



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

Karen Turjanis  
Director, Ward One

Tony Norris  
Director, Ward Two

Brent Randol  
Director, Ward Three

Dave Finigan  
Director, Ward Four

Barry Christian  
Director, Ward Five

## AGENDA

### BOARD OF DIRECTORS REGULAR MEETING

Monday, May 9, 2016 at 2:00 P.M.

County of Napa Board Chambers, 1195 Third Street Third Floor, Napa, CA

#### General Information

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

The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available through the District Secretary. Requests for disability related modifications or accommodations, aids, or services may be made to the Secretary's office no less than 48 hours prior to the meeting date by contacting 707.259.8603.

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

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

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

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

#### 2. Public Comment

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

### 3. Set Matters

2:00 pm Bay Area Puma Project Presentation by Raymond Dodd, Field Biologist with the Felidae Conservation Fund (oral presentation)

### 4. Administrative Items

- a. Consideration and potential approval of Minutes of the Board of Directors regular meeting of April 11, 2016.
- b. Consideration and release of FY 2016-17 draft budget for public comment.
- c. Update regarding the surplus of the Capell Valley School. (oral report)
- d. Review of State legislation for 2016 (oral report).
- e. Update on the proposed Syar Quarry expansion. (oral report)
- f. Consideration and potential approval of Amendment No. 1 to Agreement 15-14, authorizing additional website and mobile app development work by Trailhead Labs and increasing total allowable compensation by \$4,300 to \$34,300 for Fiscal Year 15-16 and \$6,000 per annum thereafter.
- g. Consideration and potential approval of a use permit for use of Camp Berryessa by Trackers Earth and authorization for General Manager to enter into use permits with other organizations and set initial use rates under a Board approved maximum.
- h. Discussion and potential approval of a Resolution requesting the Napa County Board of Supervisors adopt an Ordinance placing a one-quarter of one percent sales tax on the November 2016 General Election ballot.
- i. Consideration and potential approval of agreement with Brown Armstrong for independent audit services not to exceed \$5,500 annually until 2018.
- j. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff.
- k. Review of the District Projects Status Report.
- l. Receipt of monthly report for Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park.

### 5. Announcements by Board and Staff

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

### 6. Agenda Planning

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

### 7. Adjournment



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

Karen Turjanis  
Director, Ward One

Tony Norris  
Director, Ward Two

Brent Randol  
Director, Ward Three

Dave Finigan  
Director, Ward Four

Barry Christian  
Director, Ward Five

# MINUTES

## BOARD OF DIRECTORS REGULAR MEETING

Monday, April 11, 2016 at 2:00 P.M.

County of Napa Board Chambers, 1195 Third Street Third Floor, Napa, CA

1. Call to Order and Roll Call

Directors present: Barry Christian, Tony Norris, Brent Randol, and Karen Bower-Turjanis

Directors absent: Dave Finigan

Staff present: John Woodbury, Chris Cahill, and Lashun Fuller

Staff absent: Dylan Roy

2. Public Comment

None

3. Set Matters

None

4. Administrative Items

- a. Consideration and potential approval of Minutes of the Board of Directors regular meeting of March 14, 2016.  
Minutes for March 14, 2016 were approved as corrected  
TN-BR-BC-KT-DF  
A X
- b. Update by Director Randol regarding the surplus of the Capell Valley School and potential direction to staff regarding the District's possible role in acquiring the site as a community park and regional trail staging area. (oral report)  
Director Randol gave the report. A consensus was reached by Board to send a letter signed by the President to the school district expressing interest. No formal action taken.
- c. Review of State legislation for 2016 (oral report).  
John Woodbury gave report. No formal action taken.
- d. Update on the proposed Syar Quarry expansion. (Oral report).  
Tony Norris gave report. No formal action taken.
- e. Discussion and potential approval of a Resolution requesting the Napa County Board of Supervisors adopt an Ordinance placing a one-quarter of one percent sales tax on the November 2016 General Election ballot.  
Discussion was held by Board of Directors, and agreement was reached to postpone voting on the approval of the resolution until the next meeting when all Directors are present.

- f. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff.  
Expenditure report was reviewed by Board of Directors. No formal action was taken.
- g. Review of the District Projects Status Report, and update by Chino Yip on District volunteer activities.  
Chino Yip reported on District volunteer activities throughout the County with regard to the following locations:  
Spanish Valley, Smittle Creek, Berryessa Vista, Moore Creek and the upcoming V-O-Cal event June 25th, Skyline Park, Napa River and Bay Trail in American Canyon, and the upcoming bird-a-thon.  
John Woodbury and Chris Cahill gave the project status report with discussions on Smittle Creek, Suscol Headwaters, Oat Hill Mine Trail, Moore Creek Park, Camp Berryessa, Amy's Grove and State Parks
- h. Receipt of monthly report for Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park.  
John Woodbury gave the report. No formal action taken.

#### 5. Announcements by Board and Staff

- Brent Randol - Attended a meeting on drought issues which was held by the Bay Area Open Space Council.
- Brent Randol – Presented a power point to the Calistoga Rotary along with Anne Steinbauer pertaining to the sales tax measure.
- Brent Randol – Has two future meetings scheduled to meet with the Mayor of Yountville and a meeting scheduled with the St. Helena Rotary.
- Barry Christian - Visited Camp Berryessa with Chris Cahill and Chino Yip to check on the progress.
- Barry Christian - Met with American Canyon Chamber of Commerce Executive Director James Cooper, along with Anne Steinhauer, to plan a future presentation with the Chamber on Park District updates which will include the tax measure.
- Barry Christian – Has three upcoming meetings, one with American Canyon Mayor Leon Garcia coming later in the week, a presentation to the Kiwanis Club, and another with the Moms club.
- Tony Norris – Attended a workshop hosted by Visit Napa Valley where he picked up Smart Cycling Quick Guides from the CHP that he shared with Directors and staff.
- Karen Turjanis – Made a presentation with John Woodbury to the Downtown Kiwanis, and made another presentation to the Yountville Kiwanis with Anne Steinbauer.
- Chris Cahill – Announced the Bale Grist Mill Pancake Breakfast – May 7th 2016

#### 6. Agenda Planning

- Further discussion on Capell Valley School
- Update on the proposed Syar Quarry expansion
- Approval of resolution which request BOS to adopt the draft ordinance and expenditure plan

#### 7. Adjournment

Adjourned to the Regular NCRPOSD Board Meeting May 09, 2016

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KAREN BOWER-TURJANIS, Board President

ATTEST:

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LASHUN FULLER, Acting District Secretary

Key

Vote: TN = Tony Norris; BC = Barry Christian; DF = David Finigan; KBT= Karen Bower Turjanis

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



## STAFF REPORT

By: John Woodbury  
Date: May 9, 2016  
Item: **4.b**  
Subject: Consideration and release of FY 2016-17 draft budget for public comment.

### RECOMMENDATION

Approve release of the draft budget for FY 2016-17 for public comment, and set a public hearing for June 6, 2016

### ENVIRONMENTAL DETERMINATION

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

### BACKGROUND

Attached is the draft budget for FY 2016-17, which runs from July 1, 2016 to June 30, 2017. The important information can be found in the two columns on the right of each page: one column shows the estimated actuals for the current fiscal year, and the other shows the proposed budget for the coming fiscal year. There is a separate sheet for each budget unit, as well as a summary of all of the budget units. At the bottom of each sheet is information about the fund balance at the beginning of the year as well as the projected fund balance for the end of the year. Also at the bottom the each sheet is a summary of key objectives for the coming fiscal year.

The budget for the current fiscal year is the District's largest ever because of two major grants, one to purchase Phase I of the Suscol Headwaters project, and the other completion of Phase I of the Camp Berryessa project. The full financial picture is actually even larger than portrayed by the official District books, since the \$1.4 million grant used to purchase the Smittle Creek/Cedar Roughs property did not run through the District's books, but was transferred directly from the grantor to the escrow company.

The adopted budget for the current fiscal year was developed using conservative (worst-case) assumptions, and projected drawing down more than \$1 million in District reserves. The actual draw-down will end up being only about \$200,000, due to stronger than projected revenues and somewhat slower progress on deferred maintenance repairs at the State Parks. The District is

expected to end the year with a fund balance of \$1,188,936. Of this, \$61,182 is earmarked as a capital replacement fund for Moore Creek Park, \$5,000 is earmarked for improvements to the District's Putah Creek properties, \$688,936 is restricted to the State Parks, and \$163,860 is designated for acquisition and improvements at Suscol Headwaters. Thus, the District's undesignated fund balance at the end of the current fiscal year is expected to be approximately \$270,000.

Notable features of the draft budget for the coming fiscal year include:

- The overall budget is projected to decrease from \$3.65 million in the current fiscal year to \$1.8 million in the coming fiscal year. The current fiscal year budget was higher than normal due to two major grants for property purchases; no acquisition funding is included in the draft budget for the coming year.
- For most budget units, any fund balance at the end of the current fiscal year is proposed to be returned to the overall District fund balance, except for the budget units described above where funds need to be earmarked for specific purposes.
- The most significant new expense for the coming fiscal year is election costs: \$240,000 is set aside for this purpose (under General Fund—Special Departmental Expense). This assumes contested races for all three District Ward seats that are up for election this November. It also includes the cost of the proposed District funding measure for the November ballot. Since not all wards are likely to have contested races, actual election costs should be considerably less than what is budgeted.
- Funding is included for another approximately 1 mile of new trail to be constructed at the Lake Hennessey Unit of Moore Creek.
- The budget for Camp Berryessa assumes operations similar to what is described in the term sheet for a use permit with Trackers Earth, which is a separate item on this agenda.
- Work at the State Parks continues to focus on repair of deferred maintenance to buildings and infrastructure, with a goal of enhancing revenues by returning facilities to productive use.
- Funding for Suscol Headwaters Phase II is not included in the budget on the assumption the acquisition will close in the subsequent fiscal year. Remaining grant funds from the purchase of Phase I are proposed to be kept in reserve as part of the funding that will be needed for Phase II.
- The budget assumes that District's operating agreement with State Parks will remain unchanged during the coming fiscal year. State Parks has indicated that when the new agreement is reached, the District will no longer be allowed to contract with State Parks for rangers and lifeguards. This should have minimal effect on the bottom line, but will shift those personnel costs from the "other professional services" line to the "administrative services" line. When that will happen cannot be predicted at this time, so for now the proposed budget assumes the status quo.

After release of the draft budget for FY 2016-17 is authorized by the Board, a legal notice will be placed in the Napa Register inviting public review and comment.





Napa County Regional Park and Open Space District  
 Projected 2015-16 (9 month)  
 Draft Budget 2016-17  
**Summary**

	Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Projected	2015-16	Draft Budget 2016-17
<b>Revenues</b>									
43410 State Coastal Conservancy	443,638	-	443,638	-	952,671	952,671	952,671	952,671	-
43910 County of Napa	811,638	-	811,638	-	811,638	811,638	811,638	811,638	894,440
44200 Court Fines	-	-	-	-	1,000	1,000	1,000	1,000	-
45100 Interest	4,400	-	4,400	-	6,268	6,268	6,268	8,358	6,000
45300 Rent - Building/Land	26,400	-	26,400	-	21,070	21,070	21,070	28,093	31,000
45500 Concessions	500,000	-	500,000	-	543,424	543,424	543,424	506,878	560,000
47150 Other Grants	207,000	-	207,000	-	5,913	5,913	5,913	5,000	-
47500 Donations and Contributions	-	1,107,000	1,107,000	-	1,139,243	1,139,243	1,139,243	1,149,372	15,500
47900 Miscellaneous	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>1,995,076</b>	<b>1,107,000</b>	<b>3,100,076</b>	<b>3,100,076</b>	<b>3,481,226</b>	<b>3,481,226</b>	<b>3,481,226</b>	<b>3,463,010</b>	<b>1,506,940</b>

	Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Projected	2015-16	Draft Budget 2016-17
<b>Expenses</b>									
52100 Administration Services	534,000	-	534,000	-	308,559	308,559	308,559	615,928	637,909
52125 Accounting/Auditing Services	14,000	-	14,000	-	10,970	10,970	10,970	14,626	15,000
52140 Legal Services	20,000	-	20,000	-	13,720	13,720	13,720	20,000	20,000
52225 Waste Disposal Services	18,800	-	18,800	-	16,510	16,510	16,510	19,900	20,800
52340 Landscaping Services	10,000	-	10,000	-	-	-	-	1,500	1,500
52360 Construction Services	1,196,000	100,000	1,296,000	65,251	1,288,224	1,353,475	1,359,360	328,637	160,000
52490 Other Professional Services	438,500	106,535	545,035	77,938	181,220	239,158	239,158	328,637	388,740
52520 Maintenance-Vehicles	5,000	-	5,000	-	4,749	4,749	4,749	5,674	5,750
52525 Maintenance-Infrastructure/Lan	36,000	-	36,000	-	9,625	9,625	9,625	12,622	12,000
52705 Insurance - Premiums	15,450	-	15,450	-	12,337	12,337	12,337	15,450	15,450
52800 Communications/Telephone	7,925	-	7,925	-	11,304	11,304	11,304	13,203	10,200
52825 Bank Charges	1,700	-	1,700	-	1,133	1,133	1,133	1,487	1,500
52830 Publications & Legal Notices	500	-	500	-	870	870	870	1,000	1,000
52840 Permits/License Fees	350	-	350	-	871	871	871	5,855	10,260
52900 Training/Conference Expenses	1,000	-	1,000	-	-	-	-	1,250	1,500
52905 Business Travel/Mileage	8,010	-	8,010	-	3,674	3,674	3,674	5,237	7,850
53100 Office Supplies	6,250	-	6,250	-	1,895	1,895	1,895	4,108	4,350
53120 Memberships/Certifications	1,500	-	1,500	-	1,500	1,500	1,500	1,500	1,500
53205 Utilities - Electric	16,200	-	16,200	-	15,151	15,151	15,151	19,563	20,700
53210 Utilities - Propane	500	-	500	-	439	439	439	586	600
53250 Fuel	900	-	900	-	233	233	233	493	500
53330 Janitorial Supplies	7,000	-	7,000	-	3,013	3,013	3,013	4,017	4,000
53345 Construction Supplies/Material	170,700	-	170,700	-	65,407	65,407	65,407	82,386	135,000
53350 Maintenance Supplies	38,750	-	38,750	-	15,584	15,584	15,584	20,807	21,000
53400 Minor Equipment/Small Tools	6,500	-	6,500	-	11,313	11,313	11,313	14,737	10,100
53415 Computer Software/Licensing Fe	450	-	450	-	1,103	1,103	1,103	1,103	6,000
53600 Special Departmental Expense	518,300	-	518,300	-	57,181	57,181	57,181	181,521	280,000
54500 Taxes and Assessments	1,220	465	1,685	-	925	925	925	925	1,350
55100 Land	-	900,000	900,000	-	900,000	900,000	900,000	900,000	-
<b>Total Expenditures</b>	<b>3,075,505</b>	<b>1,107,000</b>	<b>4,182,505</b>	<b>143,190</b>	<b>2,937,510</b>	<b>3,080,700</b>	<b>3,080,700</b>	<b>3,653,475</b>	<b>1,794,559</b>
<b>Net Surplus (Deficit)</b>	<b>(1,082,429)</b>	<b>-</b>	<b>(1,082,429)</b>	<b>(143,190)</b>	<b>543,716</b>	<b>400,526</b>	<b>(190,465)</b>	<b>(287,619)</b>	<b>(287,619)</b>

33100 - Available Fund Balance 1,379,402  
 Net Surplus (Deficit) (190,465)  
 33100 - Ending Fund Balance 1,188,936

Projected 2015-16 (9 month)  
 Draft Budget 2016-17  
**General Fund--Administration**

Subdivision: 8500000 - Parks-Administration

	Adopted	Budget	Adjusted	Encumbrances	Actual YTD	YTD Total	Projected	Draft Budget
	Budget	Adjustments	Budget				2015-16	2016-17
<b>Revenues</b>								
43910 County of Napa	\$ 51,043	\$ -	\$ 51,043	\$ -	\$ 51,043	\$ 51,043	\$ 252,967	\$ 521,675
44200 Court Fines	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
45100 Interest	\$ 3,400	\$ -	\$ 3,400	\$ -	\$ 3,402	\$ 3,402	\$ 4,536	\$ 3,000
47150 Other Grants	\$ 207,000	\$ -	\$ 207,000	\$ -	\$ -	\$ -	\$ -	\$ -
47500 Donations and Contributions	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ -
<b>Total Revenues</b>	<b>\$ 261,443</b>	<b>\$ -</b>	<b>\$ 261,443</b>	<b>\$ -</b>	<b>\$ 85,445</b>	<b>\$ 85,445</b>	<b>\$ 288,503</b>	<b>\$ 524,675</b>

	<b>Expenses</b>							
	Adopted	Budget	Adjusted	Encumbrances	Actual YTD	YTD Total	Projected	Draft Budget
	Budget	Adjustments	Budget				2015-16	2016-17
52100 Administration Services	\$ 163,300	\$ -	\$ 163,300	\$ -	\$ 137,746	\$ 137,746	\$ 275,493	\$ 201,680
52125 Accounting/Auditing Services	\$ 14,000	\$ -	\$ 14,000	\$ -	\$ 10,970	\$ 10,970	\$ 14,626	\$ 15,000
52140 Legal Services	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 5,854	\$ 5,854	\$ 20,000	\$ 20,000
52490 Other Professional Services	\$ 130,000	\$ -	\$ 130,000	\$ 13,667	\$ 84,278	\$ 97,945	\$ 130,000	\$ 104,600
52520 Maintenance-Vehicles	\$ -	\$ -	\$ -	\$ -	\$ 438	\$ 438	\$ 750	\$ 750
52705 Insurance - Premiums	\$ 13,000	\$ -	\$ 13,000	\$ -	\$ 10,997	\$ 10,997	\$ 13,000	\$ 13,000
52830 Publications & Legal Notices	\$ 500	\$ -	\$ 500	\$ -	\$ 870	\$ 870	\$ 1,000	\$ 1,000
52900 Training/Conference Expenses	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 750	\$ 1,000
52905 Business Travel/Mileage	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,179	\$ 1,179	\$ 1,571	\$ 1,600
53100 Office Supplies	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 190	\$ 190	\$ 1,000	\$ 1,000
53120 Memberships/Certifications	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
53250 Fuel	\$ -	\$ -	\$ -	\$ -	\$ 126	\$ 126	\$ 300	\$ 300
53350 Maintenance Supplies	\$ 200	\$ -	\$ 200	\$ -	\$ 307	\$ 307	\$ 409	\$ 400
53400 Minor Equipment/Small Tools	\$ 500	\$ -	\$ 500	\$ -	\$ 36	\$ 36	\$ 100	\$ 100
53415 Computer Software/Licensing Fe	\$ 450	\$ -	\$ 450	\$ -	\$ 1,103	\$ 1,103	\$ 1,103	\$ 6,000
53600 Special Departmental Expense	\$ 212,000	\$ -	\$ 212,000	\$ -	\$ 25,111	\$ 25,111	\$ 50,000	\$ 240,000
<b>Total Expenditures</b>	<b>\$ 558,450</b>	<b>\$ -</b>	<b>\$ 558,450</b>	<b>\$ 13,667</b>	<b>\$ 280,704</b>	<b>\$ 294,371</b>	<b>\$ 511,602</b>	<b>\$ 607,930</b>
<b>Net Surplus (Deficit)</b>	<b>\$ (297,007)</b>	<b>\$ -</b>	<b>\$ (297,007)</b>	<b>\$ (13,667)</b>	<b>\$ (195,259)</b>	<b>\$ (208,925)</b>	<b>\$ (223,099)</b>	<b>\$ (83,255)</b>

33100 - Available Fund Balance  
 Net Surplus (Deficit)  
 33100 - Ending Fund Balance

**Objectives**

- general operations
- new project development
- employee training
- determine location and move office
- determine/implement HR changes
- complete ballot measure and BOD elections
- trailhead labs annual fee \$5,000

