



**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 SPECIAL MEETING

Monday, November 14, 2016 at 2:00 P.M.

Napa Valley Transportation Authority Conference Room, 625 Burnell Street, 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

- a. Approval of issuance of certificates of election and appointment by Board of Directors for Ward 2 (Tony Norris), Ward 3 (Brent Randol) and Ward 4 (Dave Finigan).
- b. Administration of Oaths of Office by County of Napa Clerk of the Board Gladys Coil for Directors of Ward 2, 3 and 4.

#### 2:10 pm

- c. Presentation by Auditor-Controller Tracy Schulze of FY 2015-16 year-end financials and independent financial audit performed by Brown Armstrong Accountancy Corporation. (report distributed separately from agenda packet)

### 4. Administrative Items

- a. Consideration and potential approval of Minutes of the Board of Directors regular meeting of October 10, 2016.
- b. Consideration and potential approval of extension of and \$20,000 increase to Agreement 15-22 with 6539 Consulting until June 30, 2017.
- c. Consideration and potential approval of Memorandum of Understanding with the Environmental Education Coalition of Napa County
- d. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff.
- e. Review of the District Projects Status Report
- f. Receipt of monthly report for Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park. (report to be provided at meeting)

### 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.*

Set date for board retreat and identify topics for discussion.

### 8. Adjournment



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Director, Ward One

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Barry Christian  
Director, Ward Five

## MINUTES

### BOARD OF DIRECTORS REGULAR MEETING

Monday, October 10, 2016 at 2:00 P.M.

Napa County Board of Supervisors Chambers, 1195 Third Street, 3<sup>rd</sup> floor, Napa, CA

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

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

Directors absent: Dave Finigan

Staff present: John Woodbury, Chris Cahill, Dylan Roy, and Lashun Fuller.

#### 2. Public Comment

None

#### 3. Set Matters

2:00 pm Presentation by Doug Parker, Executive Director of the Land Trust of Napa County, regarding their proposed acquisition of a conservation easement over a portion of the Pacific Union College's eastern forest lands

Doug Parker, Executive Director of the Land Trust of Napa County, gave power point presentation with regard to the proposed acquisition of a conservation easement over a portion of the Pacific Union College's eastern forest lands.

#### 4. Administrative Items

- a. Consideration and potential approval of Minutes of the Board of Directors regular meeting of September 12, 2016.

Minutes for the September 12, 2016 meeting were approved.

BR-BC-TN-KT-DF

X

- b. Consideration and potential acceptance of a conservation easement from the Land Trust of Napa County covering their Linda Falls property.

TN-BC-KT-BR-DF

X

- c. Consideration and potential approval of purchase and sale agreement for The Cove (APN's 034-360-017, -032, -033)

TN-BR-BC-KT-DF

X

- d. Receipt of oral report on fire safety procedures.

John Woodbury gave the report.

- e. 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.
- f. Review of the District Projects Status Report  
John Woodbury and Chris Cahill gave the report with discussions on: Camp Berryessa, Linda Falls, Girl Scout Camp, Capell Valley School.
- g. Receipt of monthly report for Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park.  
John Woodbury gave report.

#### 5. Announcements by Board and Staff

- Brent Randol- Mentioned that he would like to see more competition for re-election for their Board and proposed more outreach to get their (NCRPOSD) name out there.
- Tony Norris- Handed out Rattle Snake information guide regarding how to handle Rattle Snake bites.
- Tony Norris- Attended the inaugural 'Walk With A Doc' (Napa Valley Vine Trail & OLE Health); next ones will be November 5<sup>th</sup> & December 3<sup>rd</sup>
- Tony Norris- There is an Arbor Day planting coming up along the new Vine Trail section along Solano Ave. (between Napa and Yountville) and at Kennedy Park.
- Tony Norris- Attended the 'Friends of the Napa River' fundraiser at the Culinary Institute of America at Copia. NCRPOSD participation/involvement brought up for future events.
- Barry Christian- Bay Area Ridge Trail Day in Napa and American Canyon on Nov. 5<sup>th</sup>; sign up through REI to participate.
- Barry Christian- City of American Canyon just held a picnic and hike on the 8<sup>th</sup> of October

#### 6. Agenda Planning

John Woodbury- Next meeting is November 14<sup>th</sup> at NVTA.

John Woodbury- Discussion on doing a Board retreat after the election but before the end of the calendar year.

NOVEMBER BOARD MEETING TO BE HELD AT NVTA CONFERENCE ROOM,  
625 BURNELL STREET, NAPA, CA

#### 7. Adjournment

Adjourned to the Regular Board Meeting on November 14, 2016

\_\_\_\_\_  
KAREN BOWER-TURJANIS, Board President

ATTEST:

\_\_\_\_\_  
LASHUN FULLER, Acting District Secretary

#### Key

Vote: TN = Tony Norris; KBT = Karen Bower-Turjanis; DF = David Finigan; BC = Barry Christian; BR = Brent Randol  
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:* November 14, 2016  
*Item:* **4.b**  
*Subject:* Consideration and potential approval of Amendment No.3 to Agreement 15-22 with 6539 Consulting, extending the term of the Agreement to June 30, 2017 and increasing the total compensation by \$20,000.

### RECOMMENDATION

Approve Amendment No.3 to Agreement 15-22, extending the term of the agreement to December 31, 2016 and increasing the total compensation by \$20,000 to not-to-exceed amount of \$89,500.

### 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

In September 2015 the General Manager approved Agreement 15-22 with 6539 Consulting, at an amount not to exceed \$24,500, to assist the District with upgrades to the District web page, improving public communication systems, initiating a periodic newsletter, and other outreach.

In March 2016 the Board approved Amendment No.1 to the Agreement, increasing the amount of the contract from \$24,500 to \$49,500. This amount was intended to cover work through June 30, 2016.

In June 2016 Agreement 15-22 was extended by the Board through December 31, 2016, and the dollar value increased by \$20,000, to continue public outreach and engagement activities. The agreement was not extended for a longer period because the outcome of the November elections was expected to impact the scope of future services.

