



**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, October 14, 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

2:00 Presentation by District Auditor Tracy Schulze of pre-audit financials for FY 2018-19

4. Administrative Items

- a. Consideration and potential approval of minutes for Board of Directors meeting of September 9, 2019.
- b. Consideration and potential approval of petty cash fund of \$400 for operations at the State Parks.
- c. Consideration and potential approval of District employee participation in the California State Disability Insurance (SDI) program effective July 1, 2019.
- d. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff.
- e. Review of the District Projects Status Report.
- f. Receipt of monthly report for Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park.

5. Announcements by Board and Staff

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

Oct 19-20	Old Mill Days
Oct 20	PUC Ridge Trail ribbon cutting
Oct 20	History Hike at Bothe-Napa Valley State Park
Oct 26	Regenerative Ag/Holistic Management Seminar at Enchanted Hill Camp and The Cove

6. Agenda Planning

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

7. Adjournment

Napa County Regional Parks and Open Space District
 Trial Balance as of June 30, 2019

Assets		
Cash	\$ 2,122,143	
Accounts Receivable	105,442	
Prepaid Insurance	20,067	
Total Current Assets	\$ 2,247,652	
Land	13,442,389	
Buildings and Improvements	600,136	
Equipment	42,348	
Less: Accumulated Depreciation	(146,858)	
Total Capital Assets	13,938,015	
Total Assets	\$ 16,185,667	
Liabilities		
Accounts Payable	\$ 36,949	
Accrued Salaries and Benefits	16,755	
Customer Deposits	134,624	
Total Liabilities	\$ 188,328	
Fund Balance		
Invested in Capital Assets	13,938,015	
Committed to State Parks	830,325	
Committed to Suscol Headwaters	258,721	
Committed to Amy's Grove	7,686	
Capital Replacement Reserve (Moore Creek)	105,478	
Available (Unassigned)	857,114	
Total Fund Balance	15,997,339	
Total Liabilities and Fund Balance	\$ 16,185,667	

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NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements
For the Year Ended 6/30/19

