



**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 September 13, 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 Directors which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the Conservation, Development and Planning Department Office at 1195 Third Street, Suite 210, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or County staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

1. Call to Order and Roll Call

2. Public Comment

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

3. Set Matters

None

4. Administrative Items

- A. Consideration of and potential approval of Minutes of Board of Directors meeting of August 8, 2011.
- B. Discussion and potential direction to staff regarding the planned closure of Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park, and the District's proposal to operate the two parks in partnership with the Napa Valley State Parks Association.
- C. Consideration of potential acceptance of the donation of a 0.33 acre parcel located on Wagon Wheel Court in Lake Berryessa Estates (APN# 016-254-003).
- D. Receipt of report on legislation of interest to the District, and consideration and potential approval of position of support for SB 436 (Kehoe) concerning endowments for mitigation easement monitoring.
- E. Receipt of report on expenditures, encumbrances, donations and grants approved by the General Manager.
- F. 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 agendaize such matters, unless specifically noted otherwise.

7. Adjournment



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

Harold Kelly
Director Ward One

Tony Norris
Director Ward Two

Guy Kay
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Myrna Abramowicz
Director Ward Five

MINUTES

BOARD OF DIRECTORS REGULAR MEETING

Monday August 8, 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, Dave Finigan, Guy Kay, Harold Kelly and Myrna Abramowicz.

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 June 6 and July 11, 2011.

Minutes were approved as presented.

GK-TN-HK-Df-MA

B. Consideration and potential approval of amendment to Agreement No. 11-08 with the California Conservation Corps to increase the amount of the agreement by not to exceed \$10,000.

Directors voted to approve Amendment No. 1 to Agreement No. 11-08 with the California Conservation Corps for fencing construction on the Napa River and Bay Trail.

TN-DF-HK-GK-MA

C. Consideration and potential receipt of grant in the amount of \$10,000 from the Napa County Wildlife Commission for habitat restoration at the Napa River Ecological Reserve, and authorization for the General Manager to execute the grant agreement and take other actions as needed to implement the grant.

Directors voted to approve the grant agreement with the County of Napa in the amount of \$10,000 to fund continued restoration work at the Napa River Ecological Reserve.

TN-GK-HK-DF-MA

- D. Update on proposed State Park closures and local efforts to keep parks open, and potential authorization for staff to pursue negotiations with State Parks, the Napa Valley State Parks Association, and other interested parties.

Directors voted to (1) Authorize the General Manager to work with the California Department of Parks and Recreation, the Napa Valley State Parks Association, and other potentially interested partners, to develop a proposal for consideration by the Board; and (2) appoint a Board ad-hoc subcommittee with Tony Norris and Guy Kay to work with staff on developing the proposal and raising funds to cover transition costs.

GK-DF-HK-TN-MA

- E. Status report on the Napa River and Bay Trail Project, and consideration and potential approval of process for handling cash flow requirements.

Directors received the report, and approved the temporary use of the funds earmarked for other District projects to handle cash flow requirements for the Napa River and Bay Trail Project Phase I.

DF-TN-GK-HK-MA

- F. Consideration and potential approval of contract with Erica Fielder Studio to design and coordinate fabrication of interpretive signs and other materials for the Napa River and Bay Trail Project Phase I.

Directors voted to authorize the General Manager to enter into an agreement with Erica Fielder for the Napa River and Bay Trail Project Phase I.

GK-HK-TN-DF-MA

- G. Consideration of and potential approval of amendment to policy on volunteer caretakers to provide flexibility on the maximum term of residency.

Directors voted to approve the amendment to the policy on volunteer caretakers.

TN-HK-DF-GK-MA

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

John Woodbury gave the report. No action taken.

- I. Review of the District Projects Status Report.

John Woodbury gave the report with discussions on Berryessa Estates, Camp Berryessa, Lake Hennessey, Moore Creek, and Oat Hill Mine Trail.

5. Announcements by Board and Staff

- John Woodbury introduced new NCRPOSD staff planner Chris Cahill.

6. Agenda Planning

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.

District Counsel Chris Apallas announced there were no reportable actions taken during closed session.

8. Adjournment

Meeting was adjourned to the regular Park & Open Space District Meeting of September 12, 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: September 13, 2011
 Agenda Item: 4.B
 Subject: Discussion and potential direction to staff regarding the planned closure of Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park, and the District's proposal to operate the two parks in partnership with the Napa Valley State Parks Association.

Recommendation

- (1) Discuss and by motion confirm the Board's support for the District's proposal dated August 23, 2011.
- (2) Authorize the General Manager to develop a joint fundraising program with the Napa Valley State Parks Association to pay for one-time repair and start-up costs associated with local operation of the two parks.

Background

In response to plans by California State Parks to close the Bothe-Napa Valley State Park and Bale Grist Mill State Historic Park, along with 69 other parks through California, the District has developed a proposal to operate Bothe-Napa Valley State Park, and for the Napa Valley State Parks Association to operate the adjacent Mill. The outlines of the District's proposal were discussed at the District Board of Director's meeting of August 9, 2011, and the full proposal was submitted to the State on August 23, 2011.

The District's proposal is attached.

The financial pro forma developed as part of the District's proposal indicates that, with careful planning and tight fiscal controls it should be possible for the two parks to be kept open without ongoing taxpayer subsidies. However, approximately \$100,000 in one-time funding needs to be raised to address the most serious of the deferred maintenance problems at the two parks, as well as provide cash flow during the transition from state to local control.

The District and the Association therefore propose to engage in a public fundraising campaign to raise the needed one-time funds. Although the details of this campaign are not yet worked out, the Board of Director's ad hoc subcommittee on the State Parks closures (Directors Kay and Norris) recommends that the District and the Association set up a single campaign for both parks, so there is a unified public face, although donors would of course be given the opportunity to earmark funds for a specific purpose if they so wish (eg, the Grist Mill, the park generally, protection of native plants and animals, historic cemetery, etc). The campaign would also have two components: a broad

public outreach component designed to build wide community support; and a major donor campaign targeted to businesses and individuals capable of making larger donations.

If the campaign proposes to offer naming rights, official sponsorship designations, or other business-specific promotions that go beyond what the Board has previously approved (as part of the Oat Hill Mine Trail project), these proposals will be brought back to the Board for discussion and approval prior to implementation

If a joint District/Association fundraising campaign is implemented, there will need to be some form of governance structure for tracking and disbursing funds; any such governance structure will be brought back to the Board of Directors for review and approval.

Napa County Regional Park and Open Space District

Proposed Management Agreement
for
Bothe-Napa Valley State Park



August 23, 2011

PROPOSAL SUMMARY

Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park are special resources that must be protected and kept open for the public to appreciate. The people of Napa County love these two parks, as demonstrated by the strong base of volunteers who are already performing many of their day-to-day operations. When State Parks announced the planned closure of these two parks, many local community leaders asked the District to develop a proposal to keep them protected and open to the public.

The Napa County Regional Park and Open Space District was formed by the voters of Napa County in 2006, for the purposes of protecting and enabling the public to enjoy important open space resources throughout Napa County. The District's working relationship with State Parks began in 2007 when the District legalized, repaired and began managing the nearby historic Oat Hill Mine Trail. This trail provides the sole access to a large section of Robert Louis Stevenson State Park, as well as a critical link to the Palisades Trail elsewhere at RLS.

Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park are two distinct parks in terms of the resources they protect and visitor services they provide. At the same time, however, the two parks are geographically contiguous and operations have always been highly interwoven, and the General Development Plans for each of the two parks call for joint management with the other. The Napa County Regional Park and Open Space District has worked closely with the Napa Valley State Parks Association in the preparation of this proposal to ensure that our proposed operation of Bothe-Napa Valley State Park seamlessly supports the Association's proposed operation of the Bale Grist Mill.