\$ 493,057 \$ 269,958  
 \$ (223,099) \$ (83,255)  
 \$ 269,958 \$ 186,703

Projected 2015-16 (9 month)  
 Draft Budget 2016-17  
**Moore Creek Park**

Subdivision: 8501000 - Parks-Moore Creek

	Budget				Actual YTD	YTD Total	Projected	
	Adopted Budget	Adjustments	Adjusted Budget	Encumbrances			2015-16	Draft Budget 2016-17
<b>Revenues</b>								
43910 County of Napa	\$ 127,735	\$ -	\$ 127,735	\$ -	\$ 127,735	\$ 127,735	\$ 63,854	\$ 68,225
45300 Rent - Building/Land	\$ 9,600	\$ -	\$ 9,600	\$ -	\$ 8,317	\$ 8,317	\$ 11,089	\$ 13,000
47150 Other Grants	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
47500 Donations and Contributions	\$ -	\$ -	\$ -	\$ -	\$ 388	\$ 388	\$ 517	\$ 500
<b>Total Revenues</b>	<b>\$ 137,335</b>	<b>\$ -</b>	<b>\$ 137,335</b>	<b>\$ -</b>	<b>\$ 141,440</b>	<b>\$ 141,440</b>	<b>\$ 80,460</b>	<b>\$ 81,725</b>

	Budget				Actual YTD	YTD Total	Projected	
	Adopted Budget	Adjustments	Adjusted Budget	Encumbrances			2015-16	Draft Budget 2016-17
<b>Expenses</b>								
52100 Administration Services	\$ 26,100	\$ -	\$ 26,100	\$ -	\$ 12,766	\$ 12,766	\$ 25,532	\$ 23,317
52325 Waste Disposal Services	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,473	\$ 1,473	\$ 1,964	\$ 2,000
52360 Construction Services	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
52490 Other Professional Services	\$ 24,000	\$ -	\$ 24,000	\$ 9,750	\$ 18,998	\$ 28,748	\$ 28,748	\$ 5,000
52525 Maintenance-Infrastructure/Lan	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 753	\$ 753	\$ 1,003	\$ 1,000
52705 Insurance - Premiums	\$ 950	\$ -	\$ 950	\$ -	\$ -	\$ -	\$ 950	\$ 950
52800 Communications/Telephone	\$ 925	\$ -	\$ 925	\$ -	\$ 5,301	\$ 5,301	\$ 6,000	\$ 3,000
52840 Permits/License Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52905 Business Travel/Mileage	\$ 250	\$ -	\$ 250	\$ -	\$ 82	\$ 82	\$ 250	\$ 250
53100 Office Supplies	\$ 250	\$ -	\$ 250	\$ -	\$ 12	\$ 12	\$ 250	\$ 250
53205 Utilities - Electric	\$ 1,200	\$ -	\$ 1,200	\$ -	\$ 3,368	\$ 3,368	\$ 4,491	\$ 4,500
53250 Fuel	\$ 200	\$ -	\$ 200	\$ -	\$ 22	\$ 22	\$ 100	\$ 100
53390 Maintenance Supplies	\$ 3,200	\$ -	\$ 3,200	\$ -	\$ 4,468	\$ 4,468	\$ 5,957	\$ 6,000
53600 Special Departmental Expense	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,565	\$ 3,565	\$ 4,753	\$ 5,000
54500 Taxes and Assessments	\$ 760	\$ -	\$ 760	\$ -	\$ 462	\$ 462	\$ 462	\$ 475
<b>Total Expenditures</b>	<b>\$ 137,335</b>	<b>\$ -</b>	<b>\$ 137,335</b>	<b>\$ 9,750</b>	<b>\$ 51,269</b>	<b>\$ 61,019</b>	<b>\$ 80,460</b>	<b>\$ 81,842</b>
<b>Net Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (9,750)</b>	<b>\$ 90,170</b>	<b>\$ 80,420</b>	<b>\$ (0)</b>	<b>\$ (117)</b>

33100 - Available Fund Balance	\$ 61,182	\$ 61,182
Net Surplus (Deficit)	\$ (0)	\$ (117)
33100 - Ending Fund Balance	\$ 61,182	\$ 61,065

- Objectives**
- monitor
  - maintain houses
  - maintain trails
  - continue Madrone Trail construction with volunteers
  - Construct Old Man's Beard trail
  - use permit and dogs issue
  - construct trail to peak
  - capital replacement fund (ending fund balance) not yet adjusted for new fiscal year

**Not Included**

Projected 2015-16 (9 month)  
 Draft Budget 2016-17  
**Oat Hill Mine Trail**

Subdivision: 8501001 - Parks-Oat Hill Mine Trail

	Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Projected 2015-16	Draft Budget 2016-17
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43910	County of Napa	16,500	\$ -	16,500	\$ -	16,500	4,372	13,280
<b>Total Revenues</b>		<b>\$ 16,500</b>	<b>\$ -</b>	<b>\$ 16,500</b>	<b>\$ -</b>	<b>\$ 16,500</b>	<b>\$ 4,372</b>	<b>\$ 13,280</b>

**Expenses**

52100	Administration Services	\$ 5,600	\$ -	\$ 5,600	\$ -	\$ 198	\$ 396	\$ 3,197
52360	Construction Services	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -
52490	Other Professional Services	\$ 3,500	\$ -	\$ 3,500	\$ 899	\$ 2,601	\$ 3,500	\$ 7,500
52905	Business Travel/Mileage	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 500
53100	Office Supplies	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ 100	\$ 100
53345	Construction Supplies/Material	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ 100	\$ 2,000
53350	Maintenance Supplies	\$ 100	\$ -	\$ 100	\$ -	\$ -	\$ 100	\$ 100
53600	Special Departmental Expense	\$ 300	\$ -	\$ 300	\$ -	\$ 132	\$ 176	\$ -

<b>Total Expenditures</b>	<b>\$ 16,500</b>	<b>\$ -</b>	<b>\$ 16,500</b>	<b>\$ 899</b>	<b>\$ 2,931</b>	<b>\$ 3,830</b>	<b>\$ 4,372</b>	<b>\$ 13,397</b>
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<b>Net Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (899)</b>	<b>\$ 13,569</b>	<b>\$ 12,670</b>	<b>\$ 0</b>	<b>\$ (117)</b>
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33100 - Available Fund Balance					\$ -		\$ -	\$ -
Net Surplus (Deficit)					\$ -		\$ 0	\$ (117)
33100 - Ending Fund Balance					\$ -		\$ (0)	\$ 117

- Objectives**
- monitor trail
  - continue erosion control
  - entry gate improvements
  - continue to support mercury cleanup project
  - acquire inholdings
- Not included**

Projected 2015-16 (9 month)  
 Draft Budget 2016-17  
**Napa River and Bay Trail**

Subdivision: 8501002 - Parks-Napa River and Bay Trail

	Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Projected 2015-16	Draft Budget 2016-17
43910 County of Napa	\$ 35,900	\$ -	\$ 35,900	\$ -	\$ 35,900	\$ 35,900	\$ 4,611	\$ 24,200
<b>Total Revenues</b>	<b>\$ 35,900</b>	<b>\$ -</b>	<b>\$ 35,900</b>	<b>\$ -</b>	<b>\$ 35,900</b>	<b>\$ 35,900</b>	<b>\$ 4,611</b>	<b>\$ 24,200</b>

	Expenses	Total Expenditures	Net Surplus (Deficit)
52100 Administration Services	\$ 28,000	\$ 28,000	\$ -
52360 Construction Services	\$ 5,000	\$ 5,000	\$ -
52490 Other Professional Services	\$ 2,500	\$ 2,500	\$ -
52905 Business Travel/Mileage	\$ 400	\$ 400	\$ -
53350 Maintenance Supplies	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 35,900</b>	<b>\$ 35,900</b>	<b>\$ (846)</b>
<b>Net Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (846)</b>

33100 - Available Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33100 - Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Objectives**

maintain existing trail in Am Can and under Butler Bridge  
 obtain grant and install new interpretive signage for NRBT on salt plant site levee  
 monitor Napa Pipe, other gap closure projects  
 improve map and signage

Projected 2015-16 (9 month)  
 Draft Budget 2016-17  
**Camp Berryessa**

Subdivision : 8501003 - Parks-Camp Berryessa

	Budget				Actual YTD	YTD Total	Projected 2015-16	Draft Budget 2016-17
	Adopted Budget	Adjustments	Adjusted Budget	Encumbrances				
<b>Revenues</b>								
43410 State-Coastal Conservancy	\$ 443,638	\$ -	\$ 443,638	\$ -	\$ 952,671	\$ 952,671	\$ 952,671	\$ -
43910 County of Napa	500,000	-	500,000	-	500,000	500,000	453,277	74,900
45500 Concessions							\$	30,000
<b>Total Revenues</b>	<b>943,638</b>	<b>-</b>	<b>943,638</b>	<b>-</b>	<b>1,452,671</b>	<b>1,452,671</b>	<b>1,405,948</b>	<b>104,900</b>

	Expenses				Actual YTD	YTD Total	Projected 2015-16	Draft Budget 2016-17
	Adopted Budget	Adjustments	Adjusted Budget	Encumbrances				
52100 Administration Services	100,000	-	100,000	-	34,108	34,108	68,216	23,957
52325 Waste Disposal Services	-	-	-	-	36	36	100	1,200
52360 Construction Services	781,000	-	781,000	1	1,237,820	1,237,820	1,237,820	5,000
52490 Other Professional Services	125,000	-	125,000	10,467	17,033	27,499	30,999	11,500
52525 Maintenance-Infrastructure/lan	-	-	-	-	635	635	635	-
52840 Permits/License Fees	-	-	-	-	695	695	695	-
52905 Business Travel/Mileage	2,000	-	2,000	-	154	154	300	500
53100 Office Supplies	500	-	500	-	-	-	500	500
53205 Utilities - Electric	-	-	-	-	206	206	400	1,200
53345 Construction Supplies/Material	-	-	-	-	737	737	737	50,000
53350 Maintenance Supplies	10,000	-	10,000	-	1,354	1,354	1,854	2,000
53600 Special Departmental Expense	300,000	-	300,000	-	18,599	18,599	113,692	25,000
<b>Total Expenditures</b>	<b>1,318,500</b>	<b>-</b>	<b>1,318,500</b>	<b>10,467</b>	<b>1,311,376</b>	<b>1,321,843</b>	<b>1,455,948</b>	<b>120,857</b>
<b>Net Surplus (Deficit)</b>	<b>(374,862)</b>	<b>-</b>	<b>(374,862)</b>	<b>(10,467)</b>	<b>141,295</b>	<b>130,828</b>	<b>(50,000)</b>	<b>(15,957)</b>

33100 - Available Fund Balance  
 Net Surplus (Deficit)  
 33100 - Ending Fund Balance

50,000  
 (50,000)  
 0  
 (15,957)  
 (15,957)

**Objectives**  
 Not Included

oversee CB usage  
 implement landscape plan  
 acquire equipment  
 revenues from groups other than Trackers Earth

Projected 2015-16 (9 month)  
 Draft Budget 2016-17  
**Berryessa Vista**

Subdivision: 8501004 - Parks-Berryessa Vista

	Adopted	Budget	Adjusted	Encumbrances	Actual YTD	YTD Total	Projected	Draft Budget
	Budget	Adjustments	Budget				2015-16	2016-17
43910 County of Napa	\$ 7,700	\$ -	\$ 7,700	\$ -	\$ 7,700	\$ 7,700	\$ 2,050	\$ 17,800
<b>Total Revenues</b>	<b>\$ 7,700</b>	<b>\$ -</b>	<b>\$ 7,700</b>	<b>\$ -</b>	<b>\$ 7,700</b>	<b>\$ 7,700</b>	<b>\$ 2,050</b>	<b>\$ 17,800</b>

<b>Expenses</b>								
52100 Administration Services	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 99	\$ 99	\$ 500	\$ 9,717
52490 Other Professional Services	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ 1,000	\$ 5,000
52905 Business Travel/Mileage	\$ 200	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ 50	\$ 200
53345 Construction Supplies/Material	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 500	\$ 3,000
<b>Total Expenditures</b>	<b>\$ 7,700</b>	<b>\$ -</b>	<b>\$ 7,700</b>	<b>\$ 2,500</b>	<b>\$ 99</b>	<b>\$ 2,599</b>	<b>\$ 2,050</b>	<b>\$ 17,917</b>

<b>Net Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,500)</b>	<b>\$ 7,601</b>	<b>\$ 5,101</b>	<b>\$ -</b>	<b>\$ (117)</b>
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33100 - Available Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (117)
33100 - Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117

- Objectives**
- monitor property
  - improve signage from lake
  - seek overland access route; Capell Valley School investigation
  - control unauthorized motor vehicle use
  - acquire donut hole from land trust
- Not included**

Projected 2015-16 (9 month)  
 Draft Budget 2016-17  
**Napa River Ecological Reserve**

Subdivision: 8501005 - Parks-Napa River Ecological Rs

	Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Projected 2015-16	Draft Budget 2016-17
43910 County of Napa	\$ 30,250	\$ -	\$ 30,250	\$ -	\$ 30,250	\$ 30,250	\$ 20,599	\$ 16,100
<b>Total Revenues</b>	<b>\$ 30,250</b>	<b>\$ -</b>	<b>\$ 30,250</b>	<b>\$ -</b>	<b>\$ 30,250</b>	<b>\$ 30,250</b>	<b>\$ 20,599</b>	<b>\$ 16,100</b>

**Expenses**

52100 Administration Services	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ 297	\$ 297	\$ 594	\$ 1,717
52325 Waste Disposal Services	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,912	\$ 1,912	\$ 2,549	\$ 2,600
52340 Landscaping Services	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500
52490 Other Professional Services	\$ 15,000	\$ -	\$ 15,000	\$ 5,439	\$ 10,061	\$ 15,500	\$ 15,500	\$ 10,000
52905 Business Travel/Mileage	\$ 100	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 50	\$ 100
53350 Maintenance Supplies	\$ 150	\$ -	\$ 150	\$ -	\$ -	\$ -	\$ 350	\$ 300
53600 Special Departmental Expense	\$ -	\$ -	\$ -	\$ -	\$ 56	\$ 56	\$ 56	\$ -

<b>Total Expenditures</b>	<b>\$ 30,250</b>	<b>\$ -</b>	<b>\$ 30,250</b>	<b>\$ 5,439</b>	<b>\$ 12,325</b>	<b>\$ 17,764</b>	<b>\$ 20,599</b>	<b>\$ 16,217</b>
<b>Net Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (5,439)</b>	<b>\$ 17,925</b>	<b>\$ 12,486</b>	<b>\$ 0</b>	<b>\$ (117)</b>

33100 - Available Fund Balance	\$	\$	\$	\$	\$	\$	\$ -	\$ -
Net Surplus (Deficit)	\$	\$	\$	\$	\$	\$	\$ 0	\$ (117)
33100 - Ending Fund Balance	\$	\$	\$	\$	\$	\$	\$ (0)	\$ 117

**Objectives**

- continue portable toilet, Options 3 contracts
- continue to control invasives in entry meadow
- continue to support school field trips to reserve
- funding for student transportation
- funding for docents/experts for field trips

**Not included**



Projected 2015-16 (9 month)  
 Draft Budget 2016-17  
**Vine Trail**

Subdivision : 8501006 - Parks-Vine Trail

	Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Projected 2015-16	Draft Budget 2016-17
<b>Revenues</b>								
43910 County of Napa	\$ 4,060	\$ -	\$ 4,060	\$ -	\$ 4,060	\$ 4,060	\$ 3,188	\$ 4,000
<b>Total Revenues</b>	<b>\$ 4,060</b>	<b>\$ -</b>	<b>\$ 4,060</b>	<b>\$ -</b>	<b>\$ 4,060</b>	<b>\$ 4,060</b>	<b>\$ 3,188</b>	<b>\$ 4,000</b>
<b>Expenses</b>								
52100 Administration Services	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ 1,564	\$ 1,564	\$ 3,128	\$ 4,760
52905 Business Travel/Mileage	\$ 60	\$ -	\$ 60	\$ -	\$ -	\$ -	\$ 60	\$ -
<b>Total Expenditures</b>	<b>\$ 4,060</b>	<b>\$ -</b>	<b>\$ 4,060</b>	<b>\$ -</b>	<b>\$ 1,564</b>	<b>\$ 1,564</b>	<b>\$ 3,188</b>	<b>\$ 4,760</b>
<b>Net Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,496</b>	<b>\$ 2,496</b>	<b>\$ -</b>	<b>\$ (760)</b>

33100 - Available Fund Balance \$ -  
 Net Surplus (Deficit) \$ (760)  
 33100 - Ending Fund Balance \$ (760)

**Objectives**  
 coordinate VT/NRBT alignment between Am Can and Soscol Ferry Rd  
 support VT alignment affecting State Park  
 participate in VT maintenance resolution

Projected 2015-16 (9 month)  
 Draft Budget 2016-17  
**Putah Creek**

Subdivision: 8501007 - Parks-Putah Creek

	Adopted Budget		Budget Adjustments		Adjusted Budget		Encumbrances		Actual YTD		YTD Total		Projected 2015-16		Draft Budget 2016-17	
	Budget															
<b>Revenues</b>																
43910 County of Napa	\$ 38,450	\$ -	\$ -	\$ -	\$ 38,450	\$ -	\$ -	\$ -	\$ 38,450	\$ -	\$ 38,450	\$ -	\$ 6,720	\$ -	\$ 24,960	
<b>Total Revenues</b>	<b>\$ 38,450</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 38,450</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 38,450</b>	<b>\$ -</b>	<b>\$ 38,450</b>	<b>\$ -</b>	<b>\$ 6,720</b>	<b>\$ -</b>	<b>\$ 24,960</b>	

	Adopted Budget		Budget Adjustments		Adjusted Budget		Encumbrances		Actual YTD		YTD Total		Projected 2015-16		Draft Budget 2016-17	
	Budget															
<b>Expenses</b>																
52100 Administration Services	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 180	\$ -	\$ 180	\$ -	\$ 360	\$ -	\$ 11,717	
52360 Construction Services	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
52490 Other Professional Services	\$ 12,500	\$ -	\$ -	\$ -	\$ 12,500	\$ -	\$ 7,372	\$ -	\$ 4,479	\$ -	\$ 11,851	\$ -	\$ 6,000	\$ -	\$ 7,500	
52840 Permits/License Fees	\$ 350	\$ -	\$ -	\$ -	\$ 350	\$ -	\$ -	\$ -	\$ 151	\$ -	\$ 151	\$ -	\$ 160	\$ -	\$ 160	
52905 Business Travel/Mileage	\$ 500	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ 500	
53350 Maintenance Supplies	\$ 100	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ 100	
54500 Taxes and Assessments															\$ 100	

<b>Total Expenditures</b>	<b>\$ 38,450</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 38,450</b>	<b>\$ -</b>	<b>\$ 7,372</b>	<b>\$ -</b>	<b>\$ 4,810</b>	<b>\$ -</b>	<b>\$ 12,182</b>	<b>\$ -</b>	<b>\$ 6,720</b>	<b>\$ -</b>	<b>\$ 30,077</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (7,372)</b>	<b>\$ -</b>	<b>\$ 33,640</b>	<b>\$ -</b>	<b>\$ 26,268</b>	<b>\$ -</b>	<b>\$ (5,117)</b>				

33100 - Available Fund Balance	\$ 5,000	\$ 5,000
Net Surplus (Deficit)	\$ -	\$ (5,117)
33100 - Ending Fund Balance	\$ 5,000	\$ (117)

**Objectives**      complete R&PP transfer from BLM  
 work on access issue for Spanish Valley  
 install gate/fence between campground and Crystal Flats

Projected 2015-16 (9 month)  
Draft Budget 2016-17  
**State Parks**

Subdivision: 8501008 - Parks-State Parks

	Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Estimated Annual 2015-16	Draft Budget 2016-17
<b>Revenues</b>								
45100 Interest	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 2,866	\$ 2,866	\$ 3,821	\$ 3,000
45300 Rent - Building/Land	\$ 16,800	\$ -	\$ 16,800	\$ -	\$ 12,753	\$ 12,753	\$ 17,004	\$ 18,000
45500 Concessions	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ 506,879	\$ 506,879	\$ 506,878	\$ 530,000
47500 Donations and Contributions	\$ -	\$ -	\$ -	\$ -	\$ 1,855	\$ 1,855	\$ 11,855	\$ 15,000
<b>Total Revenues</b>	<b>\$ 517,800</b>	<b>\$ -</b>	<b>\$ 517,800</b>	<b>\$ -</b>	<b>\$ 524,353</b>	<b>\$ 524,353</b>	<b>\$ 539,558</b>	<b>\$ 566,000</b>

	Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Estimated Annual 2015-16	Draft Budget 2016-17
<b>Expenses</b>								
52100 Administration Services	\$ 181,000	\$ -	\$ 181,000	\$ -	\$ 120,747	\$ 120,747	\$ 240,000	\$ 274,535
52325 Waste Disposal Services	\$ 16,300	\$ -	\$ 16,300	\$ -	\$ 11,465	\$ 11,465	\$ 15,287	\$ 15,000
52360 Construction Services	\$ 350,000	\$ -	\$ 350,000	\$ 40,751	\$ 50,404	\$ 91,155	\$ 121,540	\$ 115,000
52490 Other Professional Services	\$ 123,500	\$ (465)	\$ 123,035	\$ 26,999	\$ 23,325	\$ 50,324	\$ 67,099	\$ 177,640
52520 Maintenance-Vehicles	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 3,693	\$ 3,693	\$ 4,924	\$ 5,000
52525 Maintenance-Infrastructure/Lan	\$ 11,000	\$ -	\$ 11,000	\$ -	\$ 8,238	\$ 8,238	\$ 10,984	\$ 11,000
52705 Insurance - Premiums	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500
52800 Communications/Telephone	\$ 7,000	\$ -	\$ 7,000	\$ -	\$ 5,402	\$ 5,402	\$ 7,203	\$ 7,200
52825 Bank Charges	\$ 1,700	\$ -	\$ 1,700	\$ -	\$ 1,115	\$ 1,115	\$ 1,487	\$ 1,500
52840 Permits/License Fees	\$ -	\$ -	\$ -	\$ -	\$ 25	\$ 25	\$ 5,000	\$ 5,000
52900 Training/Conference Expenses	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 500	\$ 500
52905 Business Travel/Mileage	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 2,104	\$ 2,104	\$ 2,805	\$ 3,000
53100 Office Supplies	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ 1,693	\$ 1,693	\$ 2,258	\$ 2,500
53205 Utilities - Electric	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 11,004	\$ 11,004	\$ 14,673	\$ 15,000
53210 Utilities - Propane	\$ 500	\$ -	\$ 500	\$ -	\$ 439	\$ 439	\$ 586	\$ 600
53250 Fuel	\$ 700	\$ -	\$ 700	\$ -	\$ 70	\$ 70	\$ 93	\$ 100
53300 Janitorial Supplies	\$ 7,000	\$ -	\$ 7,000	\$ -	\$ 3,013	\$ 3,013	\$ 4,017	\$ 4,000
53345 Construction Supplies/Material	\$ 166,700	\$ -	\$ 166,700	\$ -	\$ 60,787	\$ 60,787	\$ 81,049	\$ 80,000
53350 Maintenance Supplies	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 8,878	\$ 8,878	\$ 11,837	\$ 12,000
53400 Minor Equipment/Small Tools	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ 10,977	\$ 10,977	\$ 14,637	\$ 10,000
53600 Special Departmental Expense	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 9,633	\$ 9,633	\$ 12,843	\$ 10,000
54500 Taxes and Assessments	\$ 460	\$ 465	\$ 925	\$ -	\$ 463	\$ 463	\$ 463	\$ 475
<b>Total Expenditures</b>	<b>\$ 928,360</b>	<b>\$ -</b>	<b>\$ 928,360</b>	<b>\$ 67,750</b>	<b>\$ 333,477</b>	<b>\$ 401,226</b>	<b>\$ 620,785</b>	<b>\$ 751,550</b>
<b>Net Surplus (Deficit)</b>	<b>\$ (410,560)</b>	<b>\$ -</b>	<b>\$ (410,560)</b>	<b>\$ (67,750)</b>	<b>\$ 190,876</b>	<b>\$ 123,126</b>	<b>\$ (81,226)</b>	<b>\$ (185,550)</b>

33100 - Available Fund Balance \$ 770,163 \$ 688,936  
 Net Surplus (Deficit) \$ (81,226) \$ (185,550)  
 33100 - Ending Fund Balance \$ 688,936 \$ 503,386

<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>obtain new operating agreement</li> <li>ongoing maintenance and operations</li> <li>complete restoration of remaining 2 cabins</li> <li>complete repair of 2 rental units for employees</li> <li>repairs to Pallsades Trail; signage and security camera</li> </ul>	<p>get caretaker for Banditini House</p> <ul style="list-style-type: none"> <li>investigate portable toilet for RLS Hwy 29 staging area</li> <li>expand summer camp 2016/preparations for 2017</li> <li>Prepare and obtain PEF for RV hookups</li> <li>Pallsades Trail repairs</li> </ul>
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Projected 2015-16 (9 month)  
Draft Budget 2016-17  
**Suscol Headwaters**

Subdivision: 8501009 - Parks-Suscol Headwaters Pres

	Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Projected Budget 2015-16	Draft Budget 2016-17
<b>Revenues</b>								
43910 County of Napa		\$ -		\$ -			\$ -	\$ 62,400
47500 Donations and Contributions	\$ -	1,107,000	\$ 1,107,000	\$ -	1,107,000	\$ 1,107,000	\$ 1,107,000	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>1,107,000</b>	<b>\$ 1,107,000</b>	<b>\$ -</b>	<b>1,107,000</b>	<b>\$ 1,107,000</b>	<b>\$ 1,107,000</b>	<b>\$ 62,400</b>

	Expenses	Actual YTD	YTD Total	Projected Budget 2015-16	Draft Budget 2016-17
52100 Administration Services	\$ -	\$ -	\$ -	\$ -	\$ 42,117
52360 Construction Services	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -
52490 Other Professional Services	\$ -	\$ 107,000	\$ 107,000	\$ 18,640	\$ 20,000
52840 Permits/license Fees	\$ -	\$ -	\$ -	\$ -	\$ -
52905 Business Travel/Mileage	\$ -	\$ -	\$ -	\$ -	\$ 300
54500 Taxes and Assessments	\$ -	\$ 900,000	\$ 900,000	\$ 900,000	\$ 100
55100 Land	\$ -	\$ 900,000	\$ 900,000	\$ 900,000	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>	<b>1,107,000</b>	<b>\$ 1,107,000</b>	<b>918,640</b>	<b>\$ 943,140</b>
<b>Net Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>188,360</b>	<b>\$ 163,860</b>

33100 - Available Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 163,860
Net Surplus (Deficit)								\$ (117)
33100 - Ending Fund Balance							\$ 163,860	\$ 163,743

**Objectives**  
fundraise for phase II acquisition  
complete Tuteur easement revision and transfer  
monitoring  
easement from Napa San  
environmental studies  
use permit application  
Phase II acquisition  
Construction

**Not Included**

Projected 2015-16 (9 month)  
 Draft Budget 2016-17  
**Amy's Grove**

Subdivision: 8501010 - Parks-Amy's Grove

	Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Projected 2015-16	Draft Budget 2016-17
<b>Revenues</b>								
43910		County of Napa						\$ 35,800
47500		Donations and Contributions						-
		<b>Total Revenues</b>						<b>\$ 35,800</b>

<b>Expenses</b>								
52100		Administration Services						\$ 23,000
52360		Construction Services						-
52490		Other Professional Services						\$ 15,000
52840		Permits/License Fees						\$ 5,000
52905		Business Travel/Mileage						\$ 300
54500		Taxes and Assessments						\$ 100
55100		Land						-

<b>Total Expenditures</b>								<b>\$ 43,400</b>
<b>Net Surplus (Deficit)</b>								<b>\$ (7,600)</b>

33100 - Available Fund Balance								\$ -
Net Surplus (Deficit)								\$ (7,600)
33100 - Ending Fund Balance								\$ (7,600)

**Objectives**  
 monitoring  
 community outreach  
 environmental studies and Use Permit application  
 The Cove site investigation

Projected 2015-16 (9 month)  
 Draft Budget 2016-17  
**Cedar Roughs/Smittle Creek**

Subdivision: 8501011 - Parks-Cedar Roughs

	Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Projected 16	2015- Draft Budget 2016-17
<b>Revenues</b>								
43910								\$ 31,100
	County of Napa							
47500								\$ -
	Donations and Contributions							
	<b>Total Revenues</b>							
	<b>\$ 31,100</b>							

<b>Expenses</b>								
52100								\$ 7,800
	Administration Services							
52360								\$ -
	Construction Services							
52490								\$ 15,000
	Other Professional Services							
52840								\$ 100
	Permits/License Fees							
52905								\$ 500
	Business Travel/Mileage							
54500								\$ 100
	Taxes and Assessments							
55100								\$ -
	Land							
	<b>Total Expenditures</b>							
	<b>\$ 23,500</b>							
	<b>Net Surplus (Deficit)</b>							
	<b>\$ 7,600</b>							

33100 - Available Fund Balance	\$ -
Net Surplus (Deficit)	\$ 7,600
33100 - Ending Fund Balance	\$ 7,600

**Objectives:**  
 monitoring  
 removal of debris  
 environmental studies and Use Permit application

## SUPPORT – AB 2444 Park Bond (Garcia)



May 2, 2016

The Honorable Lorena Gonzalez, Chair  
 Assembly Appropriations Committee  
 State Capitol Building  
 Sacramento, CA 95814

### RE: **AB 2444 (Garcia) – SUPPORT: California Water, Climate, and Coastal Protection and Outdoor Access For All Act of 2016**

Dear Assembly Member Gonzalez:

It has been fourteen years since the passage of a “true park bond.” Proposition 84 (2006) contained elements such as the Statewide Park Program (AB 31) and funding for state parks. In contrast to Proposition 84, both Propositions 12 and 40 called for significant investments in park infrastructure at the local level. Our agencies, comprised of state, regional, local parks, resource and open-space professions, emphatically and respectfully encourage you and your committee colleagues to endorse this measure which establishes a framework and directs \$2.985 Billion to infuse much needed financial resources into all neighborhood, regional, and state parks.

As California recovers from the recession, there is an urgent need to fix, repair, and maintain the infrastructure state and local agencies currently operate. Nowhere is that more profound than in park and recreation departments across California which are experiencing daunting backlogs of major maintenance projects that add up to billions of dollars. The state park system has a \$1 billion backlog need to address capital and deferred maintenance. Additionally, a recent California Park & Recreation Society (CPRS) survey estimates that the unfunded need for local and regional parks tops out at over \$5 Billion over the next several years. Thus, In order to reconcile infrastructure need, create greater public access through trails and innovative transportation, strategically protect open-space and California critical resource lands and balance this need with the demand for new park space in underserved urban areas, the undersigned consider this bill reflective of a capable effort to merge programs of the past with an eye toward programs moving forward that adapt to the changing demographics, needs and use patterns of all Californians. In particular, this coalition draws particular attention to the below programs identified in this bill to address key outcomes:

1. Per Capita Program
  - Both Propositions 12 and 40 contained nearly \$600 Million in discretionary funds to local agencies (Per Capita and Roberti-Z' Berg-Harris grants).
  - Recent polling suggests that fair and equitable distributions statewide are strongly supported by registered voters.
  - Allows for statewide equitable distributions since it is based on population and permits agencies to address individual needs (new parks, expansion, rehabilitation, acquisition).
  - Language prioritizes recipient agencies expending proceeds on park deficiencies.
2. Statewide Park Program: Park Poor Communities (AB 31)
  - Program encourages the creation of new parks in disadvantaged communities statewide with particular emphasis on urban areas.
  - There is a general correlation between high rates of childhood obesity/diabetes and inadequate recreational facilities and green space which this program seeks to address.
  - Locating parks near population clusters reduces "Vehicle Miles Traveled" (VMTs) and the state's reliance on auto related transport thus reducing greenhouse gas emissions.
  - During its two grant cycle rounds, program funding demand exceeded the availability of funds nine fold.
  - Further work is needed on program to expand competitiveness of projects.
3. County and Regional Park and Open Space District and Authorities Program
  - There was reference to this program in previous iterations of park bond vehicles (SB 783 and SB 1086).
  - This would serve as a compliment to aforementioned AB 31. Of the \$362 Million available for competitive grants through this program, less than \$8 Million was awarded to county and regional park entities.
4. Expanding Access: Trails and Innovative Transportation Program
  - Trail use is the number one form of outdoor recreation in the state. Accounting for billions of dollars in economic activity in California.



- Funding for the Recreation Trails Program (RTP) has been severely curtailed over the years by virtue of reductions in federal awards and the reversion of RTP funds to the Active Transportation Program (ATP).
  - It is estimated that only \$5 Million is available annually through competitive grants for trail improvements in the state.
  - Parks Forward report identifies deficiencies in transit and transportation opportunities as a barrier to nature and outdoor experiences among challenge youth and families.
5. Strategic Investments in enhancing landscapes, natural resources and waterways while promoting public access.

California's River Parkway is oversubscribed nearly 5-1. Investments in settings such as the LA River will promote diverse public use of a linear greenway to reconnect the major tributary within the LA Basin to its 10+ million residents.

The State Coastal Conservancy and its Bay Area Program has a long history of working with local and regional agencies on multi-benefit projects in and around the Bay Area to enhance bay and shoreline properties while promoting public access to the 9+ million residents within the larger Bay Area region.

The Sierra Nevada Conservancy maintains jurisdiction on lands attributable to 65% of the state's developed water and works cooperatively with local and regional agencies in awarding grants to promote the co-benefits of watershed areas to include recreation and forest health. Rural funding identified in this bill will go a long way to complement the programs already underway at the SNC.

**In closing, AB 2444 provides a tremendous return on investment (ROI) for California as the outdoor recreation industry represents an \$87 billion economic driver in the state and underwrites more than 700,000 jobs.** In our collective opinion, California needs to refuel this economic engine to protect and enhance the investments to parks and natural land infrastructure made in this state. Hence, we respectfully request your favorable consideration of this legislation.

For more information, please contact Doug Houston at (916) 447-9884.

Sincerely,



Stephanie Stephens  
Executive Director, California Park & Recreation Society (CPRS)



Robert E. Doyle  
General Manager, East Bay Regional Park District



Rick Sloan  
President, California Association of Recreation and Park Districts (CARPD)



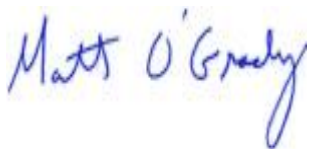
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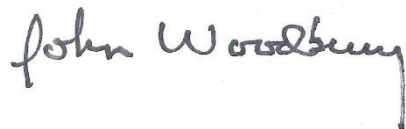
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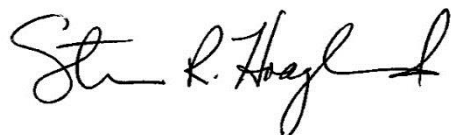
Andrea Mackenzie  
General Manager, Santa Clara Valley Open Space Authority



John Woodbury  
General Manager, Napa County Regional Park and Open Space District



Laura R. Cohen, J.D.  
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Steve Hoagland  
President, California Association of Park & Recreation Commissioners & Board Members



Mark Stanley  
Executive Director, Watershed Conservation Authority



Bob Coomber  
Board Chair, Livermore Area Recreation and Park District

Cc: The Honorable Members of the Assembly Appropriations Committee and Consultant  
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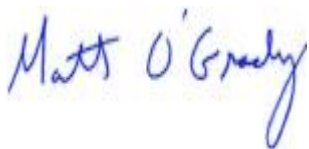
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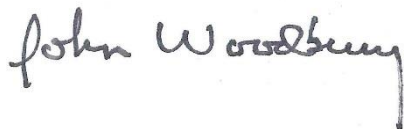
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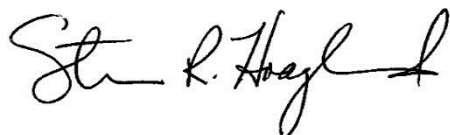
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Steve Goodman  
Board Chair, Livermore Area Recreation and Park District

Cc: The Honorable Members of the Assembly Appropriations Committee and Consultant  
Assembly Member Eduardo Garcia





## STAFF REPORT

*By:* Chris Cahill  
*Date:* May 9, 2016  
*Item:* 4.f  
*Subject:* Consideration and potential approval of Amendment № 1 to Agreement 15-14, authorizing additional website and mobile app development work by Trailhead Labs and increasing total allowable compensation \$3,300 to \$33,300 for Fiscal Year 15-16 and \$6,000 per annum thereafter.

### RECOMMENDATION

- 1.) Find that the proposed amendment is not a project under CEQA.
- 2.) Approve Amendment № 1 to Agreement № 15-14.

### ENVIRONMENTAL DETERMINATION

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

### BACKGROUND

As the Board likely remembers, in mid-2015 the District contracted with Trailhead Labs of Oakland to completely redesign and rebuild the District's website as well as developing a trail and open space mapping application that became the heart of that new website. That project was delivered on time and on budget and staff has been pleased with the product and very pleased with the diligence and technical savvy of our contractors at Trailhead Labs.

At the April Board meeting, President Turjanis asked if we had seen an uptick in visits to our website after the recent postcard mailing. In following up with Trailhead in hopes of answering the question we discovered that the sort of website analytics which would allow us to track visits to the site and visitor demographics (to the extent they're knowable) would require additional coding. That opened up a larger discussion about other improvements we could make "under the hood" of the website to improve and inform our management of it going forward.

After a bit of negotiation back and forth we settled on a proposal for additional services which includes the following (the full proposal is attached):

- **Website Visitor Traffic Monitoring:** Set up Google Analytics for tracking traffic on the website and provide staff with training on how to monitor and use it.

- **Search Engine Optimization:** Research and implement features into the website that will improve search performance on Google and other search engines, with the goal of driving more traffic to the site.
- **New and Better Filtering for the Online Mapper:** Add feature filters which allow potential visitors to filter parks, trails, campgrounds and other facilities on our online map by key user group attributes, such as “dog-friendly,” “stroller friendly,” “ADA accesible,” “swimming,” “hunting,” “fishing,” and the like.
- **Trailia Mobile App:** Trailhead Labs would work with District staff and partners to identify and publish 5 curated outings in Napa County into the Trailia mobile application. Trailia is a native smartphone application that allows vistors to plan trips, see Google streetview-type trail imagery, download trail information for offline and/or backcountry use, and use the GPS built into their smartphones for realtime navigation including geo-referenced PDF park maps.\*

*\*Trailia is available for free download on the Apple app store and wherever it is that people with Android devices get their apps. It's definitely worth downloading and playing with a bit before the May Board meeting so that you can get an understanding of what it offers.*

Adding the above scope of work to our Contract with Trailhead Labs would cost an additional \$3,300 this fiscal year and would increase ongoing annual subscription costs by \$1,000 (bringing them to \$6,000 total). As noted above, Staff has been pleased with the work of Trailhead Labs to-date and we believe that the requested improvements would add real value to our website and improve the experience of our park and open space users. We recommend that the Board approve the requested contract amendment.

## Napa County Regional Park and Open Space District

### Website Redesign and OuterSpatial Subscription - Phase 2

#### Background

From September 2015 through March 2016, Trailhead Labs worked closely with the Napa County Regional Park and Open Space District (District) staff to redesign the NapaOutdoors.org website along with a new county wide interactive recreation map.

During this project, the team identified opportunities to improve the website and map, but were outside the scope of phase 1 of the project. Those items, which were 'bike racked' during phase 1, were discussed with staff in April. At the staff's request the tasks and associated costs are outlined below.

#### Website Improvements

Trailhead Labs discussed the following recommended website improvements and features with District staff and partners in April.

##### 1. Website visitor traffic

The District would like to set up Google Analytics for tracking their new site in order monitor traffic over time. This can include monitoring various aspects of traffic including:

- How many sessions per month (and/or day, week, year)
- Where people are visiting their site from
- What browsers folks are using to visit their site
- Mobile vs. Desktop visitors

Site visit analytics can get very technical and a lot can be analyzed, but for this phase Trailhead Labs recommends just setting up the basic site tracking and then adding in deeper analytic tracking if desired in another phase.

