



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

Karen Bower 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, August 12, 2019 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

None

4. Administrative Items

- a. Consideration and potential approval of minutes for Board of Directors meetings on July 8, 2019.
- b. Consideration and potential approval of an amendment to the Position Allocation Table to delete one Park Aide and add one Park Steward Assistant.
- c. Consideration and potential approval of amendments to the District Personnel Manual relating to salary steps in the year following initial hire.
- d. Consideration and potential approval of trail license agreement with Pacific Union College.
- e. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff.
- f. Review of the District Projects Status Report.
- g. 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 018-010-040
 - Agency Negotiator: John Woodbury, NCRPOSD General Manager
 - Negotiating Parties: NCRPOSD and Geoffrey Leigh for Victor Etienne
 - Under Negotiation: Price and Terms of Payment

8. Adjournment



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

Karen Bower Turjanis
Director, Ward One

Tony Norris
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Director, Ward Five

MINUTES

BOARD of DIRECTORS REGULAR MEETING

Monday, July 8, 2019 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 Bower-Turjanis, Barry Christian, Brent Randol

Directors absent: Dave Finigan, Tony Norris

Staff present: John Woodbury, Chris Cahill, Kyra Purvis, Teresa Bledsoe

2. Public Comment

Eve Khan commented on how pleased her family was with Moore Park on their recent and first trip there. She thanked the Board and encouraged them to continue to maintain this well used park. Elaine De Man (to show her appreciation) shared a slide presentation of the last Camp Ookoolaylay event that took place up at Lake Berryessa from June 19-23rd.

3. Set Matters

None

4. Administrative Items

- a. Consideration and potential approval of minutes for Board of Directors meetings on June 10, 2019.

Minutes for the June 10, 2019 meeting were approved.

BC-KBT-BR-DF-TN

A X X

- b. Consideration and potential approval of the 2019 Update to the District Master Plan. **The Board considered the Update to the District Master Plan, made comments and opened up the meeting for Public Comment. Supportive comments were heard by Patricia Damery, Jim Wilson, Elaine de Man of St. Helena and Charlotte Williams of Calistoga (and President of Napa Vision 2050). Public Comment was closed. Directors voted to approve the 2019 Update to the District Master Plan.**

BC-KBT-BR-DF-TN

X X

- c. Consideration and potential approval of Resolution 2019-02 requesting the Napa County Board of Supervisors call a special election and consolidate it with the March 3, 2020 Presidential primary election, for the purpose of enabling the people of Napa County to vote on the question of whether an ordinance should be approved that enacts a retail transactions and use tax at the rate of one-quarter of one percent for fifteen years.

John Woodbury presented the item, and stated that for a variety of reasons as discussed in the past, it's believed that an increase in sales tax is the most equitable and broader based way to fund the District. Directors commented. The item was opened for Public Comment. Eve Kahn, Elaine de Man and Patrick Band made supportive comments. Public Comment was closed. Directors voted to adopt Resolution 2019-02.

KBT-BC-BR-DF-TN

X X

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

Directors received report. No action taken.

- e. Review of the District Projects Status Report.

Chris Cahill gave reports on Amy's Grove, Berryessa Estates and Camp Berryessa. John Woodbury gave reports on The Cove, Lake Hennessy, Oat Hill Mine Trail and Skyline Park.

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

Directors received report. No action taken.

5. Announcements by Board and Staff

- **John Woodbury announced that NCRPOSD has a new part time planner, Kyra Purvis. Kyra was introduced and commented briefly on her professional background.**
- **Karen Bower-Turjanis mentioned that she continues to work on meeting with people regarding the Master Plan.**
- **Barry Christian mentioned that he has a couple of presentations regarding the Master Plan this week, one with the Napa Downtown Association and another with the Town of Yountville Parks and Recreation Department. He also mentioned that a few weeks ago, he attended the Redwood Empire Mountain Biking Alliance annual volunteer event at Skyline Park where they had a booth and were able to meet a lot of people. The American Canyon Community Parks Foundation put on the Fagan Marsh Hike which he attended on Sunday, June 23rd. He and City Council member Mike Joseph attended a California Fish and Game Commission meeting regarding a possible change to their regulations allowing for limited bike access on the Green Island unit in American Canyon.**

- **Brent Randol announced that he will have met with all of the civic leaders and elected officials on his list regarding the Master Plan presentations after his two speaking engagements this week, one with Sunrise Rotary and one with the Odd Fellows. Also, he received a flyer announcing Mike Thompson's Pasta Feed in St. Helena (with Gavin Newsome attending) on Sunday, August 4, 2019.**
- **Chino Yip announced that Brent Randol's presentation at the Odd Fellows in St. Helena this Wednesday evening (7/10/19) from 6:00-8:00 PM is open to the public, Supervisor Dianne Dillon will be speaking and refreshments will be provided.**

6. Agenda Planning
None.

7. Adjournment
Adjourned to the Regular NCRPOSD Board Meeting on August 12, 2019.

BRENT RANDOL, Board President

ATTEST:

Teresa Bledsoe, Acting District Secretary

Key

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

The maker of the motion and second are reflected respectively in the order of the recorded vote.

Notations under vote: N = No; A = Abstain; X = Excused



STAFF REPORT

By: Chris Cahill
Date: August 12, 2019
Item: **4.b**
Subject: Consideration and potential approval of an amendment to the Position Allocation Table to delete one Park Aide and add one Park Steward Assistant.

RECOMMENDATION

Approve the requested amendment to the Position Allocation Table, adding one full time Park Steward Assistant and deleting one full time Park Aide.

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

Under the District's Personnel Manual, the Board approves any permanent regular positions, by title, through the allocation process and the ultimate hiring of employees into those positions occurs at the discretion of the General Manager. In this particular case, staff would like to promote an existing full time regular employee from Park Aide to Park Steward Assistant; a move which requires the Board to delete one position out of the Allocation Table and add the other.

Park Aide is an entry-level position, mostly filled by temporary seasonal employees, while Park Steward Assistants have a much greater level of responsibility both for the day-to-day operations of our parks and for programmatic areas like youth outdoor education and outreach. The Park Steward Assistant position being requested here would be split between the State Park and EcoCamp Berryessa, managing the booking and operation of the EcoCamp and taking responsibility for a number of administrative tasks at the State Park now being completed by other Park Steward Assistants and by the Park Manager. There is a real need for additional capacity of this type at both facilities.

Revenues from the operation of the State Parks (where appropriate) along with the District's other funding sources are sufficient to cover the marginal cost of the promotion being proposed.



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

STAFF REPORT

By: Chris Cahill
Date: August 12, 2019
Item: **4.c**
Subject: Consideration and potential approval of amendments to the District Personnel Manual relating to salary steps in the year following initial hire.

RECOMMENDATION

Approve the proposed revisions to the District Personnel Manual.

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

It has recently come to our attention that the District Personnel Manual includes conflicting language about salary step increases and how they occur during the first year of employment for regular District employees. To remedy that situation we propose the following clarifying changes:

Section 2.1, Definitions

Existing

Salary Step Increase: An increase in salary of one step within the salary range prescribed for the class, based upon “satisfactory” or better performance during the first six months of employment as established through performance evaluation, unless initially appointed above the minimum step, and annual adjustments thereafter based upon “good” or better performance as established through performance evaluation until attainment of the top step of the salary range.

Proposed

Salary Step Increase: An increase in salary of one step or one half step within the salary range prescribed for the class, based upon adequate performance as established through performance evaluation, until attainment of the top step of the salary range.

Section 2.10, Performance Evaluation (in part)***Existing***

Salary movement through the steps of a pay grade will be based on performance as follows. In each case part time employees will have the opportunity for a step increase when they reach the full time hour equivalent.

