



**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, February 12, 2018 at 2:00 P.M.

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

None

### 4. Administrative Items

- a. Consideration and potential approval of Minutes of the Board of Directors regular meeting of January 8, 2018.
- b. Consideration and potential acceptance of the final 2016-17 financial audit performed by Brown Armstrong CPA (to be distributed at meeting)
- c. Consideration and potential approval of Resolutions approving an application to the State Department of Justice and adopting District policies regarding Live Scan background checks for employees, agents, and volunteers of the District.
- 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.

### 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 agendized, no action will be taken by the Board on these items unless specifically noted otherwise.*

### 7. Closed Session

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9)  
Name of case: Raja Development Co., Inc. vs. Napa County Regional Open Space, Napa County Superior Court #17CV000211
- b. Public Employee Performance Evaluation (Government Code Section 54957)  
TITLE: General Manager

### 8. Adjournment



**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

## MINUTES

### BOARD OF DIRECTORS REGULAR MEETING

Monday, January 8, 2018 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, and Tony Norris

Directors absent: Dave Finigan

Staff present: John Woodbury, Chris Cahill, Lashun Fuller

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 December 11, 2017.

Minutes for the November 13, 2017 meeting were approved as amended.

BC-KT-TN-BR-DF

X

- b. Consideration and potential approval of Agreement with Soluna Outreach Solutions in an amount not to exceed \$25,000 to assist the District with outreach and engagement with the Latino community in Napa.

Directors voted to authorize the General Manager to enter into a professional services agreement with Soluna Outreach Solutions in an amount not to exceed \$25,000

KT-BC-BR-TN-DF

X

- c. Consideration and potential appointment of Lashun Fuller as District Secretary.

Directors voted to appoint Lashun Fuller as District Secretary

TN-KT-BR-BC-DF

X

- d. Consideration and potential endorsement of the park bond measure (SB 5) on the statewide June 2018 ballot.

Directors voted to endorse the SB 5, the parks, clean water and, natural resources bond measure on the June 2018 statewide ballot.

KT-BC-BR-TN-DF

X

- e. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff.

John Woodbury gave the report. No formal action taken.

- f. Review of the District Projects Status Report

John Woodbury and Chris Cahill gave report – Bay Area Ridge Trail, Skyline Park, Camp Berryessa, The Cove, Lake Hennessey, Moore Creek, Oat Hill Mine Trail, State Parks

- g. Receipt of monthly report for Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park.

John Woodbury gave the report.

#### 5. Announcements by Board and Staff

- Tony Norris noted several important issues on the BOS agenda for 1-9-18.
- Barry Christian commented that American Canyon Broadway Specific Plan Draft EIR is now available to view until Wednesday January 10<sup>th</sup>.
- Barry Christian announced upcoming events for both the Friends of Napa River and Vine Trail on January 10<sup>th</sup>.
- John Woodbury announced that the annual celebration for the NCRPOSD Anniversary will take place on February 7<sup>th</sup>.
- Karen Turjanis announced that she met with Supervisor Wagenknecht and they went over updating the interface between the County and the District.
- Brent Randol announced he attended the Mike Thompson CIA event.

#### 6. Agenda Planning

- Tony Norris would like to see a presentation from Jim Wilson

#### 7. Closed Session

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9)

Name of case: Raja Development Co., Inc. vs. Napa County Regional Open Space, Napa County Superior Court #17CV000211

No reportable action taken. Meeting adjourned.

#### 8. Adjournment

Adjourned to the Regular NCRPOSD Board Meeting February 12, 2018

---

BRENT RANDOL, Board President

ATTEST:

---

LASHUN FULLER, 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:* Chris Cahill  
*Date:* February 12, 2018  
*Item:* **4.c**  
*Subject:* Consideration and potential approval of Resolutions approving an application to the State Department of Justice and adopting District policies regarding Live Scan background checks for employees, agents, and volunteers of the District.

### RECOMMENDATION

Approve Resolutions 18-01 and 18-02, attached.

### ENVIRONMENTAL DETERMINATION

**Not a project.** 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 State Penal Code (§11105 [b] [11]) authorizes special districts like the Napa County Regional Park and Open Space District to request criminal background checks for employees, volunteers, and contractors through the computerized Live Scan system. Live Scan digital fingerprints are electronically transmitted to the State Department of Justice, where they are crosschecked against State and, in some cases, FBI criminal databases. The State DOJ then responds to the requesting agency with a confidential criminal record report that can be used to determine whether or not the applicant is disqualified from employment or association with the District based on their criminal record. Additionally, and importantly, once an applicant has been registered with the Live Scan system the District would receive continuing updates to their criminal status should something change.

The District has never pursued DOJ background check clearance in the past because the County of Napa runs employees through Live Scan as a matter of course and State Parks has run checks on volunteers at Bothe and the Bale Mill. Unfortunately, that status quo will not be acceptable going forward due to changes being proposed in the current draft state park operating agreement. The long term management agreement for the three Napa Valley state parks currently being finalized would require the District to complete background checks on all employees and volunteers at those sites.

Napa County's Human Resources Department has begged-off on running Live Scan reports for the District because they are concerned that they may not have authorization to review background checks for District, as opposed to County, volunteers or contractors. We have explored making District volunteers County volunteers as well, but the County would prefer not to take on liability for all of the District's volunteers and the District would prefer not to sign on for the County's somewhat cumbersome volunteer orientation process.

As a practical matter, the State Department of Justice requires that the governing board of a Special District authorize the District to receive criminal background checks. They provide a model resolution for the agency's Board to adopt and that resolution is attached as NOSD Resolution 18-01.

State regulations also require that a receiving agency have regulations and policies in place addressing the process by which criminal background checks are requested and reviewed and insuring the confidentiality of the results. Resolution 18-02, which is also attached, would adopt District background check policies and procedures. It closely parallels the County of Napa's formal background check policy, which County Human Resources staff reports has worked well for them over the years.