Staff recommends extended the agreement through June 30, 2017, so that essential outreach and community engagement work performed by the contractor can continue while District Board and staff develop a longer term community engagement strategy. In addition to current outreach efforts, the contractor will assist with developing partnerships with public health providers to strengthen the link between parks and health.



## STAFF REPORT

*By:* John Woodbury  
*Date:* November 14, 2016  
*Item:* **4.c**  
*Subject:* Consideration and potential approval of Memorandum of Understanding with the Environmental Education Coalition of Napa County

### RECOMMENDATION

Authorize the General Manager to sign the proposed Memorandum of Understanding with the Environmental Education Coalition of Napa County

### 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 Environmental Education Coalition of Napa County (EECNC) has for many years been an informal coalition of public agencies and non-profit organizations that sponsors educational events and activities. For example, EECNC has organized Napa's Earth Day events. This past year, through Friends of the Napa River, EECNC obtained and disbursed small grants to teachers to provide bus transportation for field trips. Chino Yip has in the past represented the District at EECNC.

The participants in EECNC are proposing that participating agencies and organizations enter into an MOU that provides a more explicit statement of purpose and formal framework for the coalition. The proposed MOU is attached. The MOU does not commit any of its signatories to any specific action nor financial obligation. The value of the MOU is that, by demonstrating the signatories are working together, and are interested in continuing to work together, it should enhance the ability of the coalition to obtain grant funding and other support for common environmental education projects.

At this time, probable signatories to the MOU include the Napa County Resource Conservation District, Friends of the Napa River, Inc., Suscol Intertribal Council, Connolly Ranch, City of Napa, County of Napa, Napa Sanitation District, and Napa County Regional Park and Open Space District.

## MEMORANDUM OF UNDERSTANDING

Between

Napa County Resource Conservation District, Friends of the Napa River, Inc., Suscol Intertribal Council, Connolly Ranch, City of Napa, County of Napa, Napa Sanitation District, and Napa County Regional Park and Open Space District

Establishing the

### Environmental Education Coalition of Napa County (EECNC)

This Memorandum of Understanding (MOU) is made and entered into by and between Napa County Resource Conservation District, Friends of the Napa River, Inc., Suscol Intertribal Council, Connolly Ranch, City of Napa, County of Napa, Napa Sanitation District, and Napa County Regional Park and Open Space District. The entities listed above may collectively be referred to as the parties to this MOU.

#### I. PURPOSE

The parties to this MOU have individual environmental education responsibilities in Napa County. These responsibilities include but are not limited to:

- Coordinating events and programs for the community at-large and youth groups
- Marketing and communication with the public and teachers related to environmental education,
- Managing grants and program budgets related to environmental education projects.

The purpose of this MOU is to document a framework of cooperation to coordinate Napa's Countywide annual Earth Day event, create professional development opportunities for environmental educators, and encourage opportunities for environmental education in Napa County by establishing the Environmental Education Coalition of Napa County (EECNC) in accordance with this MOU and the hereby incorporated Exhibits:

Exhibits:

- A. Steering Committee
- B. Sponsor Agreement with Friends of the Napa River

Exhibits to this MOU may be revised or deleted by Steering Committee consensus

#### II. EACH PARTY SHALL

A. Agree to the formation of an EECNC Steering Committee (hereinafter "Steering Committee"). The role of the "Steering Committee" will be to provide expertise and oversight to EECNC-sponsored projects. Attached hereto and incorporated herein as Exhibit "A" is a list of Steering Committee Representatives, Organization and Responsibilities.

B. Designate a key contact or a representative to serve on the Steering Committee.

C. Work through their Steering Committee representative to develop an annual work plan (hereinafter "Plan") to guide EECNC activities and to implement the "Plan".

D. Agree to collaborate in coordinating priorities, actions, and resources for coordinating Napa's annual Earth Day event, creating professional development opportunities for environmental educators, and encouraging opportunities for environmental education in Napa County

E. Recognize that other entities may assist in endeavors critical to the purposes of this MOU under separate formal arrangements. Such assistance may include but not be limited to: managing funds, writing grant applications, providing consultation, event coordination, education, and facilitation.

G. Recognize that other entities may sign on to the MOU at any time after the MOU is established upon approval by the majority of the parties.

### **III. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT**

A. **PRINCIPAL CONTACTS:** The principal contacts for this MOU are the Steering Committee Representatives and/or key contacts for the parties to this MOU as defined in Exhibit A.

B. **PARTICIPATION IN SIMILAR ACTIVITIES:** This MOU in no way restricts the parties from participating in similar activities with other public or private agencies, organizations, and individuals, nor in the development and delivery of environmental education themselves.

C. **ACKNOWLEDGEMENT:** All projects coordinated and conducted as a project of EECNC shall be publicly acknowledged as such by the parties, including on posters, websites, social media posts, press releases, media interviews, and other advertising venues.

D. **NON-FUND OBLIGATING DOCUMENT:** This MOU is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this MOU will be handled in accordance with applicable laws, regulations, and procedures.

#### **E. HOLD HARMLESS/DEFENSE/INDEMNIFICATION**

(a) In General. To the full extent permitted by law, parties agreed to defend, indemnify and hold each other harmless as well as their respective officers, agents, employees, volunteers or representatives from and against any and all liability, claims, actions, proceedings, losses, injuries, damages or expenses of every name, kind and description, including litigation costs and reasonable attorney's fees incurred in connection therewith, brought for or on account of personal injury (including death) or damage to property, arising out of or connected with any acts or omissions of that party or its officers, agents, employees, volunteers, or contractors or their subcontractors, when performing any activities or obligations required of that party under this Agreement. Parties shall notify the other party immediately in writing of any claim or damage related to activities performed under this Agreement. Parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under this Agreement, providing that nothing shall require either party to disclose any documents, records or communications that are protected under peer review privilege, attorney-client privilege, or attorney work product privilege.