Currently, revenues generated by Bothe-Napa Valley State Park are significantly lower than expenses. The subject proposal proposes several changes from current practices in order to bring revenues and expenses into balance.

On the revenue side, these changes include:

- expanded community fundraising,
- expanded marketing especially through the local tourist industry,
- aggressive promotion of increased shoulder-season usage of the campground through changes to the fee structure and marketing of the new campground yurts, and
- repairing and renting at market rates several cabins and houses on the property.

Proposed changes on the expenditure side include:

- replacing two of the current three rangers at the park with non-sworn staff and volunteer camp hosts to handle many routine duties. If possible, one ranger will be retained through contract with State Parks to provide

continuity and enforcement capacity. For additional security, one of the currently unused/underused buildings will be provided to the County Sheriff as a substation in exchange for their regular presence on-site.

- Increasing the number of camp hosts from three to four, with two each for the campground and for the Grist Mill.
- Consolidate park maintenance and operations functions. Currently these functions are spread among several employees, who are part-time, seasonal, and/or also have other duties at other parks throughout the north bay area. By consolidating maintenance and operations functions it should be possible to provide a high standard of care with fewer employees.
- Close or modify pool operation. With the opening of the Calistoga municipal pool, demand for the pool at the park has declined significantly. At current use levels, the cost of lifeguards is not justifiable. Before abandoning the pool, the District will explore the potential for providing the pool for group use, where the groups are responsible for their own security and insurance.

The proposal is based on several assumptions, as outlined below:

- (1) The agreement between the District and the State will be for five years, with the option to continue upon mutual consent of the parties.
- (2) All revenues generated at the park, including camping and day use fees, special event fees, sales of merchandise and supplies, and any other local revenues are retained locally.
- (3) The existing occupied residences (1 small house, 2 small cottages) are available for use by the District either as housing for employees working at the park, or for rental at market rates. Existing State Park employees will need to be relocated by State Parks to other locations or pay full current market rates.
- (4) If other currently unoccupied residences (2 houses, 2 small cottages) are determined to be feasibly repairable, the District will be permitted to repair them (subject to applicable reviews and standards) and, once repaired, may use them in same manner as the residences in #2 above.
- (5) In order to assure timely review and issuance of permits, the District will be the lead agency for CEQA, and applicable building and environmental management permits will be obtained locally through the County of Napa.
- (6) The District will follow the Secretary of the Interior's Standards for Rehabilitation for any work done that affects designated historic resources, and in particular will consult with the State Parks Historian regarding historic preservation issues.
- (7) State Parks will maintain sufficient staffing to oversee, review and in a timely way issue any approvals or permits which may be required by the District to operate the park.
- (8) Existing State Park materials, supplies and hand tools stored at the park will be available for use by the District.

- (9) Existing State Parks large equipment at the park will remain at the park and be available for use by the District for the duration of the agreement.
- (10) If the District is able to enter into an agreement with State Parks to hire one of the park rangers currently at the park, State Parks will provide that ranger with a vehicle (the District will pay for operation and maintenance costs).
- (11) The District will honor existing valid state park annual passes.
- (12) Management of the park will transfer to the District April 1, 2012, and the District will start collecting all revenues at that time. The existing senior ranger at the park will continue to work at the park at State Parks expense for three months (through June 30, 2012) to provide assistance with the transition. If State Parks agrees to allow the District to enter into a contract to retain this ranger, the District will start paying this payroll expense starting July 1, 2012.
- (13) The District will carry \$1 million general liability insurance and volunteer insurance, as well as worker's compensation and automobile insurance as required law. The District will not be responsible for property insurance, since given the condition of most of the structures at the park it is probably not possible to obtain commercial coverage at reasonable rates.

I. PROPOSER BACKGROUND

A. PROPOSER IDENTIFICATION

Agency Name: Napa County Regional Park and Open Space District
 Agency Address: 1195 Third Street, Rm 210, Napa, CA 94559
 Agency Phone: 707-259-5933
 Agency Fax: 707-299-4471
 Agency Email: jwoodbury@ncrposd.org
 Agency Federal ID: 38-6848662

Contact Name: John Woodbury
 Contact Title: General Manager, NCRPOSD
 Contact Address: 1195 Third Street, Rm 210m, Napa, CA 94559
 Contact Phone: 707-259-5933 or 510-654-6591 (cell)
 Contact Fax: 707-299-4471
 Contact Email: jwoodbury@ncrposd.org

B. BUSINESS INFORMATION

The District is a political subdivision of the State of California formed pursuant to Section 5500 *et seq* of the California Public Resources Code. Formation of the District was approved by the voters of Napa County in November 2006. The District is governed by a five member Board of Directors elected by the voters of Napa County.

The District's adopted budget for FY 2011-12 is \$3.3 million. Of this, approximately \$600,000 is provided by Napa County. The remainder comes from various grants for specific projects. Audited annual financial reports are available upon request.

C. MISSION

The mission of the District is to protect, restore, enhance and steward the open space resources of Napa County, and to provide opportunities for the public to learn about, appreciate and enjoy these resources.

Open space resources are broadly defined to include the natural features, wildlife, vegetation, soils, surface and ground waters, aesthetics and cultural, archaeological and historical resources throughout the open space areas of Napa County.

D. EXISTING ORGANIZATIONAL STRUCTURES, STAFFING AND EXPERIENCE

The District is governed by a five member Board of Directors, with Directors elected by wards to four year terms. The District contracts with Napa County for most administrative and planning, and some construction and maintenance functions. The District also contracts with private businesses for a variety of other project and program services. The District's Officers (General Manager, County Counsel, Auditor and Treasurer) are all County of Napa employees on contract to the District. (see organizational chart on next page). District Directors, Officers and long-term staff are identified below:

Board of Directors:

Ward One: Harold Kelly	(retired businessman, former City of Napa Councilmember, Napa County Land Trust founding Director)
Ward Two: Tony Norris	(retired park professional, Friends of the Napa River Director)
Ward Three: Guy Kay	(retired wine industry executive, former City of St. Helena Councilmember, former LAFCO Commissioner)
Ward Four: Dave Finigan	(retired City Administrator including City of Napa City Manager)
Ward Five: Myrna Abramowicz	(commercial real estate broker, Napa Valley Expo (25 th Agricultural District) Board of Directors)

Officers:

General Manager: John Woodbury	(Napa County Parks and Open Space Program Manager; formerly Bay Area Open Space Council Executive Director, AC Transit Director (elected position), City of Alameda Associate Planner, and City of Concord Community Development Coordinator)
District Counsel: Chris Apallas	(Napa County Deputy County Counsel)
District Auditor: Tracy Schulze	(Napa County Auditor-Controller—elected position)
District Treasurer: Tamie Frasier	(Napa County Treasurer/Tax Collector—elected position)
District Secretary: Melissa Gray	(Napa County Administrative Secretary for Conservation, Development and Planning Department)

Other long term contracted staff:

Volunteer Coordinator: Chino Yip	(former restaurant owner, active leader in local environmental, educational and cycling communities)
Project Manager: Chris Cahill	(Napa County Planner III)

Accounting Services: Barb Ruffino (Napa County Administrative Secretary)

The District currently owns over 4,000 acres of land:

- Berryessa Vista Wilderness Park (224 acre wilderness park south of Lake Berryessa)
- Moore Creek Park (673 acres north of Lake Hennessey, scheduled for opening in spring 2012, for hiking, bicycling, horseback riding and backpack camping)
- Spanish Valley, Crystal Flat and Stone Corral (3,400 acres northwest of Lake Berryessa, currently land banked while master plans are developed)

The District in addition manages the 8-mile long Oat Hill Mine Trail (which provides key access to Robert Louis Stevenson State Park) through an agreement with Napa County, and the Napa River Ecological Reserve through an agreement with the California Department of Fish and Game.

