



**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, November 5, 2018 at 2:00 P.M.

Napa County Board of Supervisors Chambers, 1195 Third Street, 3rd 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

- a. Auditor-Controller requests acceptance of the fiscal year ended 6/30/18 financial reports and audit conducted by Brown Armstrong, CPAs
- b. Consideration and potential approval of budget adjustments for FY 2018-19

4. Administrative Items

- a. Consideration and potential approval of minutes for Board of Directors meetings on October 8, 2018.
- b. Consideration of appointment of Bret Prebula as Interim District Treasurer
- c. Consideration and potential approval of impress (petty cash) funds at Bothe-Napa Valley State Park
- 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 agendaized, no action will be taken by the Board on these items unless specifically noted otherwise.

7. Closed Session

- a. Conference with Real Property Negotiator (Government Code Section 54956.8)
 - Property: Napa County APN 016-010-19 and -22, and Lake County APN 013-029-02, -03, -05, -09, and -27
 - Agency Negotiator: John Woodbury, NCRPOSD General Manager
 - Negotiating Parties: NCRPOSD and Sam Livermore
 - Under Negotiation: Price and Terms of Payment

8. Adjournment



STAFF REPORT

By: John Woodbury
Date: November 5, 2018
Item: **3.a**
Subject: Auditor-Controller requests acceptance of the fiscal year ended 6/30/18 financial reports and audit conducted by Brown Armstrong, CPAs

RECOMMENDATION

Accept the financial audit report as presented, subject to reporting back to the Board of Directors if the final audit report has any significant variances from these results

ENVIRONMENTAL DETERMINATION

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

BACKGROUND

The financial results for FT 2017-18 are attached. District Auditor Tracy Schulze will review the results with the Board at the meeting. As she will report, the District's financial condition continues to be sound.

The Board should note that these are not the final audited numbers because one issue has delayed the completion of the audit. For Bothe-Napa Valley State Park, because people make camping reservations in advance, in past years the District has reallocated some revenues from the year in which they were collected to the subsequent year, which the camping actually took place. To do this adjustment, the reservation company would provide us a report showing the amount of the "advance collections" that should be booked in the subsequent fiscal year. Last year State Parks changed the reservation company from Reserve America to Reserve California. The transition has been less than smooth in many ways. One of these is that State Parks has been unable to provide us with the advance collections report. As a result, we have been unable to move revenues from last fiscal year to this fiscal year to reflect the amount of advance collections. This means that revenues for the State Park budget unit for last year appear to be substantially higher than was budgeted. Unless State Parks is able to deliver the advance collections report in the next few days, we will have no choice other than to book these revenues in last fiscal year. This is acceptable legally, but frustrating because it makes it more difficult to do year-over-year comparisons and budget projections for the future.

To avoid further delay in closing out last fiscal year, the Board is being asked to approve the unaudited numbers as presented, with the proviso that should the final audit report by the outside auditor reveal any significant variances from what has been presented, staff will report back to the Board about those variances.

Napa County Regional Parks and Open Space District
 Trial Balance as of June 30, 2018

| | | |
|---|--------------|---------------|
| Assets | | |
| Cash | \$ 1,759,608 | |
| Accounts Receivable | 13,211 | |
| Prepaid Insurance | 8,739 | |
| Total Current Assets | | \$ 1,781,558 |
| Land | 13,362,959 | |
| Buildings and Improvements | 600,136 | |
| Equipment | 42,348 | |
| Less: Accumulated Depreciation | (127,423) | |
| Total Capital Assets | | 13,878,020 |
| Total Assets | | \$ 15,659,578 |
| | | |
| Liabilities | | |
| Accounts Payable | \$ 66,068 | |
| Accrued Salaries and Benefits | 7,047 | |
| Customer Deposits | 5,000 | |
| Total Liabilities | | \$ 78,115 |
| | | |
| Fund Balance | | |
| Invested in Capital Assets | 13,878,020 | |
| Committed to State Parks | 1,081,226 | |
| Committed to Suscol Headwaters | 62,721 | |
| Capital Replacement Reserve (Moore Creek) | 91,990 | |
| Available (Unassigned) | 467,506 | |
| Total Fund Balance | | 15,581,463 |
| Total Liabilities and Fund Balance | | \$ 15,659,578 |

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NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements
For the Year Ended 6/30/18

| | Adopted Budget | Budget Adjustments | Revised Budget | Y-T-D Actuals | Remaining Budget | Percent of Budget |
|-----------------------------------|---------------------|-----------------------|---------------------|------------------|---------------------|----------------------|
| Revenues | | | | | | |
| State-Other Funding | \$ - | \$ - | \$ - | \$ 2,100,000 | \$ 2,100,000 | n/a |
| County of Napa | 894,440 | 85,485 | 979,925 | 979,925 | - | 100.00% |
| Court Fines | - | - | - | 15,550 | 15,550 | n/a |
| Other Grants | - | - | - | 25,001 | 25,001 | n/a |
| Interest | 7,500 | - | 7,500 | 24,063 | 16,563 | 320.84% |
| Rent - Building/Land | 31,350 | - | 31,350 | 25,489 | (5,861) | 81.30% |
| Concessions | 657,500 | - | 657,500 | 782,597 | 125,097 | 119.03% |
| Donations and Contributions | 2,625,600 | 96,000 | 2,721,600 | 494,225 | (2,227,375) | 18.16% |
| Total Revenues | \$ 4,216,390 | \$ 181,485 | \$ 4,397,875 | 4,446,850 | \$ 48,975 | 101.11% |
| Expenditures | | | | | | |
| Salaries and Benefits | - | 40,000 | 40,000 | 22,000 | 18,000 | 55.00% |
| Administration Services | 751,239 | - | 751,239 | 778,982 | (27,743) | 103.69% |
| Accounting/Auditing Services | 14,000 | - | 14,000 | 11,797 | 2,203 | 84.26% |
| Legal Services | 25,000 | - | 25,000 | 28,295 | (3,295) | 113.18% |
| Waste Disposal Services | 19,500 | - | 19,500 | 21,924 | (2,424) | 112.43% |
| Landscaping Services | 5,000 | - | 5,000 | 1,428 | 3,572 | 28.56% |
| Construction Services | 202,000 | 80,000 | 282,000 | 64,163 | 217,837 | 22.75% |
| Other Professional Services | 287,355 | 25,000 | 312,355 | 256,436 | 55,919 | 82.10% |
| Maintenance - Vehicles | 8,500 | - | 8,500 | 6,849 | 1,651 | 80.58% |
| Maintenance - Infrastructure/Land | 47,000 | - | 47,000 | 4,347 | 42,653 | 9.25% |
| Insurance - Liability | 13,700 | - | 13,700 | 14,575 | (875) | 106.39% |
| Communications/Telephone | 11,500 | - | 11,500 | 11,879 | (379) | 103.30% |
| Advertising/Marketing | 1,500 | - | 1,500 | 924 | 576 | 61.60% |
| Printing and Binding | 1,250 | - | 1,250 | 1,979 | (729) | 158.32% |
| Bank Charges | 1,500 | - | 1,500 | 1,678 | (178) | 111.87% |
| Publications & Legal Notices | 500 | - | 500 | 120 | 380 | 24.00% |
| Permits/License Fees | 9,500 | - | 9,500 | 228 | 9,272 | 2.40% |
| Training/Conference Expenses | 1,500 | - | 1,500 | 1,263 | 237 | 84.27% |
| Business Travel/Mileage | 34,399 | - | 34,399 | 5,582 | 28,817 | 16.23% |
| Office Supplies | 4,400 | - | 4,400 | 4,664 | (264) | 106.00% |
| Memberships/Certifications | 1,000 | - | 1,000 | 1,000 | - | 100.00% |
| Utilities - Electric | 22,600 | - | 22,600 | 26,683 | (4,083) | 118.07% |
| Utilities - Propane | 200 | - | 200 | 444 | (244) | 222.00% |
| Fuel | 200 | - | 200 | 199 | 1 | 100.00% |
| Janitorial Supplies | 6,500 | - | 6,500 | 901 | 5,599 | 13.88% |
| Construction Supplies/Material | 52,000 | - | 52,000 | 1,420 | 50,580 | 2.73% |
| Maintenance Supplies | 18,050 | - | 18,050 | 33,423 | (15,373) | 185.17% |
| Minor Equipment/Small Tools | 17,250 | - | 17,250 | 22,636 | (5,386) | 131.22% |
| Computer Equipment/Accessories | 6,000 | - | 6,000 | 2,960 | 3,040 | 49.33% |
| Special Departmental Expenses | 26,500 | - | 26,500 | 17,072 | 9,428 | 64.42% |
| Taxes and Assessments | 1,050 | - | 1,050 | 883 | 167 | 84.10% |
| Land | 3,400,000 | - | 3,400,000 | 3,320,000 | 80,000 | 97.65% |
| Total Expenditures | \$ 4,990,693 | \$ 145,000 | \$ 5,135,693 | 4,666,734 | \$ 468,959 | 90.87% |

| | Budget | YTD |
|---------------------------------------|---------------------|------------------|
| Beginning Fund Balance as of 7/1/17 | \$ 1,923,327 | 1,923,327 |
| Less: Surplus/(Deficit) | (737,818) | (219,884) |
| Projected Ending Fund Balance 6/30/18 | <u>\$ 1,185,509</u> | <u>1,703,443</u> |

Cash Balance as of June 30, 2018 (incls petty cash) 1,759,608

| RECONCILIATION OF CASH AND FUND BALANCE | | |
|--|---------------------|---|
| Cash Balance as of June 30, 2018 | \$ 1,759,608 | |
| Add: Accounts Receivable (\$ not yet received) | 13,211 | |
| Prepaid Insurance | 8,739 | |
| Less: Accounts Payable (\$ not yet spent) | (73,115) | |
| Deferred Revenue (\$ not yet earned) | (5,000) | |
| Fund Balance as of June 30, 2018 | <u>\$ 1,703,443</u> | - |

| RECONCILIATION OF CAPITAL ASSETS | | |
|---|----------------------|--|
| Land | \$ 13,362,959 | |
| Structures & Improvements | 642,484 | |
| Less: Depreciation on Structures | (127,423) | |
| Total Capital Assets | <u>\$ 13,878,020</u> | |

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - General Operations
For the Year Ended 6/30/18

| | Adopted Budget | Budget Adjustments | Revised Budget | Y-T-D Actuals | Remaining Budget | Percent of Budget |
|--------------------------------|-------------------|-----------------------|-------------------|-------------------|---------------------|----------------------|
| Revenues | | | | | | |
| County of Napa | \$ 169,112 | \$ (169,112) | \$ - | \$ 93,152 | \$ 93,152 | n/a |
| Court Fines | - | - | - | 15,550 | 15,550 | n/a |
| Interest | 2,500 | - | 2,500 | 10,239 | 7,739 | 409.56% |
| Other Grants | - | - | - | 3,055 | 3,055 | n/a |
| Donations and Contributions | - | - | - | 1,978 | 1,978 | n/a |
| Total Revenues | \$ 171,612 | \$ (169,112) | \$ 2,500 | \$ 123,974 | \$ 121,474 | 4958.96% |
| Expenditures | | | | | | |
| Administration Services | \$ 211,563 | \$ - | \$ 211,563 | \$ 211,175 | \$ 388 | 99.82% |
| Accounting/Auditing Services | 14,000 | - | 14,000 | 11,797 | 2,203 | 84.26% |
| Legal Services | 25,000 | - | 25,000 | 28,295 | (3,295) | 113.18% |
| Other Professional Services | 106,250 | - | 106,250 | 97,598 | 8,652 | 91.86% |
| Maintenance - Vehicles | 1,500 | - | 1,500 | 4,390 | (2,890) | 292.67% |
| Insurance - Liability | 11,000 | - | 11,000 | 11,503 | (503) | 104.57% |
| Advertising/Marketing | 1,000 | - | 1,000 | - | 1,000 | 0.00% |
| Printing and Binding | 1,100 | - | 1,100 | 100 | 1,000 | 9.09% |
| Publication & Legal Notices | 500 | - | 500 | 120 | 380 | 24.00% |
| Training/Conference Expenses | 1,000 | - | 1,000 | 750 | 250 | 75.00% |
| Business Travel/Meals | 1,500 | - | 1,500 | 275 | 1,225 | 18.33% |
| Office Supplies | 2,100 | - | 2,100 | 1,013 | 1,087 | 48.24% |
| Memberships/Certifications | 1,000 | - | 1,000 | 1,000 | - | 100.00% |
| Fuel | 100 | - | 100 | 121 | (21) | 121.00% |
| Maintenance Supplies | 1,500 | - | 1,500 | 1,036 | 464 | 69.07% |
| Minor Equipment/Small Tools | 750 | - | 750 | 4,066 | (3,316) | 542.13% |
| Computer Equipment/Accessories | 6,000 | - | 6,000 | 346 | 5,654 | 5.77% |
| Special Departmental Expense | 10,000 | - | 10,000 | (5,005) | 15,005 | -50.05% |
| Total Expenditures | \$ 395,863 | \$ - | \$ 395,863 | \$ 368,580 | \$ 27,283 | 93.11% |
| | | | Budget | YTD | | |
| | | | \$ 712,112 | \$ 712,112 | | |
| | | | (393,363) | (244,606) | | |
| | | | <u>\$ 318,749</u> | <u>\$ 467,506</u> | | |

Notes:

- 1 Unanticipated settlement from the DA
- 2 Van repairs due to minor accident
- 3 Purchased a motorized wheelbarrow
- 4 Includes Special Projects Carryforward of \$167,648