(b) Employee Character and Fitness. Parties accept responsibility for determining and approving the character and fitness of its employees (including volunteers, agents or representatives) to provide the services *described under this Agreement*. Notwithstanding anything to the contrary in this Paragraph, Parties shall hold each other harmless from any liability for injuries or damages resulting from a breach of this provision or EECNC's actions in this regard.

F. MODIFICATION. Modifications of this MOU shall be made by **mutual consent** of the parties, by the issuance of written modification, signed and dated **by all parties**, prior to any changes being performed, with the exception of changes to Exhibits as provided in provision I.

G. ADDITION OF SIGNATORY PARTY. Other entities may sign on to the MOU at any time after the MOU with consent of a majority of existing Parties.

H. TERMINATION Any party, in writing, may terminate its participation in this MOU in whole, or in part, at any time before the date of expiration by giving written notice to the steering committee chair. A party's termination will be effective upon delivery of the notice unless stated otherwise.

I. Parties shall send a PDF copy of the signature page by e-mail to the email address listed below, followed by mailing the original hard copy to

Frances Knapczyk  
 Napa County Resource Conservation District  
 1303 Jefferson Street, Suite 500B  
 Napa, CA 94559  
[Frances@NapaRCD.org](mailto:Frances@NapaRCD.org)

J. This MOU may be executed in two or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same MOU. The counterparts of this agreement may be executed and delivered by PDF or other electronic signature by any of the parties to any other party and the receiving party may rely on the receipt of such document as if the original had been received. Once fully executed, an electronic copy of this MOU will be distributed to all signatory officials.

K. COMMENCEMENT AND EXPIRATION DATE. This MOU is effective for each party on the date of their signature and is effective through **June 30, 2019**.

**Initial Signatories to the Memorandum of Understanding establishing the Environmental Education Coalition of Napa County**

\_\_\_\_\_  
Leigh Sharp, Executive Director  
Napa County Resource Conservation District  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name, Title  
Napa County Regional Park and Open Space  
District  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name, Title  
Friends of the Napa River, Inc.  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name, Title  
Suscol Intertribal Council  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name, Title  
Connolly Ranch  
Date: \_\_\_\_\_

\_\_\_\_\_  
Sierra Minchaca  
Community Member  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name, Title  
Napa Sanitation District  
Date: \_\_\_\_\_

## EXHIBIT A

## STEERING COMMITTEE REPRESENTATIVES

## Parties to the MOU:

Frances Knapczyk  
 Conservation Program Manager, Napa County  
 Resource Conservation District  
 707-252-4189x3124  
[frances@naparcd.org](mailto:frances@naparcd.org)

Eric McKee  
 Education Program Coordinator, Napa County  
 Resource Conservation District  
 707-252-4189x3120  
[eric@naparcd.org](mailto:eric@naparcd.org)

Stephanie Turnipseed  
 Pollution Prevention and Outreach Coordinator,  
 Napa Sanitation District  
 707-258-6002  
[sturnips@NapaSan.com](mailto:sturnips@NapaSan.com)

Charlie Toledo  
 Executive Director, Suscol Intertribal Council  
 707.256.3561  
[suscol@suscol.net](mailto:suscol@suscol.net)

Shari Gardner  
 Executive Director, Friends of the Napa River  
 707-799-5241  
[Gardner.shari@gmail.com](mailto:Gardner.shari@gmail.com)

Pat Costello  
 Water Resources Analyst, City of Napa  
 707-257-9309  
[pcostello@cityofnapa.org](mailto:pcostello@cityofnapa.org)

Sierra Minchaca  
 518-423-3322  
[s.minchaca@gmail.com](mailto:s.minchaca@gmail.com)

Hylah Egeland  
 Program Manager, Connolly Ranch  
 (707) 224-1894  
[hylah@connollyranch.org](mailto:hylah@connollyranch.org)

Chino Yip  
 Volunteer Coordinator, Napa County Regional  
 Park and Open Space District  
[cyip@ncrposd.org](mailto:cyip@ncrposd.org)  
 707 337-3885

Dave Briggs  
 Environmental Resource Specialist, Napa County  
 Public Works Department  
 707 253-4094  
[David.briggs@countyofnapa.org](mailto:David.briggs@countyofnapa.org)

## Other Interested Organizations and Individuals

Aly Hite  
 Program Coordinator, Napa County Office of  
 Education  
 707.253.6884  
[ahite@napacoe.org](mailto:ahite@napacoe.org)

Lou Leet  
 City of American Canyon  
 (707) 647-4521  
[lleet@cityofamericancanyon.org](mailto:lleet@cityofamericancanyon.org)

### STEERING COMMITTEE ORGANIZATION

The Steering Committee will:

- A. Be comprised of a **chairperson**, **treasurer**, and general Steering Committee representatives (representatives).
- B. Initially be chaired by **Sierra Minchaca, Community Member**.
- C. Appoint subsequent Steering Committee chairperson and initial treasurer from the representatives. Intervals of such appointments shall be at the discretion of the Steering Committee.
- D. Initially be comprised of one or more representative(s) from each of the Parties and representatives from Other Interested Organization and Individuals listed above.
- E. Make themselves available at mutually agreeable times for continuing consultation to discuss the conditions covered by this MOU. Representatives will participate in at least one meeting monthly. Such meetings shall generally be held on the second Tuesday of the month to coordinate Earth Day, Bus Grant, Community Events, Scholarship, or other EECNC activities.
- F. Share pertinent information, encourage and promote cooperation, and keep communication open and frequent so all representatives are informed on the status of the issues that may affect working relationships.
- G. Operate by **consensus** with a commitment to cooperation.

### STEERING COMMITTEE RESPONSIBILITIES

The Steering Committee will conduct activities including but not limited to:

- A. Coordinate and conduct Napa's annual Earth Day celebration.
- B. Coordinate and conduct School Field Trip Bus Grant.
- C. Coordinate rental and advertisement of Water Bar
- D. Coordinate advertisement and award of Darcy Aston Memorial Scholarship.
- E. Coordinate and conduct community events and professional develop workshops, as desired by the Steering Committee.
- F. Maintain the following websites: [www.NapaEarthDay.com](http://www.NapaEarthDay.com) and [www.napaenvironmentaled.org](http://www.napaenvironmentaled.org) and email group list
- G. Actively seek cooperators, volunteers and alternate funding sources critical to the success of EECNC projects.
- H. Review and update Exhibits to this MOU.
- I. Further define specific Steering Committee Responsibilities in the approved Plan, as appropriate.