RESOLUTION 18-01

Napa County Regional Park and Open Space District  
February 12, 2018

RESOLUTION AUTHORIZING ACCESS TO STATE AND FEDERAL LEVEL CRIMINAL  
BACKGROUND INFORMATION

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts and joint powers authorities to access state and local summary criminal history information for employment, licensing or certification purposes; and

WHEREAS, Penal Code Section 11105(b)(11) authorizes cities, counties, districts and joint powers authorities to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require the city council, board of supervisors, governing body of a city, county or district or joint powers authority to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

NOW THEREFORE, BE IT RESOLVED, that the Napa County Regional Park and Open Space District is hereby authorized to access state and federal level summary criminal history information for employment (including volunteers and contract employees) purposes and may not disseminate the information to a private entity

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Directors of the Napa County Regional Park and Open Space District at a regular meeting of said Board on the twelfth day of February 2018 by the following vote:

AYES: DIRECTORS \_\_\_\_\_

NOES: DIRECTORS \_\_\_\_\_

ABSENT: DIRECTORS \_\_\_\_\_



Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Brent Randol, President

APPROVED BY THE NAPA COUNTY  
REGIONAL PARK AND OPEN SPACE  
DISTRICT BOARD OF DIRECTORS  
Date: \_\_\_\_\_  
Processed by: \_\_\_\_\_  
District Secretary

RESOLUTION 18-02

Napa County Regional Park and Open Space District  
February 12, 2018

RESOLUTION ADOPTING CRIMINAL BACKGROUND CHECK POLICIES FOR  
DISTRICT EMPLOYEES, VOLUNTEERS, AND CONTRACTORS

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts and joint powers authorities to access state and local summary criminal history information for employment, licensing or certification purposes; and

WHEREAS, Penal Code Section 11105(b)(11) authorizes cities, counties, districts and joint powers authorities to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require the city council, board of supervisors, governing body of a city, county or district or joint powers authority to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Napa County Regional Park and Open Space District hereby approves and adopts the Criminal Background Check Policies set forth in Exhibit "A", attached and hereby incorporated by reference.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Directors of the Napa County Regional Park and Open Space District at a regular meeting of said Board on the twelfth day of February 2018 by the following vote:

AYES: DIRECTORS \_\_\_\_\_

NOES: DIRECTORS \_\_\_\_\_

ABSENT: DIRECTORS \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Brent Randol, President

APPROVED BY THE NAPA COUNTY  
REGIONAL PARK AND OPEN SPACE  
DISTRICT BOARD OF DIRECTORS

Date: \_\_\_\_\_

Processed by: \_\_\_\_\_  
District Secretary

## EXHIBIT A

**CRIMINAL BACKGROUND CHECK POLICIES****I. AUTHORITY**

1. Criminal Offender Record Information is information identified through fingerprint submission to the Department of Justice with a criminal record or "no record." It is confidential information disseminated to certain agencies authorized by statute for fulfilling employment, licensing and certification and volunteer duties.
2. Penal Code Sections 11075-11081 make the Attorney General responsible for the security and privacy of criminal offender record information in California. Penal Code Section 11105 (b)(10) authorizes access by the Napa County Regional Park and Open Space District to criminal record offender information for purposes of fulfilling employment, certification, or licensing duties, so long as access is specifically authorized by the Board of Directors. Penal Code Section 11105.3 authorizes a human resource agency or any employer access to criminal offender record information relating to certain sex and drug offenses for persons/employees having supervisory or disciplinary power over minors, the elderly, the handicapped, or the mentally impaired. The Attorney General has developed regulations governing the release of criminal offender record information to make specific the requirements of the statute. The regulations require each agency to adopt written regulations, and this Criminal Background Check Policy has been prepared to comply with that requirement.

**II. POLICY**

1. Fingerprints of new employees and certain categories of current employees shall be taken as a condition of employment. Those persons who are required to submit to fingerprinting as a condition of employment include the following:
  - a) new employees (including regular and extra help employees and certain interns, volunteers, and contractors);
  - b) current employees (including regular and extra help employees and certain interns, volunteers, and contractors) who transfer, demote, or who are promoted to positions which require an FBI background check and the employee has not previously submitted to an FBI background check;

- c) current employees (including regular and extra help employees, interns, volunteers, and contractors) who transfer, voluntarily demote, or who are promoted into a classification where the employees would have supervisory or disciplinary power over minors, the elderly, the handicapped, or the mentally impaired as provided in Penal Code section 11105.3. However, background checks on this category of employees shall be limited to records of convictions involving sex crimes, drug crimes or crimes of violence as specified in Penal Code Section 11105.3(h), as that statute may be amended from time to time. Such persons shall not be allowed to work in positions where they will have supervisory or disciplinary power over minors, the elderly, the handicapped, or the mentally impaired until a background check has been completed and the General Manager has approved the employee for the particular job after consideration of any criminal record information as set forth in Section IV B below; and
- d) all personnel hired after July 1, 1975, having access to criminal offender record information, as required by the California Department of Justice and the California Code of Regulations Section 703(d).

Those persons described above who will be subject to fingerprinting are collectively referred to hereinafter as “employee[s].”

- 2. Fingerprints shall be taken by Livescan, or any successor system, prior to the employee receiving his or her first payment for performance of duties, or as soon thereafter as practicable.

### **III. RECORDS SECURITY OFFICER**

The General Manager, or his or her designee, shall be the Records Security Officer (hereafter collectively referred to as “Records Security Officer”). Any questions regarding the security and privacy of criminal offender record information are to be resolved by the Records Security Officer.

### **IV. FINGERPRINTING PROCEDURE**

#### ***A. Fingerprinting Employees***

- 1. The District will refer employees subject to a background check as established at Section II, above to a Livescan location for fingerprinting on a “Request for Live Scan Service” form supplied by the Department of Justice, as that form may be amended from time to time, along with a photocopy of a picture identification of the employee.

2. The Livescan location will submit the fingerprint information electronically to the Department of Justice. The Department of Justice will process the request and will electronically forward the results of the background check and any State Summary Criminal History Information directly to the Records Security Officer.
3. The Records Security Officer shall maintain a log or spreadsheet listing all persons who have been fingerprinted. If the results of the criminal background check from the Department of Justice indicate that there is no criminal history on the employee, the Records Security Officer shall note that information on the log or spreadsheet. The Records Security Officer shall also create a label and place it inside the front cover of the employee's file indicating the Department of Justice response date. For extra help employees who do not have employee files, notation of the Department of Justice Response Date shall be made on the extra help employee's hiring form. After making the notations described above, the Records Security Officer shall immediately delete the results of the criminal background check from the computer.
4. If the results of the criminal background check from the Department of Justice indicate that there is a "RAP Sheet" (State Summary Criminal History Information) on the employee, the Records Security Officer shall print the RAP Sheet and shall pull the employee's personnel file to determine if the employee declared his or her full criminal history on the employment application.