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Moore Creek
For the Year Ended 6/30/18

| | Adopted Budget | Budget Adjustments | Revised Budget | Y-T-D Actuals | Remaining Budget | Percent of Budget |
|------------------------------------|-------------------|-----------------------|-------------------|-------------------|---------------------|----------------------|
| Revenues | | | | | | |
| County of Napa | \$ 109,504 | \$ - | \$ 109,504 | \$ 109,528 | \$ 24 | 100.02% |
| Rents - Building/Land | 13,350 | - | 13,350 | 8,689 | (4,661) | 65.09% |
| Donations and Contributions | 600 | - | 600 | 820 | 220 | 136.67% |
| Total Revenues | \$ 123,454 | \$ - | \$ 123,454 | \$ 119,037 | \$ (4,417) | 96.42% |
| Expenditures | | | | | | |
| Administration Services | \$ 22,395 | \$ - | \$ 22,395 | \$ 16,371 | \$ 6,024 | 73.10% |
| Waste Disposal Services | 2,000 | - | 2,000 | 2,329 | (329) | 116.45% |
| Construction Services | 60,000 | - | 60,000 | 41,053 | 18,947 | 68.42% ¹ |
| Other Professional Services | 18,875 | - | 18,875 | 33,093 | (14,218) | 175.33% ² |
| Maintenance - Infrastructure/Land | 1,000 | - | 1,000 | - | 1,000 | 0.00% |
| Insurance - Liability | 1,000 | - | 1,000 | - | 1,000 | 0.00% |
| Communications/Telephone | 2,500 | - | 2,500 | 2,028 | 472 | 81.12% |
| Printing & Binding | - | - | - | 257 | (257) | n/a |
| Permits/License Fees | 250 | - | 250 | - | 250 | 0.00% |
| Business Travel/Mileage | 7,833 | - | 7,833 | 49 | 7,784 | 0.63% |
| Office Supplies | - | - | - | 107 | (107) | n/a |
| Utilities - Electric | 4,500 | - | 4,500 | 5,477 | (977) | 121.71% |
| Fuel | 100 | - | 100 | 54 | 46 | 54.00% |
| Construction Supplies/Material | - | - | - | 59 | (59) | n/a |
| Maintenance Supplies | 1,000 | - | 1,000 | 1,457 | (457) | 145.70% |
| Minor Equipment/Small Tools | 500 | - | 500 | 1,819 | (1,319) | 363.80% |
| Special Departmental Expense | 1,000 | - | 1,000 | 921 | 79 | 92.10% |
| Property Taxes/Special Assessments | 500 | - | 500 | 475 | 25 | 95.00% |
| Total Expenditures | \$ 123,453 | \$ - | \$ 123,453 | \$ 105,549 | \$ 17,904 | 85.50% |

| | Budget | YTD |
|---------------------------------------|------------------|-------------------------------|
| Beginning Fund Balance as of 7/1/17 | \$ 78,502 | \$ 78,502 |
| Less: Surplus/(Deficit) | 1 | 13,488 |
| Projected Ending Fund Balance 6/30/18 | <u>\$ 78,503</u> | <u>\$ 91,990</u> ³ |

Notes:

- 1 Trail Construction delayed
- 2 Utilized CJ Yip more than anticipated with Property Management Operations
- 3 Fund balance consists of a reserve for capital replacement that is increased each year based on annual depreciation of current buildings

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Oat Hill Mine Trail
For the Year Ended 6/30/18

| | Adopted Budget | Budget Adjustments | Revised Budget | Y-T-D Actuals | Remaining Budget | Percent of Budget |
|--------------------------------|-------------------|-----------------------|-------------------|------------------|---------------------|----------------------|
| Revenues | | | | | | |
| County of Napa | \$ 14,571 | \$ - | \$ 14,571 | \$ 12,203 | \$ (2,368) | 83.75% |
| Total Revenues | \$ 14,571 | \$ - | \$ 14,571 | \$ 12,203 | \$ (2,368) | 83.75% |
| Expenditures | | | | | | |
| Administration Services | \$ 1,521 | \$ - | \$ 1,521 | \$ 4,427 | \$ (2,906) | 291.06% ¹ |
| Construction Services | 5,000 | - | 5,000 | - | 5,000 | 0.00% |
| Other Professional Services | 6,250 | - | 6,250 | 6,960 | (710) | 111.36% |
| Business Travel/Mileage | 500 | - | 500 | - | 500 | 0.00% |
| Office Supplies | 100 | - | 100 | - | 100 | 0.00% |
| Construction Supplies/Material | 1,000 | - | 1,000 | - | 1,000 | 0.00% |
| Maintenance Supplies | 200 | - | 200 | 476 | (276) | 238.00% |
| Special Departmental Expense | - | - | - | 340 | (340) | n/a |
| Total Expenditures | \$ 14,571 | \$ - | \$ 14,571 | \$ 12,203 | \$ 2,368 | 83.75% |

| | Budget | YTD |
|---------------------------------------|--------|------|
| Beginning Fund Balance as of 7/1/17 | \$ - | \$ - |
| Less: Surplus/(Deficit) | - | - |
| Projected Ending Fund Balance 6/30/18 | \$ - | \$ - |

Notes:

1 Increased due to working with CalFire to bulldoze trail during the 2017 Fire Complex in October, 2017

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Napa River and Bay Trail
For the Year Ended 6/30/18

| | Adopted Budget | Budget Adjustments | Revised Budget | Y-T-D Actuals | Remaining Budget | Percent of Budget |
|-----------------------------|-------------------|-----------------------|-------------------|------------------|---------------------|----------------------|
| Revenues | | | | | | |
| County of Napa | \$ 17,723 | \$ - | \$ 17,723 | \$ 10,448 | \$ (7,275) | 58.95% |
| Total Revenues | \$ 17,723 | \$ - | \$ 17,723 | \$ 10,448 | \$ (7,275) | 58.95% |
| Expenditures | | | | | | |
| Administration Services | \$ 10,173 | \$ - | \$ 10,173 | \$ 7,374 | \$ 2,799 | 72.49% |
| Waste Disposal Services | 100 | - | 100 | - | 100 | 0.00% |
| Construction Services | 1,000 | - | 1,000 | - | 1,000 | 0.00% |
| Other Professional Services | 6,250 | - | 6,250 | 2,985 | 3,265 | 47.76% |
| Business Travel/Mileage | 100 | - | 100 | 48 | 52 | 48.00% |
| Maintenance Supplies | 100 | - | 100 | 41 | 59 | 41.00% |
| Total Expenditures | \$ 17,723 | \$ - | \$ 17,723 | \$ 10,448 | \$ 7,275 | 58.95% |

| | Budget | YTD |
|---------------------------------------|-------------|-------------|
| 7Beginning Fund Balance as of 7/1/17 | \$ - | \$ - |
| Less: Surplus/(Deficit) | - | - |
| Projected Ending Fund Balance 6/30/18 | <u>\$ -</u> | <u>\$ -</u> |

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Camp Berryessa
For the Year Ended 6/30/18

| | Adopted Budget | Budget Adjustments | Revised Budget | Y-T-D Actuals | Remaining Budget | Percent of Budget |
|---------------------------------------|-------------------|-----------------------|-------------------|------------------|---------------------|----------------------|
| Revenues | | | | | | |
| County of Napa | \$ 48,386 | \$ - | \$ 48,386 | \$ 7,678 | \$ (40,708) | 15.87% |
| Concessions | 20,000 | - | 20,000 | 16,058 | (3,942) | 80.29% |
| Total Revenues | \$ 68,386 | \$ - | \$ 68,386 | \$ 23,736 | \$ (44,650) | 34.71% |
| Expenditures | | | | | | |
| Administration Services | \$ 28,736 | \$ - | \$ 28,736 | \$ 17,486 | \$ 11,250 | 60.85% |
| Waste Disposal Services | 1,000 | - | 1,000 | 2,688 | (1,688) | 268.80% |
| Other Professional Services | 20,500 | - | 20,500 | 2,283 | 18,217 | 11.14% |
| Maintenance - Infrastructure/Land | 1,000 | - | 1,000 | - | 1,000 | 0.00% |
| Advertising/Marketing | 500 | - | 500 | - | 500 | 0.00% |
| Business Travel/Mileage | 550 | - | 550 | 233 | 317 | 42.36% |
| Office Supplies | 500 | - | 500 | - | 500 | 0.00% |
| Utilities - Electric | 100 | - | 100 | 120 | (20) | 120.00% |
| Janitorial Supplies | 500 | - | 500 | 630 | (130) | 126.00% |
| Maintenance Supplies | - | - | - | 296 | (296) | n/a |
| Minor Equipment/Small Tools | 10,000 | - | 10,000 | - | 10,000 | 0.00% |
| Special Departmental Expense | 5,000 | - | 5,000 | - | 5,000 | 0.00% |
| Total Expenditures | \$ 68,386 | \$ - | \$ 68,386 | \$ 23,736 | \$ 44,650 | 34.71% |
| | | | Budget | YTD | | |
| Beginning Fund Balance as of 7/1/17 | | | \$ - | \$ - | | |
| Less: Surplus/(Deficit) | | | - | - | | |
| Projected Ending Fund Balance 6/30/18 | | | <u>\$ -</u> | <u>\$ -</u> | | |

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Berryessa Vista
For the Year Ended 6/30/18

| | Adopted Budget | Budget Adjustments | Revised Budget | Y-T-D Actuals | Remaining Budget | Percent of Budget |
|---------------------------------------|-------------------|-----------------------|-------------------|------------------|---------------------|----------------------|
| Revenues | | | | | | |
| County of Napa | \$ 4,053 | \$ - | \$ 4,053 | \$ 969 | \$ (3,084) | 23.91% |
| Total Revenues | \$ 4,053 | \$ - | \$ 4,053 | \$ 969 | \$ (3,084) | 23.91% |
| Expenditures | | | | | | |
| Administration Services | \$ 1,603 | \$ - | \$ 1,603 | \$ 609 | \$ 994 | 37.99% |
| Other Professional Services | 1,250 | - | 1,250 | 360 | 890 | 28.80% |
| Business Travel/Mileage | 200 | - | 200 | - | 200 | 0.00% |
| Construction Supplies/Material | 1,000 | - | 1,000 | - | 1,000 | 0.00% |
| Total Expenditures | \$ 4,053 | \$ - | \$ 4,053 | \$ 969 | \$ 3,084 | 23.91% |
| | | | Budget | YTD | | |
| Beginning Fund Balance as of 7/1/17 | | | \$ - | \$ - | | |
| Less: Surplus/(Deficit) | | | - | - | | |
| Projected Ending Fund Balance 6/30/18 | | | \$ - | \$ - | | |

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Napa River Ecological Reserve
For the Year Ended 6/30/18

| | Adopted Budget | Budget Adjustments | Revised Budget | Y-T-D Actuals | Remaining Budget | Percent of Budget |
|-------------------------------|-------------------|-----------------------|-------------------|------------------|---------------------|----------------------|
| Revenues | | | | | | |
| County of Napa | \$ 28,387 | \$ - | \$ 28,387 | \$ 11,043 | \$ (17,344) | 38.90% |
| Total Revenues | \$ 28,387 | \$ - | \$ 28,387 | \$ 11,043 | \$ (17,344) | 38.90% |
| Expenditures | | | | | | |
| Administration Services | \$ 1,604 | \$ - | \$ 1,604 | \$ 1,812 | \$ (208) | 112.97% |
| Waste Disposal Services | 2,400 | - | 2,400 | 2,418 | (18) | 100.75% |
| Landscaping Services | 1,500 | - | 1,500 | 1,428 | 72 | 95.20% |
| Other Professional Services | 18,250 | - | 18,250 | 5,385 | 12,865 | 29.51% |
| Business Travel/Mileage | 3,933 | - | 3,933 | - | 3,933 | 0.00% |
| Maintenance Supplies | 200 | - | 200 | - | 200 | 0.00% |
| Special Departmental Expenses | 500 | - | 500 | - | 500 | 0.00% |
| Total Expenditures | \$ 28,387 | \$ - | \$ 28,387 | \$ 11,043 | \$ 17,344 | 38.90% |

| | Budget | YTD |
|---------------------------------------|-------------|-------------|
| Beginning Fund Balance as of 7/1/17 | \$ - | \$ - |
| Less: Surplus/(Deficit) | - | - |
| Projected Ending Fund Balance 6/30/18 | <u>\$ -</u> | <u>\$ -</u> |

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Vine Trail
For the Year Ended 6/30/18

| | Adopted Budget | Budget Adjustments | Revised Budget | Y-T-D Actuals | Remaining Budget | Percent of Budget |
|---------------------------------------|-------------------|-----------------------|-------------------|------------------|---------------------|----------------------|
| Revenues | | | | | | |
| County of Napa | \$ 2,004 | \$ - | \$ 2,004 | \$ 790 | \$ (1,214) | 39.42% |
| Total Revenues | \$ 2,004 | \$ - | \$ 2,004 | \$ 790 | \$ (1,214) | 39.42% |
| Expenditures | | | | | | |
| Administration Services | \$ 2,004 | \$ - | \$ 2,004 | \$ 790 | \$ 1,214 | 39.42% |
| Total Expenditures | \$ 2,004 | \$ - | \$ 2,004 | \$ 790 | \$ 1,214 | 39.42% |
| | | | Budget | YTD | | |
| Beginning Fund Balance as of 7/1/17 | | | \$ - | \$ - | | |
| Less: Surplus/(Deficit) | | | - | - | | |
| Projected Ending Fund Balance 6/30/18 | | | \$ - | \$ - | | |

**NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Putah Creek
For the Year Ended 6/30/18**

| | Adopted Budget | Budget Adjustments | Revised Budget | Y-T-D Actuals | Remaining Budget | Percent of Budget |
|-----------------------------|-------------------|-----------------------|-------------------|------------------|---------------------|----------------------|
| Revenues | | | | | | |
| County of Napa | \$ 24,403 | \$ - | \$ 24,403 | \$ 3,611 | \$ (20,792) | 14.80% |
| Total Revenues | \$ 24,403 | \$ - | \$ 24,403 | \$ 3,611 | \$ (20,792) | 14.80% |
| Expenditures | | | | | | |
| Administration Services | \$ 7,603 | \$ - | \$ 7,603 | \$ 2,295 | \$ 5,308 | 30.19% |
| Construction Services | 10,000 | - | 10,000 | - | 10,000 | 0.00% |
| Other Professional Services | 6,250 | - | 6,250 | 1,166 | 5,084 | 18.66% |
| Permits/License Fees | 150 | - | 150 | 150 | - | 100.00% |
| Business Travel/Mileage | 300 | - | 300 | - | 300 | 0.00% |
| Maintenance Supplies | 50 | - | 50 | - | 50 | 0.00% |
| Taxes and Assessments | 50 | - | 50 | - | 50 | 0.00% |
| Total Expenditures | \$ 24,403 | \$ - | \$ 24,403 | \$ 3,611 | \$ 20,792 | 14.80% |

| | Budget | YTD |
|--|-------------|-------------|
| Beginning Fund Balance as of 7/1/17 | \$ - | \$ - |
| Less: Surplus/(Deficit) | - | - |
| Projected Ending Fund Balance 6/30/18 | \$ - | \$ - |