A 4-mile section of Class I path is currently under construction by the District along the Napa River next to American Canyon, with another 4 miles in planning.

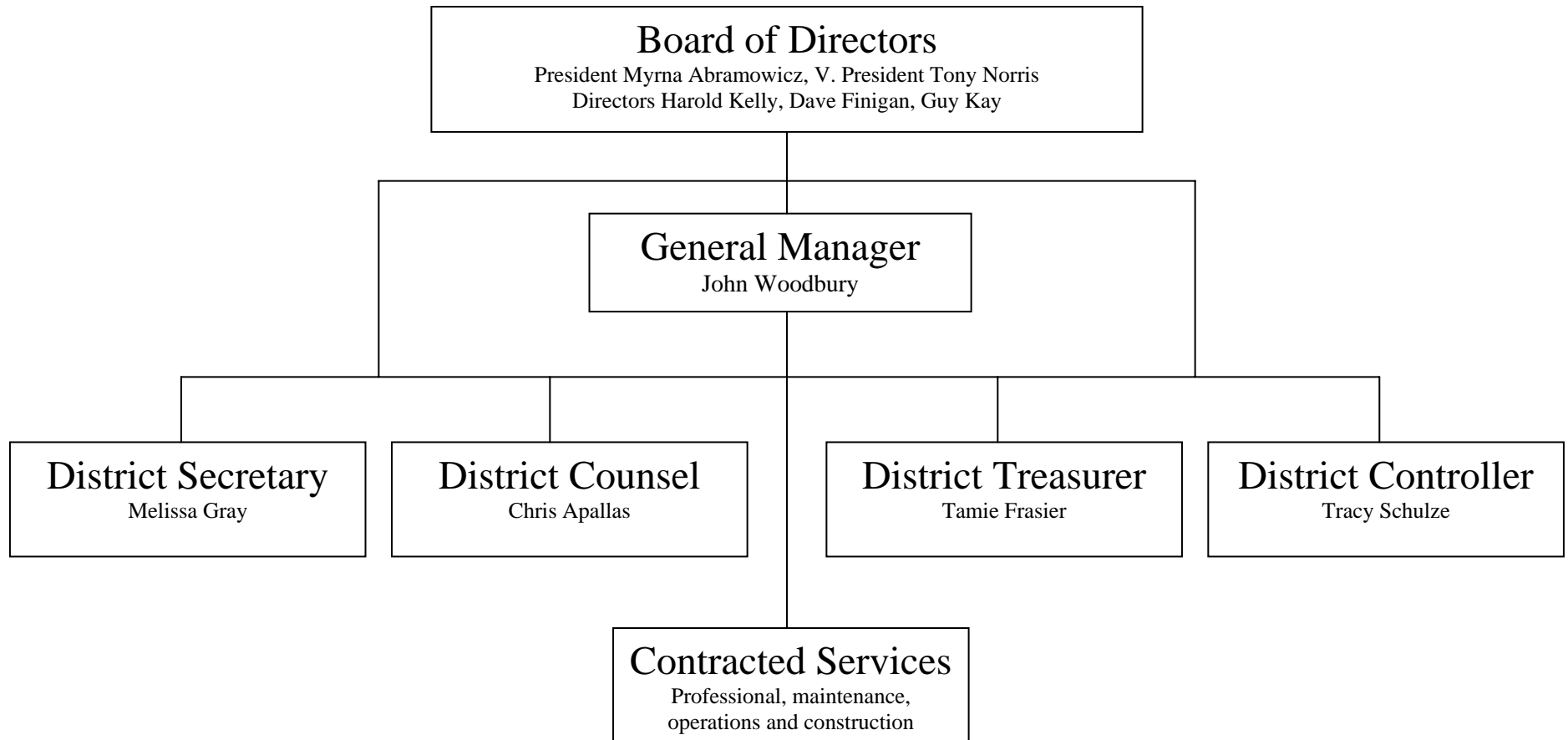
The District General Manager also administers the Napa County concession contract with the Skyline Park Citizens Association for the management and operation of Skyline Wilderness Park, an 850 acre public park southeast of the City of Napa.

Finally, the District has obtained approvals and funding for, and expects to break ground on construction of Camp Berryessa, an environmental and outdoor education camp on Lake Berryessa. Construction of the camp will begin in 2012, and is scheduled to open in 2013.

Napa County Regional Park and Open Space District

Organizational Chart

Directors and Officers



II. PROPOSAL

A. OPERATIONS PLAN

1. Vision/Mission Statement.

The mission of the Napa County Regional Park and Open Space District is to protect, restore, enhance and steward the open space resources of Napa County, and to provide opportunities for the public to learn about, appreciate and enjoy these resources. The District's specific mission for this Proposal is to ensure that the natural and historic resources of Bothe-Napa Valley State Park and Bale Grist Mill State Historic Park continue to be protected, maintained and operated for the education and enjoyment of the general public.

The District's mission is consistent with and will help implement the mission of State Parks generally as well as the specific goals and General Development Plan for Bothe-Napa Valley State Park.

2. Organizational Structure

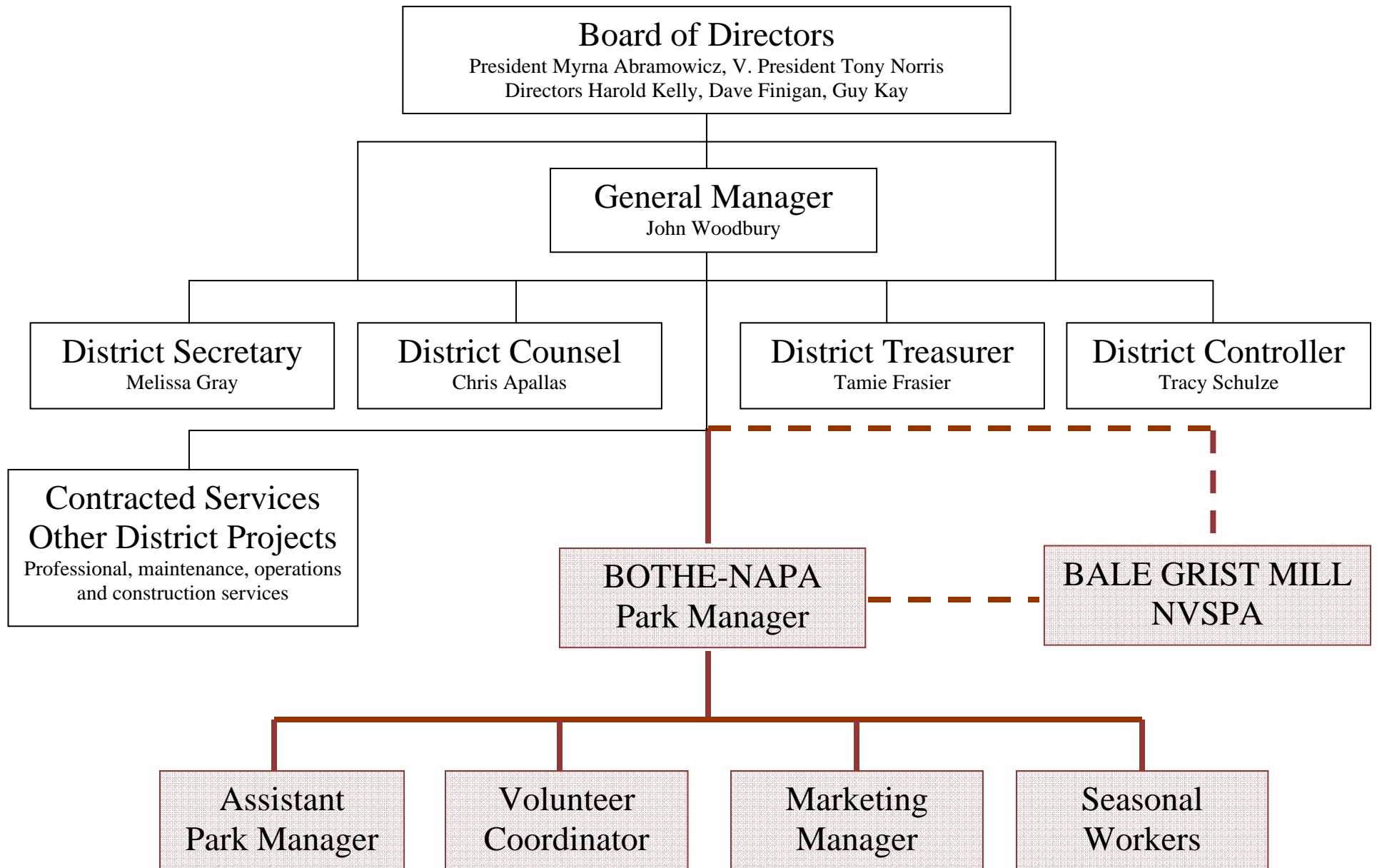
The District proposes entering into a five-year management agreement with State Parks to manage Bothe-Napa Valley State Park, and to do so in a way that supports and complements the proposal submitted by the Napa Valley State Parks Association for operating the Bale Grist Mill State Historic Park. Under the proposed structure, the Association would manage and maintain the Bale Grist Mill and immediate surroundings through their proposed agreement with State Parks. In addition, the District would allow the Association to operate and retain all revenues from the Visitor Center within Bothe-Napa Valley State Park, and to have the use of two camp host sites for resident volunteers working at the Mill.