If the employee failed to provide a full disclosure of his or her criminal history, a determination will then be made by the General Manager whether the falsification of the application by itself may be reason for termination and/or whether the criminal information is such that the employee will be terminated. If it is determined that the employee will not be terminated, the Records Security Officer shall create a label and place it inside the front cover of the employee's file indicating the Department of Justice response date and the initials of the General Manager.

Except as provided herein, no person who has been convicted of any crime which renders the person unsuitable for a position in a classification shall be eligible for employment in that classification; provided, however, that the General Manager may disregard such conviction if he/she determines that mitigating circumstances exist, such as, but not limited to, evidence of rehabilitation, the length of time that has elapsed since such conviction, the age of the person at the time of the conviction, or that the conviction is not reasonably related to qualifications, duties or functions of the classification in question.

5. All State Summary Criminal History shall be destroyed once a decision is made on whether an individual will be employed with the County. In no event shall the results of the criminal background information be kept longer than thirty (30) working days from the date a decision is made on whether the employee will be employed by the County.
6. Persons who might have supervisory or discretionary power over minors, the elderly, the handicapped, or the mentally impaired shall be prohibited from working directly with minors until the applicant or employee has submitted to fingerprinting, a response has been received from the Department of Justice, and, where there is a RAP sheet, the General Manager has approved the person's employment in accordance with the procedures set forth in Section IV B below.
7. The Department of Justice provides a response within seventy-two (72) hours of submission of fingerprint information. If the Department of Justice does not respond within seventy-two (72) hours, the Records Security Officer shall immediately follow up by calling the Department of Justice or by completing an "Applicant Fingerprint Transaction Follow-up Request" form supplied by the Department of Justice.

**V. RESERVED**

**VI. DOCUMENTS RECEIVED FROM THE DEPARTMENT OF JUSTICE**

Any mail or other documents sent to District from the Department of Justice shall be opened only by the Records Security Officer.

**VII. RELEASE OF CRIMINAL OFFENDER RECORD INFORMATION**

1. Criminal offender record information maintained by this agency will not be released to any other agency. Any person or entity with a need to know may have access to State Summary Criminal History Information if permitted or requested to do so by the General Manager, or his or her designee. The General Manager, or his or her designee, may permit or request that State Summary Criminal History Information be reviewed by persons or entities so authorized only where such record contains information that can be the basis for disqualification from employment as established herein.
2. Any variation from this policy must be approved by the Records Security Officer and shall be documented in writing.
3. Any release of State Summary Criminal History Information shall be documented in the following manner:

- a) A record shall be maintained of each release of information and shall contain the date of dissemination, the name of the agency, and the name of the person to whom the information was given, the extent of the information given, and how it was transmitted.
- b) The Records Security Officer shall comply with any reasonable request made by a representative of the Department of Justice regarding any security and privacy audit of the District.
- c) Any person to whom State Summary Criminal History Information is released shall first submit to fingerprinting (if that person is not on record as having been fingerprinted) and shall read and sign the appropriate documentation required to be signed by the Department of Justice regarding the misuse of confidential criminal record information.

#### **VIII. JUVENILE RECORDS**

Juvenile records shall not be released except to the Juvenile Court or under an order from the Juvenile Court.

#### **IX. PROTECTION FROM UNAUTHORIZED PERSONS**

Criminal offender record information shall be stored in a secure area in a locked cabinet and separate from the employee's personnel file. Only persons authorized by the Records Security Officer may have access to criminal offender record information maintained by District. Any person who is given access to such information shall first submit to fingerprinting and shall read and sign the document entitled "Employee Statement Form-Use of Criminal Justice Information" as provided above in Section VII.

#### **X. DESTRUCTION**

If the results of the criminal background check sent electronically from the Department of Justice indicate that there is no criminal history on the employee, the Records Security Officer shall make the requisite notations on the log/spreadsheet and files as described in Section IV above and shall then immediately delete the results of the criminal background check from the computer.

Hard copies of criminal offender record information shall be destroyed by shredding. All criminal offender record information shall be destroyed in such a way that the subject's name can no longer be identified. Criminal offender record information shall be destroyed by a person authorized to do so by the General Manager or his or her designee. However, the State Identification Number (SID) shall be retained for the purpose of including



such information on the "No Longer Interested" form for subsequent arrest notification services provided pursuant to Penal Code Section 11105.2 and as discussed in Section XI below.

#### **XI. SUBSEQUENT ARREST AND NO LONGER INTERESTED NOTIFICATION**

1. District is authorized pursuant to Penal Code Section 11105.2 to receive subsequent arrest information from the Department of Justice for employment, licensing or certification purposes upon the arrest of any person whose fingerprints are maintained on file at the Department of Justice. The notification consists of a current copy of the person's State Summary Criminal History Information. The policies and procedures set forth herein shall apply to subsequent arrest information, which shall be treated the same as any other State Summary Criminal History Information.
2. The Records Security Officer shall immediately notify the Department of Justice in writing when the employment of a particular employee who has previously been fingerprinted is terminated, informing the Department of Justice that the District is no longer interested in receiving any information on the former employee. If an applicant for employment is fingerprinted, the Records Security Officer shall immediately notify the Department of Justice if the applicant is not subsequently employed. The Records Security Officer shall complete a "No Longer Interested Notification" form supplied by the Department of Justice, or it may develop its own form indicating on the document "No Longer Interested Notification" and the effective date. The Records Security Officer shall indicate on log or spreadsheet the termination date and the "No Longer Interested Notification" form submission date to the Department of Justice.

#### **XII. TRAINING**

All persons with access to criminal offender record information are required to read and understand this policy. All persons with access to criminal offender record information shall be trained in the maintenance, use and control of such information and shall be familiar with the laws regarding record security.

#### **XIII. MISUSE**

Misuse of criminal offender record information may adversely affect an individual's civil rights and violates the law. Misuse of such information is a misdemeanor and may result in criminal and/or civil action.

Violation of the laws relating to criminal record information or this policy is subject to discipline, up to and including termination of employment.



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

## **STAFF REPORT**

Date: February 12, 2018  
Item: **4.D**  
Subject: Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff

### RECOMMENDATION

(1) 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 January 2018.