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
Revenues						
Federal Funding	\$ -	\$ -	\$ -	44,917	44,917	n/a
State-Other Funding	196,000	(196,000)	-	-	-	n/a
County of Napa	1,034,344	-	1,034,344	1,034,344	-	100.00%
County of Napa - Contribution from Roads	-	196,000	196,000	196,000	-	n/a
Court Fines	-	-	-	27,500	27,500	n/a
Other Grants	-	-	-	80,525	80,525	n/a
Interest	18,500	-	18,500	38,497	19,997	208.09%
Rent - Building/Land	44,400	-	44,400	36,705	(7,695)	82.67%
Concessions	652,000	-	652,000	675,975	23,975	103.68%
Insurance Settlement	-	-	-	97,671	97,671	n/a
Donations and Contributions	175,150	-	175,150	31,843	(143,307)	18.18%
Total Revenues	\$ 2,120,394	\$ -	\$ 2,120,394	2,263,977	\$ 143,583	106.77%
Expenditures						
Salaries and Benefits	-	310,000	310,000	307,681	2,319	99.25%
Administration Services	859,076	(150,000)	709,076	787,481	(78,405)	111.06%
Elections Services	150,000	-	150,000	-	150,000	0.00%
Accounting/Auditing Services	14,000	-	14,000	15,248	(1,248)	108.91%
Legal Services	25,000	-	25,000	8,323	16,677	33.29%
Waste Disposal Services	20,700	-	20,700	32,147	(11,447)	155.30%
Landscaping Services	3,500	-	3,500	1,710	1,790	48.86%
Construction Services	533,000	(110,000)	423,000	33,906	389,094	8.02%
Other Professional Services	244,456	(50,000)	194,456	255,549	(61,093)	131.42%
Maintenance - Vehicles	13,000	-	13,000	3,405	9,595	26.19%
Maintenance - Infrastructure/Land	6,100	-	6,100	921	5,179	15.10%
Insurance - Liability	18,380	-	18,380	29,389	(11,009)	159.90%
Communications/Telephone	11,250	-	11,250	11,362	(112)	101.00%
Advertising/Marketing	1,500	-	1,500	1,006	494	67.07%
Printing and Binding	5,750	-	5,750	6,486	(736)	112.80%
Bank Charges	1,125	-	1,125	1,170	(45)	104.00%
Publications & Legal Notices	500	-	500	655	(155)	131.00%
Permits/License Fees	6,450	-	6,450	1,684	4,766	26.11%
Training/Conference Expenses	6,000	-	6,000	2,682	3,318	44.72%
Business Travel/Mileage	19,400	-	19,400	3,776	15,624	19.46%
Fleet Charges	4,160	-	4,160	6,934	(2,774)	166.68%
Office Supplies	5,100	-	5,100	2,913	2,187	57.12%
Books/Media/Publications	750	-	750	6,655	(5,905)	887.33%
Memberships/Certifications	3,000	-	3,000	7,110	(4,110)	237.00%
Utilities - Electric	22,100	-	22,100	21,624	476	97.85%
Utilities - Propane	500	-	500	493	7	98.60%
Fuel	200	-	200	15	185	8.00%
Janitorial Supplies	850	-	850	3,820	(2,970)	449.53%
Construction Supplies/Material	60,000	-	60,000	17,822	42,178	29.70%
Maintenance Supplies	22,150	-	22,150	25,569	(3,419)	115.44%
Minor Equipment/Small Tools	25,150	-	25,150	15,759	9,391	62.66%
Computer Equipment/Accessories	1,050	-	1,050	1,575	(525)	150.00%
Computer Software/Licensing Fees	7,000	-	7,000	3,726	3,274	53.23%
Special Departmental Expenses	71,000	(100)	70,900	43,980	26,920	62.03%
Goods for Resale	-	-	-	8,596	(8,596)	n/a
Taxes and Assessments	1,750	100	1,850	494	1,356	26.70%
Land	260,221	-	260,221	79,430	180,791	30.52%
Total Expenditures	\$ 2,424,168	\$ -	\$ 2,424,168	1,751,096	\$ 673,072	72.24%

	Budget	YTD
Beginning Fund Balance as of 7/1/18	\$ 1,546,443	1,546,443
Less: Surplus/(Deficit) from above	(303,774)	512,881
Ending Fund Balance 6/30/19	<u>\$ 1,242,669</u>	<u>2,059,324</u>

Cash Balance as of June 30, 2019 (incls petty cash) 2,122,143

RECONCILIATION OF CASH AND FUND BALANCE

Cash Balance as of June 30, 2019	\$ 2,122,143	
Add: Accounts Receivable (\$ not yet received)	105,442	
Prepaid Insurance	20,067	
Less: Accounts Payable (\$ not yet spent)	(53,704)	
Deferred Revenue (\$ not yet earned)	(134,624)	
Fund Balance as of June 30, 2019	<u>\$ 2,059,324</u>	0.17

RECONCILIATION OF CAPITAL ASSETS

Land	\$ 13,442,389
Structures & Improvements	642,484
Less: Depreciation on Structures	(146,858)
Total Capital Assets	<u>\$ 13,938,015</u>

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - General Operations
For the Year Ended 6/30/19