Tasks - Set up Google Analytics account for tracking traffic on the site and provide initial training on how to use it and monitor site traffic metrics.

Estimated Time = 10 hours

##### 2. Search Engine Optimization (SEO)

Currently NapaOutdoors.org is not currently optimized for search engines such as Google. As an example, if someone searches for 'hiking in Napa', the NapaOutdoors.org site does not show up on the first page.

Please do not to share this proposal outside of Napa County internal staff.

Task - Research and implement features into the website that will improve search performance on Google and other search engines which will potentially drive more traffic to the site.

Estimated Time = 12 hours

The following updates are of interest to the County, but prefer to hold off on implementing this in this phase. These will be considered for a future phase, **AND ARE NOT A PART OF THIS PROPOSAL:**

### 3. Integrate photo carousel into photo galleries

Currently when a user clicks on a photo in a gallery on the site, the image loads up in full screen. Also, the page doesn't look good with more than three photos in a gallery. Trailhead Labs proposes to include a new photo gallery in which the user will click on a photo and it will open in a box on the same page and allow the user to click through a series of photos.

Task - Update the photo gallery on all relevant pages.

Estimated Time = 6 hours

### 4. Performance

Trailhead Labs has done some initial site optimization to increase load time and performance on mobile and desktop. That initial work focused on the large images on the home page. The rest of the site could be optimized to make it load quicker with some additional focus on downsizing images and optimizing the code base for performance.

Task - Optimize the site to have all pages load quicker on both desktop and mobile.

Estimated Time - 8 hours

## Interactive Map Improvements

The following enhancements and

### 1. Park filters

Based on user feedback, the District would like to add Park Filters to enable visitors to filter parks by certain attributes such as dog-friendly, accessibility, swimming, fishing, hunting, primitive camping and boating.

Please do not to share this proposal outside of Napa County internal staff.

Task - Integrate new park attributes and filtering into interactive map

## 2. Additional trail filters

The District would like to add a 'Dogs Allowed' attribute for trails and then enable users the ability to filter trails by the attribute.

Task - Integrate new 'Dogs Allowed' trail feature and enable filtering

## 3. Filter across features

Instead of having filters for each feature type (trails, trailheads, campgrounds, etc), Trailhead Labs can research an option of integrating a cross feature filter option. This would allow the user to do one filter and get results for all features that contain that attribute.

Task - Research and if desired implement cross feature filter

The following updates to the District interactive map are of interest to the District. Trailhead Labs will work to incorporate these during this phase of the update, but are not under contract to implement these at this point, **AND ARE NOT A PART OF THIS PROPOSAL**

## 4. Embed interactive maps into park/trail pages on site

The current site has featured park and trail pages with photos, copy and other content specific to certain parks or trails. Having an interactive map of the specific park or trail on the featured pages would enhance the visitors' experience on the site.

Task - Embed interactive maps into featured park and trail pages

## 5. Trail Elevation Profiles

The District would like to the interactive map to display trail elevation profiles for named trails in the interactive map.

Task - Integrate elevation profiles for trail into interactive map and potentially embeddable maps on the NapaOutdoors.org site.

## Trailia Mobile App

Building off of nearly 20 years working with outdoor focused public agencies, non-profits and recreation organizations, Trailhead Labs has created and offers an

Please do not to share this proposal outside of Napa County internal staff.

## OuterSpatial

innovative, modern and beautiful native iOS and Android Trail app called *Trailia*, which public agencies can publish to or it can be customized and branded for agencies and non-profits. The app is built using the latest mapping and native app technology and is constantly being updated to include new features and functionality.

Here are a few of the core recreation focused features that *Trailia* offers:

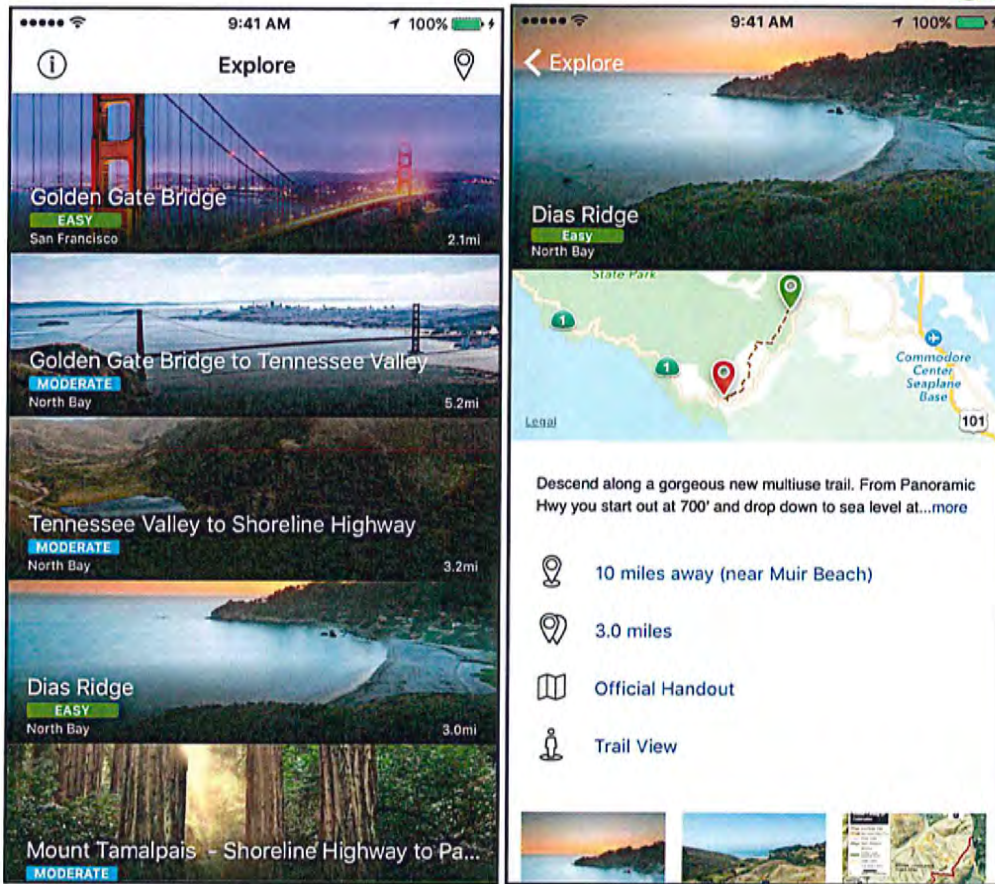
- Curated trips that include hikes, rides, and other outdoor adventures
- Detailed trip information for easy planning
- Transit, biking, walking and driving directions to trailheads
- Interactive overview map of the entire trail system
- Road, satellite, topographical and 3-D maps
- GPS navigation along the trail
- Google Street View panoramic imagery integration (where available)
- Offline maps for easy navigation in the field
- Geo-referenced PDF maps

Using the OuterSpatial platform, the District can publish their recommended outings into the *Trailia* app and provide another way for locals and visitors to find out about, plan and explore trails in Napa County.

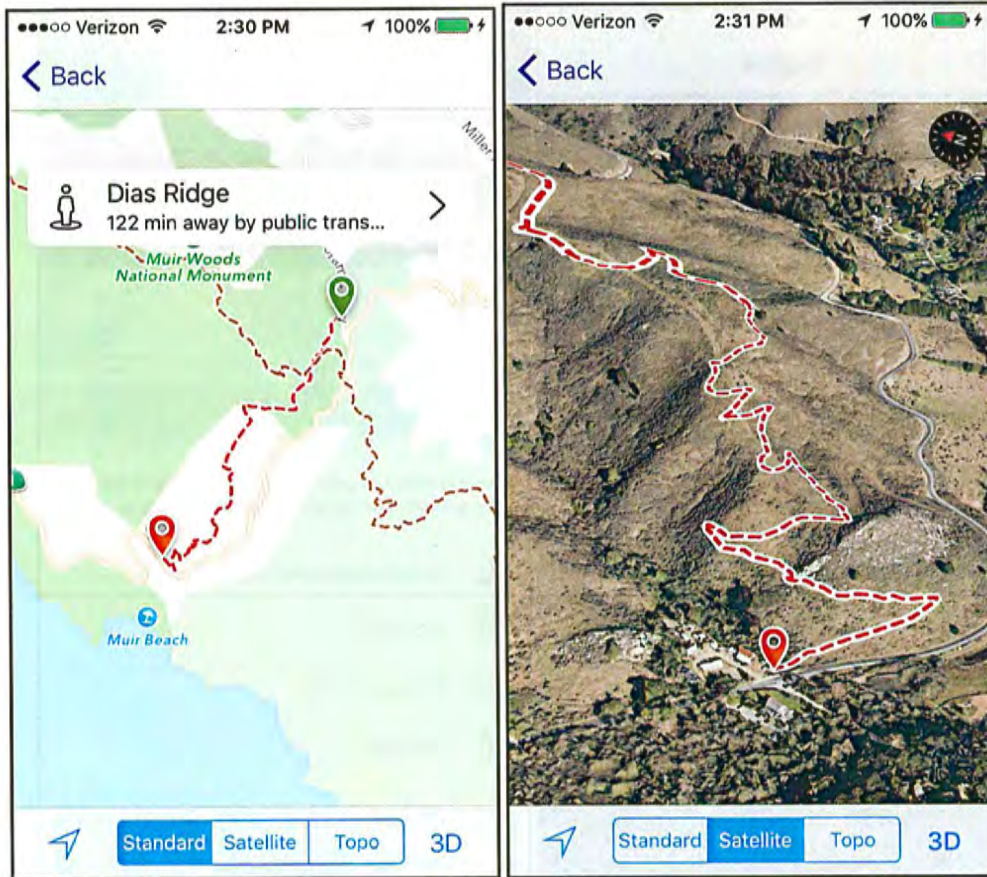
Task - Trailhead Labs will work with District staff to map out and publish recommended outings to display on the *Trailia* App.

Below are some screenshots of *Trailia*:

Please do not to share this proposal outside of Napa County internal staff.

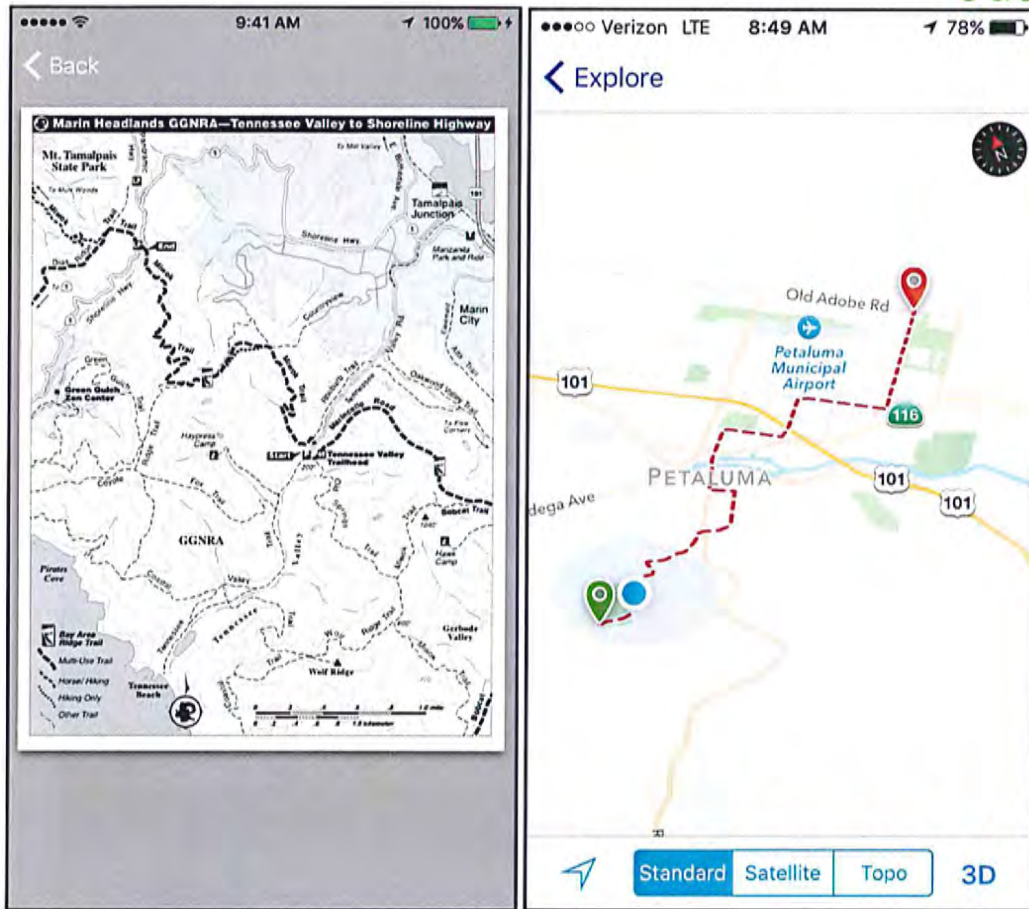


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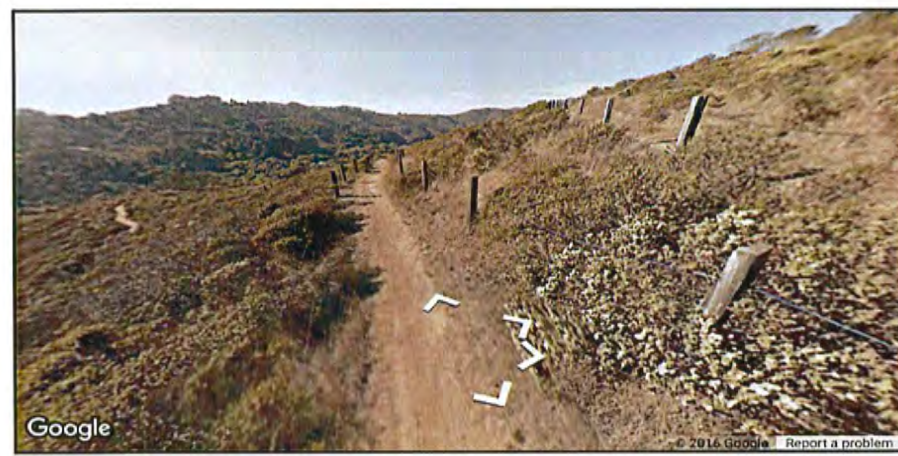
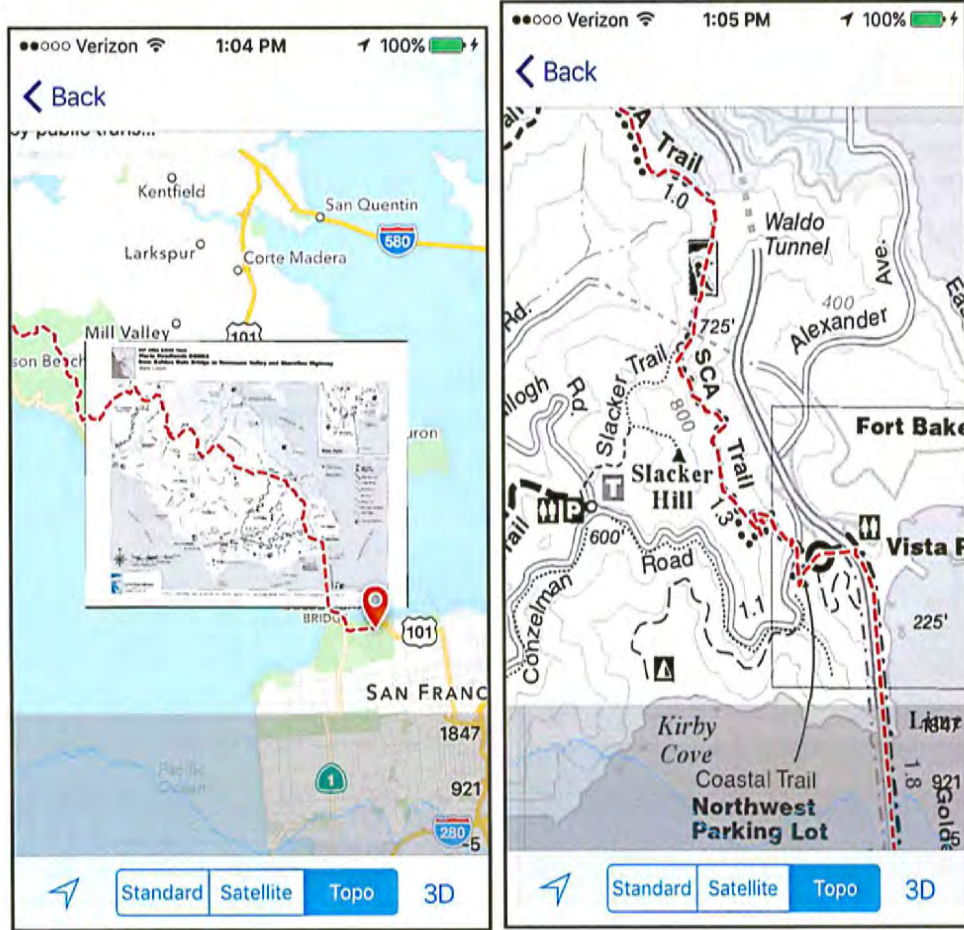


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## **Deliverables and Cost**

### **Website Improvement**

Trailhead Labs will perform the following tasks and deliver the following:

1. Set up Google Analytics account for tracking traffic on the site and provide initial training on how to use it and monitor site traffic metrics.
2. Research and implement features into the website that will improve search performance on Google and other search engines which will potentially drive more traffic to the site.

22 hours @ \$150/hr. = \$3,300

### **Map Improvements and *Trailia* App**

Trailhead Labs will perform the following tasks and deliver the following:

1. Integrate new park attributes and filtering into interactive map
2. Integrate new 'Dogs Allowed' trail feature and enable filtering
3. Research and if desired implement cross feature filter
4. Trailhead Labs will work with District staff and partners to map out and publish 5 recommended outings to publish into the *Trailia* App.

Increase OuterSpatial Subscription to \$6,000/Yr.\*

\*Currently the District is paid through August 31, 2016. The next invoice for \$6,000 will be sent in June and will take Napa through to August 31, 2017.

Please do not to share this proposal outside of Napa County internal staff.





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

## STAFF REPORT

*By:* Chris Cahill  
*Date:* May 9, 2016  
*Item:* **4.g**  
*Subject:* Consideration and potential approval of a use permit for use of Camp Berryessa by Trackers Earth and authorization for General Manager to enter into use permits with other organizations and set initial use rates under a Board approved maximum.

### RECOMMENDATION

- 1.) Find that the proposed use permit is not a project under CEQA.
- 2.) Approve the submitted use permit term sheet and authorize the General Manager to draft and execute a formal agreement with Trackers Earth based on the proposed terms.
- 3.) Authorize the General Manager to enter into use permits with other groups for use of Camp Berryessa and set initial use rates for other youth, outdoor education, and/or social service groups at a whole camp maximum of \$400 a night nightly, \$250 a night weekly, and \$125 a night monthly.
- 4.) Delegate discretion to the General Manager to prorate and or discount the rent as he deems necessary in order to determine what reasonable and affordable market rate fees are for the facility.

### ENVIRONMENTAL DETERMINATION

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

### BACKGROUND

#### *Camp Berryessa and the District's Outdoor Education Program*

The construction phase at Camp Berryessa wrapped up at the end of calendar 2015. In the months since then, staff has been working on furnishing the site (bunk beds and mattresses are slated to arrive by the end of this month) and exploring options for managing and providing outdoor education programming out of the Camp going forward. One option would have us hire an outdoor education coordinator and/or camp manager and task them with developing curriculum and getting the Camp up and running. The other would be to partner with an outside organization to develop, provide, and market the outdoor education programming.

There are advantages and disadvantages to each approach, but speaking broadly, were we to develop it ourselves, the District would be starting from scratch and it would take some time,

probably years, to create a fully realized outdoor education program. By partnering with an outside group which has programs ready-to-go and staffing in place to deliver them at scale, there is the potential to begin delivering a breadth of meaningful outdoor education to the voters in our District as early as this summer. The budget implications of the choice are also significant. If we hire a staffer or consultant to run the Camp we will have a fixed cost, maybe as much as \$100,000 per year all-in, and it is unlikely that Camp revenues would cover that cost over the first few years. On the other hand, a well-designed partnership model could limit District outlays and financial risk if Camp usage is slow to pick up initially.