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

Financial Statements - State Parks

For the Year Ended 6/30/18

| | Adopted Budget | Budget Adjustments | Revised Budget | Y-T-D Actuals | Remaining Budget | Percent of Budget |
|---------------------------------|-------------------|--------------------|-------------------|-------------------|-------------------|-------------------|
| Revenues | | | | | | |
| Interest | \$ 5,000 | \$ - | \$ 5,000 | \$ 11,717 | \$ 6,717 | 234.34% |
| Rent- Buildings/Land | 18,000 | - | 18,000 | 16,800 | (1,200) | 93.33% |
| Concessions | 637,500 | - | 637,500 | 762,128 | 124,628 | 119.55% |
| Other Grants | - | - | - | 1,946 | 1,946 | n/a |
| Donations and Contributions | 25,000 | - | 25,000 | 20,968 | (4,032) | 83.87% |
| Total Revenues | \$ 685,500 | \$ - | \$ 685,500 | \$ 813,559 | \$ 128,059 | 118.68% |
| Expenditures | | | | | | |
| Salaries and Benefits | | \$ 40,000 | \$ 40,000 | \$ 22,000 | \$ 18,000 | 55.00% |
| Administration Services | 394,498 | - | 394,498 | 435,434 | (40,936) | 110.38% |
| Waste Disposal Services | 14,000 | - | 14,000 | 14,249 | (249) | 101.78% |
| Landscaping Services | 3,500 | - | 3,500 | - | 3,500 | 0.00% |
| Construction Services | 75,000 | (40,000) | 35,000 | 910 | 34,090 | 2.60% |
| Other Professional Services | 85,980 | - | 85,980 | 79,563 | 6,417 | 92.54% |
| Maintenance - Vehicles | 7,000 | - | 7,000 | 2,459 | 4,541 | 35.13% |
| Maintenance - Infrastructure | 45,000 | - | 45,000 | 4,347 | 40,653 | 9.66% |
| Insurance - Liability | 1,700 | - | 1,700 | 3,072 | (1,372) | 180.71% |
| Communications/Telephone | 9,000 | - | 9,000 | 9,851 | (851) | 109.46% |
| Advertising/Marketing | - | - | - | 924 | (924) | n/a |
| Printing and Binding | 150 | - | 150 | 1,622 | (1,472) | 1081.33% |
| Bank Charges | 1,500 | - | 1,500 | 1,678 | (178) | 111.87% |
| Permits/License Fees | 100 | - | 100 | - | 100 | 0.00% |
| Training/Conference Expenses | 500 | - | 500 | 513 | (13) | 102.60% |
| Business Travel/Mileage | 19,083 | - | 19,083 | 4,531 | 14,552 | 23.74% |
| Office Supplies | 1,700 | - | 1,700 | 3,478 | (1,778) | 204.59% |
| Utilities - Electric | 18,000 | - | 18,000 | 21,086 | (3,086) | 117.14% |
| Utilities - Propane | 200 | - | 200 | 444 | (244) | 222.00% |
| Janitorial Supplies | 6,000 | - | 6,000 | 271 | 5,729 | 4.52% |
| Construction Supplies/Materials | 50,000 | - | 50,000 | 1,361 | 48,639 | 2.72% |
| Maintenance Supplies | 15,000 | - | 15,000 | 29,867 | (14,867) | 199.11% |
| Minor Equipment/Small Tools | 6,000 | - | 6,000 | 16,634 | (10,634) | 277.23% |
| Computer Equipment/Accessories | - | - | - | 2,614 | (2,614) | n/a |
| Special Dept Expense | 10,000 | - | 10,000 | 18,919 | (8,919) | 189.19% |
| Taxes | 500 | - | 500 | 408 | 92 | 81.60% |
| Total Expenditures | \$ 764,411 | \$ (40,000) | \$ 724,411 | \$ 676,235 | \$ 70,176 | 93.35% |

| | Budget | YTD |
|---------------------------------------|------------|--------------|
| Beginning Fund Balance as of 7/1/17 | \$ 943,902 | \$ 943,902 |
| Less: Surplus/(Deficit) | (38,911) | 137,324 |
| Projected Ending Fund Balance 6/30/18 | \$ 904,991 | \$ 1,081,226 |

1 Revenues appear higher due to the State not providing us the amount of revenues collected for park reservations after June 20, 2018. The State changed systems and have not responded to our multiple requests for the information.

2 Waiting for new agreement with State Parks, all construction, other professional services, construction materials and supplies on hold until a new agreement is finalized.

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Suscol Headwaters Preserve
For the Year Ended 6/30/18

| | Adopted Budget | Budget Adjustments | Revised Budget | Y-T-D Actuals | Remaining Budget | Percent of Budget |
|-----------------------------|---------------------|-----------------------|---------------------|---------------------|---------------------|----------------------|
| Revenues | | | | | | |
| State - Other Funding | \$ - | \$ - | \$ - | \$ 2,100,000 | \$ 2,100,000 | n/a |
| County of Napa | 111,244 | (100,055) | 11,189 | 11,189 | - | 100.00% |
| Interest | - | - | - | 2,107 | 2,107 | n/a |
| Donations and Contributions | 2,600,000 | 96,000 | 2,696,000 | 405,887 | (2,290,113) | 15.06% |
| Concessions | - | - | - | 4,411 | 4,411 | n/a |
| Total Revenues | \$ 2,711,244 | \$ (4,055) | \$ 2,707,189 | \$ 2,523,594 | \$ (183,595) | 93.22% |
| Expenditures | | | | | | |
| Administration Services | \$ 39,955 | \$ - | \$ 39,955 | \$ 40,101 | \$ (146) | 100.37% |
| Construction Services | 50,000 | 100,000 | 150,000 | 22,200 | 127,800 | 14.80% |
| Other Professional Services | 5,000 | 25,000 | 30,000 | 6,750 | 23,250 | 22.50% |
| Permits/License Fees | 5,000 | - | 5,000 | 78 | 4,922 | 1.56% |
| Business Travel/Meals | 100 | - | 100 | 366 | (266) | 366.00% |
| Maintenance Supplies | - | - | - | 189 | (189) | n/a |
| Land | 2,700,000 | - | 2,700,000 | 2,580,000 | 120,000 | 95.56% |
| Total Expenditures | \$ 2,800,055 | \$ 125,000 | \$ 2,925,055 | \$ 2,649,684 | \$ 275,371 | 90.59% |
| | | | Budget | YTD | | |
| | | | \$ 188,811 | \$ 188,811 | | |
| | | | (217,866) | (126,090) | | |
| | | | \$ (29,055) | \$ 62,721 | | |

Notes:

1 Remaining funds from 15-16 grant to be used for Phase II and Improvements

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Amy's Grove
For the Year Ended 6/30/18

| | Adopted Budget | Budget Adjustments | Revised Budget | Y-T-D Actuals | Remaining Budget | Percent of Budget |
|-----------------------------|-------------------|-----------------------|-------------------|-------------------|---------------------|----------------------|
| Revenues | | | | | | |
| County of Napa | \$ 350,000 | \$ 354,652 | \$ 704,652 | \$ 718,303 | \$ 13,651 | 205.23% |
| Other Grants | - | - | - | 20,000 | 20,000 | n/a |
| Donations and Contributions | - | - | - | 64,572 | 64,572 | n/a |
| Total Revenues | \$ 350,000 | \$ 354,652 | \$ 704,652 | \$ 802,875 | \$ 98,223 | 229.39% |
| Expenditures | | | | | | |
| Administration Services | \$ 21,982 | \$ - | \$ 21,982 | \$ 40,097 | \$ (18,115) | 182.41% |
| Waste Disposal Services | - | - | - | 240 | (240) | n/a |
| Construction Services | - | 20,000 | 20,000 | - | 20,000 | n/a |
| Other Professional Services | 6,250 | - | 6,250 | 20,293 | (14,043) | 324.69% |
| Permits/License Fees | 4,000 | - | 4,000 | - | 4,000 | 0.00% |
| Business Travel/Mileage | 100 | - | 100 | 80 | 20 | 80.00% |
| Office Supplies | - | - | - | 66 | (66) | n/a |
| Fuel | - | - | - | 24 | (24) | n/a |
| Maintenance Supplies | - | - | - | 61 | (61) | n/a |
| Minor Equipment/Small Tools | - | - | - | 117 | (117) | n/a |
| Special Department Expenses | - | - | - | 1,897 | (1,897) | n/a |
| Land | 700,000 | - | 700,000 | 740,000 | (40,000) | 105.71% |
| Total Expenditures | \$ 732,332 | \$ 20,000 | \$ 752,332 | \$ 802,875 | \$ (50,543) | 109.63% |

| | Budget | YTD |
|---------------------------------------|--------------------|-------------|
| Beginning Fund Balance as of 7/1/17 | \$ - | \$ - |
| Less: Surplus/(Deficit) | (47,680) | - |
| Projected Ending Fund Balance 6/30/18 | <u>\$ (47,680)</u> | <u>\$ -</u> |

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Cedar Roughs-Smittle Creek
For the Year Ended 6/30/18

| | Adopted Budget | Budget Adjustments | Revised Budget | Y-T-D Actuals | Remaining Budget | Percent of Budget |
|---------------------------------------|-------------------|-----------------------|-------------------|------------------|---------------------|----------------------|
| Revenues | | | | | | |
| County of Napa | \$ 15,053 | \$ - | \$ 15,053 | \$ 1,011 | \$ (14,042) | 6.72% |
| Total Revenues | \$ 15,053 | \$ - | \$ 15,053 | \$ 1,011 | \$ (14,042) | 6.72% |
| Expenditures | | | | | | |
| Administration Services | \$ 7,603 | \$ - | \$ 7,603 | \$ 1,011 | \$ 6,592 | 13.30% |
| Construction Services | 1,000 | - | 1,000 | - | 1,000 | 0.00% |
| Other Professional Services | 6,250 | - | 6,250 | - | 6,250 | 0.00% |
| Business Travel/Mileage | 200 | - | 200 | - | 200 | 0.00% |
| Total Expenditures | \$ 15,053 | \$ - | \$ 15,053 | \$ 1,011 | \$ 14,042 | 6.72% |
| | | | Budget | YTD | | |
| Beginning Fund Balance as of 7/1/17 | | | \$ - | \$ - | | |
| Less: Surplus/(Deficit) | | | - | - | | |
| Projected Ending Fund Balance 6/30/18 | | | \$ - | \$ - | | |



STAFF REPORT

By: John Woodbury
Date: November 5, 2018
Item: **3.b**
Subject: Consideration and potential approval of budget adjustments for FY 2018-19

RECOMMENDATION

Approved budget adjustments as proposed

ENVIRONMENTAL DETERMINATION

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

BACKGROUND

Based on changes that have occurred since adoption of the current year budget, staff is proposing a variety of minor changes. The net effect is a small reduction in overall expenses expected for the year.

The attached spreadsheet includes comments (in the middle column) where changes are proposed. The main changes include:

- elimination of most of the budget for election costs, since there were no contested races this year
- rolled over the remaining unexpended amount in the Soluna contract from last fiscal year into this fiscal year's budget
- increased revenues and expenses for Moore Creek for additional trail construction, and postponed plans to drill new water well at Moore Creek gatehouse due to other demands on staff time
- added some administrative staff funding in response to increasing workload, and intention to increase hours for some part-time staff
- moved some funds between budget units to reflect revised workload expectations
- added funding to Suscol Headwaters in anticipation of need to set aside a "wasting endowment" once the mitigation frog pond is constructed
- increased staff funding for The Cove fire remediation (tracked in the Amy's Grove budget unit)

The above mid-year budget adjustments are within the authority of the General Manager to make without Board approval, but are being brought to the Board so the Board and public can track how the fiscal year is proceeding.

Further changes are expected over the next several months in response to likely changes in staffing and consulting contracts. Some work that is currently being performed by contractors and consultants will be brought in-house, as part of the overall strategy of building internal staff capacity and continuity. These changes should not have a significant effect on the bottom line, but could result in shifts between the Administrative Services line and the Other Professional Services line. Staff will report to the Board once the timing and extent of these changes are more clearly known.

Napa County Regional Park and Open Space District

Draft November 5, 2018

Summary

| | | Adopted Budget 2018-19 | Proposed 2018-19 | |
|---------------------------------------|-----------------------------------|---------------------------|---------------------|---------------------|
| Revenues | | | | |
| | State Grants | \$ 196,000 | | |
| 43910 | County of Napa | \$ 1,034,344 | \$ 1,034,344 | \$1,034,344 |
| 44200 | Court Fines | - | - | |
| 45100 | Interest | 18,500 | 18,500 | |
| 47150 | Other Grants | - | \$ 196,000 | |
| 45300 | Rent - Building/Land | 44,400 | 44,400 | |
| 45500 | Concessions | 652,000 | 652,000 | |
| 47500 | Donations and Contributions | 175,150 | 190,150 | |
| 47900 | Miscellaneous | - | - | |
| | Total Revenues | \$ 2,120,394 | \$ - | \$ 2,135,394 |
| Expenses | | | | |
| 52100 | Administration Services | \$ 859,076 | \$ 888,743 | |
| 52105 | Election Services | \$ 150,000 | \$ 5,000 | |
| 52125 | Accounting/Auditing Services | 14,000 | 14,000 | |
| 52140 | Legal Services | 25,000 | 25,000 | |
| 52325 | Waste Disposal Services | 20,700 | 27,000 | |
| 52340 | Landscaping Services | 3,500 | 3,500 | |
| 52360 | Construction Services | 533,000 | 547,335 | |
| 52490 | Other Professional Services | 244,456 | 262,955 | |
| 52520 | Maintenance-Vehicles | 13,000 | 13,000 | |
| 52525 | Maintenance-Infrastructure/Lan | 6,100 | 6,100 | |
| 52705 | Insurance - Premiums | 18,380 | 18,380 | |
| 52800 | Communications/Telephone | 11,250 | 11,250 | |
| 52810 | Advertising/Marketing | 1,500 | 1,500 | |
| 52820 | Printing and Binding | 5,750 | 5,750 | |
| 52825 | Bank Charges | 1,125 | 1,125 | |
| 52830 | Publications & Legal Notices | 500 | 500 | |
| 52840 | Permits/License Fees | 6,450 | 6,450 | |
| 52900 | Training/Conference Expenses | 6,000 | 6,000 | |
| 52905 | Business Travel/Mileage | 19,400 | 19,400 | |
| 52906 | Fleet Charges | 4,160 | 4,160 | |
| 53100 | Office Supplies | 5,100 | 5,100 | |
| 53115 | Book, Media,Periodicals, Subscrip | 750 | 750 | |
| 53120 | Memberships/Certifications | 3,000 | 3,000 | |
| 53205 | Utilities - Electric | 22,100 | 22,100 | |
| 53210 | Utilities - Propane | 500 | 500 | |
| 53250 | Fuel | 200 | 200 | |
| 53330 | Janitorial Supplies | 850 | 5,850 | |
| 53345 | Construction Supplies/Material | 60,000 | 60,000 | |
| 53350 | Maintenance Supplies | 22,150 | 22,150 | |
| 53400 | Minor Equipment/Small Tools | 25,150 | 23,850 | |
| 53410 | Computer Equipment/Accessories | 1,050 | 1,050 | |
| 53415 | Computer Software/Licensing Fe | 7,000 | 7,000 | |
| 53600 | Special Departmental Expense | 71,000 | 70,900 | |
| 54500 | Taxes and Assessments | 1,750 | 1,850 | |
| 55100 | Land | 260,221 | 260,221 | |
| | Total Expenditures | \$ 2,424,168 | \$ - | \$ 2,351,669 |
| | Net Surplus (Deficit) | \$ (303,774) | \$ - | \$ (216,275) |
| 33100 - Available Fund Balance | | \$ 1,703,443 | \$ 1,703,443 | \$ 1,703,443 |
| Net Surplus (Deficit) | | | \$ - | \$ (216,275) |
| 33100 - Ending Fund Balance | | | \$ 1,703,443 | \$ 1,487,168 |