## EXHIBIT B

Responsibilities and Reimbursements for Friends of the Napa River, Inc. as the Fiscal Sponsor of EECNC

**Environmental Education Coalition of Napa County  
SPONSOR/HOME ORGANIZATION RESPONSIBILITIES & REIMBURSEMENT**

Friends of the Napa River, Inc. shall serve as the Fiscal Agent for EECNC and has the authority to enter into contracts on behalf of EECNC, upon approval of said actions by the Steering Committee. Friends of the Napa River, Inc. shall maintain a fiduciary responsibility, with the Duty of Care typically associated with such a responsibility.

Liability Responsibilities:

- Secure insurance for EECNC events
- Secure ABC license for EECNC events

Fiscal Responsibilities:

1. Deposit, hold, and make payment using EECNC funds for EECNC Projects, as described below
  - o Income sources include:
    - Earth Day sponsorships (5-10 cash sponsors)
    - Earth Day exhibitor/vendor fees (75+ exhibitors)
    - Earth Day beer & wine sales
    - Donor/foundation supporting bus grant
    - Donations made at community events (e.g. movie night)
    - Rental fees associated with Water Bar
  - o Expenses include:
    - Payment to event coordinator & vendors associated with Earth Day
    - Payment to contractors (e.g. web/graphic designer)
    - Insurance for events
    - Payment to vendors associated with community events (movie night)
    - Payment to NVUSD for field trips through Bus Grant
    - Payment to high school graduates for Scholarship
2. Provide EECNC with quarterly and by-project reporting of financial position.

Reimbursement for Services:

Sponsor/home organization is entitled to reimbursement for services to EECNC from EECNC funds. Expenses such as bookkeeper, bank charges, etc., shall be fully reimbursed by EECNC based upon periodic invoices to be submitted to RCD for review and approval. In addition, Sponsor shall charge a fee of 10% (ten percent) of all moneys received via EECNC as reimbursement for sponsor's time and effort. Such will be considered a donation to fiscal sponsor.

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**EECNC Projects**

1. Earth Day

*EECNC coordinates Napa's annual Earth Day celebration. EECNC Sponsor contracts with and supervises an Event Coordinator to conduct the bulk of the logistical planning. The event attracts 3,000-5,000 people each year, consists of live music, food, beer/wine, and 70-100 exhibitors. The event has been held in downtown Napa since 2012. EECNC Sponsor shall be in charge of securing insurance and ABC license for wine/beer sales as outlined below.*

- EECNC Project Manager (Napa County Resource Conservation District (RCD)) coordinates communication with Event Coordinator, works with Event Coordinator to collect all invoices related to event, and collects and tracks all income. Cash income shall be counted by RCD. All income and expenses are bundled by RCD for fiscal sponsor processing.
- Fiscal sponsor deposits all income related to event as directed by RCD, including sponsorship checks, checks from exhibitors, and beer/wine sales income
- Fiscal sponsor pays all invoices associated with event upon direction from RCD, such as: event coordinator, suppliers, ABC permit, advertising, entertainers, City of Napa deposit fees, graphic designer, Web Master
- Fiscal sponsor coordinates furnishing of the requisite certificate of liability insurance required by City of Napa; Increased insurance costs borne by Fiscal sponsor shall be compensated from EECNC funds. Fiscal sponsor currently carries insurance through Malloy, Imrie, and Vasconi, Brokers).
- Fiscal sponsor provides cash advances for beer & wine sales at event (change for cash boxes); RCD to confirm receipt of cash amounts.

## 2. School Field Trip Bus Grant

*EECNC offers grants for busing for school-sponsored environmental education field trip; funding for bus grants comes from portion of wine and beer sales at Earth Day and donations/foundation grants (Mead Foundation - 2015)*

- Napa Sanitation District (NSD) or other specified and responsible organization receives & screens applications from teachers, maintains list of awarded grants, collects invoices from bus companies (mostly NVUSD).
- Fiscal sponsor issues payment to bus companies upon receiving invoices from NSD.
- Fiscal sponsor works with appointed EECNC representative to maintain a list of field trips for which invoices have been approved by NSD and received/paid.

## 3. Water Bar

*EECNC rents water bar/bottle filling station to organizations for use at events. Water bar is stored at Connolly Ranch. Rental application and instructions are at the bottom of [earthdaynapa.com](http://earthdaynapa.com)*

- Connolly Ranch coordinates rental of water bar, activities include all communication with renting organization, coordination of pick up and drop off of Water Bar, and coordination and acceptance of payment.
- Connolly Ranch coordinates maintenance and upkeep of water bar, but takes no responsibility for payment for services or items related to maintenance. All maintenance expenses shall be paid for with EECNC funds, payment shall be coordinated by Fiscal sponsor.
- Fiscal sponsor deposits checks provided by Connolly Ranch and accounts/tracks for income and expenses (filters) related to Water Bar.
- Fiscal sponsor takes no responsibility for maintenance, usage, purchasing of filters, etc, for the water bar and is only responsible for accepting and making directed deposits / payments.

## 4. Scholarship

*EECNC strives to award at least one \$500 scholarship per year to a graduating high school student as funds from events (movie nights) and Earth Day beer/wine sales are available.*

- Napa County Regional Park and Open Space District(NCRPOSD) receives all applications and coordinates subcommittee of no fewer than two EECNC members to decide who will be recipient(s)
- Fiscal sponsor pays scholarship award to student as directed by NCRPOSD.

#### 5. Events and workshops

*EECNC conducts community events, such as movie nights, and professional development workshops, approximately 1-5 times/year*

- Napa County Office of Education (NCOE) or other responsible organization coordinates and facilitates events, coordinates rentals, collects ticket sales, and maintains budget
- Fiscal sponsor provides necessary insurance for events
- Fiscal sponsor works with NCOE or other responsible organization to deposit and account for ticket sales and pay rental/supply fees associated with event



## STAFF REPORT

Date: November 14, 2016  
Item: **4.d**  
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 October 2016.