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget	
Revenues							
County of Napa	\$ 409,135	\$ -	\$ 409,135	\$ 637,426	\$ 228,291	155.80%	1
Court Fines	-	-	-	27,500	27,500	n/a	2
Interest	8,500	-	8,500	15,404	6,904	181.22%	
Total Revenues	\$ 417,635	\$ -	\$ 417,635	\$ 680,330	\$ 262,695	162.90%	
Expenditures							
Administration Services	\$ 173,035	\$ -	\$ 173,035	\$ 189,338	\$ (16,303)	109.42%	
Elections Services	150,000	-	150,000	-	150,000	0.00%	
Accounting/Auditing Services	14,000	-	14,000	15,248	(1,248)	108.91%	
Legal Services	25,000	-	25,000	8,323	16,677	33.29%	
Other Professional Services	6,250	-	6,250	28,165	(21,915)	450.64%	3
Maintenance - Vehicles	6,000	-	6,000	-	6,000	0.00%	
Insurance - Liability	15,000	-	15,000	27,125	(12,125)	180.83%	4
Communications/Telephone	-	-	-	395	(395)	n/a	
Advertising/Marketing	500	-	500	391	109	78.20%	
Printing and Binding	1,000	-	1,000	431	569	43.10%	
Publication & Legal Notices	500	-	500	136	364	27.20%	
Training/Conference Expenses	1,000	-	1,000	905	95	90.50%	
Business Travel/Meals	500	-	500	149	351	29.80%	
Fleet Charges	1,000	-	1,000	96	904	9.70%	
Office Supplies	2,000	-	2,000	691	1,309	34.55%	
Books/Media/Publications	750	-	750	6,655	(5,905)	887.33%	
Memberships/Certifications	3,000	-	3,000	7,110	(4,110)	237.00%	5
Fuel	100	-	100	-	100	0.00%	
Maintenance Supplies	1,300	-	1,300	39	1,261	3.00%	
Minor Equipment/Small Tools	150	-	150	-	150	0.00%	
Computer Equipment/Accessories	50	-	50	-	50	0.00%	
Computer Software/Licensing Fees	6,500	-	6,500	166	6,334	2.55%	
Special Departmental Expense	10,000	-	10,000	5,359	4,641	53.59%	
Total Expenditures	\$ 417,635	\$ -	\$ 417,635	\$ 290,722	\$ 126,913	69.61%	
			Budget	YTD			
			\$ 467,506	\$ 467,506			
			-	389,608			
			<u>\$ 467,506</u>	<u>\$ 857,114</u>			6

Notes:

- 1 Any remaining funds not spent on specific parks is receipted here to be allocated for future budgets
- 2 Unanticipated settlement from the DA
- 3 Soluna Outreach Solutions, LLC \$17,670 (Latinx Outreach)
- 4 Includes Worker's Comp
- 5 Joined CSDA (not budgeted)
- 6 Includes Special Projects Carryforward of \$167,648

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Moore Creek
For the Year Ended 6/30/19

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
Revenues						
County of Napa	\$ -	\$ -	\$ -	\$ 134,885	\$ 134,885	n/a
Rents - Building/Land	27,600	-	27,600	19,905	(7,695)	72.12%
Donations and Contributions	25,000	-	25,000	305	(24,695)	1.22%
Other Grants	-	-	-	60,525	60,525	n/a
Total Revenues	\$ 52,600	\$ -	\$ 52,600	\$ 215,620	\$ 163,020	409.92%
Expenditures						
Salaries and Benefits	\$ -	\$ 40,000	\$ 40,000	\$ 77,786	\$ (37,786)	194.47%
Administration Services	28,723	-	28,723	44,461	(15,738)	154.79%
Waste Disposal Services	2,100	-	2,100	2,116	(16)	100.76%
Construction Services	65,000	(40,000)	25,000	24,319	681	97.28%
Other Professional Services	23,813	-	23,813	32,827	(9,014)	137.85%
Maintenance - Infrastructure/Land	1,000	-	1,000	-	1,000	0.00%
Insurance - Liability	1,000	-	1,000	924	76	92.40%
Communications/Telephone	2,250	-	2,250	338	1,912	15.02%
Printing & Binding	250	-	250	27	223	10.80%
Business Travel/Mileage	300	-	300	1,372	(1,072)	457.33%
Office Supplies	100	-	100	-	100	0.00%
Utilities - Electric	-	-	-	1,406	(1,406)	n/a
Fuel	100	-	100	-	100	0.00%
Construction Supplies/Material	1,000	-	1,000	12,777	(11,777)	1277.70%
Maintenance Supplies	650	-	650	2,311	(1,661)	355.54%
Minor Equipment/Small Tools	2,000	-	2,000	1,358	642	67.90%
Special Departmental Expense	1,000	-	1,000	110	890	11.00%
Property Taxes/Special Assessments	1,000	-	1,000	-	1,000	0.00%
Total Expenditures	\$ 130,286	\$ -	\$ 130,286	\$ 202,132	\$ (71,846)	155.14%