Napa County Regional Park and Open Space District

Draft November 5, 2018

Summary (w/o State Parks)

| | | Adopted Budget 2018-19 | Proposed 2018-19 | |
|---------------------------------------|-----------------------------------|-----------------------------------|-----------------------------|---------------------|
| Revenues | | | | |
| | State-Other Funding | \$ 196,000 | | |
| 43910 | County of Napa | \$ 1,034,344 | \$ 1,034,344 | \$1,034,344 |
| 44200 | Court Fines | - | - | |
| 45100 | Interest | 8,500 | 10,500 | |
| 47150 | Other Grants | - | \$ 196,000 | |
| 45300 | Rent - Building/Land | 27,600 | 27,600 | |
| 45500 | Concessions | 10,000 | 14,500 | |
| 47500 | Donations and Contributions | 100,000 | 115,000 | |
| 47900 | Miscellaneous | - | - | |
| | Total Revenues | \$ 1,376,444 | \$ - | \$ 1,397,944 |
| Expenses | | | | |
| 52100 | Administration Services | \$ 365,689 | \$ 395,356 | |
| 52105 | Election Services | \$ 150,000 | \$ 5,000 | |
| 52125 | Accounting/Auditing Services | 14,000 | 14,000 | |
| 52140 | Legal Services | 25,000 | 25,000 | |
| 52325 | Waste Disposal Services | 5,700 | 7,000 | |
| 52340 | Landscaping Services | - | - | |
| 52360 | Construction Services | 314,000 | 328,335 | |
| 52490 | Other Professional Services | 123,875 | 142,375 | |
| 52520 | Maintenance-Vehicles | 6,000 | 6,000 | |
| 52525 | Maintenance-Infrastructure/Lan | 1,000 | 1,000 | |
| 52705 | Insurance - Premiums | 16,000 | 16,000 | |
| 52800 | Communications/Telephone | 2,250 | 2,250 | |
| 52810 | Advertising/Marketing | 1,000 | 1,000 | |
| 52820 | Printing and Binding | 2,750 | 2,750 | |
| 52825 | Bank Charges | | | |
| 52830 | Publications & Legal Notices | 500 | 500 | |
| 52840 | Permits/License Fees | 5,450 | 5,450 | |
| 52900 | Training/Conference Expenses | 1,000 | 1,000 | |
| 52905 | Business Travel/Mileage | 3,400 | 3,400 | |
| 52906 | Fleet Charges | 1,000 | 1,000 | |
| 53100 | Office Supplies | 2,100 | 2,100 | |
| 53115 | Book, Media,Periodicals, Subscrip | 750 | 750 | |
| 53120 | Memberships/Certifications | 3,000 | 3,000 | |
| 53205 | Utilities - Electric | 100 | 100 | |
| 53210 | Utilities - Propane | | | |
| 53250 | Fuel | 200 | 200 | |
| 53330 | Janitorial Supplies | 600 | 600 | |
| 53345 | Construction Supplies/Material | 26,000 | 26,000 | |
| 53350 | Maintenance Supplies | 2,150 | 2,150 | |
| 53400 | Minor Equipment/Small Tools | 12,150 | 10,850 | |
| 53410 | Computer Equipment/Accessories | 50 | 50 | |
| 53415 | Computer Software/Licensing Fe | 6,500 | 6,500 | |
| 53600 | Special Departmental Expense | 48,000 | 47,900 | |
| 54500 | Taxes and Assessments | 1,250 | 1,350 | |
| 55100 | Land | 260,221 | 260,221 | |
| | Total Expenditures | \$ 1,401,685 | \$ - | \$ 1,319,187 |
| | Net Surplus (Deficit) | \$ (25,241) | \$ - | \$ 78,757 |
| 33100 - Available Fund Balance | | \$ 867,023 | \$ 867,023 | |
| Net Surplus (Deficit) | | \$ - | \$ 78,757 | |
| 33100 - Ending Fund Balance | | \$ 867,023 | \$ 945,780 | |

Restricted/Unrestricted Fund Balance

| | 06/30/2017 (actual) | 6/30/2018 (actual) | 6/30/2019 (projected) |
|--|---------------------|--------------------|-----------------------|
| <u>RESTRICTED FUNDS</u> | | | |
| Moore Creek | \$78,502 | \$91,990 | \$64,990 |
| Suscol Headwaters | \$188,811 | \$62,721 | \$104,000 |
| State Parks | \$943,702 | \$1,081,226 | \$786,194 |
| Total Restricted Funds | | | |
| without State Parks | \$267,313 | \$154,711 | \$168,990 |
| with State Parks | \$1,211,015 | \$1,235,937 | \$955,184 |
| <u>UNRESTRICTED FUNDS</u> | | | |
| | \$712,312 | \$467,506 | \$531,984 |
| <u>Total Fund Balance</u> | \$1,923,327 | \$1,703,443 | \$1,487,168 |
| <u>Invested in Capital Assets</u> | n/a | \$13,878,020 | n/a |

Proposed 2018-19
General Fund--Administration

Subdivision: 8500000 - Parks-Administration

| | | Adopted Budget 2018-19 | | Proposed 2018-19 |
|-----------------------|-----------------------------|---------------------------|---|---------------------|
| Revenues | | | | |
| 43910 | County of Napa | \$ 409,135 | move \$15,000 to OP; \$49,686 to MC; ; reduce \$12,335 to balance | |
| 44200 | Court Fines | | | \$332,114 |
| 45100 | Interest | 8,500 | | \$8,500 |
| 47150 | Other Grants | - | | |
| 47500 | Donations and Contributions | - | | |
| Total Revenues | | \$ 417,635 | \$ - | \$ 340,614 |

| | | | | |
|------------------------------|-----------------------------------|-------------------|--|-------------------|
| Expenses | | | | |
| 52100 | Administration Services | \$ 173,035 | move \$30,000 to Other Projects | |
| 52105 | Election Services | \$ 150,000 | reduce to \$5,000 | |
| 52125 | Accounting/Auditing Services | 14,000 | | \$14,000 |
| 52140 | Legal Services | 25,000 | | \$25,000 |
| 52490 | Other Professional Services | 6,250 | add \$18,500 for Soluna; move \$15,000 from Other Projects | |
| 52520 | Maintenance-Vehicles | 6,000 | | \$6,000 |
| 52705 | Insurance - Premiums | 15,000 | | \$15,000 |
| 52810 | Advertising/Marketing | 500 | | \$500 |
| 52820 | Printing and Binding | 1,000 | | \$1,000 |
| 52830 | Publications & Legal Notices | 500 | | \$500 |
| 52840 | Permits/License Fees | - | | \$0 |
| 52900 | Training/Conference Expenses | 1,000 | | \$1,000 |
| 52905 | Business Travel/Mileage | 500 | | \$500 |
| 52906 | Fleet Charges | 1,000 | | \$1,000 |
| 53100 | Office Supplies | 2,000 | | \$2,000 |
| 53115 | Book, Media,Periodicals, Subscrip | 750 | | \$750 |
| 53120 | Memberships/Certifications | \$3,000 | | \$3,000 |
| 53250 | Fuel | 100 | | \$100 |
| 53350 | Maintenance Supplies | 1,300 | | \$1,300 |
| 53400 | Minor Equipment/Small Tools | 150 | | \$150 |
| 53410 | Computer Equipment/Accessories | 50 | | \$50 |
| 53415 | Computer Software/Licensing Fe | 6,500 | | \$6,500 |
| 53600 | Special Departmental Expense | 10,000 | | \$10,000 |
| Total Expenditures | | \$ 417,635 | \$ - | \$ 276,135 |
| Net Surplus (Deficit) | | \$ (0) | \$ - | \$ 64,479 |

| | | |
|---------------------------------------|----|-----------|
| 33100 - Available Fund Balance | | \$ - |
| Net Surplus (Deficit) | \$ | \$ 64,479 |
| 33100 - Ending Fund Balance | \$ | \$ 64,479 |

| | |
|-------------------|---|
| Objectives | general operations transition to District hiring employee training trailhead labs annual fee \$6,000 |
|-------------------|---|

Proposed 2018-19
Moore Creek Park

Subdivision: 8501000 - Parks-Moore Creek

| | | Adopted Budget 2018-19 | | | Proposed 2018-19 |
|---------------------------------------|---------------------------------|---------------------------|-------------------------------------|-------------|---------------------|
| Revenues | | | | | |
| 43910 | County of Napa | | add \$49,686 | | \$49,686 |
| 45300 | Rent - Building/Land | 27,600 | | | 27,600 |
| 47150 | Other Grants | | | | |
| 47500 | Donations and Contributions | 25,000 | | | 40,000 |
| Total Revenues | | \$ 52,600 | \$ - | \$ - | \$ 117,286 |
| Expenses | | | | | |
| 52100 | Administration Services | \$ 28,723 | add \$12,000 | | \$40,724 |
| 52325 | Waste Disposal Services | 2,100 | | | \$2,100 |
| 52360 | Construction Services | 65,000 | postpone new well, add misc repairs | | \$67,000 |
| 52490 | Other Professional Services | 23,813 | | | \$23,813 |
| 52525 | Maintenance-Infrastructure/Lan | 1,000 | | | \$1,000 |
| 52705 | Insurance - Premiums | 1,000 | | | \$1,000 |
| 52800 | Communications/Telephone | 2,250 | | | \$2,250 |
| 52820 | Printing and Binding | 250 | | | \$250 |
| 52840 | Permits/License Fees | | | | |
| 52905 | Business Travel/Mileage | 300 | | | \$300 |
| 53100 | Office Supplies | 100 | | | \$100 |
| 53205 | Utilities - Electric | - | | | \$0 |
| 53250 | Fuel | 100 | | | \$100 |
| 53345 | Construction Supplies/Materials | 1,000 | | | \$1,000 |
| 53350 | Maintenance Supplies | 650 | | | \$650 |
| 53400 | Minor Equipment/Small Tools | 2,000 | | | \$2,000 |
| 53600 | Special Departmental Expense | 1,000 | | | \$1,000 |
| 54500 | Taxes and Assessments | 1,000 | | | \$1,000 |
| Total Expenditures | | \$ 130,286 | \$ - | \$ - | \$ 144,286 |
| Net Surplus (Deficit) | | \$ (77,686) | \$ - | \$ - | \$ (27,000) |
| 33100 - Available Fund Balance | | | \$ 91,990 | \$ 91,990 | |
| Net Surplus (Deficit) | | | \$ - | \$ (27,000) | |
| 33100 - Ending Fund Balance | | | \$ 91,990 | \$ 64,990 | |

Objectives

monitor
maintain houses, new roof and well for gatehouse
maintain trails
continue Madrone Trail construction with volunteers
construct trail to peak
use permit and dogs issue
6-10 docent led school field trips including transportation

Proposed 2018-19
Oat Hill Mine Trail

Subdivision: 8501001 - Parks-Oat Hill Mine Trail

| | | Adopted Budget 2018-19 | | Proposed 2018-19 | |
|---------------------------------------|--------------------------------|---------------------------|----------------|---------------------|----------------|
| Revenues | | | | | |
| 43910 | County of Napa | \$ | 169,322 | | \$ 169,322 |
| Total Revenues | | \$ | 169,322 | \$ | - |
| | | | | \$ | - |
| | | | | \$ | 169,322 |
| Expenses | | | | | |
| 52100 | Administration Services | \$ | 3,513 | | \$ 3,514 |
| 52360 | Construction Services | | | | |
| 52490 | Other Professional Services | | 4,938 | | \$ 4,938 |
| 52820 | Printing and Binding | | 250 | | \$ 250 |
| 52905 | Business Travel/Mileage | | 300 | | \$ 300 |
| 53100 | Office Supplies | | | | |
| 53345 | Construction Supplies/Material | | | | |
| 53350 | Maintenance Supplies | | 100 | | \$ 100 |
| 53600 | Special Departmental Expense | | | | |
| 55100 | Land | | 160,221 | | \$ 160,221 |
| Total Expenditures | | \$ | 169,322 | \$ | - |
| | | | | \$ | - |
| | | | | \$ | 169,322 |
| Net Surplus (Deficit) | | \$ | 1 | \$ | - |
| | | | | \$ | - |
| | | | | \$ | (0) |
| 33100 - Available Fund Balance | | | \$ - | | \$ - |
| Net Surplus (Deficit) | | | \$ - | | \$ (0) |
| 33100 - Ending Fund Balance | | | \$ - | | \$ 0 |

Objectives

**monitor trail
continue erosion control
continue to support mercury cleanup project
acquire inholdings (partial funding included)**

Proposed 2018-19
Napa River and Bay Trail

Subdivision: 8501002 - Parks-Napa River and Bay Trail

| | | Adopted Budget 2018-19 | | Proposed 2018-19 | |
|---------------------------------------|---------------------------------|---------------------------|---------------|---------------------|---------------|
| Revenues | | | | | |
| 43910 | County of Napa | \$ | 17,382 | \$ | 17,382 |
| | Other Grants | | | | |
| Total Revenues | | \$ | 17,382 | \$ | - |
| | | \$ | - | \$ | - |
| | | \$ | 17,382 | \$ | 17,382 |
| Expenses | | | | | |
| 52100 | Administration Services | \$ | 10,182 | \$ | 10,182 |
| 52325 | Waste Disposal Services | \$ | - | \$ | - |
| 52360 | Construction Services | | - | | - |
| 52490 | Other Professional Services | | 6,750 | | 6,750 |
| 52820 | Printing and Binding | | 250 | | 250 |
| 52905 | Business Travel/Mileage | | 100 | | 100 |
| 53345 | Construction Supplies/Materials | | - | | - |
| 53350 | Maintenance Supplies | | 100 | | 100 |
| 53600 | Special Departmental Expense | | - | | - |
| Total Expenditures | | \$ | 17,382 | \$ | - |
| | | \$ | - | \$ | - |
| | | \$ | 17,382 | \$ | 17,382 |
| Net Surplus (Deficit) | | \$ | 0 | \$ | - |
| | | \$ | - | \$ | - |
| | | \$ | 0 | \$ | 0 |
| 33100 - Available Fund Balance | | \$ | - | \$ | - |
| Net Surplus (Deficit) | | \$ | - | \$ | 0 |
| 33100 - Ending Fund Balance | | \$ | - | \$ | (0) |

Objectives

seek approvals to complete trail
 maintain existing trail in Am Can and under Butler Bridge