- At six months- a half step increase if employee's most recent overall performance review meets or exceeds "Satisfactory".
- At one year- a half step increase if employee's most recent overall performance review meets or exceeds "Satisfactory".
- Each year thereafter until the employee reaches the top salary step- a full step increase if employee's overall performance review meets or exceeds "Good".

Proposed

Salary movement through the steps of a pay grade will be based on performance as follows. In each case part time employees will have the opportunity for a step increase when they reach the full time hour equivalent.

- At six months- If hired at the first step, a half step increase if employee's most recent overall performance review meets or exceeds "Satisfactory".
- At one year- If hired at the first step, a half step increase if employee's most recent overall performance review meets or exceeds "Satisfactory". If hired above the first step, a full step increase if employee's most recent overall performance review meets or exceeds "Satisfactory".
- Each year thereafter until the employee reaches the top salary step- a full step increase if employee's overall performance review meets or exceeds "Good".



STAFF REPORT

By: John Woodbury
Date: August 12, 2019
Item: 4.d
Subject: Consideration and potential approval of trail license agreement with Pacific Union College.

RECOMMENDATION

Approve the trail license agreement with Pacific Union College

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

Pacific Union College owns approximately 1,720 acres of forested open space to the east of their campus in Anguin. Within the forest are an estimated 35 miles of trails, some based on old 4-wheel tracks, and some constructed over time by various people, usually without the permission from the College. The College has tolerated this construction, and unofficial use by the public, but until recently was reluctant to officially sanction public recreational use of the trails due to concerns regarding liability and protection of the forest.

After years of internal and public debate about the future of the forest, the College in the past few years has been making a concerted effort to both preserve the forest and make it more generally available for educational, spiritual and recreational purposes. In 2018 the Land Trust of Napa County and the College worked together to place a conservation easement over much of the forest (the easement is now held by the California Department of Forestry, which also manages the adjacent Las Posadas Demonstration Forest). The conservation easement allows the trails to remain, and allows but does not require public access.

As a follow-on to the conservation easement, the District and the College have negotiated a license agreement which provides for public recreational trail use. In exchange for the College officially allowing this public use, the District agrees to indemnify and insure the College against liability, to coordinate trail maintenance and repair, and to help educate the public regarding policies designed to protect the ecological integrity of the forest.

As part of the license agreement, the College also agrees to designate several trail segments, running from the southeastern to the northwestern corners of the forest property, as part of the Bay Area Ridge Trail. The Ridge Trail is a planned 550 miles trail circumnavigating San Francisco Bay running through the mountains surrounding the bay; approximately 350 miles of the planned trail is complete.

Approximately 5 miles of trails within Moore Creek Park to the south are already designated as part of the Bay Area Ridge Trail. One of the goals of the District, as articulated in the District Master Plan, is to extend the Ridge Trail from the north end of Moore Creek Park to the Anguin community. The proposed license agreement is a key step in making this trail connection. If approved, District staff will be in the position to complete negotiations with the intervening property owners for permission to complete the trail connection.

The District's financial exposure for accepting liability for public recreational trail use should be minimal, because California has adopted a Hazardous Recreational Activity statute that provides broad immunity. Under the statute, users of public trails assume the liability for a wide range of what state laws defines as hazardous recreational activities. Staff has applied to the District's insurance underwriter to add these trails to the District's liability policy.

Staff recommends the Board approve the attached license agreement, to go into effect as soon as the District's insurance carrier has agreed to add the trails to the District's liability policy.

**TRAIL LICENSE AGREEMENT
BETWEEN
PACIFIC UNION COLLEGE
AND
NAPA REGIONAL PARK AND OPEN SPACE DISTRICT**

THIS LICENSE AGREEMENT is dated _____, 2019, ("Effective Date"), by and between PACIFIC UNION COLLEGE, a California nonprofit religious corporation ("PUC") and NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT, a special district of the State of California (the "**District**"), subject to the terms and conditions set forth below. PUC and District may be referred to collectively as the "Parties" and individually as a "Party."

RECITALS

- A. PUC is the owner in fee of that certain real property containing approximately 1720 acres, located in the County of Napa, State of California, commonly referred to as APN's 024-230-003, 024-230-012, 024-230-013, 024-080-046, 024-080-045, 024-080-044, 024-080-041, 024-080-040, 024-080-049, 024-080-048, 024-410-014, 024-080-035, as illustrated in Exhibit A, attached hereto and incorporated herein by reference (the "**Property**").
- B. District is a special district of State of California, organized under section 5500 et seq of the California Public Resources Code for the purpose of protecting open space and natural resources, and providing public outdoor recreational opportunities.
- C. District seeks to enter upon and develop a trail through Property that will join Moore Creek Park with public roads in Angwin, and PUC wishes to assist District by allowing District and the general public to use certain portions of the Property for trail uses, as further described below.
- D. Notwithstanding any other provision herein, this License Agreement is subject (i.e. subordinate) to the terms of that Deed and Agreement Conveying a Conservation Easement between PUC and the State of California executed on June 27, 2018 and July 2, 2018 ("Conservation Easement") A copy of the Conservation Easement is attached hereto as Exhibit B and incorporated herein. Any provision of the License Agreement that is inconsistent with PUC's obligations under the Conservation Easement is void, or at the option of PUC shall be modified so as to be consistent with PUC's obligations under the Conservation Easement.

AGREEMENT

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency is hereby acknowledged, the parties acknowledge the foregoing recitals are true and correct and incorporated herein and further agree as follows:

1. Terms of Trail License.
 - a. Grant. PUC hereby grants to District, its agents and contractors, and the general public, a non-exclusive, revocable License to enter upon and use the

certain areas of the Property for the purpose of construction, use, maintenance and operation of public trails (the "Trails") and trail related improvements (the "Trail Related Improvements") on, over, along and across the Property as generally depicted in Exhibit B on the terms and conditions set forth herein. All of said activities shall comply with the requirements of the Conservation Easement, including but not limited to notifying and/or obtaining the prior consent of the California Department of Forestry and Fire Protection ("CAL FIRE"). Trail Related Improvements include, but are not limited to, modifications to reduce existing and future erosion and improve safety, and installation of interpretative and directional signs, fences and gates, and public parking areas.

- b. Trails Use. The Trails are for use by the public for non-motorized, non-commercial, passive recreational trail purposes, including hiking and biking and other compatible uses, but not including hunting or prospecting or removal of or damage to native plants and animals. Trail use may be restricted to the hours of sunrise to sunset at the sole discretion of PUC. District shall install and maintain signs at locations acceptable to PUC and that are consistent with the Conservation Easement that notify users of the scope of Trail Use. The signs shall be approved by the PUC in advance and shall contain the information required by PUC. District shall be solely responsible for all expenses associated with any Trail Related Improvements made by District. While the parties intend the users to be the general public, PUC reserves the right to exclude individuals who violate the rules or damage the Property. PUC reserves the right to use the Trails and Trail Related Improvements for its personal use of any type at any time, and to make improvements to and maintain the Trails to the extent it wishes to do so.
- c. Scope and Location. The Trails shall be located on the designated existing trails and roads on the Property, as shown on Exhibit B, or as relocated subject to approval of PUC and consistent with the Conservation Easement. Additionally, District may construct a new trail segment of less than 50 feet at the southeastern edge of the Property to connect to a trail that connects to Moore Creek Park, provided that CAL FIRE approves of said new trail segment. This trail shall be of the same unpaved nature as the surrounding roads and trails.
- d. Installation of Trail Related Improvements.
 - i. Use Permit for the Trail. District shall provide PUC with a copy of any permit application to Napa County prior to submittal. District shall provide PUC with timely information about the permit process and hearing dates. District shall be solely responsible for all expenses associated with any permit sought by District.
 - ii. Construction. District shall notify PUC and obtain PUC and CAL FIRE approval prior to making any Trail Related Improvements.