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

None

## PARKS &amp; OPEN SPACE DISTRICT - JANUARY 2018 EXPENSE REPORT

## General Admin Dept - 85000-00

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
01/02/2018	Tshirts, lock & chain	Nov parks expenses	CJ YIP & ASSOCIATES	\$ 75.20
01/02/2018	Supplies-Ace	Acct #460	ZELLER'S & CLARKS ACE HARDWARE	\$ 26.89
01/16/2018	2nd Qtr PBES Admin			\$ 43,130.18
01/16/2018	December Invoice	PARK152218 12/2017	6539 CONSULTING	\$ 2,730.17
01/16/2018	November Invoice	PARK070118 11/2017	CJ YIP & ASSOCIATES	\$ 4,343.00

## Moore Creek Dept - 85010-00

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
01/02/2018	Internet-Jan 2018	Account #62539	VALLEY INTERNET	\$ 169.00
01/09/2018	PORT A PARTY 6/1/17-12/31/7	INV. #1777 MOORE CREEK PARK	JOHNNY ON THE SPOT	\$ 1,241.01
01/09/2018	PG & E 11-19-17 TO 12-19-17	0099759249-8	PACIFIC GAS & ELECTRIC CO	\$ 460.82
01/16/2018	2nd Qtr PBES Admin			\$ 1,501.81
01/16/2018	November Invoice	PARK070118 11/2017	CJ YIP & ASSOCIATES	\$ 1,099.73
01/31/2018	Port a Party 1/1/18-1/31/18	Inv. #2148 (Moore Creek)	JOHNNY ON THE SPOT	\$ 179.77
01/31/2018	Managed network - Feb 2018	Acct #62539	VALLEY INTERNET	\$ 169.00

## OHMT Dept - 85010-01

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
01/16/2018	2nd Qtr PBES Admin			\$ 2,093.66
01/16/2018	November Invoice	PARK070118 11/2017	CJ YIP & ASSOCIATES	\$ 369.21

## NRBT Dept - 85010-02

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
01/16/2018	2nd Qtr PBES Admin			\$ 2,194.49

## Camp Berryessa - 85010-03

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
01/02/2018	Water sampling	Lab Order #S120272	CALTEST ANALYTICAL LABORATORY	\$ 47.00
01/09/2018	SEPTIC TANK PUMPING	INV. #3263 CAMP BERRYESSA	NAPA SEPTIC TANK SERVICE	\$ 635.00
01/09/2018	PG&E 11/20/17 TO 12/21/17	1765266301-8	PACIFIC GAS & ELECTRIC CO	\$ 10.18
01/16/2018	2nd Qtr PBES Admin			\$ 3,189.72
01/17/2018	Garbage	Inv. #17670 Camp Berryessa	BERRYESSA GARBAGE SERVICE AND	\$ 52.00
01/18/2018	Mileage Reimbursement	Mtg with Caltrans	CHRISTOPHER CAHILL	\$ 46.33
01/31/2018	Water sampling - Jan 2018	Lab order: T010923	CALTEST ANALYTICAL LABORATORY	\$ 47.00
01/31/2018	Water sampling - Jan 2018	Lab order: T010922	CALTEST ANALYTICAL LABORATORY	\$ 47.00

## Berryessa Vista - 85010-04

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
01/16/2018	2nd Qtr PBES Admin			\$ 98.73

## NRER - 85010-05

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
01/09/2018	PARK170118 11/2017-12/2017	November - December FY18 Park 17-01	ALDEA INC	\$ 400.00
01/09/2018	PARK170118 9/2017-10/2017	September - October FY18 Park 17-01	ALDEA INC	\$ 400.00
01/16/2018	2nd Qtr PBES Admin			\$ 162.41
01/16/2018	November Invoice	PARK070118 11/2017	CJ YIP & ASSOCIATES	\$ 62.50
01/17/2018	Port a Party 6/17 -12/17	Inv #1948 Yountville Park	JOHNNY ON THE SPOT	\$ 1,235.28
01/31/2018	Port a Party 1/1/18-1/31/18	Inv# 2000 (Yountville Park)	JOHNNY ON THE SPOT	\$ 178.94

## Vine Trail - 85010-06

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
01/16/2018	2nd Qtr PBES Admin			\$ 98.73

## Putah Creek - 85010-07

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
01/16/2018	2nd Qtr PBES Admin			\$ 162.41

## State Park - 85010-08

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
01/02/2018	Water heater service	NV State Park	KEN MAYS PLUMBING, INC.	\$ 420.00
01/02/2018	Monitoring fees-Bothe/Bale	Account #746-0150	ADVANTAGE TOTAL PROTECTION	\$ 80.00
01/02/2018	Volunteer Insurance	Account #NAPACOU-04	ALLIANT INSURANCE SERVICES	\$ 1,040.00
01/02/2018	Tshirts, lock & chain	Nov parks expenses	CJ YIP & ASSOCIATES	\$ 235.85
01/02/2018	PG&E 11/13/17-12/13/17	Account #2172831822-7	PACIFIC GAS & ELECTRIC CO	\$ 67.13