Proposed 2018-19
Camp Berryessa

Subdivision: 8501003 - Parks-Camp Berryessa

| | | Adopted Budget 2018-19 | | Proposed 2018-19 | |
|---------------------------------------|--------------------------------|---------------------------|------------------|---------------------|------------------|
| Revenues | | | | | |
| 43410 | State-Coastal Conservancy | | | | |
| 43910 | County of Napa | 40,615 | | | 40,615 |
| 45500 | Concessions | 10,000 | | | 10,000 |
| Total Revenues | | \$ 50,615 | \$ - | - | \$ 50,615 |
| Expenses | | | | | |
| 52100 | Administration Services | \$ 18,590 | | | \$ 18,590 |
| 52325 | Waste Disposal Services | 1,200 | increase \$1,300 | | 2,500 |
| 52360 | Construction Services | 1,000 | | | 1,000 |
| 52490 | Other Professional Services | 3,625 | | | 3,625 |
| 52525 | Maintenance-Infrastructure/Lan | - | | | - |
| 52810 | Advertising/Marketing | 500 | | | 500 |
| 52820 | Printing and Binding | 250 | | | 250 |
| 52840 | Permits/License Fees | 250 | | | 250 |
| 52905 | Business Travel/Mileage | 500 | | | 500 |
| 52906 | Fleet Charges | | | | |
| 53100 | Office Supplies | | | | |
| 53205 | Utilities - Electric | 100 | | | 100 |
| 53330 | Janitorial Supplies | 600 | | | 600 |
| 53345 | Construction Supplies/Material | 9,000 | | | 9,000 |
| 53350 | Maintenance Supplies | | | | |
| 53400 | Minor Equipment/Small Tools | 10,000 | reduce \$1,300 | | 8,700 |
| 53600 | Special Departmental Expense | 5,000 | | | 5,000 |
| Total Expenditures | | \$ 50,615 | \$ - | \$ - | \$ 50,615 |
| Net Surplus (Deficit) | | \$ (0) | \$ - | \$ - | \$ (0) |
| 33100 - Available Fund Balance | | | | \$ - | \$ - |
| Net Surplus (Deficit) | | | | \$ - | \$ (0) |
| 33100 - Ending Fund Balance | | | | \$ - | \$ (0) |

Objectives

expand and standardize operations/staffing
 acquire equipment
 prepare Camp brochure
 upgrade water treatment system

Proposed 2018-19
Berryessa Vista

Subdivision: 8501004 - Parks-Berryessa Vista

| | | Adopted Budget 2018-19 | | Proposed 2018-19 | |
|---------------------------------------|---------------------------------|---------------------------|----------------|---------------------|----------------|
| Revenues | | | | | |
| 43910 | County of Napa | \$ | 104,311 | \$ | 104,311 |
| Total Revenues | | \$ | 104,311 | \$ | 104,311 |
| Expenses | | | | | |
| 52100 | Administration Services | \$ | 1,611 | \$ | 1,611 |
| 52490 | Other Professional Services | | 1,750 | \$ | 1,750 |
| 52820 | Printing and Binding | | 250 | \$ | 250 |
| 52905 | Business Travel/Mileage | | 200 | \$ | 200 |
| 53345 | Construction Supplies/Materials | | 500 | \$ | 500 |
| 53600 | Special Departmental Expense | | | | |
| 55,100.00 | Land | | 100,000 | \$ | 100,000 |
| Total Expenditures | | \$ | 104,311 | \$ | 104,311 |
| Net Surplus (Deficit) | | \$ | (0) | \$ | (0) |
| 33100 - Available Fund Balance | | | \$ - | \$ | - |
| Net Surplus (Deficit) | | | \$ - | \$ | (0) |
| 33100 - Ending Fund Balance | | | \$ - | \$ | 0 |

Objectives

monitor property
improve signage from lake
acquire donut hole from land trust
prepare brochure for park

Proposed 2018-19
Napa River Ecological Reserve

Subdivision: 8501005 - Parks-Napa River Ecological Rs

| | | Adopted Budget 2018-19 | | Proposed 2018-19 | |
|---------------------------------------|------------------------------|---------------------------|---------------|---------------------|---------------|
| Revenues | | | | | |
| 43910 | County of Napa | \$ | 27,761 | \$ | 27,761 |
| Total Revenues | | \$ | 27,761 | \$ | 27,761 |
| Expenses | | | | | |
| 52100 | Administration Services | \$ | 1,611 | \$ | 1,611 |
| 52325 | Waste Disposal Services | | 2,400 | | 2,400 |
| 52340 | Landscaping Services | | | | |
| 52490 | Other Professional Services | | 11,250 | | 11,250 |
| 52820 | Printing and Binding | | 250 | | 250 |
| 52905 | Business Travel/Mileage | | 250 | | 250 |
| 53350 | Maintenance Supplies | | | | |
| 53600 | Special Departmental Expense | | 12,000 | | 12,000 |
| Total Expenditures | | \$ | 27,761 | \$ | 27,761 |
| Net Surplus (Deficit) | | \$ | (0) | \$ | (0) |
| 33100 - Available Fund Balance | | \$ | - | \$ | - |
| Net Surplus (Deficit) | | \$ | - | \$ | (0) |
| 33100 - Ending Fund Balance | | \$ | - | \$ | 0 |

Objectives

**continue portable toilet, weekly maintenance contracts
 continue to control invasives in entry meadow
 6-10 school field trips (docents plus school buses)
 install security camera**

| |
|---|
| <p>Proposed 2018-19 Vine Trail</p> |
|---|

Subdivision: 8501006 - Parks-Vine Trail

| | | Adopted Budget 2018-19 | | Proposed 2018-19 | |
|---------------------------------------|-------------------------|---------------------------|-------------|---------------------|-----------------|
| Revenues | | | | | |
| 43910 | County of Napa | \$ | 2,064 | \$ | 2,064 |
| Total Revenues | | \$ 2,064 | \$ - | \$ - | \$ 2,064 |
| Expenses | | | | | |
| 52100 | Administration Services | \$ | 2,014 | \$ | 2,014 |
| 52905 | Business Travel/Mileage | | 50 | - | 50 |
| Total Expenditures | | \$ 2,064 | \$ - | \$ - | \$ 2,064 |
| Net Surplus (Deficit) | | \$ 0 | \$ - | \$ - | \$ 0 |
| 33100 - Available Fund Balance | | | \$ - | \$ - | |
| Net Surplus (Deficit) | | | \$ - | \$ 0 | |
| 33100 - Ending Fund Balance | | | \$ - | \$ 0 | |

Objectives

coordinate VT/NRBT alignment between Am Can and Soscol Ferry Rd
support VT alignment affecting State Park

| |
|--|
| <p>Proposed 2018-19 Putah Creek</p> |
|--|

Subdivision: 8501007 - Parks-Putah Creek

| | | Adopted Budget 2018-19 | | Proposed 2018-19 |
|-----------------|---------------------------------|-----------------------------------|-------------|-----------------------------|
| Revenues | | | | |
| 43910 | County of Napa | \$ 15,324 | | \$ 15,324 |
| | Miscellaneous | | | |
| | Total Revenues | \$ 15,324 | \$ - | \$ - |
| | | \$ 15,324 | \$ - | \$ 15,324 |
| Expenses | | | | |
| 52100 | Administration Services | \$ 5,799 | | \$ 5,799 |
| 52360 | Construction Services | 1,000 | | 1,000 |
| 52490 | Other Professional Services | 3,125 | | 3,125 |
| 52840 | Permits/License Fees | 200 | | 200 |
| 52905 | Business Travel/Mileage | 200 | | 200 |
| 53345 | Construction Supplies/Materials | 5,000 | | 5,000 |
| 53350 | Maintenance Supplies | - | | - |
| 53600 | Special Dept Expense | - | | - |
| 54500 | Taxes and Assessments | - | | - |
| | Total Expenditures | \$ 15,324 | \$ - | \$ - |
| | | \$ 15,324 | \$ - | \$ - |
| | Net Surplus (Deficit) | \$ (0) | \$ - | \$ (0) |
| | | \$ (0) | \$ - | \$ (0) |
| 33100 | Available Fund Balance | | | \$ - |
| | Net Surplus (Deficit) | | \$ - | \$ (0) |
| 33100 | Ending Fund Balance | | \$ - | \$ (0) |

Objectives

complete R&PP transfer from BLM
work on access issue for Spanish Valley
install gate/fence between campground and Crystal Flats
Work on conservation easement for Spanish Valley
Seek agreement wih LBEPOA

Proposed 2018-19
State Parks

Subdivision: 8501008 - Parks-State Parks

| | | Adopted Budget 2018-19 | | Proposed 2018-19 | |
|--------------------------------|--------------------------------|---------------------------|------------------|---------------------|------------------|
| Revenues | | | | | |
| 45100 | Interest | \$ | 8,000 | \$ | 8,000 |
| 45300 | Rent - Building/Land | | 16,800 | | 16,800 |
| 45500 | Concessions | | 637,500 | | 637,500 |
| 47500 | Donations and Contributions | | 75,150 | | 75,150 |
| Total Revenues | | \$ | 737,450 | \$ | 737,450 |
| Expenses | | | | | |
| 52100 | Administration Services | \$ | 493,387 | \$ | 493,387 |
| 52325 | Waste Disposal Services | | 15,000 | increase \$5,000 | 20,000 |
| 52340 | Landscaping Services | | 3,500 | | 3,500 |
| 52360 | Construction Services | | 219,000 | | 219,000 |
| 52490 | Other Professional Services | | 120,580 | | 120,580 |
| 52520 | Maintenance-Vehicles | | 7,000 | | 7,000 |
| 52525 | Maintenance-Infrastructure/Lan | | 5,100 | | 5,100 |
| 52705 | Insurance - Premiums | | 2,380 | | 2,380 |
| 52800 | Communications/Telephone | | 9,000 | | 9,000 |
| 52810 | Advertising/Marketing | | 500 | | 500 |
| 52820 | Printing and Binding | | 3,000 | | 3,000 |
| 52825 | Bank Charges | | 1,125 | | 1,125 |
| 52840 | Permits/License Fees | | 1,000 | | 1,000 |
| 52900 | Training/Conference Expenses | | 5,000 | | 5,000 |
| 52905 | Business Travel/Mileage | | 16,000 | | 16,000 |
| 52906 | Fleet Charges | | 3,160 | | 3,160 |
| 53100 | Office Supplies | | 3,000 | | 3,000 |
| 53205 | Utilities - Electric | | 22,000 | | 22,000 |
| 53210 | Utilities - Propane | | 500 | | 500 |
| 53250 | Fuel | | - | | - |
| 53330 | Janitorial Supplies | | 250 | increase \$5,000 | 5,250 |
| 53345 | Construction Supplies/Material | | 34,000 | | 34,000 |
| 53350 | Maintenance Supplies | | 20,000 | | 20,000 |
| 53400 | Minor Equipment/Small Tools | | 13,000 | | 13,000 |
| 53410 | Computer Equipment/Accessories | | 1,000 | | 1,000 |
| 53415 | Computer Software/Licensing Fe | | 500 | | 500 |
| 53600 | Special Departmental Expense | | 23,000 | | 23,000 |
| 54500 | Taxes and Assessments | | 500 | | 500 |
| Total Expenditures | | \$ | 1,022,482 | \$ | 1,032,482 |
| Net Surplus (Deficit) | | \$ | (285,032) | \$ | (295,032) |
| | | | | | |
| 33100 - Available Fund Balance | | | \$ 1,081,226 | | \$ 1,081,226 |
| Net Surplus (Deficit) | | | \$ - | | \$ (295,032) |
| 33100 - Ending Fund Balance | | | \$ 1,081,226 | | \$ 786,194 |

Objectives obtain new operating agreement
ongoing maintenance and operations
obtain PEF for Rec Hall restoration
obtain PEF to repair cabin behind Wright House
repair Palisades Trail, Coyote Peak Trail
signage, camera and Poratable toilet for RLS staging area
increase cabin occupancy rate to 50%
make repairs to Silverado House/Banditini House
electrical repairs to VC
get caretaker for Banditini House
investigate RV hookups
heater for pool
assume responsibility for water system including new water well for Bothe
complete cemetery restoration
repairs to water wheel
expand outdoor education programs
execute new OA for Bothe Bale and RLS

Proposed 2018-19
Suscol Headwaters

Subdivision: 8501009 - Parks-Suscol Headwaters Pres

| | | Adopted Budget 2018-19 | | Proposed 2018-19 | |
|-----------------------|-----------------------------|---------------------------|----------------|-------------------------------|-------------------|
| Revenues | | | | | |
| | State-Other Funding | \$ | 196,000 | move to Other Grants | |
| 43910 | County of Napa | \$ | 79,907 | move \$17665 to Amy's Grove | \$ 62,242 |
| | Interest | \$ | 2,000 | | \$ 2,000 |
| 47150 | Other grants | | | move from State-Other Funding | \$ 196,000 |
| | Concessions | \$ | 4,500 | | \$ 4,500 |
| 47500 | Donations and Contributions | \$ | 25,000 | | \$ 25,000 |
| Total Revenues | | \$ | 307,407 | \$ | - |
| | | | | | \$ 289,742 |

| | | | | | |
|-----------------|---------------------------------|----|---------|--|------------|
| Expenses | | | | | |
| 52100 | Administration Services | \$ | 39,463 | | \$ 39,463 |
| 52360 | Construction Services | | 197,000 | | \$ 197,000 |
| 52490 | Other Professional Services | | 5,500 | | \$ 5,500 |
| 52,820.00 | Printing and Binding | | 250 | | \$ 250 |
| 52840 | Permits/License Fees | | 5,000 | | \$ 5,000 |
| 52905 | Business Travel/Mileage | | 500 | | \$ 500 |
| 53345 | Construction Supplies/Materials | | 500 | | \$ 500 |
| 53600 | Special Departmental Expense | | - | | \$ - |
| 54500 | Taxes and Assessments | | 250 | | \$ 250 |
| 55100 | Land | | - | | \$ - |

| | | | | | | | | |
|---------------------------|-----------|----------------|-----------|----------|-----------|----------|-----------|----------------|
| Total Expenditures | \$ | 248,463 | \$ | - | \$ | - | \$ | 248,463 |
|---------------------------|-----------|----------------|-----------|----------|-----------|----------|-----------|----------------|

| | | | | | | | | |
|------------------------------|-----------|---------------|-----------|----------|-----------|----------|-----------|---------------|
| Net Surplus (Deficit) | \$ | 58,944 | \$ | - | \$ | - | \$ | 41,279 |
|------------------------------|-----------|---------------|-----------|----------|-----------|----------|-----------|---------------|

| | | | | |
|--------------------------------|----|--------|----|---------|
| 33100 - Available Fund Balance | \$ | 62,721 | \$ | 62,721 |
| Net Surplus (Deficit) | \$ | - | \$ | 41,279 |
| 33100 - Ending Fund Balance | \$ | 62,721 | \$ | 104,000 |

Objectives

environmental studies and Use Permit Phase I
open Phase I
select/obtain ROW access to Highway 12 and design staging area
monitoring
construct frog pond
construct new loop trail
trail signage