2. Operational Issues.

- a. Operations and Management Plan. District shall operate and administer the Trail in coordination with PUC and in accordance with an operations and management

plan (the "Operations and Management Plan") to be prepared by the District, and reviewed and approved by PUC, in its sole discretion and consistent with the Conservation Easement. The Operations and Management Plan when approved by the Parties, and any amendments thereto executed by the Parties, shall be deemed incorporated herein by reference as if set forth in full herein. Use of the Trail by the public shall be permitted only after said plan is in place, and at the times and subject to such rules and regulations set forth in the plan.

- b. Maintenance of Trail and Trail Improvements. District shall be solely responsible for all expenses associated with the maintenance of the Trail and Trail Related Improvements made by District. District shall give PUC reasonable prior notice of all maintenance activities. Except in the event of an emergency, no maintenance activities shall occur during that time each week commencing one (1) hour prior to sunset Friday evening and ending one (1) hour after sunrise on Sunday morning.
- c. Restrictions on Trails. No motorized vehicles shall be permitted on the Trails by District and the public, except in connection with the District's construction, installation, maintenance, repair and replacement of Trail Related Improvements. District shall not place or permit to be placed, any building or structure on the Trails, nor shall it use pesticides, herbicides or other hazardous materials on the Trails without prior written permission from PUC.
- d. Permits and Regulations. District shall be responsible for securing any required approvals, permits and authorizations from any federal, state or local agencies and shall comply with all applicable laws and regulations for public use of the Trails and installation of Trail Related Improvements. District shall pay all costs and expenses associated with the (1) application for and receipt of any necessary local, state or federal permits or approvals required with respect to the development and maintenance of the Trails and Trail Related Improvements; and (2) compliance with all local, state or federal laws and regulations applicable to use of the Trails and Trail Related Improvements.
- e. No Interference. District shall not interfere with the normal operation and activities of PUC, and District shall conduct its activities on the Property to minimize damage to the Property and inconvenience to PUC, its agents, employees and invitees.
- f. Repair and Restoration. If District, its agents or contractors cause any damage to the Property, or to PUC's roads, infrastructure or other property and improvements in connection with the exercise of this License, District shall repair and restore the Property to its original condition. District shall perform the repair and restoration required hereunder within 30 days of notice, unless this period is extended in writing by PUC. In the event that repair and restoration is performed following the termination this License, the District's Indemnity and Insurance obligations shall continue until repair and restoration is completed as provided herein.
- g. Funding for Trail Improvements. Notwithstanding anything to the contrary

herein, District shall be under no obligation to construct, install or develop the Trails or the Trail Related Improvements unless and until it has received all necessary and appropriate approvals and funds required to carry out the rights and obligations of District specified in this Agreement.

3. Other Provisions.

- a. Term. This License shall commence upon execution of this License by all parties. Either party may terminate this License at any time by giving thirty (30) days written notice to the other party. At the termination of this License, District shall immediately cease use of the Trails and the Property, and PUC shall have the right to prohibit the agents and contractors of District, and the general public from using the Trails and the Property.
- b. Indemnification. District agrees to indemnify, defend and hold harmless PUC and its officers, directors, employees, volunteers, trustees, agents and contractors, and the heirs, personal representatives, successors and assigns of each of them (collectively the "Indemnified Parties") from and against all claims, damages, losses, liabilities, causes of action and judgments, and all reasonable expenses incurred in investigating or resisting the same (collectively "Claims") arising out of or in any way connected with this License including, without limitation, Claims for loss or damage to any property, or for death or injury to any person or persons, unless and to the extent due to the gross negligence or willful misconduct of PUC.
- c. Public Use Indemnification. District further agrees to indemnify, defend and hold harmless, PUC and PUC's Indemnified Parties from and against all Claims, arising from or in any way connected with injury to, or the of death of any person, or physical damage to any property occurring on the Trails or within the Property, if and to the extent caused by a member of the public not associated with PUC who has entered therein to use the same for the purposes set forth herein.
- d. Insurance. District, at its sole cost and expense, shall insure its activities in connection with this License and obtain, keep in force, and maintain insurance as follows:
 1. Commercial Form General Liability Insurance (contractual liability included) with minimum limits as follows:
 - a. Each Occurrence \$1,000,000
 - b. Products/Completed Operations Aggregate \$ 1,000,000
 - c. Personal and Advertising Injury \$ 1,000,000
 2. Workers' Compensation as required by California law.
 3. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of Trust and District against other insurable risks relating to performance.

- e. Conditions Applicable to License. This License is subject to: (1) all existing covenants, conditions, reservations, contracts, leases, licenses, easements, encumbrances, restrictions and rights of way with respect to the Property, whether or not of record; and (2) the provisions of the Conservation Easement, whether or not the Conservation Easement is in effect.
- f. No Transfer or Assignment. This License may not be transferred or assigned. Any attempt to transfer or assign this License shall automatically terminate it.
- g. Waiver of Certain Defenses. District hereby waives any claims of laches, waiver, estoppel, or prescription.
- h. Entire Agreement - Alteration in Writing. This License supersedes any and all prior understandings and agreements, whether written or oral, between the parties with respect to the subject matter of this License. No alteration or variation of this License shall be valid unless made in writing and signed by PUC and District.
- i. Notice. Any notice required hereunder shall be in writing and shall be addressed as follows:

PUC: Brandon Parker
 Financial Administration
 Pacific Union College
 One Angwin Avenue
 Angwin, CA 94508

District: General Manager
 Napa County Regional Park and Open Space District
 1195 Third Street, Room 210
 Napa, California 94559

or to such other address as either party may indicate in a written notice to the other. All notices and communications given under this License Agreement shall be deemed to have been duly given and received: (i) upon personal delivery, or (ii) as of the third business day after mailing by United States certified mail, return receipt requested, postage prepaid, addressed as set forth above, or (iii) the immediately succeeding business day after deposit (for next day delivery) with Federal Express or other similar overnight courier system, or (iv) 24 hours after facsimile transmittal with confirmation of receipt and followed by personal delivery, United States mail, or overnight delivery as specified in this Paragraph.

- j. Lien Free Condition. District shall not cause or permit any liens to be placed against the Property or against PUC's other property as a result of District's exercise of rights under this License. In the event of the filing of any such liens, District shall promptly cause such liens to be removed.
- k. Liberal Construction. Any general rule of construction to the contrary notwithstanding, this License shall be liberally construed in favor of the grant to achieve the intended purposes set forth herein. If any provision in this instrument is

found to be ambiguous, an interpretation consistent with the purposes of this License that would render the provision valid shall be favored over any interpretation that would render it invalid.

1. Counterparts. The parties may execute this instrument in two or more counterparts that shall, in the aggregate, be signed by all parties; each counterpart shall be deemed an original instrument as against any party who has signed it.
- m. Representation of Authority of Signatories. Each individual executing this Agreement on behalf of the District or PUC represents and warrants to the other party that the execution and delivery of this License and all related documents have been duly authorized by the party for which the individual is signing and that the individual has the legal capacity to execute and deliver this License and thereby to bind the party for which the individual is signing

IN WITNESS WHEREOF, the parties have executed this License Agreement the day and year first above written.