01/02/2018	PG&E 11/13/17-12/13/17	Acct #6781840750-3	PACIFIC GAS & ELECTRIC CO	\$	168.21
01/02/2018	PG&E 11/13/17-12/13/17	Acct #9051730227-0	PACIFIC GAS & ELECTRIC CO	\$	87.23
01/02/2018	PG&E 11/13/17-12/13/17	Account #4831406953-4	PACIFIC GAS & ELECTRIC CO	\$	818.26
01/02/2018	PG&E 11/13/17-12/13/17	Acct #1869012498-9	PACIFIC GAS & ELECTRIC CO	\$	1,132.37
01/02/2018	PG&E 11/13/17-12/13/17	Acct #5360079806-9	PACIFIC GAS & ELECTRIC CO	\$	12.02
01/02/2018	Paint supplies	Acct #4159	THE PAINT WORKS	\$	173.20
01/02/2018	RV Waste Pump Kit	FloJet RV Waste Pump	JOHN WOODBURY	\$	215.47
01/02/2018	Plier, supplies	Account #31248	STEVES HARDWARE	\$	140.82
01/02/2018	Chain loop, supplies	Acct #41112-37476	JOHN DEERE COMPANY	\$	221.92
01/02/2018	Garage door deposit	Door Deposit-Bothe Park	A1 OVERHEAD DOOR & GATE COMPANY	\$	500.00
01/03/2018	707-963-2236 10/28-11/27/17	9391005845	AT&T	\$	17.40
01/04/2018	Mileage Reimbursement	12/20/17 Interview panel @ Bothe State Park	CHRISTOPHER CAHILL	\$	25.68
01/09/2018	OFFICE SUPPLIES SANDY JONES	REIMBURSEMENT OFFICE SUPPLIES.	SANDY JONES	\$	192.03
01/09/2018	7898686642 12/17	7898686642	CHEVRON PRODUCTS COMPANY	\$	91.39
01/09/2018	BOTHE MAPS PRINTING	BOTHE MAPS.	COPY CORNER	\$	64.65
01/09/2018	BOTHE MAP PRINTING	BOTHE MAP	COPY CORNER	\$	385.70
01/09/2018	GARBAGE 12/8//17 TO 12/31/17	01-0013452-7	UPPER VALLEY DISPOSAL	\$	879.46
01/09/2018	MAINTENANCE SUPPLIES	INV #478726	CENTRAL VALLEY BUILDERS	\$	68.96
01/09/2018	GIFT STORE SUPPLIES	INV. #27902 BAIL MILL	HISTORICAL FOLK TOYS, LLC	\$	237.40
01/10/2018	Oct-Nov 2017 payroll & admin	Oct-Nov 2017 payroll & admin	NAPA VALLEY STATE PARKS ASSOCIATION	\$	3,331.00
01/11/2018	PBES Office Depot-Dec 2017	Office depot supplies		\$	316.86
01/12/2018	707-963-2236 11/28-12/27	BAN 9391005845	AT&T	\$	17.63
01/16/2018	November Invoice	PARK070118 11/2017	CJ YIP & ASSOCIATES	\$	480.30
01/16/2018	2nd Qtr PBES Admin			\$	99,096.87
01/16/2018	PARK171218 12/2017	PARK171218 12/2017	FOREST TRAILS ALLIANCE	\$	22,200.00
01/17/2018	Annual Fire Alarm Inspection	Acct # 746-0150 Bothe Park	ADVANTAGE TOTAL PROTECTION	\$	95.00
01/17/2018	Annual Fire Alarm Inspections	Acct #746-0150 Bale Grist Mill	ADVANTAGE TOTAL PROTECTION	\$	95.00
01/17/2018	Phone internet Communications	Acct #133326	TPX COMMUNICATIONS	\$	640.60
01/17/2018	Reibursement for Hotel	Reimbursement for Asilomar Conference.	JAY JESSEN	\$	316.90
01/17/2018	Heartland credit card fees-WFB			\$	49.96
01/17/2018	Maintenance Supplies	Acct #882538499 Bothe Park	GRAINGER INDUSTRIAL	\$	80.55
01/17/2018	Supplies	Acct #60124600060576080	CASH & CARRY	\$	18.18
01/23/2018	December Invoice	PARK170518 12/2017	SANDY JONES	\$	1,934.40
01/23/2018	December Invoice	PARK170318 12/2017 Outreach	JONATHAN EHLERS	\$	550.00
01/31/2018	Plumbing repairs -Jan 2018	NV State Park.	KEN MAYS PLUMBING, INC.	\$	215.00
01/31/2018	Monitoring fees - Sept 2017	Acct#746-0150 (Bale Grist Mill)	ADVANTAGE TOTAL PROTECTION	\$	40.00
01/31/2018	Plumbing water heater-Jan 2018	NV State park.	KEN MAYS PLUMBING, INC.	\$	195.00
01/31/2018	Monitoring fees - Jan. 2018	Acct# 746-0150 (Bale Grist Mill)	ADVANTAGE TOTAL PROTECTION	\$	40.00
01/31/2018	Garage door Dec 2017	Garage door 3801 Saint Helena Hwy Calistoga	A1 OVERHEAD DOOR & GATE COMPANY	\$	1,925.84
01/31/2018	Monitoring fees - Oct. 2017	Acct# 746-0150 (Bale Grist Mill)	ADVANTAGE TOTAL PROTECTION	\$	40.00
01/31/2018	Monitoring fees - Jan. 2018	Acct# 746-0150 (Bothe)	ADVANTAGE TOTAL PROTECTION	\$	40.00
01/31/2018	Maintenance Supplies -Jan 2018	Acct #882538499 (Bothe)	GRAINGER INDUSTRIAL	\$	120.83
01/31/2018	Steve's Hardware Jan. 2018	Acct #31248	STEVES HARDWARE	\$	170.73
01/31/2018	PG&E 12/14/17-1/11/18	Acct# 9051730227-0	PACIFIC GAS & ELECTRIC CO	\$	202.44
01/31/2018	PG&E 12/13/17-1/10/18	Acct#2172831822-7	PACIFIC GAS & ELECTRIC CO	\$	69.47
01/31/2018	PG&E 12/13/17-1/10/18	Acct #6765403114-4	PACIFIC GAS & ELECTRIC CO	\$	65.30
01/31/2018	PG&E 12/14/17-1/11/18	Acct#5360079806-9	PACIFIC GAS & ELECTRIC CO	\$	9.52
01/31/2018	PG&E 12/14/17-1/12/18	Acct #4831406953-4	PACIFIC GAS & ELECTRIC CO	\$	587.96
01/31/2018	PG&E 12/13/17-1/11/18	Acct #1869012498-9	PACIFIC GAS & ELECTRIC CO	\$	1,255.00
01/31/2018	PG&E 12/13/17-1/11/18	Acct #6781840750-3	PACIFIC GAS & ELECTRIC CO	\$	142.76

## Suscol Headwaters - 85010-09

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
01/16/2018	2nd Qtr PBES Admin			\$ 16,671.51
01/18/2018	Mileage Reimbursement	12/8-14Suscol Headwaters	CHRISTOPHER CAHILL	\$ 34.24

## Amy's Grove - 85010-10

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
01/08/2018	PARK170718 12/2017	PARK170718 12/2017	ARCHAEOLOGICAL RESOURCE SERVICE	\$ 3,060.00
01/16/2018	2nd Qtr PBES Admin			\$ 14,371.01

## Smittle Creek - 85010-11

Date	Journal Line Description	Voucher Description	Name	Monetary Amount
01/16/2018	2nd Qtr PBES Admin			\$ 181.14