Because the District developed and runs Camp Berryessa under a management agreement with the Bureau of Reclamation, we don't have complete freedom to contract with outside groups to manage the site. For the time being, it is going to be important to maintain the distinction between running the Camp (a responsibility that needs to remain with the District) and *using* the Camp, which we can certainly allow outside groups to do within the scope of our agreement. District staff met with local Reclamation management on May 4<sup>th</sup> and Margaret Bailey, the Berryessa Park Manager, voiced general support for a partnership approach. She did, however, defer the question of whether or not Reclamation would actually have to approve the District's agreement with an outside partner until after the District Board takes action on the item now before you.

#### *Exploring Partnerships*

District staff reached out to local and regional outdoor education groups in early March to explore the possibility of partnering to provide programming at Camp Berryessa. We solicited interest from and had conversations with United Camps, Conferences, and Retreats (UCCR), Tuleyome, Camp Ursa Major, and Trackers Earth. Through those conversations it quickly became clear that Trackers Earth had both the organizational capacity to take on programming at Camp Berryessa and a very keen interest in finding a more reliable home for their overnight camps and activities (which have previously been run out of a variety of rented facilities all over the East and North Bay). Trackers is a growing private company that provides outdoor camps and programs out of hubs in Portland, Oregon and Berkeley (for more information about Trackers and their programs see <http://www.trackersbay.com/> and <http://trackerspdx.com/>).

#### *Proposed Agreement with Trackers Earth*

Staff has negotiated a 15-month initial agreement with Trackers which would allow them to use Camp Berryessa for outdoor education programs and to partner with local Napa schools and community groups to develop custom tailored curriculum, all while keeping the camp available for District rental to Scouts, local non-profits, and other community groups every month. All of Trackers' activities at the Camp would be marketed with both Trackers' and the District's logos and tuition discounts and significant scholarship programs would be set aside for Napa County residents. Fees for Trackers' use of the facility would be 10% of gross proceeds and, while the District would provide Camp oversight through a volunteer camp host, Trackers would be responsible for day-to-day activities like stocking the restrooms, maintaining the composting toilets, and watering the native plant garden we are hoping to install this Fall.

Our draft term sheet with Trackers is attached for Board review. Staff is very supportive of the proposed arrangement and feel like it represents a tremendous opportunity for the District and a strong foundation for our relationship with Trackers going forward. At 15 months it is, however, a relatively short term arrangement- sort of a trial marriage. If the partnership doesn't work out,

then we would be free to partner with someone else to provide outdoor education programming going forward or staff up to do it ourselves. Alternately, if things go well, we could explore creating a formal concessionaire relationship with Trackers as allowed (with Reclamation review and approval) under our agreement with the BOR.

If the Board is supportive of the proposed agreement and the terms reflected in the attached term sheet, we would request approval to allow the General Manager to draft and to execute a formal agreement with Trackers Earth. If either the logistics of putting the agreement together or Reclamation's review (if necessary) make it impossible to finalize the agreement by the envisioned June 1<sup>st</sup> start date, we would propose to simply make the Camp available to Trackers on a short term basis at the daily rate requested below until the agreement is executed.

#### *Other Use Permits*

Because making sure that the Camp remains available to groups like the Boy and Girl Scouts for their activities has always been a priority, the draft agreement with Trackers makes their use of the site nonexclusive and sets aside at least one weekend a month during the summer and at least 10 days a month (including one weekend) during the remainder of the year for use by other groups. During the term of this initial agreement, the District would manage the booking and use by other groups and would collect use fees for those periods.

To implement the above, staff is asking the Board to set a maximum nightly rate for the Camp and to give Staff the discretion to prorate and/or discount that rate as necessary to: 1.) incentivize groups to use our new facility and 2.) to allow staff the chance to feel around for what the correct rental rate should be. To start, we are requesting a whole camp maximum of \$400 a night nightly, \$250 a night if booked for a week, and \$125 a night if booked for a month. This is based on our assessment of the fee structures for other group camps regionally, which range from \$75 to \$650 per night for *roughly* similar facilities. Use fees would, of course, be prorated if a group only needed to use part of the Camp.

We would hope and expect to come back to the Board with a more refined and formalized fee structure in a year or so, at which point staff would hope to have more and better experience at this facility upon which to base a fee recommendation.

## Use Permit Term Sheet for Trackers Earth Use of Camp Berryessa

### *Draft 5.5.16*

#### **Purpose and Vision:**

Trackers proposes to create a youth environmental science outdoor education center and outdoor skills summer camp primarily located at Camp Berryessa. Students for the program will be actively sought within Napa County. Scholarship and discount schemes for Napa County Residents will be available.

District intends to implement a Use Permit and not to create a concessionaire relationship with Trackers at this time, and to that end District and Trackers agree that site control at Camp Berryessa will at all times remain with the District, that Trackers' presence at Camp Berryessa is not and will not create an exclusive occupancy, and Trackers will not make improvements or "disturb lands or waters" at Camp Berryessa.

Trackers will develop Outdoor School programs for Napa County students and the programs will be cross promoted to Napa County schools and teachers. These programs will meet Common Core standards and will be available as single-day field trips or 2, 3, 4, or 5-day overnight camping programs. Content and curriculum will focus on environmental science as well as the natural and social history of Napa County and Lake Berryessa.

Cost breakdowns and budgets for camp programs and outdoor school will be shared and mutually agreed upon before execution of the final Use Permit.

#### **Financial Structure and Term:**

Trackers will pay Napa County Open Space 10% of Gross Revenue (pro-rated for actual on-site program time and attendance), with a cap of \$60,000 for the initial 15-month lease term.

A \$5,000 damage and cleaning deposit will be paid by Trackers prior to beginning the initial term.

District will pay the monthly electric and refuse bills and Trackers will monthly reimburse District for their prorated share (based on their days of actual occupancy).

Initial term will be from June 1, 2016 until August 30, 2017 with a shared hope to renew for a longer term, and potentially to create a formal concessionaire relationship, pending satisfaction in the relationship by all parties.

- Parties shall provide written notice of intent to extend or not extend the agreement to each other by March 1, 2017.
- Renewal of agreement may include negotiation of improvements or additions to site by Trackers or District, for example additional kitchen infrastructure, tent cabins, trails, etc
- During the Use Permit term, District will facilitate repairs necessitated by normal wear and tear (as opposed to damages as a result of Trackers' use) on things such as:
  - The road



- Showers
  - Solar power collection
  - Buildings
  - Tent cabins
- During any future longer term agreements, Trackers is willing to negotiate the repair responsibility.
  - Trackers will be responsible for normal cleaning, supply stocking, and regular maintenance of composting toilets and will reimburse District for any repairs necessitated by Trackers' use beyond normal wear and tear.
  - Payments will be made monthly calculated for previous month's program attendance and use. With these monthly payments, Trackers will submit documentation of use and registration levels from the past month.

#### **Co-Marketing and Branding:**

- With prior approval, Trackers and District would be allowed to use logos and names for the purposes of publicizing programs occurring at Camp Berryessa.
- Trackers will use their robust existing knowledge of adwords and Facebook ads to publicize camp programs.
- Trackers will table at events in Napa and do direct outreach to schools, libraries, and community groups to promote outdoor school programming.

#### **Consideration to Napa County Residents:**

- Trackers will provide a 10% discount for all Napa County residents on all Camp Berryessa-based programs.
- Trackers currently provides a scholarship program for camp programs. The scholarship program is need-based and uses a formula that compares family income (including public assistance) and number of dependents against the California free and reduced price lunch qualification levels to assign a need-score. We then award scholarships within the budget to the highest scoring applicants, usually ranging from 95% to 50% of camp tuition.
  - For the initial agreement term, Trackers will set aside at least a \$19,000 scholarship fund for Napa County students only, to be used at overnight camp.
  - For the initial agreement term, District will match Trackers scholarship funding for Napa County students, up to a District-share maximum of \$19,000.
- Outdoor School programs for Napa County public schools will be offered at a 10% discount (compared to schools located elsewhere) scheme to other located schools. Informational materials to all schools will be provided in English and Spanish.

### General Logistics and Management and Operation of Site

- **Site Manager:** District intends to provide, but does not warrant that it will at all times provide, volunteer camp host on-site management of Camp Berryessa.
  - District will provide a trailer, either purchased or leased by District, for volunteer camp host use during the initial agreement term.
  - The volunteer camp host or hosts may otherwise be Trackers employees, but in their role as camp host they will be volunteering for and responsible to the District.
  - The volunteer camp host will be responsible for site security, overseeing cleanliness, basic maintenance, some hand watering of installed native landscaping, vandalism prevention, and check in/out of Trackers (or outside organization) use groups.
- **Insurance Policy:** Trackers carries a 5 million general liability policy and will name District, the Bureau of Reclamation, and the County of Napa as additional insured.

### Improvements:

- Trackers presence at Camp Berryessa would be under a Use Permit as defined by District's master management agreement with the Bureau of Reclamation (the property owner). Under a Use Permit, Trackers is not authorized to make "improvements" or to "disturb lands or waters" at Camp Berryessa. In practice, this means that:
  - To the greatest extent possible Trackers and District agree to minimize any improvements to the site during the term of the initial Use Permit agreement,
  - If any improvements are installed, they would be made under control of the District, and
  - Facilities brought to the site by Trackers (for example, an archery range, or additional cooking facilities or shade structures) need not to disturb the site, and to be entirely removable and actually removed at the end of the agreement term (if requested by District).
- District and Trackers mutually understand and agree that District intends to complete a native plant landscaping installation at some point during the term of the initial agreement (most likely Fall 2016). District will work to minimize negative impacts on Trackers' operations and Trackers will work to protect installed landscaping and assist in the installation and watering of new plants.

**Use Not Exclusive, Availability to Outside Groups:** Trackers occupancy at Camp Berryessa is not exclusive during the term of this initial agreement.

Trackers will reserve a minimum of one weekend per month May through September and 10 days (including at least one weekend) per month for the remainder of the year for other youth, outdoor education, and/or social service groups to use and have occupancy of Camp Berryessa.

Likely outside user groups include:

- The Girl Scouts
- The Boy Scouts

- Tuleyome
- Veterans service organizations including the Veterans Home of California and the Reach Athena Project
- Native American tribal organizations

Booking of these other groups will be done by District at District's sole discretion and fees, if any, for such use will be retained by District.

- As part of the formal Use Permit, Trackers and District shall identify the specific availability dates for outside groups through December, 2016.
- Prior to December 1, 2016 District and Trackers shall meet and confer to set specific availability dates for the period from January 1, 2017 to the close of the initial agreement.
- Trackers need not in every case entirely vacate the site when it is being utilized by other groups, but they shall vacate the site to the extent deemed necessary by District to allow other outside user groups to have full use of the site as required by their group size and activity type.

#### **Early Termination**

**Termination for Cause.** If either party shall fail to fulfill in a timely and proper manner that party's obligations under this Agreement or otherwise breach this Agreement and fail to cure such failure or breach within ten (10) days of receipt of written notice from the other party describing the nature of the breach, the non-defaulting party may, in addition to any other remedies it may have, terminate this Agreement by giving five (5) days prior written notice to the defaulting party. DISTRICT hereby authorizes the DISTRICT General Manager to make all decisions and take all actions required under this Paragraph to terminate this Agreement on behalf of DISTRICT for cause.

**Other Termination.** This Agreement may be terminated by either party for any reason and at any time by giving prior written notice of such termination to the other party specifying the effective date thereof at least sixty (60) days prior to the effective date, as long as the date the notice is given and the effective date of the termination are in the same fiscal year; provided, however, that no such termination may be effected by either party unless an opportunity for consultation is provided prior to the effective date of the termination. DISTRICT hereby authorizes the DISTRICT General Manager to make all decisions and take all actions required under this Paragraph to terminate this Agreement on behalf of DISTRICT for the convenience of DISTRICT.



## STAFF REPORT

Date: May 9, 2016  
Agenda Item: **4.H**  
Subject: Discussion and potential approval of the draft expenditure plan and Resolution requesting the Napa County Board of Supervisors place a one-quarter of one percent sales tax on the November 2016 General Election ballot .

### RECOMMENDATION

Adopt the attached draft resolution.

### ENVIRONMENTAL DETERMINATION

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

### BACKGROUND

The Board at its March 14, 2016 meeting authorized release of the draft expenditure plan for a one-quarter percent sales tax proposed for the November 2016 ballot. At its April 11, 2016 meeting the Board continued this item to the current meeting to provide more public comment on the draft expenditure plan. The only proposed change to the draft reviewed by the Board in March is to clarify that the 4 percent of projected revenues, not assigned to a specific expenditure category, is to provide flexibility as circumstances change, and would be available for any use authorized by the expenditure plan other than for administrative overhead, which would continue to be capped at a maximum of three percent.

The next step is for the Board of Directors to approve the attached resolution, which requests the County Board of Supervisors adopt the attached draft ordinance and expenditure plan.,

**RESOLUTION NO. 2016- \_\_\_\_\_**

**RESOLUTION OF THE NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT BOARD OF DIRECTORS REQUESTING THE NAPA COUNTY BOARD OF SUPERVISORS CALL A SPECIAL ELECTION AND CONSOLIDATE IT WITH THE NOVEMBER 8, 2016, PRESIDENTIAL ELECTION, FOR THE PURPOSE OF ENABLING THE PEOPLE OF NAPA COUNTY TO VOTE ON THE QUESTION OF WHETHER AN ORDINANCE SHOULD BE APPROVED THAT ENACTS A RETAIL STRANSCTIONS AND USE TAX AT THE RATE OF ONE-QUARTER OF ONE PER CENT (0.25%) FOR FOURTEEN YEARS TO BEGIN 110 DAYS FROM THE DATE OF THE ELECTION**

**WHEREAS**, the Napa County Regional Park and Open Space District (“District”) has adopted a Master Plan which lays out a comprehensive approach to protecting and restoring water resources and open space, and managing parks and trails for public recreational purposes; and

**WHEREAS**, the District in 2014 convened a citizens advisory committee with representatives from each of the cities within Napa County, each of the County Board of Supervisors, and other community interests, to evaluate the work of the District since its formation in 2006; and

**WHEREAS**, the advisory committee in May 2015 unanimously recommended that the District seek voter approval for a dedicated tax to enable the District to implement the projects and achieve the goals and objectives of the District Master Plan; and

**WHEREAS**, the District has prepared a Measure for the purpose of enabling the people of Napa County to vote on the question of whether to impose a one-quarter on one percent retail transactions and use tax.

**NOW, THEREFORE, BE IT RESOLVED** the District requests the Napa County Board of Supervisors call a special election for November 8, 2016, and consolidating the election with the presidential primary, by adopting an Ordinance substantially in the form attached to this Resolution, and the Expenditure Plan which is Exhibit A to the draft Ordinance.

**BE IT FURTHER RESOLVED** as required by Elections Code sections 13247 and 9051, the District requests the ballot label for the Measure submitted to the voters read substantially as follows:

Water, Parks and Open Space, Napa County Regional Park and Open Space District Restoration and Preservation Measure. To protect water resources; preserve open space, parks and land providing drinking water; restore watersheds, rivers, creeks, and water quality; protect natural areas and wildlife habitat; reduce wildfire risk; and maintain walking and biking trails; shall Napa County enact a 1/4 percent sales tax, providing estimated \$8 million annually for fourteen years, with citizens’ oversight, annual audits, and funds that cannot be taken by the State?

Yes

No

**THE FOREGOING RESOLUTION** was duly and regularly adopted at a regular meeting of the Napa County Regional Park and Open Space District Board of Directors held on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, by the following vote:

AYES: DIRECTORS

NOES: DIRECTORS

ABSENT: DIRECTORS

\_\_\_\_\_  
KAREN BOWER TURJANIS, President, Board of Directors

<p>APPROVED AS TO FORM Office of District Counsel</p> <p>By: _____ District Counsel</p> <p>Date: _____</p>	<p>APPROVED BY THE NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT BOARD OF DIRECTORS</p> <p>Date: _____</p> <p>Processed By: _____</p> <p>_____ District Secretary</p>	<p>ATTEST: MELISSA FROST District Secretary</p> <p>By: _____</p>
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**ORDINANCE NO.???**

**AN ORDINANCE OF THE COUNTY OF NAPA, STATE OF CALIFORNIA, TRANSACTIONS AND USE TAX TO BE ADMINISTERED BY THE STATE BOARD OF EQUALIZATION**

**SECTION 1. TITLE.**

This ordinance shall be known as the **Water, Parks and Open Space, Napa County Regional Park and Open Space District Restoration and Preservation Retail Transactions and Use Tax Measure**. The County of **Napa** hereinafter shall be called "County." This ordinance shall be applicable in the incorporated and unincorporated territory of the County.

**SECTION 2. EFFECTIVE DATE; OPERATIVE DATE; ADMINISTRATION.**

- A. This ordinance shall become effective upon its approval by a two-thirds majority of the electors voting on the measure ("Effective Date").
- B. "Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the adoption of this ordinance. The operative date of this ordinance shall be on April 1, 2017; provided, however, that the Napa County Regional Park and Open Space District Water, Parks and Open Space Restoration and Preservation Expenditure Plan ("Expenditure Plan"), attached hereto as Exhibit "A," shall become operative on the effective date of this Ordinance.
- C. Prior to January 1, 2017, the County and the Napa County Regional Park and Open Space District ("District") shall amend Napa County Agreement 7827 to incorporate the additional revenues provided pursuant to this Ordinance, the Expenditure Plan specified by this Ordinance, and to extend the Agreement until all revenues provided pursuant to this Agreement are expended.

**SECTION 3. PURPOSE.**

This Ordinance is adopted to achieve the following, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

- A. To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and Section 7285.5 of Part 1.7 of Division 2 which authorizes the County to adopt this tax Ordinance which shall be operative if two-thirds (2/3) of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.
- B. To adopt a retail transactions and use tax ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.
- C. To adopt a retail transactions and use tax ordinance that imposes a tax and provides a measure therefor that can be administered and collected by the State Board of Equalization in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and

administrative procedures followed by the State, Board of Equalization in administering and collecting the California State Sales and Use Taxes.

- D. To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this ordinance.

**SECTION 4. CONTRACT WITH STATE.**

Prior to the Operative Date, the County shall contract with the State Board of Equalization to perform all functions incident to the administration and operation of this transactions and use tax Ordinance; provided, that if the County shall not have contracted with the State Board of Equalization prior to the Operative Date, it shall nevertheless so contract and in such a case the operative date shall be the first day of the first calendar quarter following the execution of such a contract.

**SECTION 5. TRANSACTIONS TAX RATE.**

For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated and unincorporated territory of the County at the rate of one quarter of one per cent (0.25%) of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory on and after the operative date of this Ordinance.

**SECTION 6. PLACE OF SALE.**

For the purposes of this Ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the State Board of Equalization.

**SECTION 7. USE TAX RATE.**

An excise tax is hereby imposed on the storage, use or other consumption in the County of tangible personal property purchased from any retailer on and after the operative date of this Ordinance for storage, use or other consumption in said territory at the rate of one quarter of one per cent (0.25%) of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made.

**SECTION 8. ADOPTION OF PROVISIONS OF STATE LAW.**

Except as otherwise provided in this ordinance and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this ordinance as though fully set forth herein.

**SECTION 9. LIMITATIONS ON ADOPTION OF STATE LAW AND COLLECTION OF USE TAXES.**

In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:



- A. Wherever the State of California is named or referred to as the taxing agency, the name of this County shall be substituted therefore. However, the substitution shall not be made when:
1. The word "State" is used as a part of the title of the State Controller, State Treasurer, Victim Compensation and Government Claims Board, State Board of Equalization, State Treasury, or the Constitution of the State of California;
  2. The result of that substitution would require action to be taken by or against this County or any agency, officer, or employee thereof rather than by or against the State Board of Equalization, in performing the functions incident to the administration or operation of this Ordinance.
  3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:
    - a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or;
    - b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the said provision of that code.
  4. In Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797 or 6828 of the Revenue and Taxation Code.
    - a. The word "County" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203.