PUC:

DISTRICT:

By: _

By:

Its:

Its:

Exhibit A Property Map

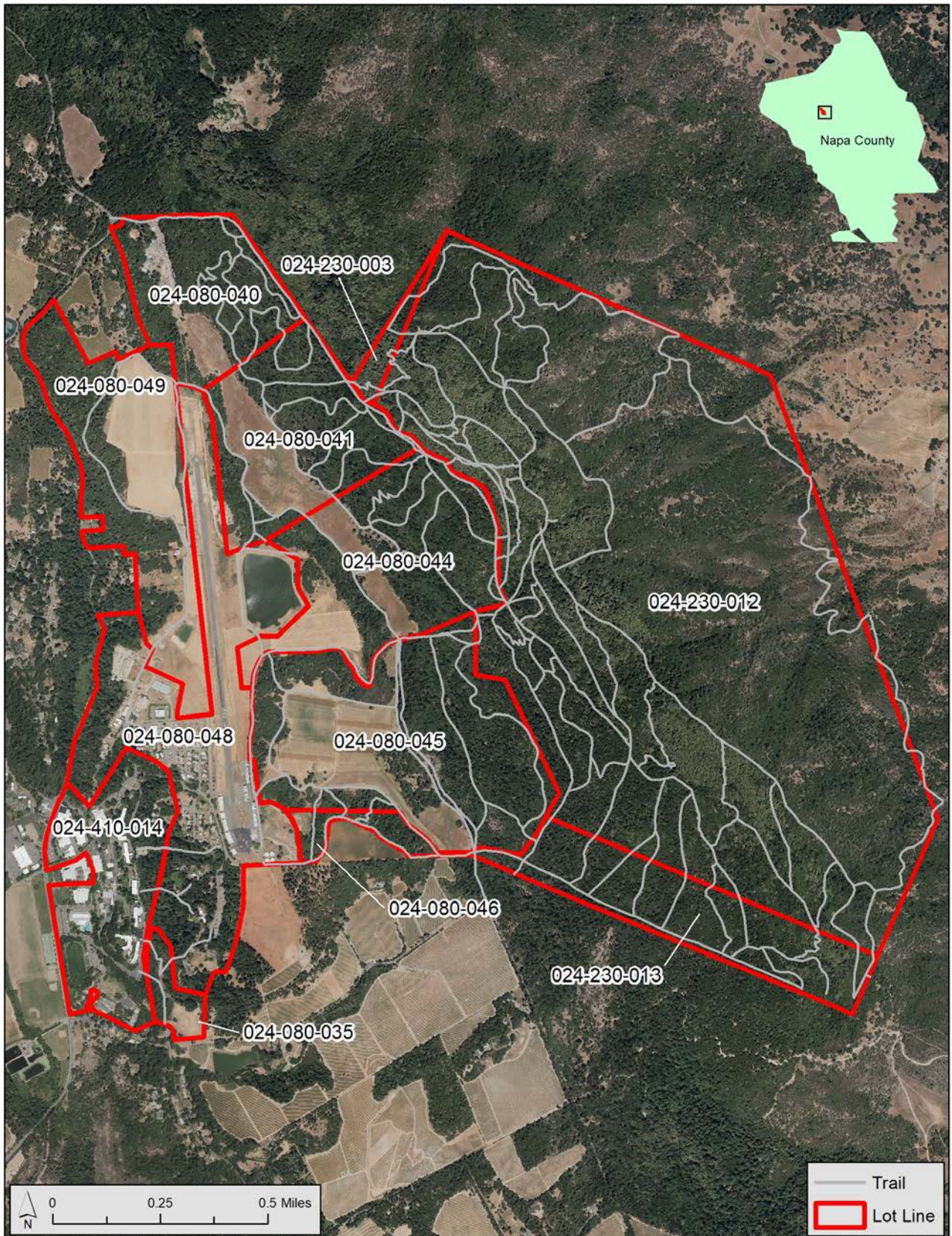
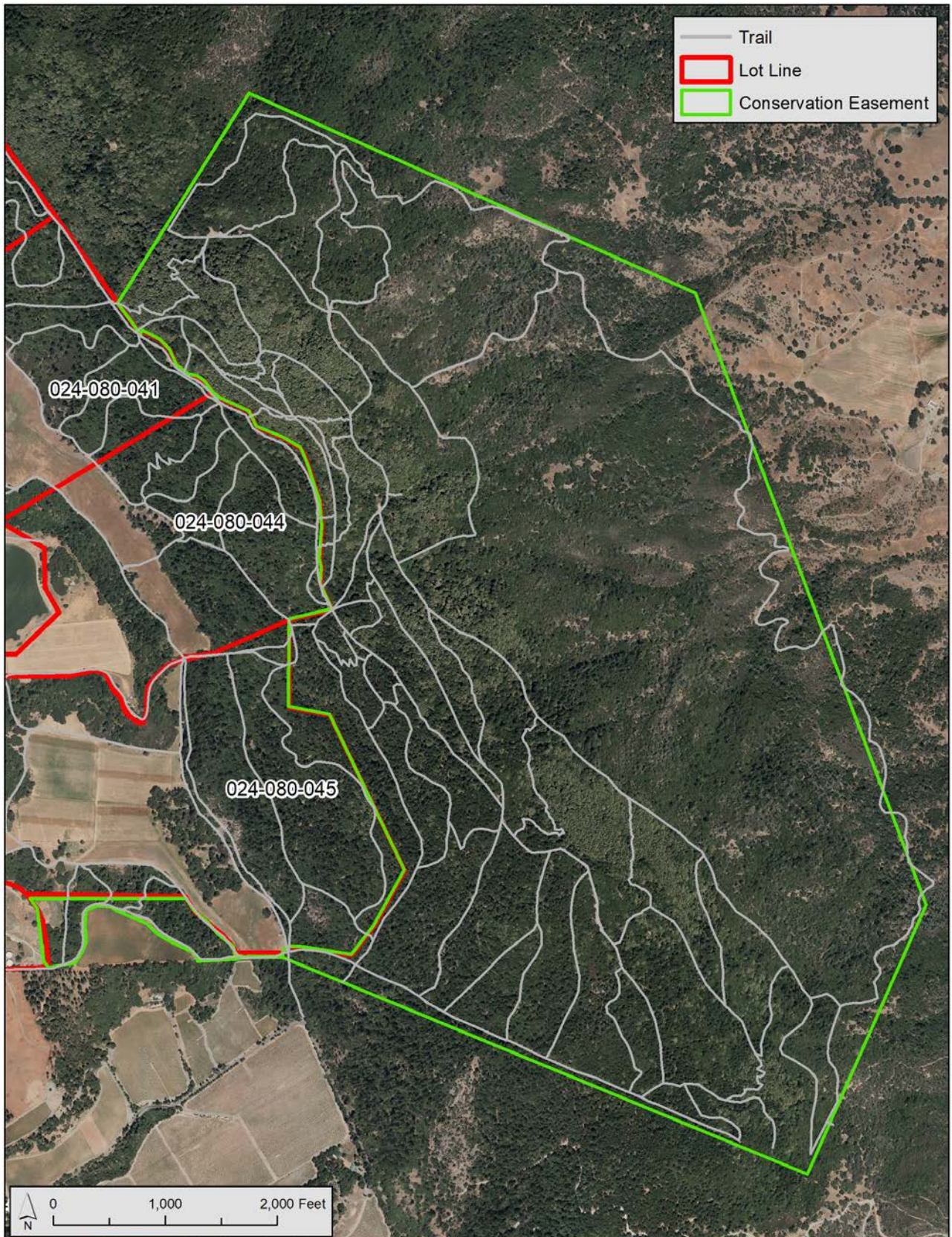


Exhibit B Conservation Easement





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

STAFF REPORT

Date: August 12, 2019

Item: **4.e**

Subject: Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff.

RECOMMENDATION

Receive the report.

BACKGROUND

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

Attached is a report showing all District expenditures for July 2019.

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

None to report.