Plan of Projects  
**Status Report**

02/12/2018

**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 2017, 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 submitted for review. Staff is engaged in ongoing conversations with neighboring property owners which may ultimately result in changes to or even an expansion of the property; formal park planning and filing for a County use permit awaits completion of those discussions. Much of Amy's Grove burned in the 2017 fires, but the damage appears to be limited.</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 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. A surveyor was engaged to place boundary markers and prepare a legal description for the trail easement; this contract was cancelled before completion because questions arose about the location of the County line in this area, and Tuteur is seeking another surveyor who has the capacity to address the County line question. In June 2017 the SPCA Board unilaterally decided to regulate access on the River to Ridge Trail through constructing and staffing a new guard shack, gate, and cyclone fencing at the eastern end of the trail. The guard shack, gate and cyclone fence on the R2R Trail was removed in late November 2017. Nearly all of the backcountry at Skyline Park burned in the 2017 fires. In December 2017, Forest Trails Alliance completed District-funded fire remediation trail work on the Tuteur Loop and the Loop is now accessible from Suscol Headwaters and the Suscol Knob. <u>Staff has begun the process of working with the Ridge Trail Council, the Tuteur Family Trust, and the Land Trust of Napa County to transfer to the District the trail easement that was donated to the Council from Tuteur.</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. Staff is researching whether Prop 1 Water Bond can be used to fund this work. In August 2017 City of American Canyon staff met with District staff to discuss strategies for completing the trail.</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 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. Because of staffing changes at BLM, as of August 2017 no progress had been made.</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 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. 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. 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. 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. Staff has been monitoring the cameras since spring 2016 and has noted a small decrease in illegal off road vehicle use. No riders have been identified, though staff will continue to monitor the cameras.
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. Interest in bookings for the 2017 Spring/Summer season has been robust. We will be hosting a number of Scouting events along with a ukulele festival, a Search and Rescue training and a number of other activities. The newly full lake means that the camp is once again lakefront instead of merely lakeadjacent. Sarah Clark, our new Park Aide tasked with helping at Camp Berryessa, had her first work day at the camp on May 1. Jim Hanks, a Bureau of Reclamation maintenance employee and life-long Berryessa resident has moved his park unit trailer onto the property and become our first volunteer camp host. Tuleyome, the BOR, and Forest Trails Alliance are very close to completing the new North End Trail, running from +/- Camp Berryessa to the north end of the Lake, approximately 7 miles each way. It's a wonderful amenity to Camp Berryessa and to the Lake. In early October, 2017 Caltrans delivered (at no cost to the District) the disassembled and individually numbered pieces of a former Monticello Road stone arch bridge to Camp Berryessa for our eventual use somewhere. We are moving into the quiet season at the Camp, but bookings for 2018 are coming in at a good clip. <u>From April through June 2018 the Camp is booked virtually every weekend.</u>
the Cove	Acquisition of the the Cove from the Girl Scouts of Northern California.	In December 2016 the District entered into an option agreement with the Girl Scouts to purchase their "the Cove" property, which includes the peak of Mount Veeder, just above the Enchanted Hills camp on Mount Veeder Road. On March 3rd, District staff toured the site with staff from the Bay Program of the Coastal Conservancy and on March 8th we filmed a spot on the Cove and our plans to preserve it with Doug McConnell and his OpenRoad program. Staff has prepared a fundraising packet and begun individual solicitations. The Save the Cove event on October 1st was a great success and, despite the fact that we didn't formally ask for them, we received a number of cash donations. The Cove was severely burned in the October 2017 fires; since then staff has been working on cleanup. A forester inspected the trees in late November 2017 to determine how many will need to be removed as hazards. Most of the trees in The Cove are dead or will be soon and will need to be removed before the camp can be reopened. <u>Staff hiked most of the property in early January and confirmed that fire damage is severe and extensive. In early February the County Wildlife Commission toured the Cove to inspect fire impacts and discuss ways in which they might direct funding to fire recovery efforts County-wide.</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 (the "Old Man's Beard Trail") is now underway, with construction expected this spring. Napa Marble and Granite installed (well, carved) new trail signage for the Shoreline and Sam the Eagle trails in early September. We have permits in hand to construct the trail formerly known as Old Man's Beard and have finalized a construction contract with Forest Trails Alliance. The trail was completed in early February.

#### 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. Moore Creek experienced significant creek bank erosion next to the staging area in the winter storms; staff is consulting with the Flood Control District about the best method for halting the erosion and restoring the bank. The owner of the property just north of Moore Creek Park has approached the District about donating a trail easement or fee title ownership to facilitate a trail connection between Moore Creek Park and Angwin. Staff has obtained a permit to construct a new trail, informally referred to as the Dryfoot Trail, which would replace 5 Moore Creek crossings and provide better access to the north end of Moore Creek Park. We put the project out to bid in May and are finalizing a construction contract with Forest Trails Alliance. The property owner to the east of Moore Creek filed suit in June 2017 claiming the District owed additional money for the boundary survey and fence separating his property from ours. District Counsel filed a demurrer in August 2017 seeking dismissal of the suit. The "Dry Foot" Trail, including three small stone arch bridges, was completed in late January.

#### Montesol West

Acquisition of 1,254 acres west of Highway 29 north of Robert Louis Stevenson State Park

The District has the opportunity to purchase 1,254 acres west of Highway 29 adjacent to Robert Louis Stevenson State Park for a price of \$200,000. The area's conservation values have already been protected through an easement negotiated by the Trust for Public Land and now held by the Land Trust of Napa County. Purchase of fee title will permit the area to be used for public recreation. The District is preparing a Habitat Conservation Program grant application with assistance from TPL. A public presentation to the Middletown Area Town Hall was made on August 10, 2017, and to the Middletown Area Merchants Association on August 15 and September 14, 2017. With assistance from the Trust for Public Land, the District submitted a grant application to the State Habitat Conservation Fund for the remaining \$200,000 needed to complete the acquisition.