**SECTION 10. PERMIT NOT REQUIRED.**

If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this Ordinance.

**SECTION 11. EXEMPTIONS AND EXCLUSIONS.**

- A. There shall be excluded from the measure of the transactions tax and the use tax the amount of any sales tax or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.
- B. There are exempted from the computation of the amount of transactions tax the gross receipts from:
1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the County in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.

2. Sales of property to be used outside the County which is shipped to a point outside the County, pursuant to the contract of sale, by delivery to such point by the retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the County shall be satisfied:
    - a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-County address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and
    - b. With respect to commercial vehicles, by registration to a place of business out-of- County and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.
  3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.
  4. A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this ordinance.
  5. For the purposes of subparagraphs (3) and (4) of this section, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.
- C. There are exempted from the use tax imposed by this ordinance, the storage, use or other consumption in this County of tangible personal property:
1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax Ordinance.
  2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and Taxation Code of the State of California.
  3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this ordinance.
  5. For the purposes of subparagraphs (3) and (4) of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.
  6. Except as provided in subparagraph (7) a retailer engaged in business in the County shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the County or participates within the County in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the County or through any representative, agent, canvasser, solicitor, subsidiary, or person in the County under the authority of the retailer.
  7. "A retailer engaged in business in the County" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the County.
- D. Any person subject to use tax under this ordinance may credit against that tax any transactions tax or reimbursement for transactions tax paid to a County imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.

#### **SECTION 12. AMENDMENTS.**

All amendments subsequent to the effective date of this ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, shall automatically become a part of this ordinance, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this ordinance.

#### **SECTION 13. ENJOINING COLLECTION FORBIDDEN.**

No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the County, or against any officer of the State or the County, to prevent or enjoin the collection under this ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected.

#### **SECTION 14. SEVERABILITY.**

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of

such provision to other persons or circumstances shall not be affected thereby

**SECTION 15. PUBLICATION.**

A summary of this Ordinance shall be published at least five days before its passage in the local newspapers of general circulation published in the County of Napa, and at least once before the expiration of 15 days after its passage together with the names of the Directors voting for and against the same.

**SECTION 16. TERMINATION DATE.**

The authority to levy the tax imposed by this ordinance shall expire fourteen years from the operative date of this ordinance.

**SECTION 17. EXPENDITURE PLAN; LIMITATION OF EXPENDITURES; FISCAL OVERSIGHT.**

Pursuant to the requirements of Government Code §50075.1, (1) the Expenditure Plan (Exhibit A) constitutes the statement of the specific purposes for which the revenue generated by this ordinance may be expended, (2) the expenditure of the revenue generated by this ordinance shall be restricted to the purposes stated in the Expenditure Plan (3) the revenue generated by this ordinance shall be deposited into the "Water, Parks and Open Space Restoration and Preservation Special Tax Account," and (4) the County Department of Finance shall prepare and file with the Board of Supervisors reports meeting the requirements of Government Code §50075.3.

**SECTION 18. USE OF PROCEEDS.**

The proceeds of the taxes imposed by this ordinance shall be used solely for the projects and purpose set forth in the Expenditure Plan attached as "Exhibit A" and for the administration thereof.

The foregoing ordinance was introduced and read at a regular meeting of the Napa County Board of Supervisors held on \_\_\_\_\_, 2016\_\_ and passed at

a regular meeting of the Napa County Board of Supervisors held on \_\_\_\_\_, 2016\_\_ by the following vote:

**COUNTY OF NAPA, a political subdivision of the  
State of California**

By: \_\_\_\_\_  
ALFREDO PEDROZA, Chairman of the Board of  
Supervisors  
“COUNTY”

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <i>Dylan Roy (e-sign)</i></p> <p>Date: <u>March 14, 2016</u></p>	<p>ATTEST: GLADYS I. COIL Clerk of the Board of Supervisors</p> <p>By: _____</p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: _____</p> <p>Processed By: _____</p> <p>_____ Deputy Clerk of the Board</p>
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Draft May 9, 2016

## Exhibit A

### WATER, PARKS AND OPEN SPACE RESTORATION AND PRESERVATION EXPENDITURE PLAN

#### A. Summary

Voters in Napa County are presented on the November 2016 ballot with the opportunity to vote to preserve our quality of life by permanently protecting and restoring water resources, watersheds, rivers, creeks, natural areas and wildlife habitat, restoring native ecosystems, maintaining and enhancing walking, hiking, biking and equestrian trails, and providing outdoor education especially for youth. The Water, Parks and Open Space Restoration and Preservation one-fourth-cent (1/4 cent) sales tax measure ("Measure") is estimated, at current collection levels, to generate approximately eight million dollars per year. This level of revenue may change during the life of the Measure due to the variability in annual receipts caused by broader economic and regional tourism trends. Thus, Expenditure Plan allocations are set based on a percentage of revenues rather than fixed dollar amounts.

This Measure will permanently protect up to 30,000 acres of watersheds, forests and natural habitats throughout Napa County, preserving open space and our environment for our children and grandchildren. This Measure will ensure local control over expenditures to address local needs, with all funds staying right here in our community. A Community Oversight Committee and mandatory annual financial audits will ensure that all funds are spent as promised.

This Expenditure Plan ("Plan") outlines three project areas for spending the proceeds of the Measure. In Part B of the Plan, each project area is described by its funding allocation, and types of projects and activities that the funding would support. Part C of the Plan contains administrative provisions, including a Community Oversight Committee and public process for determining annual expenditures.

#### B. Project Areas

##### 1. **Preservation: Watersheds, Rivers, Lakes, Open Space and Wildlife Habitat (a minimum of 65% of revenues)**

Preservation of the most valuable of Napa County's open space lands, including watersheds, rivers, lakes and wildlife habitat, is the primary goal of this Expenditure Plan. In implementing this goal, the District shall be guided by the principles and policies contained in the District Master Plan and the Master Plan Update of 2011.

Preservation may be through acquisition of fee title ownership, or easement, or any other conveyance of partial ownership interest in real property and associated rights including but not limited to water and mineral rights.

Priority for funds shall be given to projects that:

- (a) protect local drinking water sources
- (b) preserve important watershed open space lands;
- (c) protect water quality in rivers, creeks and lakes;
- (d) protect natural areas including oak woodlands and other forested lands;
- (e) preserve native biodiversity by protecting critical habitats and wildlife corridors;
- (f) acquire rights-of-ways and land needed to implement the public access goals of the District Master Plan;
- (g) support the continuation of agriculture by protecting key agricultural lands,

- (h) complete regional parks and close gaps between protected local, state and federal lands;
- (i) provide open space parks close to where people live, and trails that connect communities to nature;
- (j) take advantage of one-time opportunities to preserve important open space lands or address immediate threats to water quality, water supply and natural habitats;
- (k) implement the open space goals of the five cities in Napa County that are consistent with the goals of the District Master Plan.

The following are examples of important preservation projects:

- (a) protect Skyline Wilderness Park so it cannot be sold by the State of California for non-park development and resource extraction;
- (b) complete protection of the Suscol Headwaters between Skyline Park and Highway 12, protecting a prime steelhead spawning creek, a native American village site, and offering some of the best views in the Bay Area;
- (c) protect open space lands in the Moore Creek/Lake Hennessey and Milliken watersheds that provide water for the City of Napa, diverse wildlife habitat, and exceptional recreation potential;
- (d) protect open space lands that are the source of drinking water for Kimball Reservoir serving City of Calistoga residents, for Bell Canyon Reservoir serving City of St. Helena residents, for the Friesen Lakes serving Angwin residents, for Rector Reservoir serving Yountville and Veterans Home residents, and for Lake Curry potentially serving City of American Canyon residents.
- (e) Protect open space lands important for protecting and improving water quality in Putah Creek and Lake Berryessa.

All acquisitions funded pursuant to this Measure shall only be made from willing sellers, and may never be for more than appraised fair market value. Therefore, the priorities and projects identified above are subject to the availability of willing sellers at reasonable prices.

## **2. Restoration, Maintenance and Public Access (a minimum of 25% of revenues)**

The second goal of this Expenditure Plan is to restore and maintain a high standard of care for parks and other public open space resources, while also facilitating appropriate public access, consistent with the District Master Plan in effect at the time expenditures are made.

Restoration and maintenance priorities include:

- (a) ensure water quality through control of soil erosion;
- (b) remove exotic weeds and restore native landscapes to naturally filter water, improve wildlife habitat and decrease the risk of catastrophic wildfire;
- (c) improve and maintain parks to ensure they are clean, safe and welcoming public open spaces for healthy living--for play, for exercise and to relieve stress;
- (d) repair and conserve deteriorating open space infrastructure and resources, including water systems, access roads, facilities and native American and historic resources located on public plans;
- (e) maintain and enhance walking, hiking, biking and equestrian trails;

Public access priorities include:

- (a) open spaces and trails close to where Napa residents live, and trails that connect communities with nature;
- (b) nature-based recreation opportunities for all recreational interests, ages and abilities;
- (c) improved public access to public lands;
- (d) completion of the public facilities and recreational trail network proposed in the District Master Plan;

### **3. Youth Education (a minimum of 3% of revenues)**

Success in preserving the most essential parts of Napa's natural heritage depends on the next generation understanding, appreciating and knowing how to take care of what they will inherit. Most public school students today rarely have hands-on, dirt-under-the-fingernails learning experiences in the outdoors. School budgets don't have the money to pay for bus transportation, nor experts in the field who can impart real world learning.

Funding is intended to provide every student the opportunity for at least one educational field experience per year in the open spaces protected by the District to study the environment, how it functions and how to take care of it. These funds could be granted to participating non-profit organizations, teachers and schools to improve their outdoor youth education programs. Funds could also be used to provide scholarships and support for other educational activities sponsored by the District.

## **C. Administrative Provisions**

### **1. Community Oversight Committee**

A Community Oversight Committee ("COC") shall be established within six months of the effective date of the Measure. The responsibilities of this committee shall be to review Plan expenditures on an annual basis to ensure they conform with the Expenditure Plan, and prepare an annual report describing how funds were spent.

- a. Members of the committee shall be appointed by the Board of Directors of the District. The role of the committee shall be to advise the Board and staff on these matters, make recommendations and report their findings to the Napa community.
- b. Members of the COC shall be Napa County residents who are neither elected officials of any government within Napa County, nor employees from any agency or organization that either oversees or benefits from the proceeds of the Measure. The committee shall consist of seven at-large members, with at least one member from each District ward. At least two members shall have experience as public accountants, bankers, budget managers or related professional endeavors.
- c. The Board of Directors of the District shall approve bylaws related to the conduct of committee meetings and business.
- d. Meetings of the committee shall be open to the public and shall be held in compliance with the Ralph M. Brown Act, California's open meeting law
- e. All members of the COC shall receive ethics training pursuant to AB 1234.
- f. The committee shall dissolve after all revenue collected from this Measure is expended and a final report is submitted and circulated to the Napa County community.
- g. Just as the Board of Directors of the District receive no salary or stipend for their public service, no salary or stipend shall be paid to COC members.

### **2. Implementation Requirements**

Implementation of the plan shall be guided by the following procedures to ensure that the revenue generated by the Measure is spent in the most efficient and effective manner possible, consistent with serving the public interest in Napa County, and the desires of the voters of Napa County.

- a. The County of Napa shall transfer all revenues generated by the Measure to the District as they are received by the County, less the County's actual costs associated with the collection, distribution and reporting of revenues and



- expenses.
- b. The District Board of Directors shall conduct a public meeting annually to gain public input on selection of projects, as part of District's annual budget development process.
  - c. District revenues from the Measure may be expended by the District for the actual expenses of salaries, wages, benefits, and those services, including contractual services, necessary to administer the Ordinance; however, in no case shall administrative expenditures exceed three percent (3%) of the annual revenues provided by the Ordinance. Administrative functions include providing overall program direction and management necessary to implement District policy, formulating organizational goals and objectives, coordinating generally with other agencies and organizations, and performing finance, purchasing, personnel, government and community relations functions, which are not directly related to the implementation of specific projects eligible for funding pursuant to this Measure. Administrative functions subject to the three percent limit do not include election, legal and audit costs.
  - d. The County of Napa and the District are charged with the fiduciary duty to administer proceeds in accordance with applicable laws and this Expenditure Plan. Disbursement of funds as grants shall be subject to terms and conditions that may include, but are not limited to, the District's right to 1) require grantees to enter into grant agreements with the District; 2) require matching funds; and 3) audit a grantee's use of proceeds.
  - e. Actual revenues generated by the Measure may be higher or lower than estimates in this Plan due to variability in annual receipts caused by changes in the economy generally and the level of tourism spending in Napa County. The District shall annually estimate revenue from the Measure, and adjust expenditures as necessary to avoid deficit spending.
  - f. The District may accumulate revenue over multiple years so that sufficient funding is available for larger and long-term projects. All interest income shall be used for the purposes identified in this Expenditure Plan.
  - g. All funds from this Measure shall only be used for projects that are consistent with the General Plans and Zoning Ordinances of the affected jurisdictions, and subject to the allocation percentages specified in Section B above. The four percent of revenues not allocated in Section B above may be used to supplement any Project Area described in Section B, but may not be used for Administrative functions as defined in Paragraph 2.C above.
  - h. Regarding real property acquisitions, revenues from the Measure may only be used for real property acquisition projects located wholly or at least partially within Napa County.
  - i. Revenues generated by the Measure shall not be used to incur bonded indebtedness.
  - j. To enhance local workforce development and employment opportunities, and involve youth and young adults in caring for our natural resources, the District will seek to form partnerships with workforce development programs, youth conservation corps and local community-based non-profit organizations working with low income, at-risk and disabled youth and young adults, to incorporate job training, internships and apprenticeships into the implementation of District projects.



## STAFF REPORT

By: John Woodbury  
Date: May 9, 2016  
Item: **4.i**  
Subject: Consideration and potential approval of agreement with Brown Armstrong for independent audit services not to exceed \$5,500 annually until 2018.

### RECOMMENDATION

Approve agreement with Brown Armstrong Accountancy Corporation to perform independent audit services to the District until December 31, 2018 at a cost not to exceed \$5,500 per annum

### ENVIRONMENTAL DETERMINATION

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

### BACKGROUND

The District is required by law to have an annual independent financial audit. Because the District's financial records are maintained by Napa County, it is most efficient to utilize the same firm that the County employs.

The County has used the firm Gallina LLP for many years, and so the District has also contracted with Gallina. Since standard business practices dictate periodically changing auditors, the County recently selected Brown Armstrong Accountancy Corporation to perform the County's independent audit through the end of 2018. District staff therefore recommends the Board approve also contracting with Brown Armstrong. The proposed cost of \$5,500 is comparable to what Gallina previously charged, and is substantially less than what it would cost the District to contract with an auditor separately from the County.



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

## **STAFF REPORT**

Date: May 9, 2016  
Item: **4.J**  
Subject: Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff

### RECOMMENDATION

Receive the report.

### BACKGROUND

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

Attached is a report showing all District expenditures for April 2016.

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

April 13, 2016            North American Mattress Company   \$13,568

## PARKS &amp; OPEN SPACE DISTRICT - APRIL 2016 EXPENSE REPORT

## Gen Admin Dept - 85000-00

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
04/12/2016	3Q Legal Services- Parks			\$ 7,865.85
04/19/2016	Name badges, canopy	Feb/March Park expenses	CJ YIP & ASSOCIATES	\$ 1,269.76
04/19/2016	Parks brochure	Customer #NCR01	GLS FINE LITHOGRAPHERS	\$ 754.92
04/27/2016	Mileage Feb-April 2016	Parks expense reimbursements	JOHN WOODBURY	\$ 366.29
04/27/2016	BAOSC - conference	Parks expense reimbursements	JOHN WOODBURY	\$ 750.00
04/28/2016	PARK152216 03/2016	March 2016	6539 CONSULTING	\$ 5,329.00

## Moore Creek Dept - 85010-00

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
04/05/2016	Porta potty - March 2016	March services-Parks District	JOHNNY ON THE SPOT	\$ 179.36
04/11/2016	PG&E 2/23/16-3/22/16	Account #0099759249-8	PACIFIC GAS & ELECTRIC CO	\$ 572.12
04/11/2016	Supplies	Customer #NAPACORP136667	CENTRAL VALLEY BUILDERS	\$ 63.88
04/19/2016	Trash run-Clover flat	Feb/March Park expenses	CJ YIP & ASSOCIATES	\$ 42.75
04/19/2016	Fuel - MC Caretaker	Feb/March Park expenses	CJ YIP & ASSOCIATES	\$ 29.92
04/19/2016	Pool chemicals	Feb/March Park expenses	CJ YIP & ASSOCIATES	\$ 71.23
04/19/2016	Volunteer food, trees for lot	Feb/March Park expenses	CJ YIP & ASSOCIATES	\$ 137.74
04/19/2016	Plumbing service call	Feb/March Park expenses	CJ YIP & ASSOCIATES	\$ 211.25
04/25/2016	Valley Internet - May 2016	Account #62539	VALLEY INTERNET	\$ 169.00
04/27/2016	Mileage - Woodbury-April 2016	Parks expense reimbursements	JOHN WOODBURY	\$ 24.15
04/28/2016	PARK 1402-16 Sampling 04/2016	Monthly sampling - April 2016	HERITAGE SYSTEMS, INC.	\$ 367.67

## Oat Hill Mine Trail - 85010-01

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
04/19/2016	Volunteer food-trail work	Feb/March Park expenses	CJ YIP & ASSOCIATES	\$ 69.01

## NRBT - 85010-02

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
04/27/2016	Viewing pipe repair	Parks expense reimbursements	JOHN WOODBURY	\$ 70.96
04/27/2016	Woodbury - March/April mileage	Parks expense reimbursements	JOHN WOODBURY	\$ 81.65

## Camp Berryessa - 85010-03

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
04/11/2016	Kerosene, hose, etc	Customer #NAPACORP136667	CENTRAL VALLEY BUILDERS	\$ 208.95
04/28/2016	PARK131016 03/2016	Camp Berryessa, March 2016	NORTH VALLEY LABOR COMPL. SERVICES	\$ 375.00
04/28/2016	PARK152616 1/31-2/26/2016	SWPPP Monitoring	R S A +	\$ 3,181.25

## NRER - 85010-05

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
04/05/2016	Porta potty - March 2016	March services-Parks District	JOHNNY ON THE SPOT	\$ 179.36

## PUTAH CREEK - 85010-07

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
04/27/2016	PC Watershed Assessment	Parks expense reimbursements	JOHN WOODBURY	\$ 6.50

## State Park - 85010-08

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
04/04/2016	Heartland credit card fees-WFB			\$ 17.20
04/05/2016	Porta potty - March 2016	March services-Parks District	JOHNNY ON THE SPOT	\$ 358.71
04/05/2016	Policy Renewal 2016-17	Policy #7002RS372674	ROBERTSON TAYLOR INTERNATIONAL	\$ 1,340.00
04/05/2016	handle repair kit	Customer #03700-03	PACE SUPPLY CORP	\$ 42.66
04/05/2016	Mirrors (4) & tp holders	Account #882538499	GRAINGER INDUSTRIAL	\$ 1,399.96
04/05/2016	toilet paper holder	Acct #882538499	GRAINGER INDUSTRIAL	\$ 42.55
04/05/2016	Staff meeting supplies	Reimbursement-Park expenses	SANDY JONES	\$ 24.25
04/05/2016	Bedding supplies-cabins	Reimbursement-Park expenses	SANDY JONES	\$ 130.53
04/07/2016	7898686642 03/2016	Acct Ending # 6642	CHEVRON PRODUCTS COMPANY	\$ 156.39
04/11/2016	Dump run	Account #40008	CLOVER FLAT LANDFILL	\$ 35.75
04/11/2016	Upper Vly Disp-March 2016	Account #01-0013452-7	UPPER VALLEY DISPOSAL	\$ 870.75
04/11/2016	Telepacific - April 2016	Account #133326	TELEPACIFIC COMMUNICATIONS	\$ 600.05
04/11/2016	Tires-mule, golf cart repair	Workorder #6129585	O.K. TIRE STORE	\$ 618.19
04/11/2016	Plumbing repair supplies (RLS)	Reimbursement-Park expenses (cabins)	SANDY JONES	\$ 57.92
04/11/2016	Supplies	Customer #NAPACORP136667	CENTRAL VALLEY BUILDERS	\$ 91.45
04/11/2016	Chipper (RLS)	Customer #NAPACORP136667	CENTRAL VALLEY BUILDERS	\$ 300.00
04/11/2016	Volunteer breakfast	Reimbursement-Park expenses (cabins)	SANDY JONES	\$ 61.89
04/11/2016	Ikea furniture, dishes, window	Reimbursement-Park expenses (cabins)	SANDY JONES	\$ 2,186.55
04/11/2016	Cabin supplies-gutter, etc	Customer #NAPACORP136667	CENTRAL VALLEY BUILDERS	\$ 211.84