	Budget	YTD
Beginning Fund Balance as of 7/1/18	\$ 91,990	\$ 91,990
Less: Surplus/(Deficit) from above	(77,686)	13,488
Ending Fund Balance 6/30/19	<u>\$ 14,304</u>	<u>\$ 105,478</u>

Notes:

- 1 Redwood Empire Mountain Bike Alliance Grant for trail work - all expended during the fiscal year
- 2 Increased Park Monitoring
- 3 Excavator Rental
- 4 Pool Repairs
- 5 Fund balance consists of a reserve for capital replacement that is increased each year based on annual depreciation of current buildings

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Oat Hill Mine Trail
For the Year Ended 6/30/19

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
Revenues						
County of Napa	\$ 169,322	\$ -	\$ 169,322	\$ 6,480	\$ (162,842)	3.83%
Total Revenues	\$ 169,322	\$ -	\$ 169,322	\$ 6,480	\$ (162,842)	3.83%
Expenditures						
Administration Services	\$ 3,513	\$ -	\$ 3,513	\$ 3,147	\$ 366	89.58%
Other Professional Services	4,938	-	4,938	3,056	1,882	61.89%
Business Travel/Mileage	300	-	300	277	23	92.33%
Printing and Binding	250	-	250	-	250	0.00%
Maintenance Supplies	100	-	100	-	100	0.00%
Land	160,221	-	160,221	-	160,221	0.00%
Total Expenditures	\$ 169,322	\$ -	\$ 169,322	\$ 6,480	\$ 162,842	3.83%

	Budget	YTD
Beginning Fund Balance as of 7/1/18	\$ -	\$ -
Less: Surplus/(Deficit) from above	-	-
Ending Fund Balance 6/30/19	<u>\$ -</u>	<u>\$ -</u>

Notes:

1 Could not get an acceptable deal with the land owner

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Napa River and Bay Trail
For the Year Ended 6/30/19

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
Revenues						
County of Napa	\$ 17,382	\$ -	\$ 17,382	\$ 9,414	\$ (7,968)	54.16%
Donations and Contributions	-	-	-	160	160	n/a
Total Revenues	\$ 17,382	\$ -	\$ 17,382	\$ 9,574	\$ (7,808)	55.08%
Expenditures						
Administration Services	\$ 10,182	\$ -	\$ 10,182	\$ 6,615	\$ 3,567	64.97%
Other Professional Services	6,750	-	6,750	2,921	3,829	43.27%
Printing and Binding	250	-	250	-	250	0.00%
Business Travel/Mileage	100	-	100	16	84	16.00%
Maintenance Supplies	100	-	100	22	78	22.00%
Total Expenditures	\$ 17,382	\$ -	\$ 17,382	\$ 9,574	\$ 7,808	55.08%

	Budget	YTD
Beginning Fund Balance as of 7/1/18	\$ -	\$ -
Less: Surplus/(Deficit) from above	-	-
Ending Fund Balance 6/30/19	<u>\$ -</u>	<u>\$ -</u>

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Camp Berryessa
For the Year Ended 6/30/19

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
Revenues						
County of Napa	\$ 40,615	\$ -	\$ 40,615	\$ 11,418	\$ (29,197)	28.11%
Concessions	10,000	-	10,000	19,670	9,670	196.70%
Total Revenues	\$ 50,615	\$ -	\$ 50,615	\$ 31,088	\$ (19,527)	61.42%
Expenditures						
Administration Services	\$ 18,590	\$ -	\$ 18,590	\$ 19,752	\$ (1,162)	106.25%
Waste Disposal Services	1,200	-	1,200	3,621	(2,421)	301.75%
Construction Services	1,000	-	1,000	2,553	(1,553)	255.30%
Other Professional Services	3,625	-	3,625	3,902	(277)	107.64%
Advertising/Marketing	500	-	500	-	500	0.00%
Printing and Binding	250	-	250	-	250	0.00%
Permits/License Fees	250	-	250	-	250	0.00%
Business Travel/Mileage	500	-	500	486	14	97.20%
Utilities - Electric	100	-	100	159	(59)	159.00%
Janitorial Supplies	600	-	600	482	118	80.33%
Construction Supplies/Materials	9,000	-	9,000	-	9,000	0.00%
Maintenance Supplies	-	-	-	133	(133)	n/a
Minor Equipment/Small Tools	10,000	-	10,000	-	10,000	0.00%
Special Departmental Expense	5,000	-	5,000	-	5,000	0.00%
Total Expenditures	\$ 50,615	\$ -	\$ 50,615	\$ 31,088	\$ 19,527	61.42%