<p>Oat Hill Mine Trail  Various improvements to the historic Oat Hill Mine Road</p>	<p>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. 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 and work parties to install drain dips to control erosion were held in January and April of 2016. A PG&amp;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. A team of 20+ volunteers spent a Saturday in December 2016 constructing and repairing water bars on the Oat Hill Mine Trail. In late July 2017 we placed our annual deer season advisory closure signs on the Trail. The first 1.3 miles of the trail was bulldozed as a result of CalFire efforts to suppress the October 2017 wildfires; one volunteer work party has already spent a Saturday remediating the damage, but more is needed. CalFire has agreed to come back to do more remediation, but the new fires in Southern California have diverted their staff to help fight those fires.</p>
<p>Rector Ridge/Stags Leap Ridge Trail  Construction of staging area and 6+ miles of Ridge Trail climbing east from Silverado Trail near Rector Creek.</p>	<p>CEQA on this project was completed several years ago--staff has prepared a draft update to the Negative Declaration due to the passage of time since the original approval. The project concept has been approved by the District Board, and was positively viewed by the Veterans Home administration. However, Veterans Home staff had been having difficulty figuring out what approval process is needed, because of ongoing discussions at the state level about the appropriate roles and future programs for the Veterans Home, and then key management staff at the Veterans Home retired in November 2010, so progress was delayed pending the filling of their vacant positions. The District will restart the process when other priorities are under control.</p>
<p>Skyline Park  Permanent protection of Skyline Park</p>	<p>Three past legislative efforts to authorize sale to the County failed due to unrelated disagreements between the state legislature and administration. Separately, the County in September 2009 approved a new park overlay zone and an updated Master Plan for Skyline Park. A fourth legislative effort by Assembly member Evans in 2010, sponsored by Napa County and supported by the District, was approved by the legislature and signed by the Governor. The County and state General Services agreed on an appraisal process for determining the fair market value purchase price, the County retained an appraiser acceptable to the State, and a draft appraisal was prepared. In late April 2012 the state indicated they did not accept the value as determined by the appraisal and negotiations stalled. A Draft EIR was released in late September 2013 for the proposed expansion of the adjacent Syar Quarry. The District Board approved comments on the DEIR at it's October 2013 meeting. 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.</p>
<p>Smittle Creek  Planning and permits to open this 411 acre holding for public use</p>	<p>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; his report was received in January 2017; the report describes the property as one of the best locations in the County for native grasses. 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. A group of 20+ people from Tuleyome were given a hiking tour of the property in December 2016, as a way to build interest in the property and build a pool of volunteers to help with restoration and improvement of the property. On March 4 2017, Tuleyome volunteers brushed the Iron Mountain trail (in the Cedar Roughs Wilderness, but accessed via Smittle Creek.) A volunteer clean-up project tentatively scheduled for November 4, 2017 was postponed due to the need to focus on fire remediation elsewhere.</p>



## Suscol Headwaters

Kirkland Ranch Acquisition of land and easements to protect Suscol Headwaters and construct Ridge Trail from Highway 12 to Skyline Park. Phase I protected 411 acres. Phase II protects another 398 acres.

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 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 toured the site with the Coastal Conservancy on March 3rd and are engaged in continuing discussions with Caltrans and the US Fish and Wildlife Service about Red Legged Frog mitigation funding. Congressman Thompson was good enough to submit a letter of project support to the US Fish and Wildlife Service in late April, and our hope is that will break what has been a logjam around endowment funding. We have signed an agreement with the seller extending our Phase 2 purchase option to December 7, completed a \$400,000 grant application to the Coastal Conservancy, are negotiating a final funding agreement with Caltrans for \$2.1 million, and have lined up \$300,000 from Solano Transportation Agency and Napa Valley Transportation Authority. In late July we met on site with members of the Caltrans design team to begin designing and value engineering a frog pond. All of Phase II and part of Phase I burned in the October 2017 fires; some trees were killed, and a perimeter grazing fence was destroyed, but otherwise damage was minimal, and will not affect the District's ability to purchase Phase II. We have received \$2,100,000 in funding from Caltrans and a further \$400,000 from the Coastal Conservancy. The purchase closed on Friday December 8, 2017.

## Spanish Valley, Crystal Flats, and Stone Corral

Planning for open space donated by Bob and Evalyn Trincherro

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 boy scouts 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 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. 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. In late March 2017 staff met with the Association President to talk about potentially splitting the cost of new automatic gates to better control access to Putah Creek within the District's Stone Corral and Crystal Flats holdings. In late April 2017 the General Manager authorized using the \$5,000 in restricted funds available to these holdings to help pay for the new gates. In late May District staff met with biologists and lands specialists from the Land Trust to discuss controlled burns and other preservation management options in Spanish Valley. The District and Land Trust have begun the process of developing a backup conservation easement that would be held by the Land Trust to provide additional protection for the property.

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. Since then the District has obtained permits and done improvements to the pool, installed 7 yurts, instituted recycling in the campground and day use areas, pumped all septic system tanks twice, repaired the historic Wright House for use as a rental property, restored 5 cabins, constructed a new shower/toilet facility, and made a large dent in the backlog of deferred maintenance. District efforts to pass legislation allowing the sale of grain from the Bale Mill were unsuccessful. The District has de facto also taken on responsibility for Robert Louis Stevenson State Park, funding repairs to the Silverado House, working with State Parks to get a caretaker into that house to prevent vandalism. In 2014 the District started the process of extending the District's 5 year Operating Agreement and including RLS in the agreement; approval of that new agreement is still pending. The existing OA expired on March 31, 2017; the District is now operating the parks on a month-to-month basis until State Parks can complete the new agreement. State Parks was supposed to have a revised draft of the OA available for District review by the end of August 2017, but as of September 6 had not done so. Nearly \$270,000 in gifts, grants and pledges have been obtained to assist with improvements at the parks. The District is working with the Vine Trail on the proposed alignment of the Vine Trail through Bothe. The hiring for the 2 full-time Park Steward Assistant positions was completed in early June 2017. On August 7 we received a resignation letter from Rob Grassi, our acting Park Manager. Rob's last day was September 8, 2017. Second interviews to fill the vacant Park Steward position were held on December 20, 2017. Once that position is filled we will start recruitment for a new Park Maintenance Specialist.

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

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 surplussing 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 surplussing 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 surplussing 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. The Solano County Board of Supervisors has met in closed session to discuss the Lake Curry property. A meeting with Solano County representatives took place January 27, 2017. Solano County is seriously investigating the feasibility of acquiring the lakes and managing their water supplies; as part of this investigation they are also looking at the feasibility of partnering with the District to manage public recreational access.

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 cities and the county have for now decided that each entity will maintain 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 solution that State Parks is willing to accept will add an estimated \$600,000 to the cost of the Vine Trail. On behalf of the District, the GM in January 2017 wrote a letter of support for their application for funding from NVTVA.