The proposed organizational structure is attached.

3. Staffing and Training

Staffing will consist of one full-time park manager, one full-time assistant manager, a part-time volunteer coordinator, a part-time marketing coordinator, and part-time seasonal staff. The District's preference is to contract with State Parks to retain the existing supervising park ranger to serve as park manager, at least for the first year of the agreement, in order to maintain continuity as well as provide a security presence. The District will fill the other positions and specific project needs through contracts with Napa County and local private businesses. The assistant manager will need to have maintenance and general handyman skills, as well as be able to assist the park manager with operations and administrative functions.

PROPOSED ORGANIZATIONAL CHART



Supplementing the paid staff will be two volunteer camp hosts, year-round, who will assist the park manager and assistant manager with camp checks, cleaning of facilities, litter pick-up, visitor hospitality, and monitoring. The camp hosts will be responsible for basic cleaning of facilities and campsites during the winter and shoulder seasons. Seasonal staff will supplement the camp hosts in taking care of these functions during the peak summer period.

Trail maintenance will be performed by volunteers through periodic work parties, similar to what the District currently does elsewhere in the County.

In terms of training, all positions except seasonal workers will be expected to already have the knowledge and experience to do their basic duties (although there are occasional refresher courses and certifications that will be necessary). The key training need for these personnel is to understand the history, resources and culture of this park, and expectations for customer service. For seasonal workers, there is also the need for training on how to perform daily job functions. The Park Manager will be responsible for providing all training.

4. Customer Service

California State Parks generally has an excellent reputation of customer service, and the District is committed to continuing this culture of service. One major reason for seeking to contract with an existing park ranger to continue as park manager is to help retain this culture of service.

Customer service at Bothe-Napa Valley State Park includes staffing the entry kiosk, doing daily camp checks, being visible and available to answer questions and provide directions, and responding to phone calls and other customer inquiries.

The primary operational change the District is proposing is to dissolve the distinction between park operations and park maintenance; as a result all employees will be trained to answer questions and provide directions.

Another proposed change is to improve the ability of people to contact the park. Since the Visitor Center is only open a portion of each day, people phoning the park currently have a difficult time getting through. To make it easier for the public to contact the park for specific information, the District will add the ability of the public to contact the park via email and text messages.

5. Marketing and Advertising

The District proposes to supplement the existing outreach and marketing of State Parks that is done by the Department and/or by the State Parks Foundation by doing the following:

- developing and distributing brochures to local hotels describing trail and other day use opportunities at the park, with costs to be paid by local business groups;
- developing and distributing brochures to local wineries and other tourist destinations promoting the campground, picnic and day use areas, with costs to be paid by local wineries;
- developing and distributing brochures to campers at the park describing local markets, restaurants and other destinations, with costs to be paid by the private businesses.
- Regular placement of articles in local newspapers to raise the visibility of the park among local residents.
- Coordinating with the Napa County Destination Council to highlight the park in Council promotional materials.
- Coordinating with the Calistoga and St. Helena Chambers of Commerce to develop other joint marketing opportunities with local businesses.
- Improved signage on Highway 29, including off-site directional signage and entryway signage promoting what the park offers.

As much as possible, these marketing efforts will be coordinated and combined with those developed by the Napa Valley State Parks Association for the Bale Grist Mill.

The cost of designing and printing the above materials will be offset by selling advertising space to local businesses.

The District will continue to contract with Reserve America to handle campground reservations.

One major objective of the marketing efforts will be to promote park use during the shoulder seasons. A second major objective will be to promote the yurts that State Parks is currently in the process of installing at three campground sites. A third objective is to increase day use of the picnic area, especially mid-week.

6. Transition/Business Start Up

The transition/start up for this proposal is challenging because expenses are spread through the year, yet revenues are concentrated in just a few summer months. To address this challenge, this proposal assumes the following:

- State Parks turns over operation of the park April 1, 2012. The District will start collecting all revenues at this point. However,

during the subsequent first three months, to guarantee a smooth transition, State Parks will continue to pay the salary of a current park ranger at the park who will remain on-site. After three months, if permitted to do so by State Parks, the District will contract with State Parks to pay for the continued service of this park ranger for at least the first year, and preferably longer. All other staff will be paid by the District starting April 1, 2012.

- The District will raise a minimum of \$60,000 from local sources (District funds and community donations) before the start of the agreement, to provide for up-front cash flow.
- Once seasonal park revenues come on line, and a positive cash flow is being generated, these local funds will be freed up and reallocated to fund the most critical repairs needed to bring the best of the existing cabins and houses up to code. These repairs are important both for health and safety reasons, as well as to turn these low and/or non-performing assets into positive revenue streams.

Preliminary park unit closure cost estimates prepared by State Parks indicates that it will cost State Parks \$25,000 per year to shutter Bothe-Napa Valley State Park, and another \$25,000 to shutter Bale Grist Mill State Historic Park. These estimates are obviously very rough, but convey the important fact that if closed State Parks will still have non-insignificant ongoing costs. Under this proposal, State Parks will avoid most of these ongoing costs.

Because the financial projections for District operation of the park indicate the budget will be very tight, the District's proposal in essence asks State Parks to make a small portion of these savings available to the District through the above request for State Parks to provide three months of one ranger's salary during the transition period.

7. Community Involvement

The District since its formation in 2006 has emphasized community involvement in all of our projects, and has so far benefited from nearly 8,000 hours of volunteer assistance valued at nearly \$200,000. The majority of volunteers have been used for trail building, trail repair, and habitat enhancements, though the District has also received considerable donated professional services including pro-bono legal assistance, technical assistance with the District's web and Facebook presence, biological surveys, GPS surveys, and GIS mapping. The District currently holds monthly weekend volunteer work parties at the District's Moore Creek property, and also at Napa County's Skyline Wilderness Park.