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

None



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

## Gen Admin Dept - 85000-00

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
10/03/2016	PARK070117 08/2016	PARK070117 08/2016	CJ YIP & ASSOCIATES	\$ 2,950.00
10/10/2016	Fall festival flyer dist.	Peachjar flyer expense	JOHN WOODBURY	\$ 508.50
10/10/2016	Gas-Park truck	Gas expense-Parks truck	CJ YIP & ASSOCIATES	\$ 73.34
10/11/2016	Mileage 10/6/16 Chris C.	Mileage 10/6/16 Chris C.	CHRISTOPHER CAHILL	\$ 18.90
10/13/2016	PARK152217 09/2016	PARK152217 09/2016	6539 CONSULTING	\$ 2,010.00
10/17/2016	160149B-17 FY15/16 Pmt#1 Audit	Client 57218.010	BROWN ARMSTRONG ACCOUNTANCY CORP	\$ 3,000.00
10/19/2016	PARK070117 09/2016	PARK070117 09/2016	CJ YIP & ASSOCIATES	\$ 1,603.24
10/27/2016	Transportation - Oct 2016	Reimbursement-Oct 2016 Park expenses	JOHN WOODBURY	\$ 143.64
10/27/2016	BAOSC Annual Dues	Napa County Park District-BAOSC Annual Dues	BAY AREA OPEN SPACE COUNCIL	\$ 1,000.00
10/27/2016	Google Apps-Oct 2016	Reimbursement-Oct 2016 Park expenses	JOHN WOODBURY	\$ 30.00
10/28/2016	1Q Legal Services			\$ 6,176.00
10/31/2016	1st Qtr PBES Admin			\$ 44,664.77

## Moore Creek Dept - 85010-00

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
10/03/2016	PARK070117 08/2016	PARK070117 08/2016	CJ YIP & ASSOCIATES	\$ 1,090.50
10/03/2016	PARK140217 09/2016	PO# Chris Cahill	HERITAGE SYSTEMS, INC.	\$ 367.67
10/04/2016	Storage tank service call	Moore Creek Park-Job #161-1870	OAKVILLE PUMP SERVICE	\$ 220.00
10/04/2016	Valley Internet-Oct 2016	Account #62539	VALLEY INTERNET	\$ 169.00
10/10/2016	PG&E 8/23/16-9/21/16	Account #0099759249-8	PACIFIC GAS & ELECTRIC CO	\$ 295.12
10/10/2016	Central Valley-Sept 2016	Customer Acct #NAPACORP	CENTRAL VALLEY BUILDERS	\$ 87.05
10/10/2016	Pool supplies	Account #N5007	DONS SWIMMING POOL CENTER	\$ 164.05
10/19/2016	PARK070117 09/2016	PARK070117 09/2016	CJ YIP & ASSOCIATES	\$ 423.76
10/21/2016	PARK140217 10/2016	October FY17 Parks 14-02	HERITAGE SYSTEMS, INC.	\$ 367.67
10/24/2016	Porta Potty - Sept 2016	Moore Creek/Yountville Park	JOHNNY ON THE SPOT	\$ 173.57
10/27/2016	Valley Internet-Nov 2016	Account #62539	VALLEY INTERNET	\$ 169.00
10/31/2016	1st Qtr PBES Admin			\$ 4,241.86

## Oat Hill Mine Trail Dept - 85010-01

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
10/03/2016	PARK070117 08/2016	PARK070117 08/2016	CJ YIP & ASSOCIATES	\$ 635.32
10/19/2016	PARK070117 09/2016	PARK070117 09/2016	CJ YIP & ASSOCIATES	\$ 319.98
10/31/2016	1st Qtr PBES Admin			\$ 468.66

## NRBT - 85010-02

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
10/03/2016	PARK070117 08/2016	PARK070117 08/2016	CJ YIP & ASSOCIATES	\$ 462.42
10/10/2016	Central Valley-Sept 2016	Customer Acct #NAPACORP	CENTRAL VALLEY BUILDERS	\$ 35.63
10/19/2016	PARK070117 09/2016	PARK070117 09/2016	CJ YIP & ASSOCIATES	\$ 166.20
10/27/2016	Transportation - Oct 2016	Reimbursement-Oct 2016 Park expenses	JOHN WOODBURY	\$ 21.06
10/31/2016	1st Qtr PBES Admin			\$ 1,202.22

## Camp Berryessa - 85010-03

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
10/04/2016	Supplies for water testing	Account #460	ZELLER'S ACE HARDWARE	\$ 32.38
10/10/2016	PG&E 8/23/16-9/21/16	Account #1765266301-8	PACIFIC GAS & ELECTRIC CO	\$ 10.52
10/12/2016	CAMB Adv 9/16-11/10/16	Customer# C-00012005	NATIONAL CINEMEDIA LLC	\$ 4,802.00
10/14/2016	Trash-Sept 2016	Camp Berryessa	BERRYESSA GARBAGE SERVICE	\$ 65.00
10/17/2016	Water Samples 10/8-10/16	Water Samples 10/8-10/16	CHRISTOPHER CAHILL	\$ 63.18
10/19/2016	PARK070117 09/2016	PARK070117 09/2016	CJ YIP & ASSOCIATES	\$ 228.60
10/27/2016	Water testing	Lab Order #R100478 & R100479	CALTEST ANALYTICAL LABORATORY	\$ 94.00
10/27/2016	CB Promo Video	Napa Open Space District	EVERSEEN PRODUCTIONS	\$ 500.00
10/27/2016	Open house Supplies	Reimbursement-Oct 2016 Park expenses	JOHN WOODBURY	\$ 57.38
10/31/2016	1st Qtr PBES Admin			\$ 11,471.91

## Berryessa Vista - 85010-04

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
10/31/2016	1st Qtr PBES Admin			\$ 106.79