Proposed 2018-19
Amy's Grove

Subdivision: 8501010 - Parks-Amy's Grove

| | | Adopted Budget 2018-19 | | Proposed 2018-19 | |
|-----------------------|-----------------------------|---------------------------|----------------|---------------------------|-------------------|
| Revenues | | | | | |
| 43910 | County of Napa | \$ | 63,104 | move \$30,000 from Suscol | \$ 93,104 |
| 45500 | Concessions | | | | |
| 47500 | Donations and Contributions | | 50,000 | | \$ 50,000 |
| Total Revenues | | \$ | 113,104 | \$ - \$ - | \$ 143,104 |

| | | | | | |
|---------------------------|---------------------------------|-----------|----------------|---------------------------------|-------------------|
| Expenses | | | | | |
| 52100 | Administration Services | \$ | 31,354 | add more staff time | \$ 49,019 |
| 52325 | Waste Disposal Services | | | | |
| 52360 | Construction Services | | 50,000 | increase \$12355 | \$ 62,335 |
| 52490 | Other Professional Services | | 1,250 | | \$ 1,250 |
| 52840 | Permits/License Fees | | | | |
| 52905 | Business Travel/Mileage | | 500 | | \$ 500 |
| 52906 | Fleet Charges | | | | |
| 53100 | Office Supplies | | | | |
| 53250 | Fuel | | | | |
| 53345 | Construction Supplies/Materials | | 10,000 | | \$ 10,000 |
| 53350 | Maintenance Supplies | | | | |
| 53400 | Minor Equipment/Small Tools | | | | |
| 53600 | Special Department Expense | | 20,000 | move \$100 to taxes | \$ 19,900 |
| 54500 | Taxes and Assessments | | - | move \$100 fom Special Dept Exp | \$ 100 |
| 55100 | Land | | | | |
| Total Expenditures | | \$ | 113,104 | \$ - \$ - | \$ 143,104 |

| | | | | | | | | |
|------------------------------|-----------|----------|-----------|----------|-----------|----------|-----------|----------|
| Net Surplus (Deficit) | \$ | 0 | \$ | - | \$ | - | \$ | 0 |
|------------------------------|-----------|----------|-----------|----------|-----------|----------|-----------|----------|

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

Objectives

monitor properties
complete fire cleanup including road repair and restoration planting
new water system for The Cove
replace sleeping structures
repair trails
investigate land acquisitions

Proposed 2018-19
Cedar Roughs/Smittle Creek

Subdivision: 8501011 - Parks-Cedar Roughs

| | | Adopted Budget 2018-19 | | Proposed 2018-19 | |
|---------------------------------------|------------------------------|---------------------------|---------------|---------------------|---------------|
| Revenues | | | | | |
| 43910 | County of Napa | \$ | 13,821 | \$ | 13,821 |
| 47500 | Donations and Contributions | | - | | - |
| Total Revenues | | \$ | 13,821 | \$ | 13,821 |
| Expenses | | | | | |
| 52100 | Administration Services | \$ | 7,571 | \$ | 7,571 |
| | Waste Disposal Services | | | | |
| 52360 | Construction Services | | | | |
| 52490 | Other Professional Services | | 6,250 | \$ | 6,250 |
| 52840 | Permits/License Fees | | | | |
| 52905 | Business Travel/Mileage | | | | |
| 53600 | Special Departmental Expense | | | | |
| 54500 | Taxes and Assessments | | | | |
| 55100 | Land | | | | |
| Total Expenditures | | \$ | 13,821 | \$ | 13,821 |
| Net Surplus (Deficit) | | \$ | (0) | \$ | (0) |
| 33100 - Available Fund Balance | | | | \$ | - |
| Net Surplus (Deficit) | | | | \$ | (0) |
| 33100 - Ending Fund Balance | | | | \$ | (0) |

Objectives: monitoring
 removal of debris
 complete environmental studies/ obtain Use Permit

Proposed 2018-19
Other Projects

Subdivision: xxxxx - Parks-Other Projects

| | | Adopted Budget 2018-19 | | Proposed 2018-19 | |
|--------------------------------|------------------------------|---------------------------|---------------|--------------------------------|-------------|
| Revenues | | | | | |
| 43910 | County of Napa | \$ | 91,598 | move \$15,000 from Parks Admin | \$ 106,598 |
| 47150 | Other Grants | | - | | |
| 47500 | Donations and Contributions | | - | | |
| Total Revenues | | \$ | 91,598 | \$ - | \$ - |
| Expenses | | | | | |
| 52100 | Administration Services | \$ | 42,223 | move \$30,000 from Parks Admin | \$ 72,223 |
| 52490 | Other Professional Services | | 49,375 | move \$15,000 to Parks Admin | \$ 34,375 |
| 52905 | Business Travel/Mileage | | - | | |
| 53600 | Special Departmental Expense | | - | | |
| 55100 | Land | | | | |
| Total Expenditures | | \$ | 91,598 | \$ - | \$ - |
| Net Surplus (Deficit) | | \$ | 0 | \$ - | \$ 0 |
| 33100 - Available Fund Balance | | | | | \$ - |
| Net Surplus (Deficit) | | | | | \$ 0 |
| 33100 - Ending Fund Balance | | | | | \$ 0 |

Objectives

Investigate/develop new projects

Community outreach and involvement (newsletter, website, social media, presentations, events)

Westwood Hills vegetation management

Watershed Protection White Paper (unfunded)

Ecosystem Services White Paper (unfunded)

Healthy Parks Healthy People Program Design (guided walks master calendar)

complete Montesol West acquisition (purchase done off budget)



**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, October 08, 2018 at 2:00 P.M.

Napa County Board of Supervisors Chambers, 1195 Third Street, 3rd floor, Napa, CA

1. Call to Order and Roll Call

Directors present: Karen Turjanis, Barry Christian, Dave Finigan, Tony Norris and Brent Randol
Staff present: John Woodbury, Chris Cahill, Teresa Bledsoe

2. Public Comment

None.

3. Set Matters

2:00 Public hearing and potential decision on fee reductions at Bothe-Napa Valley State Park
Directors voted to approve both proposals with the change of dropping the Bale Grist Mill tour fee 50 cents by making it \$2.00 per adult when in conjunction with the Boothe Park day use fee.
TN, DF, BC, KT, BR

4. Administrative Items

- a. Consideration and potential approval of minutes for Board of Directors meetings on September 10, 2018.
Minutes for the September 10, 2018 meeting were approved.
TN, DF, BC, KT, BR
- b. Consideration and potential approval of a trail easement over a portion of Assessor's Parcel No. 046-370-001 owned by Napa Shop LLC to facilitate the Napa Valley Vine Trail, Napa River Trail and San Francisco Bay Trail
Due to a conflict of interest, Tony Norris and Barry Christian recused themselves and stepped out of the room.
Directors voted to approve trail easement.
KT, DF, BR, TN, BC
A A
- c. Receipt of Environmental Education Program Results for 2017-18 Feasibility
Directors received report. No action taken.

- d. Receipt of oral report and potential direction to staff regarding the recording of District Board meetings.
John Woodbury gave review. No action taken
- e. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff.
Directors received report. No action taken.
- f. Review of the District Projects Status Report.
Chris Cahill and John Woodbury gave reports on: Amy's Grove, Bay/River Trail, Camp Berryessa, (The) Cove at Mt. Veeder, Lake Hennessey North Shore Trails, Moore Creek Park, Skyline Park, Smittle Creek, and Crystal Flats
- g. Receipt of monthly report for Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park.
John Woodbury gave the report and mentioned that Fiesta en el Molina Bale was very successful with several hundred in attendance. He's meeting next week with staff who put it together to discuss what they can do better next year as they would like this to become an annual event. No action taken.

5. Announcements by Board and Staff

- Karen Turjanis highlighted that the education report's attachments are not live on the internet and so for historic reference purposes, the electronic version is not complete. John mentioned that the attachments are hand written notes from children.
- Barry Christian visited Le Colline with Kellie Anderson and said it was very interesting to get an idea of what the project would look like and gain some local knowledge as she is involved with Save Rural Angwin and so is very experienced in dealing with local issues. He also visited the Twin Peaks and Corona mines with Stephen McCord through the WIC Board and said that the agreement was that if the mines are cleaned up, there may be an option for that land to be turned over to NCRPOSD in the future. He mentioned that the Harvest Dinner at the Bale Grist Mill was a great success and so was the Fiesta en el Molino Bale event. The native attire costumes, the children doing the Mexican dances and the mariachi band were all very good and he hopes they do it again next year.
- Dave Finigan mentioned that he finally got a chance to hike the Sam the Eagle trail and the "young man's mustache" trail. He said that they were fine trails, it's a beautiful place and he was happy to be able to take someone with him who's new to the District and so got to introduce him to the area.
- Tony Norris brought out that he has been involved in many of the Napa County Strategic Planning meeting sessions and noted that the Vine Trail Coalition is also undergoing strategic planning at the same time that the City of Napa is getting started on the update of their General Plan and so there's a lot of opportunity for sharing information. In light of this, he will be taking lots of notes and possibly informing some of these different agencies about where the NCRPOSD is heading strategically as he feels it's convenient for the Public to see similar language being utilized between all of these different organizations to avoid confusion of definition on concepts at a master strategic planning level.
- Brent Randol was pleased to announce that after two years of hard work on the Sulphur Creek fish ladder replacement, with him and his daughter raising \$50,000.00 through multiple sources, they have now finally gotten the engineering study back and they're working with the RCD. They have a stakeholders meeting with the land owners next Friday and hopefully will break ground next summer to replace that with a much better fish ladder.

6. Agenda Planning

None.

7. Closed Session

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

Property: Napa County APN 016-010-19 and -22, and Lake County APN 013-029-02, -03, -05, -09, and -27

Agency Negotiator: John Woodbury, NCRPOSD General Manager

Negotiating Parties: NCRPOSD and Sam Livermore

Under Negotiation: Price and Terms of Payment

The Board President announced that there were no reportable decisions.

8. Adjournment

Adjourned to the Regular NCRPOSD Board Meeting November 5, 2018.

BRENT RANDOL, Board President

ATTEST:

TERESA BLEDSOE, Acting District Secretary

Key

Vote: TN = Tony Norris; KT = Karen 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 = Absent



STAFF REPORT

By: John Woodbury
Date: November 5, 2018
Item: **4.b**
Subject: Consideration of appointment of Bret Prebula as Interim District Treasurer

RECOMMENDATION

Appoint Bret Prebula as Interim District Treasurer

ENVIRONMENTAL DETERMINATION

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

BACKGROUND

As reflected in the District By-laws (Section III.D), the California Public Resources Code Sections 5535 and 5568 requires the District Board of Directors to appoint a Treasurer for the District. The Treasurer is primarily responsible for receiving, investing and disbursing funds. Since the inception of the District, the Board has appointed the County Treasurer to fill this function. Since the County Auditor provides auditing and financial control services to the District, and works closely with the County Treasurer, it makes sense for the District to continue using the County's Treasurer.

Tamie Frasier, the current Treasurer, has resigned her post with the County. Bret Prebula, Principal Management Analyst in the County Executive Office, has been appointed by the County as Interim Treasurer for the County, while the County undertakes a recruitment for the permanent position.

The General Manager recommends that the Board of Directors appoint Mr. Prebula as Interim Treasurer for the District. He will be at the meeting to introduce himself to the Board.



STAFF REPORT

By: John Woodbury
Date: November 5, 2018
Item: **4.c**
Subject: Consideration and potential approval of impress (petty cash) funds at Bothe-Napa Valley State Park

RECOMMENDATION

Approve petty cash funds at Bothe-Napa Valley State Park

ENVIRONMENTAL DETERMINATION

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

BACKGROUND

When the District assumed operation of Bothe-Napa Valley State Park in 2012, it inherited a \$200 impress (petty cash) fund to make change at the entrance kiosk. Then, in 2017, when the Napa Valley State Parks Association stepped back from its role in operating the Mill, and the Visitor Center, the District inherited two additional petty cash funds, one for \$175 to make change at the Mill, and one for \$100 to make change at the Visitor Center.

Consistent with County policy for impress funds, the General Manager requests that the Board of Directors formally approve these three funds. Park Steward Jason Jordan will be the manager of the funds, and responsible for assuring the integrity of the funds.



STAFF REPORT

Date: November 5, 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 October of 2018.

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

October 15th, Agreement 18-13, with Sands, Stewart and Kern, Cove road repair funding - up to \$44,917 to District

October 17th, Agreement 18-05 Amendment 1, with Campbell Logging, Cove road repair specifications - no change in dollar value

October 24th, Agreement 18-14, with Modern Method Roofing, Moore Creek Gate House re-roofing - \$21,425

PARKS & OPEN SPACE DISTRICT -OCTOBER 2018 EXPENSE REPORT

General Admin - 85000-00

| Date | Journal Line Description | Name | Monetary Amount |
|------------|-------------------------------|-------------------------------|-----------------|
| 10/09/2018 | Google suite Sep & Oct 2018 | WOODBURY,JOHN ROBERT | \$ 52.24 |
| 10/10/2018 | July 2018 Invoice | CJ YIP & ASSOCIATES | \$ 2,440.77 |
| 10/12/2018 | PARK180119 08/2018-09/2018 | SOLUNA OUTREACH SOLUTIONS LLC | \$ 10,569.81 |
| 10/12/2018 | August 2018 Invoice | CJ YIP & ASSOCIATES | \$ 2,511.99 |
| 10/16/2018 | calistoga chamber of commerce | WOODBURY,JOHN ROBERT | \$ 127.00 |
| 10/24/2018 | 2019 CSDA membership renewal | CALIFORNIA SPECIAL DIST ASSN | \$ 1,811.67 |
| 10/24/2018 | BAOSC annual dues 10/18 | BAY AREA OPEN SPACE COUNCIL | \$ 1,000.00 |

Moore Creek Dept - 85010-00

| Date | Journal Line Description | Name | Monetary Amount |
|------------|--------------------------------|--------------------------------|-----------------|
| 10/09/2018 | CV Sept. construction supplies | CENTRAL VALLEY BUILDERS | \$ 159.86 |
| 10/09/2018 | PG&E 8/22/18-9/1/18 | PACIFIC GAS & ELECTRIC CO | \$ 106.06 |
| 10/10/2018 | July 2018 Invoice | CJ YIP & ASSOCIATES | \$ 3,675.60 |
| 10/12/2018 | August 2018 Invoice | CJ YIP & ASSOCIATES | \$ 4,052.22 |
| 10/17/2018 | 8/28/18 Trail Plan Supplies | CAHILL,CHRISTOPHER MICHAEL | \$ 57.48 |
| 10/18/2018 | 10/12/18 Mileage | CAHILL,CHRISTOPHER MICHAEL | \$ 21.26 |
| 10/22/2018 | Roofing Agreement 8/18 | MODERN METHOD ROOFING CO INC | \$ 2,142.50 |
| 10/22/2018 | 8/29/18Trail Planning Supplies | CAHILL,CHRISTOPHER MICHAEL | \$ 52.04 |
| 10/22/2018 | Supplies 9/18 | ZELLER'S & CLARKS ACE HARDWARE | \$ 25.84 |
| 10/24/2018 | Porta potty Oct. 18 | JOHNNY ON THE SPOT | \$ 179.77 |