The District proposes to extend to Bothe-Napa Valley State Park the District's commitment to using community volunteers, by doing the following:

- Sponsoring regular (typically monthly) trail repair projects, drawing both from our existing cadre of trail volunteers and as well as recruiting additional volunteers, especially from the north Napa Valley.
- Soliciting donations of food and drinks from local business to support volunteer activities
- Working closely with the local chambers and businesses to market the park (see discussion of marketing and advertising)
- Seeking local donations to pay for start-up costs and to fund repair and restoration at the park.

8. Products, Merchandise and Services

Currently, the sale of products, merchandise and services sold at the park are mostly managed by the Napa Valley State Parks Association, which uses the revenues for these sales to support their work at the Bale Grist Mill. The District proposes to continue this arrangement.

Potential new sales, rentals and services include:

- **Equipment Rentals.** Rental of tents, stoves, sleeping bags and other camping items, so that people who do not own camping equipment, or tourists who don't want to haul all of their own equipment, can still camp at the park. Particular emphasis will be placed on making these available for the new yurts that are being installed at the campground. In addition to modest revenue enhancement, such rentals have the potential to encourage people who have never before gone camping to try it out. The District will coordinate with the Napa Valley State Parks Association on these rentals, and share the revenues with the Association to the extent that these rentals are handled by Association volunteers.
- **Equestrian concessionaire.** The park previously had an equestrian concessionaire contract. This contract was cancelled due at least in part to impacts on the concessionaire of construction work on the park's water system. The construction work is now complete, but it is not clear at this point whether what planning, permitting, environmental review would be required to reinstate an equestrian concessionaire, as well as the economics of such an operation. The District therefore proposes to investigate and, if determined to be feasible and desirable, requests authorization to enter into a new equestrian concession contract (with the contract term to be the same or shorter than the term of the District's agreement with State Parks.
- **Sales of selected camping-related consumables.** Camping-related consumables (mosquito repellent, Technu, ice, healthy snacks, etc) and supplies (canteens, first aid supplies, hats, etc) may be sold either at the entry kiosk or the Visitor Center. The reason for these

sales is partly revenue enhancement, and partly to reduce the amount of automobile traffic between the campground and the nearby cities of Calistoga and St. Helena. The District will coordinate with the Napa Valley State Parks Association on these sales, and share the revenues with the Association to the extent these sales are handled by Association volunteers.

9. Prices and Pricing Policies

The objective of the District's pricing policy will be to provide outdoor experiences which all income levels can afford, while still providing sufficient revenues for the park to operate sustainably, without the need for routine operating subsidies. To do this, the District requests authorization to institute variable pricing, with prices adjusted according to changes in seasonal and weekday/weekend demand, as well as the location and desirability of campsites. The overall effect of this policy will be that winter and shoulder season rates will generally decline from current rates, and peak period rates (weekends between Memorial Day and Labor Day) will increase. Summer weekday rates will most likely remain unchanged. In addition, the new yurts at the campground will have higher rates than the standard campsites. The District will provide proposed rates to State Parks for review and approval prior to implementation; to protect District interests, District requests that the agreement with State Parks indicates that State Park's review will be an internal administrative review, and will not be unreasonably denied, as measured against the following objectives/guidelines for setting prices:

- Maintain the existing 95%-plus peak season occupancy rate for camping;
- Increase the existing occupancy rate for the shoulder seasons and during the winter;
- Set yurt fees to maximize revenues from these three facilities;
- Continue the policy of no entrance fee for walking or bicycling into the park;
- Charge the same rates for all users;
- Honor existing State Park annual passes.

Prior to any changes to pricing, the District will hold a formal public hearing or hearings in conformance to District public meeting laws.

10. Conservation and Recycling

The park currently offers basic recycling (bottles and cans). The District proposes to expand this to include paper and plastic. The District also proposes to add green waste composting, as well as a drop off location for used batteries. In addition, the products sold at the park will, to the extent feasible, avoid one-use disposable containers, non-recyclable and/or non-compostable materials, and/or unnecessary packaging. Recycling instructions and buckets for compostable materials will be issued to campers at the kiosk as they enter the park. This

system was implemented at Skyline Wilderness Park in 2010, and has been very well received.

11. Accessibility

The park appears to be substantially in compliance with the requirements of the Americans With Disabilities Act. However, to date the District has not been able to determine whether a thorough analysis of this park's compliance with the ADA has been made, or whether there is an adopted access plan for the park. If an adopted plan is found, and/or when accessibility deficiencies are identified, the District will prioritize implementation of those improvements.

12. Worker Retention

The District proposes to contract with State Parks to retain one of the park's existing rangers. All of the other proposed positions will be structured differently than at present, with different mixes of responsibilities. Existing employees will be invited to apply for the new positions; if there are two equally qualified applicants, preference will be given to the existing employee.

13. Safety and Security

Public safety and security at the park is currently provided by the park's two existing rangers and one deputy ranger, with monitoring assistance from the volunteer camp host, and backup assistance from the County Sheriff and the police departments of Calistoga and St. Helena. The District is proposing a three-pronged approach to providing security. First, the number of camp hosts assigned to the campground will be increased from one couple to two couples. Second, the District proposes to retain one ranger as the park manager, and set this rangers' work hours to coincide with the peak afternoon and evening weekend usage periods. This will provide direct citation and enforcement at key times. The third line of defense is the County Sheriff, and the police departments of Calistoga and St. Helena (each approximately 5 minutes away). To enhance the ability of the County Sheriff to respond in a timely manner, the District proposes to convert one of the existing structures on the property into a small substation which the County Sheriff could use (the Sheriff currently has no office facility with phone, fax and email anywhere in the northern part of the Napa Valley).

14. Maintenance and Housekeeping

Routine maintenance and housekeeping at the campground will be performed by a combination of the camp hosts, seasonal workers, and the park manager and assistant manager. During the off-peak, the camp hosts will be responsible for picking up litter and trash and cleaning restrooms and showers, with backup provided by the park manager and assistant manager. Starting in the shoulder

season and through the peak summer months, additional seasonal staff will be added to enable thorough daily cleanings of the campground.

Routine maintenance will be performed year-round by the park manager and assistant park manager. During the off-peak and shoulder seasons, they will also work on addressing deferred maintenance at the park.

The District proposes to maintain the water system for the park, and will obtain the services of a certified expert to maintain the system, unless State Parks decides to take on this function at all of the parks in this sector.

When major repairs are needed, they will be contracted out through the District's adopted contracting procedures.

The District will make its best efforts to prevent further deterioration of historic resources at the park, including the historic cemetery and historic buildings and sites. The District will work with the descendants of people buried at the cemetery to respect their access and use rights and to maintain the cemetery in its current or better condition.

Please refer to the Facilities Plan below for a discussion of deferred maintenance and District plans to address this problem.

B. FACILITIES PLAN

1. Furnishings

This proposal assumes that existing furnishings and equipment located in the buildings and on the grounds will remain at the park and be available for use by the District for the duration of the management agreement. The District will be responsible for maintenance and repair of the furnishings and equipment during the duration of the management agreement. Furnishings and equipment includes furniture and exhibits in the Visitor Center, office equipment, and miscellaneous hand and shop tools in the maintenance and other buildings. The inventory of what will remain for use by the District will be worked out prior to transfer of management responsibilities.

2. Capital Improvements

Some facilities at the park are in good shape, but many are suffering from deferred maintenance, and some are so deteriorated that they have been abandoned and cannot be feasibly restored to use. Most of the abandoned structures are not secured, are unsightly, and present a serious liability risk. State Parks has an inventory of deferred maintenance projects for the park which includes 57 projects. Of this list of projects, just the top 29 in terms of priority add to \$8.9 million. It has taken many years for the facilities to deteriorate to their current condition. Given the magnitude of the accumulated problems from years of neglect, repairs will need to be carefully prioritized and phased over a long period of time.