## NRER - 85010-05

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
10/03/2016	PARK070117 08/2016	PARK070117 08/2016	CJ YIP & ASSOCIATES	\$ 205.94
10/10/2016	Add'l cleaning July-Sept	Additional cleaning-Yountville Park	JOHNNY ON THE SPOT	\$ 325.00
10/19/2016	PARK070117 09/2016	PARK070117 09/2016	CJ YIP & ASSOCIATES	\$ 208.10
10/21/2016	PARK081217 09/2016	Contract# Agreement 08-12	OPTIONS3	\$ 513.75
10/21/2016	PARK081217 08/2016	Contract# Agreement 08-12	OPTIONS3	\$ 685.00

10/24/2016	Porta Potty - Sept 2016	Moore Creek/Yountville Park	JOHNNY ON THE SPOT	\$	173.57
10/31/2016	1st Qtr PBES Admin			\$	126.85

## Vine Trail - 85010-06

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
10/31/2016	1st Qtr PBES Admin			\$ 602.01

## Putah Creek - 85010-07

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
10/31/2016	1st Qtr PBES Admin			\$ 226.59

## State Park - 85010-08

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
10/04/2016	PG&E 8/16/16-9/14/16	Account #9051730227-0	PACIFIC GAS & ELECTRIC CO	\$ 42.97
10/04/2016	PG&E 8/15/16-9/13/16	Account #6765403114-4	PACIFIC GAS & ELECTRIC CO	\$ 46.90
10/04/2016	PG&E 8/16/16-9/14/16	Account #5360079806-9	PACIFIC GAS & ELECTRIC CO	\$ 10.52
10/04/2016	PG&E 8/15/16-9/14/16	Account #1869012498-9	PACIFIC GAS & ELECTRIC CO	\$ 1,223.52
10/04/2016	PG&E 8/15/16-9/13/16	Account #2172831822-7	PACIFIC GAS & ELECTRIC CO	\$ 49.81
10/04/2016	PG&E 8/16/16-9/15/16	Account #4831406953-4	PACIFIC GAS & ELECTRIC CO	\$ 119.56
10/04/2016	Frig, stoves, microwave-cabins	Bothe Reimbursements	SANDY JONES	\$ 1,159.96
10/04/2016	Safety glasses, hard hat, etc	Account #25020	BELKORP AG, LLC	\$ 50.74
10/05/2016	7898686642 09/2016	Acct# 7898686642	CHEVRON PRODUCTS COMPANY	\$ 174.50
10/06/2016	Heartland credit card fees-WFB			\$ 51.75
10/10/2016	Central Valley-Sept 2016	Customer Acct #NAPACORP	CENTRAL VALLEY BUILDERS	\$ 1,357.81
10/13/2016	PARK120817 08/2016	PARK120817 08/2016	JEANNE MARIONI	\$ 1,330.00
10/14/2016	Ashes disposal	Account #01-0002642-6	UPPER VALLEY DISPOSAL	\$ 333.45
10/14/2016	Upper Vly Disp-Sept 2016	Account #01-0013452-7	UPPER VALLEY DISPOSAL	\$ 870.75
10/14/2016	Telepacific - Oct 2016	Account #133326	TELEPACIFIC COMMUNICATIONS	\$ 613.07
10/14/2016	Tire repair	Napa County Park District	O.K. TIRE STORE	\$ 25.00
10/14/2016	Countertops - Bothe cabins	Countertops expense-Bothe	SANDY JONES	\$ 2,777.69
10/17/2016	Reclass to 17000-53100			\$ 318.69
10/24/2016	Paint- Cabins @ Bothe	Account #4159	THE PAINT WORKS	\$ 337.23
10/24/2016	Water pressure valves (cabins)	Account #882538499	GRAINGER INDUSTRIAL	\$ 502.13
10/24/2016	Trash liners	Bothe NV State Park	E POLY STAR, INC.	\$ 1,616.76
10/24/2016	Cleaning supplies	Acct #60124600060576080	CASH & CARRY	\$ 175.53
10/24/2016	Vacuums	Napa County Park District	REDWOOD VACUUM & JANITORIAL	\$ 341.48
10/25/2016	PARK160517 7/2016-9/2016	May - June FY16 & July - September FY17	JONATHAN EHLERS	\$ 1,200.00
10/25/2016	May - June FY16	May - June FY16 & July - September FY17	JONATHAN EHLERS	\$ 300.00
10/27/2016	ATP - Oct 2016	Account #746-0150	ADVANTAGE TOTAL PROTECTION	\$ 40.00
10/27/2016	Sink faucet-cabin	Account #882538499	GRAINGER INDUSTRIAL	\$ 114.06
10/27/2016	Transportation - Oct 2016	Reimbursement-Oct 2016 Park expenses	JOHN WOODBURY	\$ 79.68
10/27/2016	Motion light	Account #882538499	GRAINGER INDUSTRIAL	\$ 93.69
10/31/2016	1st Qtr PBES Admin			\$ 76,512.38

## Suscol Headwaters - 85010-09

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
10/31/2016	1st Qtr PBES Admin			\$ 4,919.04

## Amy's Grove - 85010-10

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
10/27/2016	Field work/Report	Field Work & Report-Amy's Grove	NAPA BOTANICAL SURVEY SERVICES	\$ 818.00
10/31/2016	1st Qtr PBES Admin			\$ 2,429.98

## Smittle Creek - 85010-11

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
10/31/2016	1st Qtr PBES Admin			\$ 1,275.39