PARKS & OPEN SPACE DISTRICT - JULY 2019 EXPENSE REPORT

General Admin - 85000-00

Date	Journal Line Description	Name	Monetary Amount
07/01/2019	WC Renewal premium ins.		\$ 15,251.19
07/01/2019	Kaiser premium		\$ 3,681.41
07/30/2019	ENV FEE	DELL MARKETING LP	\$ 6.00
07/30/2019	DELL 24" MONITOR	DELL MARKETING LP	\$ 223.99
07/30/2019	SALES TAX	DELL MARKETING LP	\$ 68.60
07/30/2019	OPTIPLEX 5060 SFF	DELL MARKETING LP	\$ 788.83
07/31/2019	7/1/19 Google gsuite	WOODBURY,JOHN ROBERT	\$ 30.00

Moore Creek Dept - 85010-00

Date	Journal Line Description	Name	Monetary Amount
07/01/2019	ins premium Moore Creek		\$ 1,134.46
07/12/2019	PR2GL Pay End 6/28/19		\$ 2,260.00
07/12/2019	PR2GL Pay End 6/28/19		\$ 3,499.64
07/12/2019	PR2GL Pay End 6/28/19		\$ 111.74
07/12/2019	PR2GL Pay End 6/28/19		\$ 380.07
07/12/2019	PR2GL Pay End 6/28/19		\$ 370.44
07/26/2019	PR2GL Pay End 7/12/19		\$ 2,260.00
07/26/2019	PR2GL Pay End 7/12/19		\$ 70.02
07/26/2019	PR2GL Pay End 7/12/19		\$ 1,536.39
07/26/2019	PR2GL Pay End 7/12/19		\$ 235.39
07/31/2019	7/3/19 Kelly Paper Supplies	WOODBURY,JOHN ROBERT	\$ 64.57

State Park - 85010-08

Date	Journal Line Description	Name	Monetary Amount
07/12/2019	PR2GL Pay End 6/28/19		\$ 5,929.60
07/12/2019	PR2GL Pay End 6/28/19		\$ 3,658.92
07/12/2019	PR2GL Pay End 6/28/19		\$ 1,111.32
07/12/2019	PR2GL Pay End 6/28/19		\$ 252.03
07/12/2019	PR2GL Pay End 6/28/19		\$ 663.40
07/15/2019	Bank Supply fee- WFB		\$ 69.39
07/26/2019	PR2GL Pay End 7/12/19		\$ 7,995.96
07/26/2019	PR2GL Pay End 7/12/19		\$ 192.56
07/26/2019	PR2GL Pay End 7/12/19		\$ 4,710.59
07/26/2019	PR2GL Pay End 7/12/19		\$ 786.14
07/26/2019	PR2GL Pay End 7/12/19		\$ 362.79
07/31/2019	7/17/19 Summer Camp Food	ARDIZZONE,JESSICA JO	\$ 194.21
07/31/2019	7/10/19 T-Shirt Printing Trail	ARDIZZONE,JESSICA JO	\$ 510.14
07/31/2019	7/2/19 American Red Cross Trng	WOODBURY,JOHN ROBERT	\$ 284.00

Napa County Regional Park and Open Space District

Projects Status Report

12-Aug-19

<u>Name of Project</u>	<u>Description</u>	<u>Status</u>
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. Grant awards are expected to be announced in mid-2019. A legal description of the conservation area covering the meadow at Amy's Grove has been completed. We met with staff of the Resources Agency to tour the Chamberlain extension in support of our HCF grant application on May 8th. PG&E is marking trees for transmission line clearance trimming in the right of way adjacent to our property. We have attempted to limit the scope of that work, but ultimately we have little say in the process. <u>In late July 2019 we learned that we did not receive the Habitat Conservation Fund grant we had applied for to assist with the purchase of the 164 acres to the north; staff believes we have sufficient funds to complete the purchase without this grant.</u>
Bay/River Trail -- American Canyon to Napa	An 8+ mile recreational trail 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 CADFW staff on June 12, 2018 to discuss CDFW concerns. Senator Dodd organized a meeting in October with the City of American Canyon, County of Napa and the District in an attempt to move the project forward, and another meeting with District staff and CADFW staff on November 28, 2018. Staff has been working with BCDC to prevent DFW from imposing user fees for people walking on the trail along the edge of the wetlands.
Berryessa Estates & Trinchero Donation	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 June 2019 no progress had been made. <u>Per CalFire, the planned prescribed burn for Spanish Valley has been cancelled due to deteriorating weather conditions; we'll try again in 2020.</u>
Berryessa Vista	Planning, stewardship and expansion of this wilderness park.	Volunteers working with the District have completed detailed GIS mapping showing all existing roads, creek crossings, vista points and potential campsites. 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. The District is now waiting on the Bureau of Reclamation to complete their environmental review of the planned trail work that would occur on Reclamation land. Staff has been reviewing PG&E plans to grade and widen an access road to their high power lines that cross the property, to ensure the work does not cause future erosion nor increase vehicular trespass. Staff is meeting with representatives of local Native American tribes to confirm our work will not damage any cultural resources.

Camp Berryessa

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

A grant for \$50,000 to help with construction was provided by the Mead Foundation, together with a \$1.7 million grant from the State Coastal Conservancy. Construction of Phase I, which includes beds for up to 64 campers was completed in June 2016. Jim Hanks, a Bureau of Reclamation maintenance employee and life-long Berryessa resident has moved his park unit trailer onto the property and become our first volunteer camp host. Tuleyome, the BOR, and Forest Trails Alliance have completed the adjacent 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. Issues with the composting toilets and water systems (the result of poor design and power failures) appear to have all been resolved. With the help of the Bureau of Reclamation, historic bridge stones have been placed around the property to restrict vehicle access and add character. We completed a fresh fee survey in early 2019, the results of which we are now analyzing to see if our rental rates need to be updated, we will be bringing those to the Board. The camp has been very busy with summer bookings: Sarah Clark is taking on increasing responsibility for day to day operations and we are looking in to solar battery backups to provide more reliable power as rural blackouts on windy days have become the new normal.

(The) Cove at Mt. Veeder

Reconstruction of campground and trails

The Cove was severely burned in the October 2017 fires; since then staff has been working on cleanup. 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 worked with a forester to develop a plan for salvage logging to (a) remove hazardous dead trees in the campground area and (b) 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 was completed during the week of July 23rd followed by the logger completing his clean-up and erosion control operations. Road rebuilding is complete. Heavy rains in early 2019 (more than 5 inches in one day) happily did not wreak too much havoc at the Camp or on the new driveway. A State Employment Development Department funded crew of 4 (using fire emergency job training funds) started work on April 2, 2019; they will be available through the end of the calendar year; so far they have completed chipping of much of the remaining woody debris, and are well along with cutting larger logs into rounds for eventual splitting for firewood. In July 2019 we worked with our salvage logging contractor on improvements to the gravel driveway to make it more useable to visitors in sedans.

Lake Hennessey North Shore Trails

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

In November, 2009 the Napa City Council directed city staff to work with the District to finalize an agreement for the proposed Hennessey trails. The District approved a Mitigated Negative Declaration on February 14, 2011. A final lease agreement and operations plan was approved by the District Board in August 2012, and by the City Council in September 2012. Work was completed on the connector trail to Moore Creek in June 2013. Lake Hennessey North Shore Trails formally opened with a ribbon cutting on October 18, 2014. The Sam the Eagle Trail was completed in April 2015 and, in staff's opinion, turned out wonderfully. Forest Trails Alliance donated a hand carved wooden trail sign that was installed at the northern terminus of the new trail. District staff 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. It appears likely the final section of new trail planned for the Lake Hennessey Unit will be funded through an Active Transportation grant and constructed by Conservation Corps North Bay under our direction. The Whiskey Ridge and Conn Peak Trails (along with the Conn Peak Spur) are now complete and open to the public, nearly three miles of delectable new singletrack all in.

Moore Creek Park Development

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

The park opened on June 30, 2013. 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 trail building 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. The Gate House was re-roofed in November 2018 using the Moore Creek maintenance/repair reserve fund. Staff coordinated w meeting with CalFire and a neighbor to determine what level of tree trimming is needed on the neighbor's property next to the ranch house to comply with Firewise regulations and the trimming work is now underway.