Oat Hill Mine Trail Dept - 85010-01

| Date | Journal Line Description | Name | Monetary Amount |
|------------|--------------------------|---------------------|-----------------|
| 10/10/2018 | July 2018 Invoice | CJ YIP & ASSOCIATES | \$ 826.76 |

NRBT Dept - 85010-02

| Date | Journal Line Description | Name | Monetary Amount |
|------------|--------------------------|--------------------------------|-----------------|
| 10/10/2018 | July 2018 Invoice | CJ YIP & ASSOCIATES | \$ 105.00 |
| 10/12/2018 | August 2018 Invoice | CJ YIP & ASSOCIATES | \$ 425.00 |
| 10/22/2018 | Supplies 9/18 | ZELLER'S & CLARKS ACE HARDWARE | \$ 21.52 |

Camp Berryessa Dept - 85010-03

| Date | Journal Line Description | Name | Monetary Amount |
|------------|--------------------------------|-------------------------------|-----------------|
| 10/09/2018 | Water testing Oct. 18 | CALTEST ANALYTICAL LABORATORY | \$ 94.00 |
| 10/09/2018 | PG & E 8/22/18-9/20/18 | PACIFIC GAS & ELECTRIC CO | \$ 9.86 |
| 10/10/2018 | July 2018 Invoice | CJ YIP & ASSOCIATES | \$ 140.00 |
| 10/12/2018 | August 2018 Invoice | CJ YIP & ASSOCIATES | \$ 350.00 |
| 10/22/2018 | Garbage pickup 9/18 | BERRYESSA GARBAGE SERVICE AND | \$ 260.00 |
| 10/22/2018 | Trailer Pump 8/16/18-9/26/18 | BERRYESSA GARBAGE SERVICE AND | \$ 200.00 |
| 10/24/2018 | Serv call flooded toilets10/18 | MCCOLLUM GENERAL ENGINEERING | \$ 237.00 |

NRER Dept - 85010-05

| Date | Journal Line Description | Name | Monetary Amount |
|------------|--------------------------|------------------------------|-----------------|
| 10/10/2018 | July 2018 Invoice | CJ YIP & ASSOCIATES | \$ 1,625.48 |
| 10/12/2018 | August 2018 Invoice | CJ YIP & ASSOCIATES | \$ 1,882.71 |
| 10/18/2018 | PARK180219 09/2018 | NAPA VALLEY SUPPORT SERVICES | \$ 500.00 |
| 10/24/2018 | Porta potty Oct. 18 | JOHNNY ON THE SPOT | \$ 278.94 |

Putah Creek Dept - 85010-07

| Date | Journal Line Description | Name | Monetary Amount |
|------------|--------------------------|---------------------|-----------------|
| 10/10/2018 | July 2018 Invoice | CJ YIP & ASSOCIATES | \$ 105.00 |

State Park - 85010-08

| Date | Journal Line Description | Name | Monetary Amount |
|------------|--------------------------------|-------------------------------------|-----------------|
| 10/04/2018 | PG&E 8/14/18-9/12/18 | PACIFIC GAS & ELECTRIC CO | \$ 83.08 |
| 10/04/2018 | PG&E 8/14/18-9/12/18 | PACIFIC GAS & ELECTRIC CO | \$ 827.21 |
| 10/04/2018 | Propane delivery 9/18 | FERRELLGAS, LP | \$ 197.37 |
| 10/04/2018 | Bale Grist Mill supplies | KEITH GIUSTO BAKERY SUPPLY LLC | \$ 309.14 |
| 10/04/2018 | brush,candles,cups,hookSept.18 | STEVES HARDWARE | \$ 251.58 |
| 10/04/2018 | Trip Mt. George to Bothe 9/18 | NAPA VALLEY UNIFIED SCHOOL DISTRICT | \$ 658.00 |
| 10/04/2018 | Monitoring fees Sept. 18 Bothe | ADVANTAGE TOTAL PROTECTION | \$ 40.00 |
| 10/04/2018 | Virtual Tour Bothe | MAKE ME OVER PRODUCTIONS | \$ 1,950.00 |
| 10/05/2018 | PR2GL Pay End 9/21/18 | | \$ 6,181.19 |
| 10/05/2018 | PR2GL Pay End 9/21/18 | | \$ 383.24 |
| 10/05/2018 | PR2GL Pay End 9/21/18 | | \$ 191.89 |
| 10/08/2018 | Heartland credit card fees-USB | | \$ 86.99 |
| 10/09/2018 | Trip ACHS to Bothe | NAPA VALLEY UNIFIED SCHOOL DISTRICT | \$ 335.50 |
| 10/09/2018 | Spanish translation | CASEY ARMSTRONG | \$ 457.93 |
| 10/09/2018 | Fuel filter | BROWN'S AUTO PARTS | \$ 15.14 |
| 10/09/2018 | Gabage pickup Sept. 18 | UPPER VALLEY DISPOSAL | \$ 1,025.52 |
| 10/09/2018 | Trash dump run | CLOVER FLAT LANDFILL | \$ 37.00 |
| 10/09/2018 | Ashes pickup Sept.18 | UPPER VALLEY DISPOSAL | \$ 343.58 |
| 10/09/2018 | 9/15/18 Bale Fiesta/shuttles | WOODBURY,JOHN ROBERT | \$ 1,880.00 |
| 10/09/2018 | 9/15/18 Bale Fiesta/stage rent | WOODBURY,JOHN ROBERT | \$ 1,092.50 |
| 10/09/2018 | CV Sept. construction supplies | CENTRAL VALLEY BUILDERS | \$ 347.19 |
| 10/09/2018 | Waterwheel reconst. BM | B.E. HASSETT MILLWRIGHTS, INC | \$ 1,240.00 |
| 10/09/2018 | Ceramic marking pens | WOODBURY,JOHN ROBERT | \$ 39.52 |
| 10/10/2018 | PARK170519 08/2018 Serv | SANDY JONES | \$ 1,365.00 |
| 10/10/2018 | PARK170519 08/2018 ExpReimb | SANDY JONES | \$ 530.58 |
| 10/10/2018 | July 2018 Invoice | CJ YIP & ASSOCIATES | \$ 158.24 |
| 10/10/2018 | PARK180919 09/2018 | JONATHAN EHLERS | \$ 2,800.00 |
| 10/12/2018 | August 2018 Invoice | CJ YIP & ASSOCIATES | \$ 1,058.37 |
| 10/16/2018 | 09/2018 Facebook Fiesta Promo | WOODBURY,JOHN ROBERT | \$ 9.58 |
| 10/16/2018 | Cal Flora Santa Rosa plants | WOODBURY,JOHN ROBERT | \$ 141.37 |
| 10/17/2018 | PARK170519 09/2018 expenses | SANDY JONES | \$ 43.60 |
| 10/17/2018 | PARK170519 09/2018 services | SANDY JONES | \$ 1,627.50 |
| 10/22/2018 | Special event10/17/18-10/22/18 | JOHNNY ON THE SPOT | \$ 235.50 |
| 10/22/2018 | Phone internet communications | TPX COMMUNICATIONS | \$ 634.34 |

| | | | | |
|------------|--------------------|--------------------|----|--------|
| 10/24/2018 | Porta potty Oct.18 | JOHNNY ON THE SPOT | \$ | 405.60 |
|------------|--------------------|--------------------|----|--------|

Suscol Headwaters Dept - 85010-09

| Date | Journal Line Description | Name | Monetary Amount | |
|-------------|---------------------------------|---------------------|------------------------|--------|
| 10/10/2018 | July 2018 Invoice | CJ YIP & ASSOCIATES | \$ | 945.00 |

Amy's Grove - 85010-10

| Date | Journal Line Description | Name | Monetary Amount | |
|-------------|---------------------------------|--------------------------|------------------------|--------|
| 10/12/2018 | August 2018 Invoice | CJ YIP & ASSOCIATES | \$ | 175.00 |
| 10/22/2018 | surveying serv. for the Cove | TERRA FIRMA SURVEYS, INC | \$ | 675.00 |

Other Projects - 85010-90

| Date | Journal Line Description | Name | Monetary Amount | |
|-------------|---------------------------------|----------------------|------------------------|----------|
| 10/10/2018 | July 2018 Invoice | CJ YIP & ASSOCIATES | \$ | 297.50 |
| 10/12/2018 | August 2018 Invoice | CJ YIP & ASSOCIATES | \$ | 1,225.00 |
| 10/12/2018 | 09/07/18 State Parks grant mtg | WOODBURY,JOHN ROBERT | \$ | 10.50 |

Napa County Regional Park and Open Space District

Projects Status Report

November 5, 2018

Name of Project Description

Status

| | | |
|--|---|---|
| Amy's Grove | Planning and permits for public use of Amy's Grove | 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. Much of Amy's Grove burned in the October 2017 fires, but the damage appears to be limited. In Sept 2018 the Board approved placing a restrictive covenant over a portion of Amy's Grove, accepting the donation of an adjacent 7 acres of land, approving an option to acquire 164 acres north of Amy's Grove, and applying for a grant to help fund the purchase. <u>Grant awards are expected to be announced in mid-2019.</u> |
| Bay/River Trail -- American Canyon to Napa | An 8+ mile recreational trail generally following the Napa River and interior levees of associated wetlands. | Phase 2-B--Pond 10 to Soscol Ferry Road The design for the public crossing of the SMART tracks has been completed, and SMART, NRCA and the PUC have verbally agreed to allow the railroad crossing. A biological survey for the Fagan Marsh area has been completed; based on the results, CDFW 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. At the request of the City of American Canyon, in August 2017 City and District staff met to discuss strategies for completing the trail and those discussions are ongoing. The Board President and General Manager met with CDFW staff on June 12, 2018 to discuss CDFW concerns. Senator Dodd <u>organized a meeting in October</u> with the City of American Canyon, County of Napa and the District in an attempt to move the project forward. |
| 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. | 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 been delayed because of property title issues between BLM and BOR. 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. In 2015 Reclamation said they have done their work to clear up the title issue 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 October 2018 no progress had been made. |
| 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. 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. In 2014 the Land Trust acquired an 80 acre inholding between District and BLM land, based on a District Board action in November 2014 agreeing 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; staff will continue to monitor the cameras. Staff is working on plans to create a formal boat-in backcountry camp at Berryessa Vista accessed from the BOR Capell Cove boat launch <u>and is scheduling meetings with the Bureau of Reclamation to that end.</u> |

| | |
|---|---|
| <p>Camp Berryessa</p> <p>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.</p> | <p>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. Construction of Phase I, which includes beds for up to 64 campers was completed in June 2016. Jim Hankes, 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. 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. The County Fire, which ultimately burned 90,000+ acres on the east side of Lake Berryessa, spared the Camp but did lead to at least one cancellation. We have been working to resolve issues with the composting toilets that have lead to several water leaks and most recently failures of septic pumps. Plumbing issues with the composting toilets have been resolved and the system is again fully operating. <u>With the help of the Bureau of Reclamation, historic bridge stones have been placed around the property to restrict vehicle access and add character.</u></p> |
| <p>(The) Cove at Mt. Veeder</p> <p>Reconstruction of campground and trails</p> | <p>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. 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. Staff is working with a forester to develop a plan for salvage logging after the rainy season is over to (a) remove hazardous dead trees in the campground area and (b) in the process also repair/improve the access road into the site. The Napa Girl Scout troops have already undertaken a number of projects to help restore the Cove, including new signage and rehabbing the campfire circle. Installation can, however, only happen once salvage logging is complete. Doug McConnell (NBC's Open Road) segment on The Cove (and Suscol Headwaters), comparing the effects of the fires in each location and lessons learned, was aired on Sunday June 24, 2018. Salvage logging commenced in late May, 2018 and is proceeding well. Active logging wrapped up during the week of July 23rd and the logger has now shifted to clean-up and erosion control operations. <u>Cleanup commenced on the first week of October and road repair work is now underway and slated to be complete before the rains begin.</u></p> |
| <p>District Non-profit Foundation</p> <p>Organize a non-profit foundation to raise funds for District projects</p> | <p>The District Board has approved the goals, objectives and basic structure for a non-profit foundation to assist the District with fundraising. Director Turjanis in early 2015 began the process of preparing articles of incorporation and identifying potential Board members, but plans have been postponed to ensure what the District does is coordinated with fundraising efforts of other organizations.</p> |
| <p>Lake Hennessey North Shore Trails</p> <p>Would open up several miles of existing dirt access road, and construct approximately 1 mile of new single track trail, into a loop trail system on the north side of Lake Hennessey, and connecting to the planned Moore Creek Open Space Park trail system.</p> | <p>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 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. Napa Marble and Granite installed (well, carved) new trail signage for the Shoreline and Sam the Eagle trails in early September 2017. A new trail ("Old Man's Beard Trail") was completed in February 2018. In June 2018 we met with the City of Napa and received approval to modify several not-yet-built trail segments and discussed an alternate parking configuration for the Conn Valley Road terminus. In late August we flagged nearly 3 miles of new trail segments on the Hennessey Unit. <u>Permits have been filed with the support of the City of Napa Water Division and we hope to begin construction after Thanksgiving.</u></p> |
| <p>Moore Creek Park Development</p> <p>Development of open space park on 673 acres acquired by the District adjacent to City of Napa watershed lands at Lake Hennessey to protect habitat, provide recreational trails, and overnight camping facilities.</p> | <p>The park opened on June 30, 2013. Many miles of trails have been constructed, fencing installed, emergency communications capacity set up, repairs made to the two houses on the property, and invasive french broom removal has been ongoing. The eastern boundary survey and fencing project was completed June 2014. 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. After several interim victories, the judge in early April 2018 issued the final ruling in support of the District's position; the District will now seek attorney's fees from the losing party. The "Dry Foot" Trail, including three small stone arch bridges, was completed in late January; this trail parallels the Moore Creek Trail but bypasses three stream crossings. Staff hosted trail scouting and trailbuilding volunteer events focused on the Madrone Trail in late May and early June, 2018. We have finalized leases with a tenants for the Gate House (effective Aug 1) and the Ranch House (effective September 1). There was a small fire on Chiles-Pope Valley Rd on Aug 25th, which caused the precautionary evacuation of the park. <u>The Gate House is currently being re-roofed using the Moore Creek maintenance/repair reserve fund.</u></p> |

| | |
|--|--|
| <p>Montesol West</p> <p>Acquisition of 1,254 acres west of Highway 29 north of Robert Louis Stevenson State Park</p> | <p>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. We were awarded the grant in May, 2018; we attended a grant workshop in July 2018. We are working with the seller to work out final details, and <u>hope to complete the purchase in the near future. There has been much recent activity on this project, which will be covered in closed session.</u></p> |
| <p>Oat Hill Mine Trail</p> <p>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 did a comprehensive evaluation of erosion issues on the trail, and experts from the RCD joined staff for another evaluation in early April. 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&E contractor attempted to drive an ATV up the OHMT in early June, and ended up going into a gully; they promptly removed the vehicle and repaired the trail damage. 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. CalFire had agreed to come back to do more remediation, but subsequent fires in Southern California diverted their staff to help fight those fires. District staff and volunteers in February 2018 replaced the gate at the Calistoga trailhead that had been damaged by CalFire's fire fighting efforts. Staff has been tracking and participating in the City of Calistoga's trail and parkway redesign project at the Vine / Silverado/ OHM Trail intersection, which may result in parking improvements and general beautification of the area. <u>The trail is reopened following the 2018 hunting season.</u></p> |
| <p>Rector Ridge/Stags Leap Ridge Trail</p> <p>Construction of staging area and 6+ miles of Ridge Trail climbing east from Silverado Trail near Rector Creek.</p> | <p>CEQA on this project was completed several years ago--staff 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</p> <p>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 its October 2013 meeting. The Final EIR was released in November of 2014; the Planning Commission certified the EIR on October 21, 2015. On October 22, 2015, the State applied to the county to rezone Skyline Park by removing the Skyline Wilderness park Combining District overlay, which would make it easier for the State to sell for development and at a higher price. The Planning Commission certification for the quarry expansion was appealed to the Board of Supervisors by two organizations. The District in February 2016 submitted two letters to the Board of Supervisors, one requesting the setback between the quarry and the park be protected through a permanent conservation easement, and the other expressing support for the changes to the quarry project that were recommended by the County Planning Department, with additional protection for Pasini Ridge. In April 2016 the District presented its position to the Board of Supervisors at the public hearing for the project. The Board of Supervisors rejected the appeals and approved the quarry expansion in July 2016. Legislation introduced by Senator Wolk in January 2016 stalled when the State announced it was opposed to any sale of Skyline Park to the District until completion of a state planning process for future health and welfare services.</p> |