04/11/2016	Fuel	Reimbursement-Park expenses (cabins)	SANDY JONES	\$	15.00
04/19/2016	Gloves, liners, tissue	Bothe NV State Park	E POLY STAR, INC.	\$	2,639.20
04/19/2016	Cabin items	Bothe Park reimbursements	SANDY JONES	\$	969.50
04/19/2016	New hire-lunch, pastries	Bothe Park reimbursements	SANDY JONES	\$	102.17
04/19/2016	Paint, supplies	Account #4159	THE PAINT WORKS	\$	567.70
04/25/2016	Fire Extinguisher service	Cust #COUNN-PARKS	SANTA ROSA FIRE EQUIPMENT SERVICE, INC.	\$	210.60
04/25/2016	Paint supplies	Account #4159	THE PAINT WORKS	\$	187.78
04/25/2016	Cabin supplies	Cabin reimbursements	SANDY JONES	\$	431.00
04/25/2016	Cabin mattresses	Napa Regional Park District	CONFORTAIRE, INC.	\$	873.19
04/25/2016	Cabin futons	Cabin reimbursements	SANDY JONES	\$	919.12
04/27/2016	Maintenance supplies	Account #31248	STEVES HARDWARE	\$	454.15
04/27/2016	ATP - April 2016	Acct #746-0150	ADVANTAGE TOTAL PROTECTION	\$	40.00
04/27/2016	PG&E 3/15-4/13/16	Account #2172831288-7	PACIFIC GAS & ELECTRIC CO	\$	39.60
04/27/2016	PG&E 3/16/16-4/15/16	Account #4831406953-4	PACIFIC GAS & ELECTRIC CO	\$	28.05
04/27/2016	PG&E 3/15/16-4/13/16	Account #6765403114-4	PACIFIC GAS & ELECTRIC CO	\$	37.54
04/27/2016	PG&E 3/15/16-4/14/16	Account #1869012498-9	PACIFIC GAS & ELECTRIC CO	\$	827.52
04/28/2016	PARK120816 03/2016	March 2016	JEANNE MARIONI	\$	1,811.25

Plan of Projects  
**Status Report**

09-May-16

<b>Name of Project</b>	<b>Description</b>	<b>Status</b>
Amy's Grove	Planning and permits for public use of Amy's Grove	The District will hold a community scoping session in late spring, with the timing dependent on when the adjacent Enchanted Hills Camp is available to host the meeting. A botanist and an archeologist has been put under contract to do an initial plan survey for the property.
Bay Area Ridge Trail Tuteur Loop	Assignment of Tuteur Loop Ridge Trail easement from the Bay Area Ridge Trail to the District	The Bay Area Ridge Trail Council obtained a donated easement from the Tuteur family and constructed a section of Bay Area Ridge Trail adjacent to Skyline Park. The Council wishes to transfer this easement to the District. Staff for the District and Council have gathered all the relevant documents, and initiated discussion with the Tuteur family to determine if there are any issues or amendments that should be considered. Next steps are to complete legal review of the documents, make amendments if warranted, obtain the consent of the Coastal Conservancy (who funded the trail construction), and then execute the assignment. Staff has resumed work on transferring the easement to the District now that the option agreement for purchasing a portion of the Kirkland Ranch is about to be executed. Staff has reviewed with Mr. Tuteur the results of our survey for the Soscol Headwaters acquisition and together have arrived at a common understanding of property boundaries. Tuteur has agreed to modify the trail easement, as part of the transfer of the easement to the District, to reflect the actual property boundaries. Staff flagged the proposed new trail alignment with Mr. Tuteur on January 12, 2016; the next step is to engage a surveyor to place boundary markers and legal description for the trail easement. Staff is setting up a meeting with interested parties to discuss access in and out of Skyline Park, but this has been deferred at the request of Skyline Park Citizens Association due to their need to focus on immediate threats to Skyline Park.
Bay/River Trail -- American Canyon to Napa	An 8+ mile recreational trail generally following the Napa River and interior levees of associated wetlands.  Phase 2-B--Pond 10 to Soscol Ferry Road	Questa has largely completed a revised draft PUC permit application for a public crossing of the SMART tracks. SMART, NRCA and the PUC have verbally agreed to allow the railroad crossing. USA Associates has completed a biological survey for the Fagan Marsh area; based on the results, DFG has indicated they do not want the trail alignment to follow the levee on the north side of Fagan Marsh. District staff is reviewing the feasibility of an alternative alignment.
Beryessa Estates	Acquire 480 acres next to Beryessa Estates from BLM at no fee through their Recreation and Public Purpose Act procedure. Would connect Lake Beryessa Estates to the District's Spanish Valley holdings.	The District in 2009 applied to BLM for a no-fee transfer of this property to the District for the no-fee transfer of this property; while this transfer has received conceptual approval by BLM staff, the formal approval has dragged; several meetings have been held over the past three years to try and speed to process, but BLM staff has so far had higher priorities. CDF crews did extensive fire break work in 2009 through 2011 to protect the residences next to the BLM land. The District has completed the donation to the District of a small, 0.2 acre property that provides critical access to the northeast corner of the property. District staff in January 2013 met with the Napa County Fire Marshall and the the Calfire Battalion Chief for the area and agreed to jointly advocate for BLM action. In February staff talked with BLM and was assured that processing of the transfer was now beginning. BLM did a series of site visits June-August, 2013. The Bureau of Reclamation in June 2013 asserted that Reclamation has property rights such that BLM is not permitted to transfer the property. BLM is now projecting the transfer will be complete by the end of this calendar year. In late August Reclamation determined they still retained jurisdiction, but they have committed to completing the transfer in the same time frame as BLM would have. Staff has submitted additional materials to Reclamation which is now processing the permit. Reclamation provided a draft agreement to the District in February 2014 which will lead to Reclamation eventually transferring its interests in the property. District staff responded with comments to the draft in early March 2014. Not willing to keep waiting for the federal agencies to resolve their differences, Napa County has acquired a property within the Lake Beryessa Estates subdivision for constructing the fire sub-station. Reclamation says they have done their work and it is now up to BLM to finish the transfer. BLM thought they would complete their work by the end of 2015, but this did not happen, and a new date for completion has not been set. BLM's timeline has been extended because BLM has determined that not only these but other federal lands in the same general area also need to have their revocation process completed, and they wish to resolve all at the same time. <u>At a meeting on April 14, 2016, the new Superintendent for the Ukiah District of BLM committed to completing the transfer.</u>

#### Berryessa Vista

Planning, stewardship and expansion of this wilderness park.

Volunteers working with the District have completed detailed GIS mapping showing all existing roads, creek crossings, vista points and potential campsites. Continuing damage by off-road vehicles trespassing on the property was noted. The District sent a letter was sent to all property owners in that area introducing the District, explaining the deed restriction prohibiting off road vehicles, and asking for their cooperation. Since then there has been less observed damage, although the problem is not resolved. Staff was planning on installing a gate to restrict OHV access, but this has proven infeasible. After observing more OHV damage in the summer of 2013, staff is exploring options other than a gate to prevent unauthorized OHV use. The latest plan is to install remote cameras in an attempt to determine who is causing the damage. No other work is anticipated until Lake Berryessa Trail planning is completed, as that is a key step in gaining overland access to the property. District staff has been meeting with Reclamation, their consultants and interested parties on the trail planning and prioritization. Staff in late June 2014 toured an adjacent parcel with the owner of the property; in September the owner indicated they are interested in selling the property for addition to Berryessa Vista Wilderness Park. The Land Trust of Napa County has obtained the appraisal of the property, and the land trust and the sellers have agreed on the appraised value as the sales price. The District Board in November 2014 agreed to acquire the property from the Land Trust at a later date when funding is available. Escrow closed and title transferred to the land trust in early 2015. District and Land Trust staff in April 2016 placed a camera on the property in an attempt to identify the off-road vehicle and motorcycle users who have been causing some damage to the property.

#### Camp Berryessa

Redevelopment of former Boy Scout Camp into a 64 bed group/environmental education camp with 8 tent cabins, 2 covered group activity centers, a canoe/kayak dock, a central amphitheater and campfire ring, and a shower and composting toilet restroom facility.

A grant for \$50,000 to help with construction was provided by the Mead Foundation, together with a \$1.7 million grant from the State Coastal Conservancy. A new water well was dug in October 2012--production is great, and quality is acceptable with minor treatment. To meet budget constraints, work on the planned black water leach field was deferred to phase two. A \$1.7m construction contract was awarded to G.D. Nielson Inc on Napa in November 2014 and Ron Critchley served as our construction manager & inspector on the project. Construction was complete as of early December, and a Notice of Completion filed in early January 2016. Redwood benches and tables, which were constructed on contract by Sonoma County Probation, are complete, delivered, and partially arranged, and set to be delivered as soon as we get a break in the rain. So far we have not been able to arrange for an interim caretaker, but our search is ongoing. In the meantime Reclamation rangers patrol the Camp twice daily. We have been receiving a number of calls from regional Boy Scout organizations and other groups interested in using the Camp this summer and/or fall, which is noteworthy as we've done little to no outreach or marketing to-date. We look set to officially open on June 1, 2016. Staff has been in fruitful negotiations with Trackers Earth to operate outdoor education programs out of the Camp. Small groups from Trackers Earth and Forest Trails Alliance/Tulevome have been staying at the Camp as volunteers over the last few weekends to test drive the facility--reports are generally very positive. Staff met with the ED of Tulevome at the Camp in late April to discuss their future use of the site and with the new BOR Park Manager at the lake to discuss Camp Berryessa and a number of other projects in early May.

District Non-profit Foundation  
Organize a non-profit foundation to raise funds for District projects

The District Board has approved the goals, objectives and basic structure for a non-profit foundation to assist the District with fundraising. Formation of the foundation will likely be timed to the opening of Camp Berryessa. Director Turjanis in early 2015 began the process of preparing articles of incorporation and identifying potential Board members. Before proceeding further, Director Turjanis and staff continue to meet with other interested organizations about potential collaboration on fundraising and programming.

#### Lake Hennessey North Shore Trails

Would open up several miles of existing dirt access road, and construct approximately 1 mile of new single track trail, into a loop trail system on the north side of Lake Hennessey, and connecting to the planned Moore Creek Open Space Park trail system.

In November, 2009 the Napa City Council directed city staff to work with the District to finalize an agreement for the proposed Hennessey trails. The District approved a Mitigated Negative Declaration on February 14, 2011. A final lease agreement and operations plan was approved by the District Board in August 2012, and by the City Council in September 2012. Work was completed on the connector trail to Moore Creek in June 2013 and public response to the new trail has been very positive. Lake Hennessey North Shore Trails formally opened with a ribbon cutting on October 18, 2014. The Sam the Eagle Trail was completed in April 2015 and, in staff's opinion, turned out wonderfully. Forest Trails Alliance is donating a hand carved wooden trail sign to be installed at the northern terminus of the new trail. District staff patrol the North Shore several times a week. District staff and volunteers installed the Harold Kelly bench in early June and constructed a short ADA-compliant access trail to it on July 11, 2015. The County Wildlife Conservation Commission awarded the District a +/- \$2,000 grant to fund installation of an interpretive birding trail developed in partnership with Napa Solano Audubon along the north shore of the lake. A new bench along the shoreline was dedicated to former Director Harold Kelly on October 22, 2015. Planning for construction of the next trail segment is now underway.

#### Linda Falls Conservation Easement

Expansion of conservation easement to cover all of the property at Linda Falls owned by the Land Trust of Napa County

The District currently holds a conservation easement on one of several parcels owned by the Land Trust of Napa County. The land trust desires to expand this conservation easement to include all of the land trust's holdings at Linda Falls. The purpose is to provide an additional layer of protection for the property. This is a continuation of a long-term project for the district and land trust to hold easements over each other's properties to protect against unforeseen circumstances that could threaten the conservation values of the properties. District and land trust staff are working on the actual text of the easement to be donated to the District.

#### Moore Creek Park Development

Development of open space park on 673 acres acquired by the District adjacent to City of Napa watershed lands at Lake Hennessy to protect habitat, provide recreational trails, and overnight camping facilities.

The park opened on June 30, 2013. The eastern boundary survey and fencing project was completed June 2014. Construction of the remainder of the Valentine Vista Trail was completed by the Forest Trails Alliance in April 2014. With the help and support of the County Fire Department and County communications technicians, the District has installed an emergency communications radio and antenna at the Ranch House (which has neither landline nor cellular phone service). The next big project is the construction of the Madrone Trail, a roughly 2 miles footpath on the western side of Moore Creek canyon north of the ranch house. In February and March volunteers helped flag and brush the first part of the Madrone Trail. A VO-CAL event with approximately 100 volunteers gathered May 15-17, 2015 to continue this construction. In April we purchased an ATV for use at Moore Creek Park and other facilities, primarily with funds granted by the Wildlife Conservation Commission. The Puettts, our new volunteer caretakers, moved in to the ranch house in late August, 2015. A dozen volunteers working on the Madrone Trail on October 3 and 4, 2015, constructing a set of steps and a few hundred feet of new trail. The septic system for the gate house had to be pumped out in November 2015, at which time a collapsed leach field pipe was noted; this was repaired in late December. In January 2016 the District contracted with a new company to provide both high speed internet and phone service to the ranch house to improve safety and emergency response capabilities; as well as make the caretaker's life less isolated. Installation was completed in February 2016. Volunteers worked on the Madrone Trail in both March and April 2016. June 24-26, 2016 has been set as the dates for a major volunteer event to work on the madrone Trail with VO-CAL.

#### Oat Hill Mine Trail

Various improvements to the historic Oat Hill Mine Road

The litigation holding up this project has been successfully concluded. Several of the trail sign posts have been vandalized and will need to be replaced. The District is continuing to work with Tuleyome on a project to clean up the Twin Peaks and Corona Mines. In the hopes this may enable the District to safely open the northern Oat Hill Mine Trail for public use. A volunteer crew did erosion control work on the trail in January 2013. Staff and volunteers in February 2013 to did a comprehensive evaluation of erosion issues on the trail, and experts from the RCD joined staff for another evaluation in early April. The City of Calistoga and CalTrans have restarted discussions about constructing a roundabout at the intersection of Highway 29 and Silverado Trail; the District is tracking these discussions to ensure that whatever design is adopted will provide adequate and safe access to the Oat Hill Mine Trail. The Bay Area Ridge Trail did some cleanup and minor improvements in late October 2013 to the staging area, and the lower 4 miles of the OHMT was dedicated as part of the Ridge Trail on November 10, 2013. The 40 acre Randy Lee Johnson property donation was completed in December 2014. Volunteers made drainage improvements on the trail in late January 2015; a lot more is needed. Work parties to install drain ditches to control erosion were held in January and April of 2016.

#### Oat Hill Mine Trail

Transfer of 40 acre parcel from BLM

The District in 2008 applied to BLM for a non-fee transfer to the District of a 40 acre parcel at Maple Springs on the Oat Hill Mine Trail; this application is pending. Staff met with BLM in February 2011 to discuss how to speed up this transfer; another meeting with the same topic was held August 5, 2011. The District is still waiting on BLM to process the application. BLM in April 2016 indicated they did not want to transfer this parcel, so the District's application will be dropped.

#### 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 has prepared a draft update to the Negative Declaration due to the passage of time since the original approval. The project concept has been approved by the District Board, and was positively viewed by the Veterans Home administration. However, Veterans Home staff had been having difficulty figuring out what approval process is needed, because of ongoing discussions at the state level about the appropriate roles and future programs for the Veterans Home, and then key management staff at the Veterans Home retired in November 2010, so progress was delayed pending the filling of their vacant positions. The District will restart the process when other priorities are under control.

#### Skyline Park

Permanent protection of Skyline Park

Three past legislative efforts to authorize sale to the County failed due to unrelated disagreements between the state legislature and administration. Separately, the County in September 2009 approved a new park overlay zone and an updated Master Plan for Skyline Park. A fourth legislative effort by Assemblymember Evans in 2010, sponsored by Napa County and supported by the District, was approved by the legislature and signed by the Governor. The County and state General Services agreed on an appraisal process for determining the fair market value purchase price; the County retained an appraiser acceptable to the State, and a draft appraisal was prepared. In late April 2012 the state indicated they did not accept the value as determined by the appraisal and negotiations stalled. A Draft EIR was released in late September 2013 for the proposed expansion of the adjacent Sycar Quarry. The District Board approved comments on the DEIR at its October 2013 meeting. The Final EIR was released in November of 2014; the Planning Commission certified the EIR on October 21, 2015. On October 22, 2015, the State applied to the county to rezone Skyline Park by removing the Skyline Wilderness park Combining District overlay, which would make it easier for the State to sell for development and at a higher price. The Planning Commission certification for the quarry expansion was appealed to the Board of Supervisors by two organizations; the appeals are scheduled to be heard March 22, 2016. The District in February submitted two letters to the Board of Supervisors, one requesting the setback between the quarry and the park be protected through a permanent conservation easement, and the other expressing support for the changes to the quarry project that were recommended by the County Planning Department, with additional protection for Pasini Ridge. In April 2016 the District presented its position to the Board of Supervisors at the public hearing for the project.



Planning and permits to open this 411 acre holding for public use

The District completed purchase of this property in December 2015. The next step is to conduct resource surveys, complete CEQA, and obtain permits. A botanist has been retained to do a reconnaissance level survey of plant resources as the first step in planning for the property. US Geological Survey has requested permission to place a seismic monitoring station on the property. Staff has worked with them to identify an appropriate location. The placement will require concurrence by the Wildlife Conservation Board (WCB), which as the provider of the grant to acquire the property has the right to review such changes. Assuming WCB approves, an agreement with WSGS will come to the District Board for approval.

Suscol Headwaters

Kirkland Ranch Acquisition of land and easements to protect Suscol Headwaters and construct Ridge Trail from Highway 12 to Skyline Park.

The Purchase and Sale Agreement was adopted by the District Board at its June 8, 2015 meeting. Phase I of the acquisition is scheduled to close in September 2015. Funding for Phase I will come from Napa County in exchange for the County receiving an equal amount from the Priority Conservation Area program administered by MTC. Caltrans and the US Fish and Wildlife Service are seriously looking in to the possibility of turning a portion of the property into red-legged frog mitigation area, which could involve substantial grant funding for property purchase and wildlife improvements. On July 1st the board of the Napa Sanitation District approved an easement option agreement which should allow us to construct a trail and trailhead parking lot on their Kelly Road sprayfield property. Survey work, the costs of which are split between buyer and seller according to our purchase agreement, is underway and has been somewhat complicated by the lack of monumentation along the Napa/Solano county line. Staff has come to terms with the seller on a revised agreement, which will be before the Board in closed session at this hearing. The Phase One acquisition closed on October 20, 2015. Staff continues to work with Caltrans and the USFWS to secure funds for Phase Two; another site visit with their biologists was completed on January 15, 2016. The Caltrans and USFWS biologists have both left for other employment, and their replacements have now been replaced by new replacements, we hope to arrange a site visit with them this month.