First priority will be to correct deficiencies with the existing still-occupied residential buildings so that they can be occupied safely and to improve their income-generating potential, and to fix up one of the other buildings for use as a small police substation. Second priority will be to secure the abandoned buildings at the park to protect public health and safety. Third priority will be to repair the roofs on the Visitor Center and the Milk Shed, to prevent any further water damage to those buildings.

The District will confer with the State Parks archaeologist prior to construction to avoid impacting cultural sites, and will comply with all applicable codes and regulations. Because it is critical to the success of the proposal to be able to repair and bring several deteriorated structures up to code, the District will need very timely archaeological review by State Parks of proposed improvements.

On a parallel track, the District will sponsor regular volunteer work parties to work on trail maintenance, both brushing as well as water runoff management. The first priority will be to work on those erosion problems with the greatest

potential to add sediment to Ritchey Creek. All trail maintenance will follow the design principles and construction practices of the State Parks Trails Handbook.

3. Implementation Plan

The District proposes in the first year of the agreement to make repairs and improvements through a combination of community fundraising and in-kind donations. By the end of the first year, income generated from the improvements to several residential structures is projected to yield a small operating surplus in subsequent years. This surplus will be used to continue addressing the backlog of deferred maintenance. In addition, the District will continue to fundraise to pay for major projects.

In the interest of being fiscally conservative, the budget included with this proposal assumes no revenues from donations after the start-up period, although the District does intend to continue to aggressively seek donations. Thus, the amount of funding available each year for deferred maintenance will hopefully be considerably higher than is projected in the budget.

It is critical to the success of this proposal that repairs and improvements can be implemented efficiently. To ensure this, the proposal assumes that the District will be the lead agency for any environmental review. Given the importance of the historic resources at the park, the District will closely consult with State Park's District Historian, and follow the Secretary of the Interior's Standards for Rehabilitation.

The proposal also assumes that building and environmental management permits and reviews will be handled by the County of Napa, although any construction plans will be first provided to State Parks for review and approval. To ensure timely review by State Parks, the agreement between State Parks and the District will need to include a commitment by State Parks to maintain sufficient staff resources to perform any such reviews in a timely way.

4. Cost Estimates

State Parks has cost estimates for 57 capital projects at the park, but while a few of these estimates are accurate, most are little more than initial informed guesses. There is little value in trying to refine most of these estimates at this time, because realistically most of the projects will not be implemented for many years. The District will prior to the transfer of responsibilities develop more accurate cost estimates for the highest priority projects discussed above.

C. INTERPRETIVE PLAN

Most interpretation at the park is currently provided at the Bale Grist Mill. Interpretive activities at the park are currently provided by park volunteers and by the park rangers. Under this proposal, the Napa Valley State Parks Association will continue and expand its volunteer staffing of the Visitor Center to make its natural history exhibits and other information available to the public.

By contracting to retain a current senior park ranger, the District will continue to have an exceptionally knowledgeable person on site to provide direction and expertise, as well as directly interact with the public.

Bothe-Napa Valley State Park

Draft Budget August 15, 2011

<u>Category</u>	<u>Assumptions</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Revenues						
camping and entrance fees	includes 3 yurts; active marketing	\$310,000	\$320,000	\$325,000	\$330,000	\$335,000
sales	firewood, supplies -- net profit	\$8,000	\$10,000	\$11,000	\$11,000	\$11,000
donations	bare bones minimum	\$60,000				
house/cabin rentals		\$12,000	\$24,000	\$24,000	\$24,000	\$24,000
	Total Revenues	\$390,000	\$354,000	\$360,000	\$365,000	\$370,000
Expenses						
park manager	SP ranger--1 FTE @\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
assistant park manager	1 FTE @90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000
seasonal help-kiosk	16 wks @70 hrs/wk@\$10/hr	\$11,200	\$11,200	\$11,200	\$11,200	\$11,200
seasonal help--cleaning	16 wks@40 hrs/wk@R10/hr	\$6,400	\$6,400	\$6,400	\$6,400	\$6,400
volunteer coordinator	25 hrs/mth @ \$35/hr	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500
marketing manager	25 hrs/mth @ \$35/hr	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500
maintenance expenses		\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
tree pruning		\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
utilities (electric, propane)		\$16,000	\$16,000	\$16,000	\$16,000	\$16,000
vehicle operations		\$9,600	\$9,600	\$9,600	\$9,600	\$9,600
garbage		\$10,800	\$10,800	\$10,800	\$10,800	\$10,800
Communications	phone, internet	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
Printing and postage		\$500	\$500	\$500	\$500	\$500
uniforms		\$800	\$800	\$800	\$800	\$800
Miscellaneous	equipment rental, training, etc	\$7,700	\$7,700	\$7,700	\$7,700	\$7,700
administration	insurance, HR, audit, legal, oversight	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
deferred maintenance projects		\$50,000	\$14,000	\$20,000	\$25,000	\$30,000
	Total Expenses	\$390,000	\$354,000	\$360,000	\$365,000	\$370,000

Notes:

Assistant Park Manager responsible for maintenance, and some operations

Camping fee revenues are net of Reserve America costs

Seasonal help supplements camp hosts in peak season by staffing kiosk, cleaning facilities, disposing of litter and trash

Five-year projections are not adjusted for inflation. Changes from year to year are the result of operational changes



Napa County Regional Park
and Open Space District

STAFF REPORT

Date: September 13, 2011
Agenda Item: 4.C
Subject: Consideration of potential acceptance of the donation of a 0.33 acre parcel located on Wagon Wheel Court in Lake Berryessa Estates (APN# 016-254-003).

Recommendation

Direct staff to pursue acceptance of a donated grant deed for APN# 016-254-003, including notifying other property owners along the same block of Wagon Wheel Court, and preparing the grant deed and certificate of acceptance for Board action.