Oat Hill Mine Trail	Various improvements to the historic Oat Hill Mine Road	<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. 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. The lower 1/4 mile of the trail was repaired in early January 2019 by staff and volunteers, with an improved inboard drain, culvert and waterbars, to correct problems created by CalFire's 2017 bulldozing. Another landslide occurred due to the heavy rains in late Feb 2019; staff and volunteers have been working on repairs. <u>Deer season trail closure signs were put up in early August. Staff investigated reports of an illegal campsite near the Oat Hill Mine Trail, and is investigating reports of two 4-wheel jeeps on the trail, clearing vegetation and other obstructions along the trail between Calistoga and the Palisades Trail.</u></p>
Skyline Park	Permanent protection of Skyline Park	<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 were unable to agree on the fair market value of the property, negotiations stalled, and the legislative authorization expired. A Draft EIR was released in late September 2013 for the proposed expansion of the adjacent Syar Quarry. The District Board approved comments on the DEIR at it's October 2013 meeting. The Final EIR was released in November of 2014; the Planning Commission certified the EIR on October 21, 2015. On October 22, 2015, the State applied to the county to rezone Skyline Park by removing the Skyline Wilderness park Combining District overlay, which would make it easier for the State to sell for development and at a higher price. The Planning Commission certification for the quarry expansion was appealed to the Board of Supervisors by two organizations. The District in February 2016 submitted two letters to the Board of Supervisors, one requesting the setback between the quarry and the park be protected through a permanent conservation easement, and the other expressing support for the changes to the quarry project that were recommended by the County Planning Department, with additional protection for Pasini Ridge. 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. Senator Dodd in December 2018 introduced SB 20, which would again authorize the State to sell Skyline Park to the District and/or county for the sole purpose of it continuing to be a public park. In January 2019 the District sponsored the filming of a short feature for Doug McConnell's Open Road TV series to help build support for the purchase of Skyline. The District is working with SPCA to utilize a TBID grant obtained by the District to upgrade their web site including an on-line reservation system, improve their park map and brochure, and install an automatic pay machine on the River to Ridge Trail. <u>As of early August 2019, a new Skyline map has been completed, the new web site is up and running, the on-line reservation system is operational, and the automatic pay station should be installed any day now. Staff has begun preparation of the application to the County to permit opening Suscol Headwaters from the Skyline Park side.</u></p>
Smittle Creek	Planning and permits to open this 411 acre holding for public use	<p>The District completed purchase of this property in December 2015. The next step is to conduct resource surveys, complete CEQA, and obtain permits. A botanist was retained in early 2016 to do a reconnaissance level survey of plant resources as the first step in planning for the property; his report was received in January 2017; the report describes the property as one of the best locations in the County for native grasses. US Geological Survey has requested permission to place a seismic monitoring station on the property; staff has worked with them to identify an appropriate location. In July 2016 the placement request was submitted to the Wildlife Conservation Board (WCB) for concurrence, which as the provider of the grant to acquire the property has the right to review such changes. WCB approved the request in August. An access agreement with USGS is before the District Board for approval at the September 2016 meeting. A group of 20+ people from Tuleyome were given a hiking tour of the property in December 2016, as a way to build interest in the property and build a pool of volunteers to help with restoration and improvement of the property. On March 4 2017, Tuleyome volunteers brushed the Iron Mountain trail (in the Cedar 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, more than filling a 30 yard dumpster with debris. In late May, field staff met with the US Geological Service to assist with the placement of a remote seismographic station on the property. <u>Our volunteer caretaker for this property has made repairs to the dirt roads and the perimeter fencing.</u></p>

State Parks	Operate Bothe-Napa Valley State Park, Bale Grist Mill State Historic Park and RLS State	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 agreed to let the District repair the house and place a camp host/caretaker on site to prevent further vandalism. The well and water tank was repaired in late 2018, and a District employee is now living on site and serving as the caretaker. A tree fell on the Silverado House in the late Feb 2019 storms; this was cleaned up last week, but the roof which was already in poor shape is now leaking. <u>We have been attempting, but so far with no success, to get State Parks approval to repair the roof.</u>
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. As of November, Caltrans is once again working on plans and specs for the red legged frog pond. We plan to file a use permit to open the preserve to the public in summer 2019, as soon as the biological survey update that is scheduled for this spring is complete. As of early April 2019 we have begun actively assembling a trail development plan and working on final CARLF pond plans and specifications with Caltrans. We have hired Kevin Smallman, to help with trail corridor planning and spent May 10 and 11 hiking and flagging the property. In late June we met on site with Caltrans and USFWS biologists and geologists to refine preliminary pond plans. <u>We are negotiating with the City of American Canyon and an adjacent property owner regarding the potential to relocate the access easement to our property from Highway 12.</u>
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. Staff met with the Vine Trail and Syar on March 6, 2019 to work out details related to the easement. <u>A revised version of the easement, and an associated agreement allocating responsibilities has been prepared.</u>

Completed Projects

Amy's Grove	Donation of 50 acres along Dry Creek and Wing Creek	The donation of approximately 50 acres of open space from the Chamberlain family to the District closed in December 2015.
Bay Area Ridge Trail Realignment	Amendment to the proposed alignment of the Bay Area Ridge Trail extend north to the Oat Hill Mine Trail	In December of 2012 the Bay Area Ridge Trail Council approved the proposed realignment of the Ridge Trail through Napa County as requested by the District.
Bay 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	

<p>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</p>	<p>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.</p>
<p>Master Plan Development The Master Plan for 2008-2013 was approved in January 2009</p>	
<p>Master Plan Update First scheduled update to the Master Plan adopted in January 2009</p>	<p>Board adhoc committee appointed. Methodology for doing update has been agreed upon. Project was delayed due to competing demands on staff time (primarily the effort to keep Napa's state parks from closing. A draft update has been prepared by staff working with the Board ad hoc committee for the Master Plan update, and released by the Board at the April 9, 2012 meeting for public comment. The plan update was adopted by the Board at its June 2012 meeting.</p>
<p>Milliken Reservoir Trails and Picnic Area Feasibility Study Would construct approximately 3 miles of Bay Area Ridge Trail plus additional feeder and loop trails, along with a staging and picnic area</p>	<p>The feasibility study has been completed, and accepted by the Board of Directors. The Napa City Council in November, 2009 approved city staff recommendation to hold off on the Milliken Reservoir trails project until the Hennessey trail project is up and running.</p>
<p>Moore Creek Open Space Park Acquisition of 673 acres in the Moore Creek Watershed completed in December 2008.</p>	
<p>Napa River Ecological Reserve Improvements Parking area paved, and rock barrier installed to control vehicular access in 2007. Trash enclosure constructed and entry signs restored by volunteers in 2008. Deteriorated kiosk removed in 2008. The District in July 2008 assumed the County's role in managing the preserve under the joint management agreement with DFG. A new maintenance contract with the non-profit organization Options 3 was started in January 2009. The old deteriorated information kiosk, which had become a serious eyesore, was removed in November 2008.</p>	
<p>Napa River Ecological Reserve Restoration This multi-year project resulted in the removal of the bulk of the invasive teasel that had taken over the 5 acre meadow at the entrance to the Reserve, and the construction of a short native plant interpretive trail. Work was done by volunteers, students, and paid contractors. In doing this work, several thousand students received a day of environmental education about native and invasive plants and riparian ecology.</p>	
<p>Napa River Flood Control Easement Conservation easement accepted by District in 2007 to facilitate Flood District project and grant funding</p>	
<p>Newell Preserve Improvements Provide on-site water supply for group campground for cattle</p>	<p>As part of the arrangement with the land trust on the District's purchase of Berryessa Vista, the land trust was willing to use some of the proceeds from the transaction to fund a well pump and distribution system at the Preserve. However, the first well drilled by the City of American Canyon came up dry. The City has dropped plans for drilling any more test wells.</p>
<p>Oat Hill Mine Trail The Oat Hill Mine Trail was formally opened in May Of 2008, after a major volunteer work party doing signage installation, brush removal and erosion control.</p>	
<p>Oat Hill Mine Trail Transfer of 40 acre parcel from BLM</p>	<p>The District in 2008 applied to BLM for a non-fee transfer to the District of a 40 acre parcel at Maple Springs on the Oat Hill Mine Trail; this application is pending. Staff met with BLM in February 2011 to discuss how to speed up this transfer; another meeting with the same topic was held August 5, 2011. The District is still waiting on BLM to process the application. BLM in April 2016 indicated they did not want to transfer this parcel, so the District's application will be dropped.</p>
<p>River to Ridge Trail Enhancements Installation of animal silhouettes along the entryway fence illustrating the types of birds and mammals that can be found in the area completed by Eagle Scout candidate in 2008. In November 2008 five Valley Oak trees were planted at the Highway 221 entrance to the trail with the assistance of a volunteer from CNPS.</p>	
<p>River to Ridge Trail Lot line adjustment to legalize River to Ridge Trail as constructed (it currently encroaches on</p>	<p>Deeds accomplishing the adjustment in property boundaries between Syar and the State have been recorded.</p>
<p>River to Ridge Trail Entrance Enhancements A new information kiosk was installed at the entrance in December 2008 as part of a Boy Scout project. Several Live Oak seedlings were donated by CNPS and have been planted at the entrance to improve its appearance.</p>	