Plan of Projects  
**Status Report**

14-Nov-16

**Name of Project Description**

**Status**

<p>Amy's Grove      Planning and permits for public use of Amy's Grove</p>	<p>The District will hold a community scoping session later in 2016, with the timing dependent on when background surveys are complete and the adjacent Enchanted Hills Camp is available to host the meeting. A botanist and an archeologist have been put under contract to do an initial planning survey for the property. The archaeological survey has been completed and did not find evidence of native american activity. The botanical survey has been completed, and the written report expected shortly.</p>
<p>Bay Area Ridge Trail Tuteur Loop Assignment of Tuteur Loop Ridge Trail easement from the Bay Area Ridge Trail to the District</p>	<p>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 and the property owner wish to transfer this easement to the District. Staff has resumed work on transferring the easement to the District now that the option agreement for purchasing a portion of the Kirkland Ranch has been 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; and a surveyor has been engaged to place boundary markers and prepare a 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. <u>Staff is researching a title discrepancy regarding the property over which the trail travels.</u></p>
<p>Bay/River Trail -- American Canyon to Napa  An 8+ mile recreational trail generally following the Napa River and interior levees of associated wetlands.</p>	<p>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. LSA Associates has completed a biological survey for the Fagan Marsh area; based on the results, DFG has indicated they do not want the trail alignment to follow the levee on the north side of Fagan Marsh; District staff is reviewing the feasibility of an alternative alignment.</p>
<p>Berryessa Estates Acquire 480 acres next to Berryessa Estates from BLM at no fee through their Recreation and Public Purpose Act procedure. Would connect Lake Berryessa Estates to the District's Spanish Valley holdings.</p>	<p>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. In late August Reclamation determined they still retained jurisdiction, but committed to completing the transfer. Not willing to keep waiting for the federal agencies to resolve their differences, Napa County has acquired a property within the Lake Berryessa Estates subdivision for constructing the fire sub-station. In 2015 Reclamation said 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. At a meeting on April 14, 2016, the new Superintendent for the Ukiah District of BLM committed to completing the transfer.</p>

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 arranged. Bunk beds were delivered on June 1st and mattresses were delivered on June 10th. Trackers Earth used the Camp as a tenant for the month of June; Reclamation in late June approved the longer-term partnership agreement with Trackers Earth that the Board approved in May. Trackers Earth and the District have co-produced a 40 second promotional video which we are planning to run before movie showings at the Century Napa Valley Theaters. Tuleyome and Trackers Earth are working on co-producing a series of weekend classes for adults and children on outdoor survival and astronomy in early 2017. Unfortunately, a change in life plans for our prospective camp hosts means we are once again without host coverage. For the time being, we are relying on Trackers staff to look after the place as they are on site most days. We are hosting the Boy Scouts Diablo Council Camporee (200+ scouts) on the weekend of October 15th. <u>The ribbon cutting and Fall Festival event scheduled for Saturday October 29th was cancelled due to the weather.</u>
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. 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 donated a hand carved wooden trail sign that was 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 2015 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, signage was installed in May 2015. 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. Napa Marble and Granite installed (well, carved) new trail signage for the Shoreline and Sam the Eagle trails in early September.
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. District staff met with Land Trust staff and completed a site inspection on October 4. <u>The District Board approved acceptance of the easement at its October 2016 meeting.</u>

## Moore Creek Park Development

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

The park opened on June 30, 2013. The eastern boundary survey and fencing project was completed June 2014. Construction 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 Pruetts, our new volunteer caretakers, moved in to the ranch house in late August, 2015. A dozen volunteers worked 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. Smaller groups of volunteers worked on the Madrone Trail in both March and April 2016, and June 24-26, 2016 more than 140 people volunteered through V-O-Cal, and approximately 1,500 feet of new trail was constructed despite the intense heat. Chino, Chris and a team of intrepid volunteers removed star thistle and generally tidied up the parking area in late August.

## 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 as adopted will provide adequate and safe access to the Oat Hill Mine Trail. The Bay Area Ridge Trail did some cleanup and minor improvements in late October 2013 to the staging area, and the lower 4 miles of the OHMT was dedicated as part of the Ridge Trail on November 10, 2013. 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 dips to control erosion were held in January and April of 2016. A PG&E contractor attempted to drive an ATV up the OHMT in early June, and ended up going over the side and into a gully. They promptly removed the vehicle and repaired the trail damage.

## 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 Syar 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 District in February 2016 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. The Board of Supervisors rejected the appeals and approved the quarry expansion in July 2016. Legislation introduced by Senator Wolk in January 2016 stalled when the State announced it was opposed to any sale of Skyline Park to the District until completion of a state planning process for future health and welfare services.

## Smittle Creek

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 was retained in early 2016 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. In July 2016 the placement request was submitted to the Wildlife Conservation Board (WCB) for concurrence, which as the provider of the grant to acquire the property has the right to review such changes. WCB approved the request in August. An access agreement with USGS is before the District Board for approval at the September 2016 meeting.

## 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 closed in September 2015. Funding for Phase I xMW 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 2015 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. 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. A site visit with the new Caltrans staff assigned to this project occurred in early August and went well. Caltrans is currently exploring options for creating new red legged frog habitat on the site. District staff met with USFWS and Caltrans staff on November 8 2016 to inspect another potential mitigation site; initial reaction was very positive.