Background

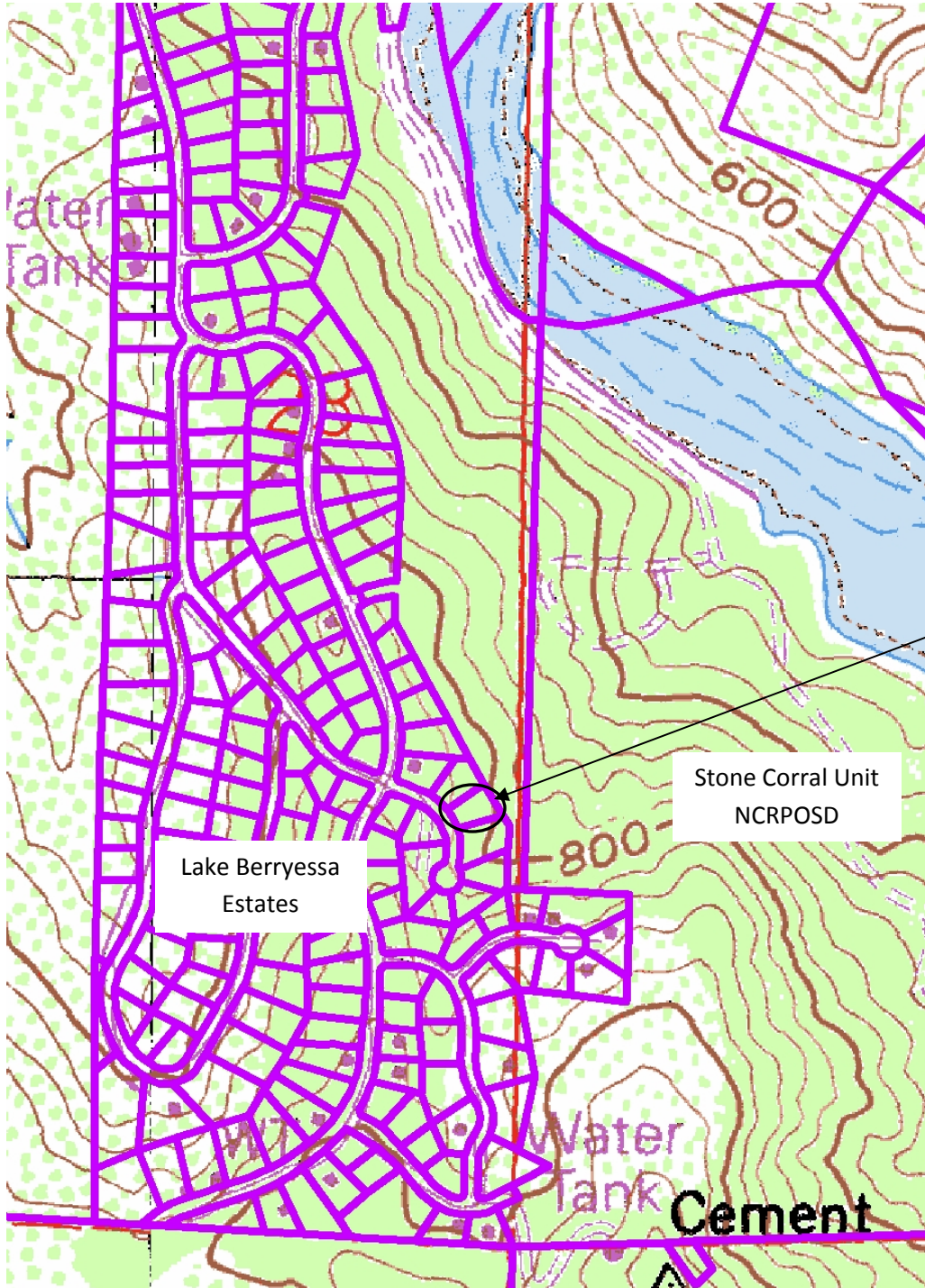
The owner of a 0.33 acre parcel located on Wagon Wheel Court in Lake Berryessa Estates has offered to donate the parcel to the District. The parcel has limited market value due to its location, steep topography and current economic conditions. The parcel is undeveloped, and the owner has no plans to develop the property, and does not wish to continue paying property taxes and assessments. The parcel immediately to the north, and the three parcels immediately to the south, are similarly on steep land and are undeveloped.

The District previously accepted the donation of another parcel at Lake Berryessa Estates. In that situation, the parcel provided a critical public access point to adjacent BLM land (which is in the process of being transferred to the District). It also had the potential to facilitate the development of a badly-needed fire substation by providing access to BLM land that could be made available for that purpose.

The subject property is adjacent to the District's Stone Corral property, near the top of the wooded hillside that rises above the western banks of Putah Creek. The subject property is not needed to provide access to the District's Stone Corral property, and given its location and topography, there is no active use of the subject property that District staff can foresee. The only value of the subject property to the District is that by taking title to the land the District is assured the property will never develop. Preventing development in this location offers some public benefits, because this would be an awkward parcel to develop due to its steep sloping topography, and any attempt to develop the property would result in a visual impact to the parkland below, and potentially also a down slope erosion impact to the District's property. Avoiding development of the subject parcel would make wild land fire management slightly easier, especially if the other undeveloped parcels on this stretch of Wagon Wheel Court also remained undeveloped, because this would allow utilizing the existing road as the primary fire break between park lands and suburban development.

Accepting fee title ownership of the property would involve a small up-front cost to process the transaction. The District would be exempt from property taxes and other assessments. Accepting the property could result in some on-going costs for weed and brush clearance, although by accepting the Stone Corral property last year, the District has in effect already taken on the obligation of working with the Lake Berryessa Estates Property Owners Association and CalFire on wild land fire management in this part of the County.

Smith Donation General Location Map



Subject
Parcel

Stone Corral Unit
NCRPOSD

Lake Berryessa
Estates

Water
Tank

Cement

Smith Donation Location Map Detail





Napa County Regional Park
and Open Space District

STAFF REPORT

Date: September 13, 2011
 Agenda Item: 4.D
 Subject: Consideration of and potential approval of amendment to policy on volunteer caretakers to provide flexibility on the maximum term of residency.

Recommendation

1. Receive oral report on legislation of interest to the District
2. Authorize General Manager to support AB 436 (Kehoe)

Background

The District Board of Directors has taken the following positions on state legislation, including the following:

AB 703 (Gordon): Support

The bill extends the welfare exemption from property taxes for conservation property owned by land conservation organizations. Status: Passed legislature.

SB 644 (Hancock) and AB 587 (Gordon). Support, and seek permanent exemption

These bills extend the exemption of volunteers from prevailing wage requirements. Status: Passed legislature.

SB 580 (Wolk and Kehoe). Support

This bill would make it harder to condemn state park lands for non-park uses. Status: Unable to pass first policy committee (Senate Water Parks and Wildlife Committee)

AB 42 (Huffman). Support

This bill would facilitate state parks entering into management partnerships with non-profit organizations to keep state parks open. Status: Passed legislature. Number of partnerships limited to no more than 20. Status: Passed legislature.

One additional bill which the District has not taken a position on, but is now close to passage, is SB 436 (Kehoe). The bill as initially drafted would have required that any endowments, created to fund the monitoring of conservation easements that were the result of regulatory requirements, would have to be held by the Department of Fish and Game. This requirement would have seriously undermined local land trust and local agency efforts to accept conservation easements which are the result of regulatory action. The bill has been extensively revised to eliminate the problematic elements. The General Manager recommends the Board take a position of support for the bill as now drafted.



Napa County Regional Park
and Open Space District

STAFF REPORT

Date: September 13, 2011
 Agenda Item: 4.E
 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.

Date Purpose Source / Recipient Amount

Journal Date	Journal ID	Description	Reference	Amount
8/2/2011	AP00219651	GF—transportation reimbursement	JOHN WOODBURY	\$86.96
7/28/2011	AP00219519	MC—pproperty insurance	ALLIANT INSURANCE SERVICES	\$638.00
8/2&9/2011	AP00219651	MC—portapottie July & August 2011	UNITED SITE SERVICES	\$283.76
8/2/2011	AP00219651	MC Trash Box	BERRYESSA GARBAGE SERVICE INC	\$858.00
8/29/2011	AP00220644	MC—VOCAL volunteer event	UNITED SITE SERVICES	\$682.95
8/29/2011	AP00220644	MC—expense reimbursement July 2011	CJ YIP & ASSOCIATES	\$608.17
8/9/2011	AP00219906	MC—Possessory Interest Tax	NAPA COUNTY TREASURER-TAX COLLECTOR	\$423.89
8/2/2011	AP00219651	NRBT—Materials reimbursement	JOHN WOODBURY	\$648.09
8/29/2011	AP00220644	NRER—Exepnse reimbursement July	CJ YIP & ASSOCIATES	\$86.66

