the entryway meadow, replace damaged signage and information panels, restore the interior trail and interpretive elements, and if feasible install a seasonal bridge, using a \$100,000 grant from the State Coastal Conservancy.</p>	<p>The California Conservation Corps completed a first round of mechanical weed removal and installed an all-weather surface on the trail from the parking area to the river levee, in May 2010. In June the CCC did follow up chemical spraying and completed construction of the interpretive path. Staff is continuing to work with local teachers to development curriculum and set up educational field trips for the next school year. Additional invasive weed removal was done by volunteers on two weekends in September 2010. The District assisted Audubon coordinate a volunteer project on November 6, 2010 to prepare new maps showing the location of invasive species on the southwest side of the river and continue removal of invasive plants. The District has used grant funding to bring numerous school classes to the site to study ecology of the area and assist with the habitat restoration. Native plant cuttings gathered from the reserve are being propagated in preparation for planting this fall. A 50 volunteer work party did additional invasive plant removal on April 30, 2011. <u>Staff met with invasive plant control specialists on June 3, 2011 to evaluate eradication efforts to date and plan next steps.</u></p>
<p>Oat Hill Mine Trail</p> <p>Improvements to first 1/2 mile of trail next to Calistoga</p>	<p>The litigation holding up this project has been successfully concluded, meaning the District can now complete repairs to the first 1/2 mile of the trail. This should be accomplished before the end of the summer of 2011.</p>
<p>Oat Hill Mine Trail</p> <p>Transfer of 40 acre parcel from BLM</p>	<p>The District in 2008 applied to BLM for a non-fee transfer to the District of a 40 acre parcel at Maple Springs on the Oat Hill Mine Trail; this application is pending. Staff met with BLM in February 2011 to discuss how to speed up this transfer.</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.	CEQA on this project was completed several years ago--staff is preparing an 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 is being positively viewed by the Veterans Home administration. Veterans Home staff have 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. District and Veterans Home staff have discussed possible short-terms steps that can be taken to get the project moving. Key management staff at the Veterans Home retired in November, so progress is delayed pending the filling of their vacant positions.
River to Ridge Trail	Lot line adjustment to legalize River to Ridge Trail as constructed (it currently encroaches on private property in two locations)	Deeds accomplishing the adjustment in property boundaries between Syar and the State have been recorded. If the County ends up not being able to purchase Skyline Park, including the area with the River to Ridge Trail, then the County and the state will need to record a new trail alignment easement description.
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. About 50 feet of the trail still needs to be surfaced with quarry fines.
Skyline Park Protection	Purchase of Skyline Park from the State	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. <u>The County and state General Services have agree on an appraisal process for determining the fair market value purchase price, and the County will be retaining an appraisal in the near future.</u>
Spanish Valley, Crystal Flats and Stone Corral	Planning for 3,400 acres of open space donated by Bob and Evalyn Trinchero	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. A neighboring property owner is requesting an easement across the District's Stone Corral property <u>staff has met with the interested parties, and also held discussions with staff for the Lake Berryessa Resort Improvement District, which is also affected by this request. The next step is for the District to develop proposals for the area and discuss them with the potentially affected parties prior to developing a final proposal for public consideration.</u>
Vallejo Lakes	Possible purchase of 1100 acres of surplus Vallejo Water District lands, of which 200 acres are located in Napa County	Staff-level discussions between the District, the Land Trust of Napa County, the County of Solano and the Solano Land Trust indicate a common desire to work together to purchase this property adjacent to Skyline Park. The City Council of the City of Vallejo has officially authorized staff to pursue surplus of the property. District staff and our partners are continuing to research issues related to the property, including potential public access locations, potential trail alignments, and easements and other encumbrances which affect the property. The State Coastal Conservancy has indicated an interest in assisting with the funding necessary to purchase the property. The City of Vallejo has hired an appraiser to prepare an estimate of the property's fair market value. The surplus process has slowed down due to new discussions between the City and residents of Green Valley over overall water supply arrangements. The District is working with the American Land Conservancy to find funding for the acquisition.
Vine Trail	A Class I bicycle/pedestrian path extending from Calistoga to the Vallejo Ferry Terminal	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 Metropolitan Transportation Commission has included \$211,000 in the Transportation Improvement Plan for FY 10-11 to fund preliminary engineering work on the trail between Yountville and the center of the City of Napa, and the Coalition in September voted to provide the grant's required \$28,000 non-federal match. Another \$183,000 in federal Transportation Enhancements fund is available to construct the section of the trail under the Butler Bridge. NCTPA will act as pass-through for both of these grants, since Caltrans has not been willing to enter into a Master Agreement with the District. <u>Staff is currently working through the paperwork required by Caltrans for this grant. Secretary LaHood met with the Vine Trail board recently, and encouraged the Coalition to apply to a special federal grant; this was submitted in late May 2011, with NCTPA as the fiscal sponsor.</u>

Completed Projects

Berryessa Vista Acquisition	Purchase of 224 acres from the Land Trust of Napa County for use as a public park completed in early 2008 using State Prop 12 funds.
Connolly Ranch	Construction of patio, restrooms and cooking facilities completed in 2008 using State Prop 12 funds.
Oat Hill Mine Trail	The Oat Hill Mine Trail was formally opened in May Of 2008, after a major volunteer work party doing signage installation, brush removal and erosion control.
Linda Falls	Conservation easement accepted in spring 2008 from Land Trust of Napa County to provide additional protection for this 39 acre property, which is owned by the land trust
Master Plan Development	The Master Plan for 2008-2013 was approved in January 2009
Moore Creek Open Space Park	Acquisition of 673 acres in the Moore Creek Watershed completed in December 2008. Trail reroute to remove two stream crossings mostly completed in May 2009. New heater installed in gatehouse in
Napa River Ecological Reserve Improvements	Parking area paved, and rock barrier installed to control vehicular access in 2007. Trash enclosure constructed and entry signs restored by volunteers in 2008. Deteriorated kiosk removed in 2008. The District in July 2008 assumed the County's role in managing the preserve under the joint management agreement with DFG. A new maintenance contract with the non-profit organization Options 3 was started in January 2009. The old deteriorated information kiosk, which had become a serious eyesore, was removed in November 2008.
Napa River Flood Control Easement	Conservation easement accepted by District in 2007 to facilitate Flood District project and grant funding
Newell Preserve Improvements	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 Entrance Enhancements	A new information kiosk was installed at the entrance in December 2008 as part of a Boy Scout project. Several Live Oak seedlings were donated by CNPS and have been planted at the entrance to improve its appearance.
Skyline Park 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	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	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 approved in concept by the flood control district. Park District staff has prepared the first draft of a transfer agreement. The Flood District and staff are continuing to research details related to completing the transaction. Attorney's for the flood district have concluded it would be better from their perspective for the flood district to retain ownership of the property, but to grant an access and habitat restoration easement to the district.
Trichero Open Space Acquisition	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	The District is participating in the development of a strategic plan for the property, together with other public lands in the area, that is being led by the Land Trust of Napa County. The advisory committee has met once, and completed a field trip to inspect the property. The planning process was put on hold due to the freeze in the state bond-funded grant; however, the freeze was mostly lifted in August and the planning process has