## Spanish Valley, Crystal Flats, and Stone Corral

Planning for open space donated by Bob and Evalyn Trinchero

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 archeological surveying (a required part of the CEQA process) was completed by Tom Origer and Associates in June, 2014. Staff completed a preliminary survey of the Spanish Valley access road in late July 2012 and, while legal access to the property has been established, it does not appear that the existing road is located within the Spanish Valley Trail easement. In early January 2014 staff learned the affected parcels are for sale. Staff's cash offer to purchase half of the property in mid March was rejected and we have decided to be patient while the property owner attempts to find a better buyer (as we think it unlikely that there is one). In February 2013 several no trespassing signs were installed in response to some evidence of illegal OHV use. The Crystal Flats sign was immediately removed and the lock on the gate removed; a more secure temporary lock has been installed, and staff is researching a new gate that will exclude 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	<p>The District, with assistance from the Napa Valley State Parks Association took over management of the parks on April 1, 2012. A County permit for the pool was obtained in July 2012. The state completed installing 3 yurts in October 2012. The District has installed 7 additional yurts. Numerous volunteer projects have been organized. 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 historic Taylor House was repaired and made available for long-term rental in 2013. The District and State Parks have finalized an agreement regarding the "found" state money that provides up to \$537,800 in State funds being granted to the District to cover some salaries and two capital improvement projects (replacement roofs and AC overlay to the picnic area road). The 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 passed the Senate, but was turned into a two year bill, and then dropped, 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. The District provided State Parks with a draft Agreement in mid-October of 2015; the draft agreement is still under review by State Parks. In early 2016 State Parks indicated that for now local operating agreements were only being extended for two years, and that the two year extension wouldn't be completed until the end of 2016. After meeting with the State Parks Director in August 2016, State Parks indicated they would process a 20 year extension as had been initially agreed. Cabin repairs and furnishings, improvements and inspections are complete for three cabins and a shower/toilet combo building, and mostly complete for the remaining two cabins that will be rented to the public. The reservation system was set up through Reserve America, and cabin rentals started in June 2016. <u>District staff met with State Parks staff to discuss issues related to the proposed new operating agreement; no resolution was reached.</u></p>
The Cove	Acquisition of the 160 acre Girl Scout Camp	<p><u>Term sheet negotiated. Approval of purchase and sale agreement with one year escrow approved by Board of Directors on October 10, 2016. Final wording for the agreement still be worked out between the Girl Scout and District attorneys.</u></p>
Vallejo Lakes	Possible purchase of 1100 acres of surplus Vallejo Water District lands, of which 200 acres are located in Napa County, and Lake Curry which is entirely in Napa County	<p>Discussions between the District, the Land Trust of Napa County, the County of Solano and the Solano Land Trust indicate a common desire to work together to purchase this property adjacent to Skyline Park. The City Council of the City of Vallejo has officially authorized staff to pursue 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. <u>The Solano County Board of Supervisors has meet in closed session to discuss the Lake Curry property.</u></p>

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

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. Another meeting on this topic was held on Thursday July 11, 2016 at NVTA. The cities and the county appear to be headed toward a process where each entity maintains the section within their jurisdiction, rather than paying into a common fund for common maintenance. District staff joined with Vine Trail and State Parks staff in October 2016 to discuss the Vine Trail route through Bothe-Napa Valley State Park; the leading solution will add as much as \$900,000 to the cost of the Vine Trail



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 Phase One--Euclptus Drive to Green Island Road	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 Two-A Pond 10	DFW surfaced the exsiting levee with gravel and opened the gate to the public in spring 2015.
Phase Three--Soscol Ferry Road to Napa Pipe	Completed construction in spring of 2015 of 0.7 miles between Soscol 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.
Berryess Peak Trail  Obtain right of way and construct trail to provide public access to extensive federal lands on Blue Ridge and to Berryessa Peak	Obtained donated trail easement from the Ahmann family to close gaps between existing public lands on Blue Ridge. 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.
Berryessa Vista Acquisition Purchase of 224 acres from the Land Trust of Napa County for use as a public park completed in early 2008 using State Prop 12 funds.	
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.	
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	

<p>Master Plan Update First scheduled update to the Master Plan adopted in January 2009</p>	<p>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.</p>
<p>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</p>	<p>The feasibility study has been completed, and accepted by the Board of Directors. The Napa City Council in November, 2009 approved city staff recommendation to hold off on the Milliken Reservoir trails project until the Hennessey trail project is up and running.</p>
<p>Moore Creek Open Space Park Acquisition of 673 acres in the Moore Creek Watershed completed in December 2008.</p>	
<p>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.</p>	
<p>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.</p>	
<p>Napa River Flood Control Easement Conservation easement accepted by District in 2007 to facilitate Flood District project and grant funding</p>	
<p>Newell Preserve Improvements Provide on-site water supply for group campground for cattle</p>	<p>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 drilling any more test wells.</p>
<p>Oat Hill Mine Trail The Oat Hill Mine Trail was formally opened in May of 2008, after a major volunteer work party doing signage installation, brush removal and erosion control.</p>	
<p>Oat Hill Mine Trail Transfer of 40 acre parcel from BLM</p>	<p>The District in 2008 applied to BLM for a non-fee transfer to the District of a 40 acre parcel at Maple Springs on the Oat Hill Mine Trail; this application is pending. Staff met with BLM in February 2011 to discuss how to speed up this transfer; another meeting with the same topic was held August 5, 2011. The District is still waiting on BLM to process the application. BLM in April 2016 indicated they did not want to transfer this parcel, so the District's application will be dropped.</p>
<p>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.</p>	
<p>River to Ridge Trail  Lot line adjustment to legalize River to Ridge Trail as constructed (it currently encroaches on</p>	<p>Deeds accomplishing the adjustment in property boundaries between Syar and the State have been recorded.</p>
<p>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.</p>	
<p>River to Ridge Trail  Correct drainage problems to trail can be used year-round.</p>	<p>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.</p>
<p>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.</p>	
<p>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.</p>	

<p>Skyline Park Trail Improvements Major volunteer event to reroute and repair trails</p>	<p>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.</p>
<p>Skyline Park Facility Improvements Partner-sponsored improvement include a second greenhouse and a covered equestrian arena.</p>	<p>The proposals for a second greenhouse and a covered arena were approved by the Department of General Services and by the County Board of Supervisors. The sponsors of these projects are now raising funds for implementation.</p>
<p>South Napa Wetlands Habitat Area Transfer to the District those wetlands owned by the Napa County flood control district between the Napa River, Highway 29 and Newport Drive for use as habitat and nature-based recreation.</p>	<p>Transfer 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.</p>
<p>State Parks Assume management of Bothe-Napa Valley State Park and keep it and the Bale Grist Mill</p>	<p>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. Since assuming operations, the District has repaired and rented the historic Wright House, installed 7 yurts, repaired 3 cabins for overnight use, converted 1 building into a combo shower/toilet facility, nearly done repairing 2 additional cabins for overnight use, improved the pool, and completed substantial deferred maintenance.</p>
<p>Trichero Open Space Acquisition Donation of 3,400 acres of open space to the District by Bob and Evalyn Trincherro</p>	<p>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.</p>
<p>Wild Lake Ranch Assist land trust with planning and possible joint management of trails, camping and picnic areas.</p>	<p>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.</p>