River to Ridge Trail

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

Skyline Park Road and Trail Improvements

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

Skyline Park Concessionaire Agreement Renewal

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

Skyline Park Trail Improvements

Major volunteer event to reroute and repair trails

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

Skyline Park Facility Improvements

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

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

South Napa Wetlands Habitat Area

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

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

Suscol Headwaters

Acquisition of 709 acres of the former Kirkland Ranch

The acquisition was completed in November 2017.

Trinchero Open Space Acquisition

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

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

Wild Lake Ranch

Assist land trust with planning and possible joint management.

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.

Deferred Projects

<p>District Non-profit Foundation</p> <p style="padding-left: 20px;">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. Plans have been postponed while the District first focuses on increasing fundraising and outreach capacity without the challenges of establishing and supporting another legal entity, and to ensure what the District does is coordinated with fundraising efforts of other organizations.</p>
<p>Montesol West</p> <p style="padding-left: 20px;">Acquisition of 1,254 acres west of Highway 29 north of Robert Louis Stevenson State Park</p>	<p>The District had the opportunity to purchase 1,254 acres west of Highway 29 adjacent to Robert Louis Stevenson State Park. 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 would permit the area to be used for public recreation. The District prepared and obtained a Habitat Conservation Program grant that, together with a Moore Foundation grant obtained by the Trust for Public Land, would fully fund the purchase. 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. Unfortunately, the option expired at the end of February without TPL exercising it, because we were unable to provide the type of liability insurance the seller wanted to protect his interest in carbon credits that had been sold to the State for timber located on the property. Staff has begun discussions with other conservation partners about a strategy for changing the ARB carbon project rules so they don't prevent public ownership and access.</p>
<p>Rector Ridge/Stags Leap Ridge Trail</p> <p style="padding-left: 20px;">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, though it would need to be updated given the passage of time. The project concept was approved by the District Board, and was positively viewed by the Veterans Home administration. However, there were subsequently a series of changes and controversies within the Department of Veterans Affairs, which undid the progress we had made. The area in question also involves the Department of Fish and Wildlife, since they have an easement to allow hunters to use the area; the Department was initially supportive of the District</p>
<p>Vallejo Lakes</p> <p style="padding-left: 20px;">Possible purchase of 1100 acres of surplus Vallejo Water District lands, of which 200 acres are located in Napa County, and Lake Curry which is entirely in Napa County</p>	<p>Discussions between the District, the Land Trust of Napa County, the County of Solano and the Solano Land Trust indicate a common desire to work together to purchase this property adjacent to Skyline Park. The City Council of the City of Vallejo has officially authorized staff to pursue 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 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. Further progress on this project depends on the City of Vallejo and Solano County; the District cannot do more until they decide what direction to head.</p>

Bothe-Napa Valley State Park/Bale Mill Report

July 2019

- Park occupancy remains high including an increase in weekday cabin rental for July. Independence weekend was busy but manageable and the pool was open for 4 days that weekend.
- Four Jr Ranger programs were held on Saturday mornings in July with 78 people total attending (43 children & 35 adults).
- The 3rd Saturday hike this month was held at Bothe and focused on Redwoods. Two participants attended the hike.
- Maintenance staff replaced entry sill and floorboard at the mill, Power washed water wheel and continued with reattaching loose and detached buckets on water wheel.
- PEF's Status.
 - **Waterwheel Replacement:** Historian signed off on the revised PEF, now being sent back out to all specialists for comment/review.
 - **Silverado Roof:** State Parks responded that funding and staff from Bothe/Bale can't be used for repairs at RLS since we don't have an agreement to manage that park. We have challenged this determination with the District Superintendent and awaiting next steps.
 - **Site 40 Conversion to Host Site:** Scheduled to start construction Sept 24th.
- The second year of the annual summer camp, Camp Calypso, took place on July 15th-19th, 2019. This was the Napa Open Space District Outdoor Education Team's first time running the camp without the assistance of the Mycelium Project. Campers came from as far as Taiwan to participate in the summer camp. We had 20 campers (age 7-12) and one junior counselor (age 14). The theme of the camp was a journey through time, where campers explored life in the Napa Valley from past to present. Campers learned about geology, flora and fauna, Native Americans, pioneers, present life and nature preservation.
- The Spring Trail Challenge has finished up with over 32 participants with 7 who completed the full challenge. Drawings were held for the winners and prizes have been distributed. This year showed a noticeable increase in participation. Staff will meet in the offseason to look at additional ways to increase participation and promote.

- Assisting with promotion of the Mad Firkin Beer Fest. Completing final planning, volunteer recruitment, grounds preparation and set up. Maintenance staff cleaned up the upper parking lot at the mill to maximize parking spots for this and other events.
- Carolyn Sanders held the 20th annual Nature Camp at Bothe July 8-12. They had nearly 30 participants from local areas including returnees. Bothe staff supported the camp, providing lifeguards campsite and park facilities.
- One boys and girls club visited the park twice in July to participate in naturalist led Environmental Education program. Programs involve educational hike on the trail, activities and visitor center tour.
- Staff is promoting upcoming events (Firkin Fest, Harvest Dinner, Fiesta en el Molino Bale) on social media, website, newsletter and flyer distribution.
- Vehicle repairs to donated Jeep and Golf Carts, and took Mule in for service.
- Started repairs to Spring Trail landslide now that waterline has been assessed.
- Supported St Helena Rotary event at the mill including providing a miller for tour and demonstration.

Summer Camp 2019

Dates: Monday, July 15, 2019 – Friday, July 19, 2019

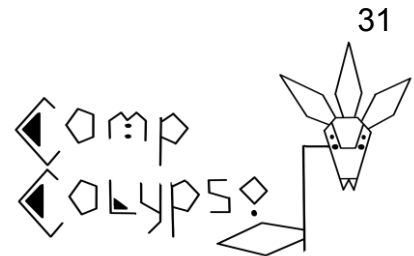
Theme: A Journey Through Time

Location: Bothe-Napa Valley State Park with a visit to the Bale Grist Mill

Campers (Ages 7-12): 20

Junior Counselor (Ages 13-16): 1

Staff: Jessica (lead), Jay, Cierra, JoeJoe, Sarah, Jonny



The second year of the annual summer camp, Camp Calypso, took place on July 15th-19th, 2019. This was the Napa Open Space District Outdoor Education Team's first time running the camp without the assistance of the mycelium project. Campers came from as far as Taiwan to participate in the summer camp. We had 20 campers (age 7-12) and one junior counselor (age 14). The theme of the camp was a journey through time, where campers explored life in the Napa Valley from past to present. Campers learned about geology, flora and fauna, Native Americans, pioneers, present life, human impact and the steps we can take to preserve nature.