#### 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

Phase One--Eucalyptus Drive to Green Island Road	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 existing 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.
Berryessa 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.
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	Purchase of the property closed in December 2015.
Acquisition of 443 acres providing public access to Cedar Roughs from Smittle Creek Day Use Area	
Connolly Ranch	Construction of patio, restrooms and cooking facilities completed in 2008 using State Prop 12 funds.
Historic ROW Analysis	Staff has completed a comprehensive review of historic rights-of-way, and is now focusing attention on those which have greatest potential.
Study to determine location and status of historic road Rights-of-Way and their value as non-motorized recreational trails	
Linda Falls Conservation Easement	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
Linda Falls Conservation Easement	The District previously obtained a conservation easement on one of several parcels owned by the Land Trust of Napa County. The land trust desired 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. The District Board approved acceptance of the easement at its October 2016 meeting, and the easement was finalized and recorded in December 2016.
Expansion of conservation easement to cover all of the property at Linda Falls owned by the Land Trust of Napa County	
Master Plan Development	The Master Plan for 2008-2013 was approved in January 2009
Master Plan Update	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.
First scheduled update to the Master Plan adopted in January 2009	
Milliken Reservoir Trails and Picnic Area Feasibility Study	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 Miliiken Reservoir trails project until the Hennessey trail project is up and running.
Would construct approximately 3 miles of Bay Area Ridge Trail plus additional feeder and loop trails, along with a staging and picnic area	
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 drilling any more test wells.

#### 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.

#### 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.

#### 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.

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 year-round.

Two volunteer work weekends in March and April and two more in May of 2010 were organized by the District to clear brush, improve drainage, and surface about 300 feet of the trail with quarry fines to control problems with mud. Volunteers completed additional work in August 2011.

#### Skyline Park Road and Trail Improvements

Erosion control work on Lake Marie Road, and paving of campground loop road, completed in 2007 using State Prop 12 funds.

#### Skyline Park Concessionaire Agreement Renewal

District staff negotiated renewal of concessionaire agreement on behalf of the County. The renewal involved changes to the fee schedule and amendments to and approval of subagreements with three non-profit partner organizations.

#### Skyline Park Trail Improvements

Major volunteer event to reroute and repair trails

Staff worked with SPCA and V-O-CAL to sponsor a weekend work party on October 15-17, 2010. Approximately 110 volunteers worked to reroute and repair trails experiencing serious erosion problems. SPCA is donating \$1,000 toward expenses.

#### Skyline Park Facility Improvements

Partner-sponsored improvement include a second greenhouse and a covered equestrian arena.

The proposals for a second greenhouse and a covered arena were approved by the Department of General Services and by the County Board of Supervisors. The sponsors of these projects are now raising funds for implementation.

#### South Napa Wetlands Habitat Area

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

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

State Parks	Assume management of Bothe-Napa Valley State Park and keep it and the Bale Grist Mill	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.
Trinchero Open Space Acquisition	Donation of 3,400 acres of open space to the District by Bob and Evalyn Trinchero	<u>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.</u>
Wild Lake Ranch	Assist land trust with planning and possible joint management.	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.

Agenda Item 4.F

## Bothe-Napa Valley Park Report

January 2018

By Jay Jessen

Though it happened at the tail end of January, by far the most important news for January (and going forward) is that the new Park Steward, Jason Jordan, joined the Bothe/Bale Grist Mill team. In his first couple days he met most of the staff and hosts, as well as met with core staff to learn the park and current operations. He even made time to join our environmental education training to get a feel for our growing programs. It is exciting to have him on board to build on the improvements we've made in this time of transition, as well as making additional improvements that we haven't thought of or had the capacity for—again, welcome Jason!

As mentioned in previous reports, construction continues in the park— work continued in the native garden on the new pathway, the parking lot (ADA parking), and in front of the Visitor Center. Work is nearly wrapped-up in day-use—new accessible pool entrance is finished—just awaiting a new outdoor shower. At the end of January, the construction crew was also prepping for work on Combo Bldg #2 i.e. the upper campground loop restrooms.

Trail construction by the state crew also continues at the history trail/cemetery—if you haven't seen the progress down there it's worth taking a moment to check it out. It will be a much more sensible and intuitive trail. The stands for the interpretive panels also arrived, just awaiting content, which a team of employees and association members are working on. . again, trail construction should wrap up by mid-March.

Tyler, Jessica, and Bob pruned the historic orchard.

The Environmental Education team has been busy setting up spring field trips. Additionally, we've been working on the budget, getting supplies, planning, and prepping for summer camps in July; we're hoping campers will be able to register by mid-February. Additionally, we carved out some space in the upstairs sheriff's office to keep supplies and use as a staff environmental education hub.

We received new park flags for the kiosk from Congressman Mike Thompson.

It may sound like a minor improvement, but one of the sliding glass doors on the kiosk was replaced— months (years?) have gone by with staff needing to work around it. Those who work frequently in the kiosk are thrilled. This is a direct quote from one park aide: "it glides like the path of an eagle." Likewise, a new garage door was installed for the shop. So I guess January was a month for new doors and new openings, both literally and metaphorically.

# Bale Grist Mill Monthly Report

January 2018

Author: Stephen Harle

After the natural bustle of activity both at the mill and in our home lives that was December, January provides a brief interlude between events to reflect on what the new year will bring. The renewal of the year was emphasised in January with the rains that arrived during the month prompting a burst of growth in the plants, trees, moss, fungus around the mill and even a few early flowers. On one particular day late in the month I was regaled by a huge number of freshly emerged butterflies sunning themselves on the great wheel of the mill.

JoeJoe Clarke one of our park aids in particular has been enjoying the abundant flora. JoeJoe Clarke, who has visited the mill on numerous occasions on his excursions to find and identify native flowers, has been training in the mill maintenance. JoeJoe has been volunteering at mill events for some time and it is great to be able to see him become more familiar with operating and maintaining the mill.

As the month drew to a close we began to put our minds to preparing for the annual Winter Dinner. Among the many small tasks to prepare for the dinner was the replacement of a window whose cracks had finally given in to a full break. I took the window to Napa Valley Glass Inc. The members of the Cavagnaro family who own and operate the business reminisced about visiting the mill as children and ultimately ended up donating the labour and materials for the repair.

The end of the month also saw the departure of our most recent mill hosts, Ann and Russel. Ann and Russ and kept the granary running well and left it perfect for the next hosts. I think I am not alone in thanking them both for the effort they put in while they were here.