Spanish Valley, Crystal Flats, and Stone Corral

Planning for open space donated by Bob and Evalyn Tincher

The District took full possession of the properties on January 1, 2012. Staff met with key community leaders from Lake Berryessa Estates on February 6 and March 6, 2011. A public session was held April 21st at the Pope Valley Farm Center. The District has negotiated an easement across the District's Stone Corral property to resolve one of the clouds on the title to this land: this easement was approved by the Board at its October meeting, and has now been finalized and recorded. Staff met with the LBEPOA Board many times in 2011-2013 to discuss use of the Crystal Flats and Stone Corral areas. District staff has prepared a draft agreement between the District and the Association, which the Association has informally rejected. The well serving Spanish Valley was repaired in November 2013. The District also sealed up an abandon dry well bore discovered on the property. A group of 10 boyscouts GPS'd old ranch roads and 4-wheel drive tracks on the Spanish Valley property for us over the weekend of April 26-27 so that we can create a map of existing roads and trails. A contract for archaeological surveying (a required part of the CEQA process) was completed by Tom Origer and Associates in June, 2014. Staff completed a preliminary survey of the Spanish Valley access road in late July 2012 and, while legal access to the property has been established, it does not appear that the existing road is located within the Spanish Valley Trail easement. In early January 2014 staff learned the affected parcels are for sale. Staff's cash offer to purchase half of the property in mid March was rejected and we have decided to be patient while the property owner attempts to find a better buyer (as we think it unlikely that there is one). In February 2013 several no trespassing signs were installed in response to some evidence of illegal OHV use. The Crystal Flats sign was immediately removed and the lock on the gate removed; a more secure temporary lock has been installed, and staff is researching a new gate that will exclude ATV's and motorcycles while allowing hikers, bicyclists and equestrians. The District is partnering with Tuleyome to investigate and come up with the trail alignment connecting Spanish Valley to the Pope To Putah Trail on BLM land which is under construction by Tuleyome. An abandoned trailer in Spanish Valley was removed in July 2014 at no cost to the District using an abandoned vehicle program administered by the County. The Butts Canyon fire did not reach District property, but CDF graded several emergency roads and firebreaks through Spanish Valley. CDF did some remediation work after the fire to address grading damage. The Board in March 2015 adopted interim policies for the Crystal Flats and Stone Corral holdings regarding hunting, shooting, fires and motorized vehicle use. The District in 2015 reimbursed the Lake Berryessa Estates Property Owner's Association for half the cost (~\$4,000) for pruning hazardous trees in the small campground within the Crystal Flats property (which has been used by the Association since the 1970's).

State Parks Operate Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park

The District, with assistance from the Napa Valley State Parks Association took over management of the parks on April 1, 2012. A County permit for the pool was obtained in July 2012. The state completed installing 3 yurts in October 2012. The District has installed 7 additional yurts. Numerous volunteer projects have been organized (PG&E event improving the Mill, firewood splitting, hazardous tree removal, mowing, pool cleaning, native plant garden maintenance, historic orchard restoration, lots of trash removal, and in September/October a footbridge on the History Trail was repaired by the St Helena Kiwanis). A volunteer forestry management group has been formed and the District has acquired a boom truck and other equipment to facilitate hazardous tree removal and pruning. Utility service accounts have been transferred from the state to the District. An improved recycling system has been implemented. Every septic tank in the park has been pumped clean, and sewer lines were located and cleared of root blockages. Two additional failed septic tanks were discovered in March 2013 and pumped clean. Nearly \$270,000 in gifts, grants and pledges have been obtained to assist with improvements at the parks. The District and State Parks have finalized an agreement regarding the "round" state money that provides up to \$537,800 in State funds being granted to the District to cover some salaries and two capital improvement projects (replacement roofs and AC overlay to the picnic area road). The District sponsored SB 170 (Wolk) which would exempt the mill from state food processing facility requirements so that flour from the mill can be sold as a food item; the bill passed the legislature, but unfortunately opposition from the Department of Public Health resulted in the Governor vetoing the bill. Senator Wolk reintroduced the same legislation in the 2015 session; the bill has passed the Senate, but has been turned into a two year bill due to continued opposition from the Department of Public Health. Architectural plans for the repair of the cabins were submitted in February 2014 for State Parks approval, and were approved in December 2014. In March 2014 the district was approached by several organizations and individuals requesting that the District consider taking over management of Robert Louis Stevenson State Park; after approval from the Board, staff in June 2014 submitted a proposal to State Parks to manage some aspects of RLS; this proposal has received favorable response, the necessary legislative authorization was approved as part of the proposed State budget for 2015-16. A free admission day including the dedication of the Ridge Trail/Vine Trail junction was held on July 27, 2014. State-grant funded roof repairs and day use area roadways were completed in November 2014. State Parks provided the District with a draft Agreement in mid-October of 2015; the draft agreement is still under review by State Parks. State Parks has now indicated that the new agreement probably won't be completed until the end of 2016. Cabin repairs and improvements are complete for three cabins and a shower/toilet combo building pending final fire marshal and building inspections. Staff is now acquiring furnishings for the cabins and completing reservation system arrangements with Reserve America; the cabins should be available for rental by late May.

Vallejo Lakes

Possible purchase of 1100 acres of surplus Vallejo Water District lands, of which 200 acres are located in Napa County

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 surplusing of the property. The City of Vallejo has hired an appraiser to prepare an estimate of the property's fair market value, but this has not yet been released. The District GM, together with the County of Solano EO, in February 2012 each sent letters to the City of Vallejo formally expressing interest in the property and requesting notification per state law of any planned surplusing of the property. Sale of the property by the City has been delayed because of complications related to questions about how best to supply water to residents in Green Valley. The Trust for Public Land has expressed interest in assisting with the purchase of this area. Staff from the District and its partners met with the Vallejo City Manager in April 2014; the surplusing process has become more complicated and the City does not anticipate any action in the near future, but meanwhile the City Manager appears open to working with us to figure out a mutually beneficial outcome. Staff had a very interesting meeting with City of Vallejo water division staff and a tour of Lake Curry in late May. The Lake Curry property can only be described as a jewel, and the City of Vallejo would clearly like to divest it. District staff is presently exploring a broad array of options.

Vine Trail

A Class I bicyclist/pedestrian path extending from Calistoga to the Vallejo Ferry Terminal sponsored by the Vine Trail Coalition, of which the District is a participating member.

The District has entered into an MOU with the Vine Trail Coalition to provide assistance as requested by the Coalition in receiving funds, preparing plans and environmental documents, constructing and operating the trail. The District, the Bay Area Ridge Trail, the San Francisco Bay Trail and the Vine Trail Coalition have prepared a joint Case Statement for the combined trail network for fundraising purposes. The District on February 5, 2010 submitted an appropriations request for FY 2011 to Senator Feinstein, and a similar request to Congressman Thompson on February 26, 2010 on behalf of the Vine Trail Coalition. The District in April 2013 approved and sent a letter of support for the City of Calistoga's request for a grant from the Coastal Conservancy to plan the trail through Calistoga. The Board President in early June 2014 sent a letter of support for a Vine Trail federal "Tiger" grant to help construct the section of trail between Yountville and Napa. The District continues to coordinate with the Vine Trail on plans to route the Vine Trail through Bothe-Napa Valley State Park. A joint Vine Trail/Ridge Trail dedication event was held at Bothe on July 27, 2014. In March 2015 the Vine Trail initiated discussions with district staff about the possibility of the District providing maintenance for the entire Vine Trail. Syar Industries in March 2015 entered into an agreement with Napa Pipe and the Vine Trail to provide an easement for the trail connection between Napa Pipe and Kennedy Park. The Vine Trail Coalition has asked the District whether it would be willing and able to take on operation and maintenance of the Vine Trail as sections are completed, if adequate funding can be obtained. The Vine Trail Coalition, the County and the cities along its route, and the District are currently in discussions about which is the best entity to operate and maintain the trail. The County Board of Supervisors considered this issue on December 8, 2015, but no decisions were made. A meeting with the TAC for the Napa County Transportation Planning Agency to continue the discussion about who should manage the trail was held January 14, 2016; no decisions were made at that time.

Completed Projects

- Amy's Grove      Donation of 50 acres along Dry Creek and Wing Creek      The donation of approximately 50 acres of open space from the Chamberlain family to the District closed in December 2015.
- Bay Area Ridge Trail Realignment      Amendment to the proposed alignment of the Bay Area Ridge Trail extend north to the Oat Hill Mine Trail      In December of 2012 the Bay Area Ridge Trail Council approved the proposed realignment of the Ridge Trail through Napa County as requested by the District.
- Bay/River Trail -- American Canyon to Napa Phase I      Constructed approximately 5 miles of Class I bicycle and pedestrian path in the vicinity of American Canyon along the Napa River was completed in April 2012, in partnership with the City of American Canyon, Department of Fish and Game and Napa Vallejo Waste Management Authority. A formal opening ceremony was held June 2, 2012.
- Phase One--Eucllyptus Drive to Green Island Road      DFW surfaced the existing levee with gravel and opened the gate to the public in spring 2015.
- Phase Two-A Pond 10      DFW surfaced the existing levee with gravel and opened the gate to the public in spring 2015.
- Phase Three--Socol Ferry Road to Napa Pipe      Completed construction in spring of 2015 of 0.7 miles between Socol Ferry Road and the Napa Pipe property in the Napa Valley Corporate Park. The contractor will need to return in the summer of 2015 to reapply stabilizer in those spots where it didn't set up due to cold and wet weather.
- Beryessa Peak Trail      Obtained donated trail easement from the Ahmann family to close gaps between existing public lands on Blue Ridge. A Negative Declaration and Use Permit hearing was approved December 16, 2009 by the County Planning Commission. An Operations and Management Plan has been approved by the property owner and the District. BLM's biologist inspected the alignment on September 17, 2011. There have been volunteer trail building work parties have been held numerous times between 2011 and the present, and the trail is now done except for signage and a fence crossing. District staff met with Fish and Game on June 15, 2012 to discuss signage at the trailhead on DFG property, and in November 2012 submitted signage language for DFG review. Staff contacted DFG (now DFW) in February of 2013, again in early April, and again in late summer to determine the status of their review. In January 2014 DFW staff responded with an alternative entry sign design, and accepted our fence stile design. Volunteers installed the fence stile in March 2014. DFW installed the trail sign in late June 2015, though the sign copy is missing some information required by the trail easement that the trail uses after leaving DFW property. See attached picture. Staff has prepared two new signs to be placed at the termini of the private land trail easement that clearly state the rules for using the easement; these were installed by volunteers in late December 2015.
- Beryessa 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.
- Cedar Roughs/Smittle Creek      Acquisition of 443 acres providing public access to Cedar Roughs from Smittle Creek Day Use Area      Purchase of the property closed in December 2015.
- 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 01 2008, after a major volunteer work party doing signage installation, brush removal and erosion control.
- Historic ROW Analysis      Study to determine location and status of historic road Rights-of-Way and whether they have value as non-motorized recreational trails      Staff has completed a comprehensive review of historic rights-of-way, and is now focusing attention on those which have greatest potential.
- Linda Falls      Conservation easement accepted in spring 2008 from Land Trust of Napa County to provide additional protection for this 39 acre property, which is owned by the land trust
- Master Plan Development      The Master Plan for 2008-2013 was approved in January 2009

- Master Plan Update**  
 First scheduled update to the Master Plan adopted in January 2009  
 Board adhoc committee appointed. Methodology for doing update has been agreed upon. Project was delayed due to competing demands on staff time (primarily the effort to keep Napa's state parks from closing). A draft update has been prepared by staff working with the Board ad hoc committee for the Master Plan update, and released by the Board at the April 9, 2012 meeting for public comment. The plan update was adopted by the Board at its June 2012 meeting.
- Milliken Reservoir Trails and Picnic Area Feasibility Study**  
 Would construct approximately 3 miles of Bay Area Ridge Trail plus additional feeder and loop trails, along with a staging and picnic area  
 The feasibility study has been completed, and accepted by the Board of Directors. The Napa City Council in November, 2009 approved city staff recommendation to hold off on the Milliken Reservoir trails project until the Hennessey trail project is up and running.
- Moore Creek Open Space Park**  
 Acquisition of 673 acres in the Moore Creek Watershed completed in December 2008.
- Napa River Ecological Reserve Improvements**  
 Parking area paved, and rock barrier installed to control vehicular access in 2007. Trash enclosure constructed and entry signs restored by volunteers in 2008. Deteriorated kiosk removed in 2008. The District in July 2008 assumed the County's role in managing the preserve under the joint management agreement with DFG. A new maintenance contract with the non-profit organization Options 3 was started in January 2009. The old deteriorated information kiosk, which had become a serious eyesore, was removed in November 2008.
- Napa River Ecological Reserve Restoration**  
 This multi-year project resulted in the removal of the bulk of the invasive teasel that had taken over the 5 acre meadow at the entrance to the Reserve, and the construction of a short native plant interpretive trail. Work was done by volunteers, students, and paid contractors. In doing this work, several thousand students received a day of environmental education about native and invasive plants and riparian ecology.
- Napa River Flood Control Easement**  
 Conservation easement accepted by District in 2007 to facilitate Flood District project and grant funding
- Newell Preserve Improvements**  
 Provide on-site water supply for group campground for cattle  
 As part of the arrangement with the land trust on the District's purchase of Berryessa Vista, the land trust was willing to use some of the proceeds from the transaction to fund a well pump and distribution system at the Preserve. However, the first well drilled by the City of American Canyon came up dry. The City has dropped plans for digging any more test wells.
- River to Ridge Trail Enhancements**  
 Installation of animal silhouettes along the entryway fence illustrating the types of birds and mammals that can be found in the area completed by Eagle Scout candidate in 2008. In November 2008 five Valley Oak trees were planted at the Highway 221 entrance to the trail with the assistance of a volunteer from CNPS.
- River to Ridge Trail**  
 Deeds accomplishing the adjustment in property boundaries between Syar and the State have been recorded.
- River to Ridge Trail**  
 Lot line adjustment to legalize River to Ridge Trail as constructed (it currently encroaches on
- River to Ridge Trail Entrance Enhancements**  
 A new information kiosk was installed at the entrance in December 2008 as part of a Boy Scout project. Several Live Oak seedlings were donated by CNPS and have been planted at the entrance to improve its appearance.
- River to Ridge Trail**  
 Correct drainage problems to trail can be used  
 Two volunteer work weekends in March and April and two more in May of 2010 were organized by the District to clear brush, improve drainage, and surface about 300 feet of the trail with quarry fines to control problems with mud. Volunteers completed additional work in August 2011.
- Skyline Park Road and Trail Improvements**  
 Erosion control work on Lake Marie Road, and paving of campground loop road, completed in 2007 using State Prop 12 funds.
- Skyline Park Concessionaire Agreement Renewal**  
 District staff negotiated renewal of concessionaire agreement on behalf of the County. The renewal involved changes to the fee schedule and amendments to and approval of subagreements with three non-profit partner organizations.
- Skyline Park Trail Improvements**  
 Major volunteer event to reroute and repair trails  
 Staff worked with SPCA and V-O-CAL to sponsor a weekend work party on October 15-17, 2010. Approximately 110 volunteers worked to reroute and repair trails experiencing serious erosion problems. SPCA is donating \$1,000 toward expenses.
- Skyline Park Facility Improvements**  
 Partner-sponsored improvement include a second greenhouse and a covered equestrian arena.  
 The proposals for a second greenhouse and a covered arena were approved by the Department of General Services and by the County Board of Supervisors. The sponsors of these projects are now raising funds for implementation.

#### South Napa Wetlands Habitat Area

Transfer to the District those wetlands owned by the Napa County flood control district between the Napa River, Highway 29 and Newport Drive for use as habitat and nature-based recreation.

Transfer was approved in concept by the flood control district, and Park District staff prepared the first draft of a transfer agreement. Subsequently, attorney's for the flood district concluded it would be better from their perspective for the flood district to retain ownership of the property, due to their ongoing maintenance obligations.

#### State Parks

Assume management of Bothe-Napa Valley State Park and keep it and the Bale Grist Mill

The District took over operations of the parks on April 1, 2012, and have a 5 year agreement with the State to continue operating the parks.

#### Trichero Open Space Acquisition

Donation of 3,400 acres of open space to the District by Bob and Evalyn Trichero

The donation was completed on December 29, 2010. A related granting of an access easement to the Lake Berryessa Resort Improvement District was completed in mid-January 2011.

#### Wild Lake Ranch

Assist land trust with planning and possible joint management of trails, camping and picnic areas.

The District participated in the development of a strategic plan for the property, together with other public lands in the area, that was led by the Land Trust of Napa County. The land trust has decided, at least for the near term, to manage the Wildlake-Duff property itself.

Park Report - April 2016

Submitted by Ranger Sandy Jones and Jeanne Marioni

### **Robert Louis Stevenson State Park**

The grape arbor is done! It has been restored/repaired in ¼ sections at a time in order to save the old grape vines. NVSPA purchased the lumber. We were able to reuse some of the old posts. Looks great and now we can walk under it! Now we are repairing the exterior stairs off the kitchen door.

### **Bothe-Napa Valley State Park**

The park continues to look nice with lots of mowing, weed eating, and bathroom cleaning going on. The new seasonal hires are trained and working – just in time as we have been very busy.

The front deck of the visitor center is done and looks great. The screen doors are being repaired and reinstalled.



The Kiwanis guys have been painting lots of pickets and preparing posts for the fencing around the Kellogg/Tucker cemetery plot. We hope to install the fencing May 12 with the State archeologist present to oversee the replacement of the posts with minimal digging.



Bothe staff gets involved in advanced training!

Tyler took a two-day hazard tree recognition and management workshop at Lake Berryessa at the office of the Bureau of Reclamation. The workshop was put on by U.S. Forest Service and was taught by two pathologists and an entomologist. Mornings were spent in the classroom and afternoons in the field. Tyler reports it was great to see real life examples of hazard trees after learning why it was decided they needed to be removed. Tyler has also become a member of the International Society of Arboriculture.

Tyler also attended a watershed friendly dirt road workshop that took place in Marin at the municipal water district headquarters put on by Napa RCD. Most of the class focused on hydrology and sedimentation with classroom instruction in the morning followed fieldwork to see examples of good and bad road management.

Jeanne attended the Healthy Pollinator Symposium sponsored by Napa County Agriculture Commission. The goal of the symposium was to promote the integral role bees and other pollinators play in our ecosystem. We are working with an expert from UC Davis to evaluate the feasibility of a native bee garden at Bothe with educational/interpretative signs for park visitors. Visitors could stroll the garden and learn about the importance of pollinators.

We are working with St Helena Star to run a series of four articles featuring the history of Bothe & the upcoming Vintage Trailer event. We appreciate the support of the paper and the exposure the articles will bring to our park and Landmark's August 20<sup>th</sup> Trailer Hitch-up event at Bothe.

We have been finishing up some the last minute details on the cabins: futons are in, tempered window glass has been installed where required, we have toasters, and curtains and have been getting great deals on other needed items. The cabins look homey and inviting. We hope to have the cabins approved and ready to go by mid to late May. All needed information has been sent to ReserveAmerica who will handle the reservations.

Family summer camp ukulele style – Camp Oo-Koo-Lay-Lay at Bothe August 3-7. A host of happy ukulele campers from one end of the country to the other (and a few from Canada, as well) will camp at Bothe and offer workshops, play music and have great family fun. Everyone invited – these gatherings are very popular! You can pre-register at [www.winecountryukefest.com](http://www.winecountryukefest.com)

In May, several school groups camped at Bothe and the children also enjoyed a naturalist led tour offered by our Outdoor Education program.

**Bale Grist Mill State Historic Park**

April 23<sup>rd</sup> NVSPA hosted another Miller/Mill Volunteer Recruitment Day. Attendees gathered at the mill for a full tour of the mill, a meeting about mill operations and then enjoyed a fabulous lunch prepared by Michael Fradelizio. Several participants are interested in short-term volunteering and a couple gentlemen will begin shadowing the millers to see if becoming a miller is for them.

April 21<sup>st</sup> Sequoia School enjoyed the mill as a venue for its own mini Pioneer Days. Our miller gave educational tours for the children who wore the period clothes we provide for the kids and their adults.

Our second annual Pancake Breakfast will be May 7. Our neighbors at CDF will be there with a fire truck and will be around to talk to the public. Thank you Jodie's Signs for the awesome "Pancake Breakfast" sign out front that we got at a discount!