The overnight was especially insightful; there were minor details that could only be learned by experience. Such as figuring out the timing of activities, the camping abilities of this age groups, the amount of food, cooking and prep needed, large group management during an overnight, and morning routines. Overall, the camp went over extremely well and we expect next year to run even smoother.

We had 3 staff on every day, at least one of the staff members was a certified lifeguard who would set-up/clean-up pool area and lifeguard during free swim.

The daily routine included check-in, crafts, morning circle with games, snack, hiking/activities, lunch, and free swim.

Additional activities by day:

Day 1: Monday Roks. Introductions and Icebreaker games, made wood cookie name tags, Camp Calypso T-Shirts and NOSD Bandanas, geology hike, tested soil.

Day 2: Life through Time Tuesday Made journals, explored the creek ecosystem.

Day 3: Wappo Wednesday. Made medicine bags, learned about native american plant uses, played tracking/stalking and camoflauge games, made douglas fir tea.

Day 4: Old Time Thursday. Visited Bale Grist Mill, made butter and tried mill flour bread, wood working activities.

Overnight: Set up camp before hiking to mill, slacklining on the pool lawn, free time at camp until dinner, skits and songs, smores, stories with jonny, night hike to cemetary.

Day 5: Forever Friday. Break down camp, breakfast, trash clean up, discussed the importance of preserving nature, made nature art in small groups, ate bay laurel ice cream.

International Camper!

While most campers live locally in Napa Valley, one camper came all the way from Taiwan to participate in our summer camp. The youngest camper, Shinlee, spoke minimal English (“yes”, “no”, and “I have to go peepee”). It was amazing to see the effort other campers put in to being inclusive, figuring out ways to communicate with her and comforting her. Her parents did not plan to have her participate in the overnight, but after she made a good friend, Lucia, who offered to bring extra camping gear and share a tent. Shinlee was excited to join in the overnight.

Overnight

We had about 6 campers who were unsure about the overnight at the beginning of the week. One camper’s mom reached out about possibly staying over with us, so that her son would not be scared. We offered solutions to this, such as staying in an empty campsite or yurt to be close. Other campers were uncertain, possibly scared of camping or being away from home. By the 3rd day all campers had decided to do the campout! This shows a lot to the trust that the kids and parents instilled in us over the first few days. There was not a single issue with homesickness. There were a few campers who got spooked during the night hike, but all was fine by bedtime.

Free time during overnight

Around 4pm on Thursday (about an hour after the usual camp end time), we had a free time at the campsite. Rules were set: tent doors open, only enter others tent when invited, etc. This worked well and allowed staff to have a short break, but they did get a little rambunctious after a while. Having additional activities for them to choose from at the campsite would have been good. Activities (such as corn hole, Frisbees, board games, crafts, ice-cream rolling) would have preoccupied and minimized minor conflicts between campers.

Scheduled Breaks

In general, naturalists are expected to work the entire day supervising kids. This does not allow for actual breaks away from the group. While there were moments, when some staff would step away from the group to get supplies, set up for the next activity, or take a 5-10 minute break when certain activities allow. This works fine for one day programs, but the overnight called for a longer, predetermined break time. (31 hours of supervising plus additional hours for set up and clean up is a long time!) We were able to work out scheduling breaks on the fly, but this should be scheduled in next year. Possibly 1 hour in the evening and 30 minutes in the morning.

Junior Counselor

We originally planned to have two camps, one for 8-12 year olds and a teen camp for 13-16 year olds. With no one signed up for Camp Sequoia by mid June, we closed registration. This allowed us to focus on Camp Calypso. With the number of staff we have and the additional duties staff has in other park roles it would have been very difficult to pull off both camps. Two weeks before camp two parents expressed an interest in Camp Calypso. We regretfully informed them it was canceled this year, alternatively we offered them junior counselor positions at a discounted rate of \$200. One opted out, while the other joined us as a Junior Counselor. Although we did not plan to have a junior counselor nor did we train her prior to camp, Bella

was a great addition to the camp. We were able to split the camp into two groups for hiking, mill rotations, and other activities. One group had two naturalists, while the other group had only one naturalist and one junior counselor. Having two leads per group is ideal for any unplanned moments (ie. bathroom breaks, injuries, individual attention to campers- talking to troublemakers, dealing with conflicts between campers, etc.)

Having a junior counselor “program” for camp may be a great alternative to Camp Sequoia. At least until we have more people interests in a teen camp. The interest of teen camp will increase, as the younger campers get older. Instead of taking the time to plan a teen camp each year, we may want to wait 2-3 years until we have invested campers that want to come back year after year. Future training for junior counselors could include an orientation to the park, introduce their role in camp, use of radios, safety protocol, etc.

Injuries/Care

- Naturalist Sarah hurt her foot on Tuesdays around 2:30 pm. Campers were in the process of changing out of swim suits and getting ready to go home. While supervising the kids walking to/from the restrooms and directing them to the closing circle location. Sarah moved a backpack that was holding open the self-latching gate at the pool; the gate swung and scraped the back of her heel. Conveniently, Jason and Jay were nearby and could assist with First Aid. Jay applied a gauze foot wrap to apply pressure and stop bleeding; a doctor treated Sarah later in the afternoon. Due to the injury prohibiting Sarah’s ability to hike, she did not return to staff camp the rest of the week.
- Camper Owen was bitten by a yellow jacket Wednesday afternoon at the creek, near the campground and Ritchie creek crossing. Jay and JoeJoe cared for Owen by providing an ice pack and monitoring his condition. Owen choose to sit out during the swim that afternoon. The next day Owen felt much better and was back to normal activities.
- Camper Caleb got a splinter on Monday; Jessica cared for by removing splinter and cleaning out with water.
- Camper Caleb got a sticker in his foot, Cierra assisted in removing.
- Camper Talus got sick Thursday morning. She notified Jessica her stomach hurt, Jessica had Talus drink some water and sit down. Talus felt like she could hike to the Bale Grist Mill with the group, about .25 miles from the cemetery on the history trail Talus threw up. Cierra walked her back to the campsite and monitored her. Talus felt better shortly after and wanted to join the group. Cierra drove her to the Mill where she participated in the activities; she hiked back with the rest of the group.

Staff Hours

Total hours worked		Mon.	Tues.	Wed.	Thurs.	Fri.	Thurs. Night
Jessica	54.5	10	8.5	11.5	8	8	8
Jay	36.5		7.5	5	8	8	8
Joejoe	25	7.5	10	7.5			
Cierra	24				8	8	8
Sarah	15	7.5	7.5				
Jonny	1				1		

Total 156

Camp Calypso 2019 Income/Expense Report

Income

1. Eventbrite		
a. Camp Registration (-Fees)	\$	4,899.18
b. Donations	\$	50
2. Direct Check to NCRPOSD		\$550

Total Income **\$5,499.18**

Expenses

1. Supplies		
a. Amazon	\$	(57.36)
b. Office Depot	\$	(10.00)
2. Food		
a. Safeway	\$	(194.21)
b. Cash&Carry	\$	(198.98)
3. Shirts		
a. Grapeleaf Graphics (Printing)	\$	(384.00)
b. Shirtspace (Blank T-Shirts)	\$	(77.22)
4. Staff	\$	(3,588.00)
156 hrs x \$23/hr		
(estimated rate)		

Total Expenses **\$ (4,509.77)**

Net Income **\$ 989.41**