Plan of Projects

Status Report for September 13, 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. <u>A proposed realignment for the Napa portion of the route is nearly complete, and should be available for BOD review at the October meeting.</u>
Bay/River Trail -- American Canyon to Napa	An 8+ mile recreational trail between the cities of American Canyon and Napa generally following the Napa River and interior levees of associated wetlands.	
Phase One--Euclptus Drive to Green Island Road	<u>All permits and contracts in place.</u> Maggiora and Ghilotti has completed 2/3 of the construction. <u>The CCC is 70% complete with installing fencing around the landfill. An contract for developing interpretive materials has been awarded to Susan Alfeld, and a second contract to design and fabricate the materials has been awarded to Erica Fielder. Trail construction is scheduled to be complete by <u>October 2011</u>, with the interpretive elements completed by <u>January 2012</u>.</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 is being handled by Ducks Unlimited on behalf of DFG. District staff met with the involved parties on May 25, 2011 to resolve questions. <u>District staff together with Napa Sanitation District staff toured two other water treatment facilities that have segments of the Bay Trail going through or past their facilities.</u>	
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. Staff met with Caltrans on May 26, 2011 to review the project, and is now preparing followup paperwork required by Caltrans. Caltrans after review the project had concerns about the eligibility of the project, but the District staff response appears to have convinced them to reverse their decision. The goal is to have the funds obligated prior to the end of this calendar year, so that the project can go to construction in the summer of 2012.	
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 2011 to discuss how to speed up BLM's process for the no-fee transfer of this property. <u>Another meeting is scheduled was held August 5, 2011 to try and speed up the BLM processing of this application</u> 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. <u>District and BLM staff meet on August 5, 2011 to determine how to speed completion of BLM review of this project. Pending BLM approval, trail construction is scheduled to resume in the fall of 2011.</u> BLM's biologist is scheduled to inspect the alignment on September 17, 2011.</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. The management agreement between the District and Reclamation is fully executed. <u>AN RFP for preparation of construction plans and specifications was issued in late August; award of the contract will be scheduled for the Board's October meeting. A meeting of potential future users has been scheduled for September 22, 2011.</u> The camp will likely open in 2013.</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><u>Staff has completed a comprehensive review of historic rights-of-way, and is now focusing attention on those which have greatest potential.</u></p>	
<p><u>Historic ROW Analysis</u></p> <p><u>Rights-of-Way and whether they have value as non-motorized recreational trails</u></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; the date for consideration by the City Council has been delayed until October of 2011, because City staff are currently focused on hearings on proposed water rate increases. The District approved a Mitigated Negative Declaration on February 14, 2011. The earliest this area could be opened to the public is summer of 2013.</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>All discretionary permits have been obtained, and park improvements are underway. <u>The August 12-14, 2011 volunteer work party had 95 participants.</u> The County road department is scheduled starting any day to install approximately 1/4 mile of asphalt and chip seal to the entrance drive to the park. Design of the restrooms is still underway (awaiting completion of geotechnical work). <u>The design of the new septic system for the ranch house has been submitted to the Regional Water Quality Control Board for review and approval.</u> The park is expected to open to the public by the spring of 2012.</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 develop 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. Staff met with invasive plant control specialists on June 3, 2011 to evaluate eradication efforts to date and plan next steps. <u>Three school field trips are scheduled for fall 2011. Supplemental grant funding for the restoration work was awarded to the District by the County Wildlife Commission.</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. Because of the cash flow needs of the Napa River and Bay Trail project, completion of the work on the Oat Hill Mine will be delayed until May 2012.</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; another meeting with the same topic is scheduled for August 5, 2011.</p>

<p>Rector Ridge/Stags Leap Ridge Trail</p> <p>Construction of staging area and 6+ miles of Ridge Trail climbing east from Silverado Trail near Rector Creek.</p>	<p>CEQA on this project was completed several years ago--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 2011, so progress is delayed pending the filling of their vacant positions.</p>
<p>River to Ridge Trail</p> <p>Lot line adjustment to legalize River to Ridge Trail as constructed (it currently encroaches on private property in two locations)</p>	<p>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.</p>
<p>Skyline Park Protection</p> <p>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 have agreed on an appraisal process for determining the fair market value purchase price. <u>Initially the State insisted that it take the lead in hiring the appraiser, but has now decided that the County must hire the appraiser. The County is now in the process of doing this.</u></p>
<p>Spanish Valley, Crystal Flats and Stone Corral</p> <p>Planning for 3,400 acres of open space donated by Bob and Evalyn Trinchero</p>	<p>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; staff has met with the interested parties, including the Lake Berryessa Resort Improvement District, which is also affected by this request <u>and the key features of a draft easement have been negotiated.</u> 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.</p>
<p><u>State Parks</u></p> <p><u>Develop plan to operate Bothe-Napa Valley State Park and keep it and the Bale Grist Mill open</u></p>	<p><u>Proposal submitted to State Parks on August 23, 2011. Met with St. Helena Star Editorial Board. Joint meeting with County Board of Supervisors scheduled for September 27, 2011.</u></p>
<p>Vallejo Lakes</p> <p>Possible purchase of 1100 acres of surplus Vallejo Water District lands, of which 200 acres are located in Napa County</p>	<p>Staff-level discussions between the District, the Land Trust of Napa County, the County of Solano and the Solano Land Trust indicate a common desire to work together to purchase this property adjacent to Skyline Park. The City Council of the City of Vallejo has officially authorized staff to pursue surplus of the property. District staff and our partners are continuing to research issues related to the property, including potential public access locations, potential trail alignments, and easements and other encumbrances which affect the property. The State Coastal Conservancy has indicated an interest in assisting with the funding necessary to purchase the property. 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. <u>District staff met with Solano Land Trust staff on September 7, 2011 to discuss project status and next steps.</u></p>
<p>Vine Trail</p> <p>A Class I bicycle/pedestrian path extending from Calistoga to the Vallejo Ferry Terminal</p>	<p>The District has entered into an MOU with the Vine Trail Coalition to provide assistance as requested by the Coalition in receiving funds, preparing plans and environmental documents, constructing and operating the trail. The District, 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. Staff is currently working through the paperwork required by Caltrans for this grant. <u>The Vine Trail won a \$2 million+plus grant from the U.S. Dept of Transportation; these funds will be used to start construction of the trail segment between Napa and Yountville.</u></p>

Completed Projects

Berryessa Vista Acquisition	Purchase of 224 acres from the Land Trust of Napa County for use as a public park completed in early 2008 using State Prop 12 funds.
Connolly Ranch	Construction of patio, restrooms and cooking facilities completed in 2008 using State Prop 12 funds.
Oat Hill Mine Trail	The Oat Hill Mine Trail was formally opened in May of 2008, after a major volunteer work party doing signage installation, brush removal and erosion control.
Linda Falls	Conservation easement accepted in spring 2008 from Land Trust of Napa County to provide additional protection for this 39 acre property, which is owned by the land trust
Master Plan Development	The Master Plan for 2008-2013 was approved in January 2009
Moore Creek Open Space Park	Acquisition of 673 acres in the Moore Creek Watershed completed in December 2008. Trail reroute to remove two stream crossings mostly completed in May 2009. New heater installed in gatehouse in
Napa River Ecological Reserve Improvements	Parking area paved, and rock barrier installed to control vehicular access in 2007. Trash enclosure constructed and entry signs restored by volunteers in 2008. Deteriorated kiosk removed in 2008. The District in July 2008 assumed the County's role in managing the preserve under the joint management agreement with DFG. A new maintenance contract with the non-profit organization Options 3 was started in January 2009. The old deteriorated information kiosk, which had become a serious eyesore, was removed in November 2008.
Napa River Flood Control Easement	Conservation easement accepted by District in 2007 to facilitate Flood District project and grant funding
Newell Preserve Improvements	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 to provide on-site water supply for group campground and so from the transaction to fund a well pump and distribution system at the Preserve. However, the first well drilled by the City of American Canyon cattle can be restricted from access to riparian areas. 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.
	Major volunteer event to reroute and repair trails
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.
	Partner-sponsored improvement include a second greenhouse and a covered equestrian arena.
<u>River to Ridge Trail</u>	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. <u>Volunteers completed additional work in August 2011.</u>
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.
	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.
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.
	Donation of 3,400 acres of open space to the District by Bob and Evalyn Trinchero
Wild Lake Ranch	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.
	Assist land trust with planning and possible joint management of trails, camping and picnic areas.