Smittle Creek

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

The District completed purchase of this property in December 2015. The next step is to conduct resource surveys, complete CEQA, and obtain permits. A botanist was retained in early 2016 to do a reconnaissance level survey of plant resources as the first step in planning for the property; 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 Roughts Wilderness, but accessed via Smittle Creek.) The State Fish and Wildlife Game Warden for this area has been most helpful in patrolling the property looking for illegal poaching. A well-attended volunteer clean up project was held on October 28th, nearly filling a 30 yard dumpster with debris.

Spanish Valley, Crystal Flats, and Stone Corral

Planning for open space donated by Bob and Evalyn Trinchero

Staff met with key community leaders from Lake Berryessa Estates on February 6 and March 6, 2011. A public session was held April 21st at the Pope Valley Farm Center. The District took possession of the properties on January 1, 2012. The District in October 2012 granted an easement across the District's Stone Corral property to resolve one of the clouds on the title to this land. Staff met with the LBEOA Board many times in 2011-2013 to discuss use of the Crystal Flats and Stone Corral areas. District staff 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 boy scouts GPS'd old ranch roads and 4-wheel drive tracks on the Spanish Valley. 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. Staff discussed purchasing the affected property, but the landowner wanted more than staff believed the property would be appraised for. 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. In March 2018 the Property Owners Association approached the District to get authorization for them to involve the sheriff when faced with trespass by unauthorized people and vandalism of the gates that controls access. Staff is encouraging the Association to enter into an operating agreement with the District. We're happy to report that the Trinchero properties suffered little to no fire damage in the Snell Fire.

Suscol Headwaters Preserve

Improvements to Suscol Headwaters Preserve

Having completed purchase of the Preserve in November, 2017 the District now needs to make improvements required by funders, acquire a Napa County Use Permit, and make improvements necessary to open and operate the eventual park. Improvements needed to satisfy funders include the construction of a California red legged frog (CRLF) breeding pond and various habitat improvements focused on, but not exclusively in, the pond area. Improvements necessary to open and operate the eventual park include in the planning and construction of a trail network, design and installation of signage, and the potential future construction of a parking lot and trailhead improvements off-property to the south, on or near Highway 12 in Jameson Canyon. On July 1st 2015 the board of the Napa Sanitation District approved an easement option agreement which may allow us to construct a trail and trailhead parking lot on their Kelly Road sprayfield property. Alternate off-site options are also being pursued. A portion of the property, mostly in Phase II, burned in the October 2017 firestorm; some trees were killed, and a perimeter grazing fence was destroyed, but otherwise damage was not catastrophic. Staff is working on a funding agreement with the County of Napa that would result in the District receiving the remaining \$196,000 needed to fund frog pond construction. We have installed **No Trespassing** signs adjacent to ranch roads descending off of Suscol Knob to further limit access to the lower portions of the preserve, where property lines are not necessarily well marked or fenced.

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| State Parks | Operate Bothe-Napa Valley State Park, Bale Grist Mill State Historic Park and RLS State 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 annually, 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. The draft OA is now undergoing final review in Sacramento. The District is working with the Vine Trail on the proposed alignment of the Vine Trail through Bothe. More detail on current activities are contained in a separate Parks Report for Bothe and Bale. A storage area at the vacant Silverado House in RLS was broken into in May 2018; State Parks has verbally agreed, <u>but not yet provided written permission</u> to let the District repair the house and place a camp host/caretaker on site to prevent further vandalism, and staff is seeking bids to do the repair work. |
| 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 meet 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, but in the end the cities and the county 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 NVTA. Caltrans is proposing to replace the aging bridge over Mill Creek; since the construction as proposed could have significant adverse effects for both the Vine Trail and the Bale Mill, District and Vine Trail staff meet with Caltrans and NVTA to discuss ways to mitigate the impacts. In Sept 2018 the Vine Trail Coalition requested the District accept an easement to facilitate the trail connection between Kennedy Park and Napa Pipe. |

Completed Projects

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| 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 Area Ridge Trail Napa-Solano Ridge Trail Loop Assignment of Tuteur Ridge Trail easement from the Bay Area Ridge Trail to the District | The Bay Area Ridge Trail Council obtained a donated easement from the Tuteur family and constructed a section of Bay Area Ridge Trail adjacent to Skyline Park. In March 2018 the Ridge Trail Council transferred the easement to the District, and with the support of the Tuteur family revised the easement to facilitate an extension of the trail south onto the District's Suscol Headwaters Preserve. |
| Bay/River Trail -- American Canyon to Napa Phase I Phase One--Eucalyptus Drive to Green Island Road | Constructed approximately 5 miles of Class I bicycle and pedestrian path in the vicinity of American Canyon along the Napa River was completed in April 2012, in partnership with the City of American Canyon, Department of Fish and Game and Napa Vallejo Waste Management Authority. A formal opening ceremony was held June 2, 2012. |
| Phase Two-A Pond 10 | DFW surfaced the 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 Obtain right of way and construct trail to provide public access to extensive federal lands on Blue Ridge and to Berryessa Peak | Obtained donated trail easement from the Ahmann family to close gaps between existing public lands on Blue Ridge. A Negative Declaration and Use Permit hearing was approved December 16, 2009 by the County Planning Commission. An Operations and Management Plan has been approved by the property owner and the District. BLM's biologist inspected the alignment on September 17, 2011. There have been volunteer trail building work parties have been held numerous times between 2011 and the present, and the trail is now done except for signage and a fence crossing. District staff met with Fish and Game on June 15, 2012 to discuss signage at the trailhead on DFG property, and in November 2012 submitted signage language for DFG review. Staff contacted DFG (now DFW) in February of 2013, again in early April, and again in late summer to determine the status of their review. In January 2014 DFW staff responded with an alternative entry sign design, and accepted our fence stile design. Volunteers installed the fence stile in March 2014. DFW installed the trail sign in late June 2015, though the sign copy is missing some information required by the trail easement that the trail uses after leaving DFW property. See attached picture. Staff has prepared two new signs to be placed at the termini of the private land trail easement that clearly state the rules for using the easement; these were installed by volunteers in late December 2015. |
| Berryessa Vista Acquisition Purchase of 224 acres from the Land Trust of Napa County for use as a public park completed in early 2008 using State Prop 12 funds. | |
| Cedar Roughs/Smittle Creek Acquisition of 443 acres providing public access to Cedar Roughs from Smittle Creek Day Use Area | Purchase of the property closed in December 2015. |
| Connolly Ranch Construction of patio, restrooms and cooking facilities completed in 2008 using State Prop 12 funds. | |
| The Cove at Mt Veeder Acquisition of a 160 former Girl Scout Camp | The acquisition of The Cove was completed in December 2017. |
| Historic ROW Analysis Study to determine location and status of historic road Rights-of-Way and their value as non-motorized recreational trails | Staff has completed a comprehensive review of historic rights-of-way, and is now focusing attention on those which have greatest potential. |
| Linda Falls Conservation Easement 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 Expansion of conservation easement to cover all of the property at Linda Falls owned by the Land Trust of Napa County | 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. |

Master Plan Development

The Master Plan for 2008-2013 was approved in January 2009

Master Plan Update

First scheduled update to the Master Plan adopted in January 2009

Board ad hoc committee appointed. Methodology for doing update has been agreed upon. Project was delayed due to competing demands on staff time (primarily the effort to keep Napa's state parks from closing). A draft update has been prepared by staff working with the Board ad hoc committee for the Master Plan update, and released by the Board at the April 9, 2012 meeting for public comment. The plan update was adopted by the Board at its June 2012 meeting.

Milliken Reservoir Trails and Picnic Area Feasibility Study

Would construct approximately 3 miles of Bay Area Ridge Trail plus additional feeder and loop trails, along with a staging and picnic area

The feasibility study has been completed, and accepted by the Board of Directors. The Napa City Council in November, 2009 approved city staff recommendation to hold off on the Milliken Reservoir trails project until the Hennessey trail project is up and running.

Moore Creek Open Space Park

Acquisition of 673 acres in the Moore Creek Watershed completed in December 2008.

Napa River Ecological Reserve Improvements

Parking area paved, and rock barrier installed to control vehicular access in 2007. Trash enclosure constructed and entry signs restored by volunteers in 2008. Deteriorated kiosk removed in 2008. The District in July 2008 assumed the County's role in managing the preserve under the joint management agreement with DFG. A new maintenance contract with the non-profit organization Options 3 was started in January 2009. The old deteriorated information kiosk, which had become a serious eyesore, was removed in November 2008.

Napa River Ecological Reserve Restoration

This multi-year project resulted in the removal of the bulk of the invasive teasel that had taken over the 5 acre meadow at the entrance to the Reserve, and the construction of a short native plant interpretive trail. Work was done by volunteers, students, and paid contractors. In doing this work, several thousand students received a day of environmental education about native and invasive plants and riparian ecology.

Napa River Flood Control Easement

Conservation easement accepted by District in 2007 to facilitate Flood District project and grant funding

Newell Preserve Improvements

Provide on-site water supply for group campground for cattle

As part of the arrangement with the land trust on the District's purchase of Berryessa Vista, the land trust was willing to use some of the proceeds from the transaction to fund a well pump and distribution system at the Preserve. However, the first well drilled by the City of American Canyon came up dry. The City has dropped plans for digging any more test wells.

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.

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| <p>Skyline Park Concessionaire Agreement Renewal District staff negotiated renewal of concessionaire agreement on behalf of the County. The renewal involved changes to the fee schedule and amendments to and approval of subagreements with three non-profit partner organizations.</p> | |
| <p>Skyline Park Trail Improvements Major volunteer event to reroute and repair trails</p> | <p>Staff worked with SPCA and V-O-CAL to sponsor a weekend work party on October 15-17, 2010. Approximately 110 volunteers worked to reroute and repair trails experiencing serious erosion problems. SPCA is donating \$1,000 toward expenses.</p> |
| <p>Skyline Park Facility Improvements Partner-sponsored improvement include a second greenhouse and a covered equestrian arena.</p> | <p>The proposals for a second greenhouse and a covered arena were approved by the Department of General Services and by the County Board of Supervisors. The sponsors of these projects are now raising funds for implementation.</p> |
| <p>South Napa Wetlands Habitat Area Transfer to the District those wetlands owned by the Napa County flood control district between the Napa River, Highway 29 and Newport Drive for use as habitat and nature-based recreation.</p> | <p>Transfer was approved in concept by the flood control district, and Park District staff prepared the first draft of a transfer agreement. Subsequently, attorney's for the flood district concluded it would be better from their perspective for the flood district to retain ownership of the property, due to their ongoing maintenance obligations.</p> |
| <p>Suscol Headwaters Acquisition of 709 acres of the former Kirkland Ranch</p> | <p>The acquisition was completed in November 2017.</p> |
| <p>Trincherro Open Space Acquisition Donation of 3,400 acres of open space to the District by Bob and Evalyn Trincherro</p> | <p>The donation was completed on December 29, 2010. A related granting of an access easement to the Lake Berryessa Resort Improvement District was completed in mid-January 2011.</p> |
| <p>Wild Lake Ranch Assist land trust with planning and possible joint management.</p> | <p>The District participated in the development of a strategic plan for the property, together with other public lands in the area, that was led by the Land Trust of Napa County. The land trust has decided, at least for the near term, to manage the Wildlake-Duff property itself.</p> |

Bothe-Napa Valley State Park/Bale Mill Report

October 2018

- Construction Update: The State Parks contractor continues working on the lower restroom in the campground on ADA modifications.
- Old Mill Day was held on October 20th and was a one day event this year. There was a great turn out and perfect weather. We sold out of food early and people loved the chili.
- The environmental education team hosted 4 school groups in October providing programs for 234 students and 43 adults.
- The mill hosted 6 school groups/ private tours in October providing programs for 213 students and 64 adults.
- State Parks and NOSD Staff conducted the second session of bi-annual Hazard Tree Assessments for Bothe and Bale to identify trees that need to be removed this fall.
- Staff met to discuss the Special Events, and planning for the coming year. We are developing the 2019 calendar for promotion and attempting to avoid conflicts with other valley events.
- A photo shoot by 360 Virtual Tours was completed to develop 360 degree virtual tours of cabins, yurts, mill and park areas that will appear on the Bothe/ Bale google business pages and will be used on NOSD website and other marketing material.
- Staff proposed and received approval from NOSD board to reduce cabin rental rates during the weekdays in attempt to increase occupancy. Other marketing efforts include the development of a rack card for cabins, renewed Chamber memberships, and 360 virtual tour photos of cabins and park areas.
- Eagle Scout George Conwell led a well-organized Eagle Scout project to develop plans and produce 6 new food lockers for campsites! Thank you to George, scouts and supporters for this great project.
- EnviroSports held their Napa Wine County Marathon on October 27th on Bothe trail system.
- NOSD purchased replacement plants for the Native Garden at 2 Native plant sales in October. Planting efforts underway.
- State parks completed a minor road repair to the Richey Canyon trail in preparation of next year's culvert replacement project.
- A new ride on mower and blower were ordered and received. Than you to NVSPA for funding these!