	Budget	YTD
Beginning Fund Balance as of 7/1/18	\$ -	\$ -
Less: Surplus/(Deficit) from above	-	-
Ending Fund Balance 6/30/19	<u>\$ -</u>	<u>\$ -</u>

**NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Berryessa Vista
For the Year Ended 6/30/19**

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
Revenues						
County of Napa	\$ 104,311	\$ -	\$ 104,311	\$ 85,941	\$ (18,370)	82.39%
Total Revenues	\$ 104,311	\$ -	\$ 104,311	\$ 85,941	\$ (18,370)	82.39%
Expenditures						
Administration Services	\$ 1,611	\$ -	\$ 1,611	\$ 2,488	\$ (877)	154.44%
Other Professional Services	1,750	-	1,750	3,913	(2,163)	223.60%
Printing and Binding	250	-	250	-	250	0.00%
Business Travel/Mileage	200	-	200	110	90	55.00%
Construction Supplies/Material	500	-	500	-	500	0.00%
Land	100,000	-	100,000	79,430	20,570	79.43%
Total Expenditures	\$ 104,311	\$ -	\$ 104,311	\$ 85,941	\$ 18,370	82.39%
			Budget	YTD		
Beginning Fund Balance as of 7/1/18			\$ -	\$ -		
Less: Surplus/(Deficit) from above			-	-		
Ending Fund Balance 6/30/19			\$ -	\$ -		

**NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Napa River Ecological Reserve
For the Year Ended 6/30/19**

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
Revenues						
County of Napa	\$ 27,761	\$ -	\$ 27,761	\$ 19,202	\$ (8,559)	69.17%
Total Revenues	\$ 27,761	\$ -	\$ 27,761	\$ 19,202	\$ (8,559)	69.17%
Expenditures						
Administration Services	\$ 1,611	\$ -	\$ 1,611	\$ 1,335	\$ 276	82.87%
Waste Disposal Services	2,400	-	2,400	2,563	(163)	106.79%
Other Professional Services	11,250	-	11,250	15,080	(3,830)	134.04%
Printing and Binding	250	-	250	-	250	0.00%
Business Travel/Mileage	250	-	250	-	250	0.00%
Maintenance Supplies	-	-	-	138	(138)	n/a
Special Departmental Expenses	12,000	-	12,000	86	11,914	0.72%
Total Expenditures	\$ 27,761	\$ -	\$ 27,761	\$ 19,202	\$ 8,559	69.17%

	Budget	YTD
Beginning Fund Balance as of 7/1/18	\$ -	\$ -
Less: Surplus/(Deficit) from above	-	-
Ending Fund Balance 6/30/19	\$ -	\$ -

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Vine Trail
For the Year Ended 6/30/19

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
Revenues						
County of Napa	\$ 2,064	\$ -	\$ 2,064	\$ 2,922	\$ 858	141.57%
Total Revenues	\$ 2,064	\$ -	\$ 2,064	\$ 2,922	\$ 858	141.57%
Expenditures						
Administration Services	\$ 2,014	\$ -	\$ 2,014	\$ 2,897	\$ (883)	143.84%
Business Travel/Mileage	50	-	50	25	25	50.00%
Total Expenditures	\$ 2,064	\$ -	\$ 2,064	\$ 2,922	\$ (858)	141.57%
			Budget	YTD		
Beginning Fund Balance as of 7/1/18			\$ -	\$ -		
Less: Surplus/(Deficit) from above			-	-		
Ending Fund Balance 6/30/19			\$ -	\$ -		

**NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Putah Creek
For the Year Ended 6/30/19**

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
Revenues						
County of Napa	\$ 15,324	\$ -	\$ 15,324	\$ 6,176	\$ (9,148)	40.30%
Total Revenues	\$ 15,324	\$ -	\$ 15,324	\$ 6,176	\$ (9,148)	40.30%
Expenditures						
Administration Services	\$ 5,799	\$ -	\$ 5,799	\$ 3,001	\$ 2,798	51.75%
Construction Services	1,000	-	1,000	-	1,000	0.00%
Other Professional Services	3,125	-	3,125	1,917	1,208	61.34%
Permits/License Fees	200	-	200	1,258	(1,058)	629.00%
Business Travel/Mileage	200	-	200	-	200	0.00%
Construction Supplies	5,000	-	5,000	-	5,000	0.00%
Total Expenditures	\$ 15,324	\$ -	\$ 15,324	\$ 6,176	\$ 9,148	40.30%
			Budget	YTD		
Beginning Fund Balance as of 7/1/18			\$ -	\$ -		
Less: Surplus/(Deficit) from above			-	-		
Ending Fund Balance 6/30/19			\$ -	\$ -		

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

Financial Statements - State Parks

For the Year Ended 6/30/19

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
Revenues						
Interest	\$ 8,000	\$ -	\$ 8,000	\$ 20,532	\$ 12,532	256.65%
Rent- Buildings/Land	16,800	-	16,800	16,800	-	100.00%
Concessions	637,500	-	637,500	650,037	12,537	101.97%
Donations and Contributions	75,150	-	75,150	29,881	(45,269)	39.76%
Total Revenues	\$ 737,450	\$ -	\$ 737,450	\$ 717,250	\$ (20,200)	97.26%
Expenditures						
Salaries and Benefits	\$ -	\$ 270,000	\$ 270,000	\$ 229,895	\$ 40,105	85.15%
Administration Services	493,387	(150,000)	343,387	380,433	(37,046)	110.79%
Waste Disposal Services	15,000	-	15,000	22,280	(7,280)	148.53%
Landscaping Services	3,500	-	3,500	1,710	1,790	48.86%
Construction Services	219,000	(70,000)	149,000	7,034	141,966	4.72%
Other Professional Services	120,580	(50,000)	70,580	39,936	30,644	56.58%
Maintenance - Vehicles	7,000	-	7,000	3,405	3,595	48.64%
Maintenance - Infrastructure	5,100	-	5,100	921	4,179	18.06%
Insurance - Liability	2,380	-	2,380	1,340	1,040	56.30%
Communications/Telephone	9,000	-	9,000	10,629	(1,629)	118.10%
Advertising/Marketing	500	-	500	315	185	63.00%
Printing and Binding	3,000	-	3,000	6,028	(3,028)	200.93%
Bank Charges	1,125	-	1,125	1,170	(45)	104.00%
Publications and Legal Notices	-	-	-	519	(519)	n/a
Permits/License Fees	1,000	-	1,000	238	762	23.80%
Training/Conference Expenses	5,000	-	5,000	1,777	3,223	35.54%
Business Travel/Mileage	16,000	-	16,000	429	15,571	2.68%
Fleet Charges	3,160	-	3,160	6,838	(3,678)	216.39%
Office Supplies	3,000	-	3,000	2,222	778	74.07%
Utilities - Electric	22,000	-	22,000	20,059	1,941	91.18%
Utilities - Propane	500	-	500	493	7	98.60%
Janitorial Supplies	250	-	250	3,338	(3,088)	1335.20%
Construction Supplies/Materials	34,000	-	34,000	5,045	28,955	14.84%
Maintenance Supplies	20,000	-	20,000	21,447	(1,447)	107.24%
Minor Equipment/Small Tools	13,000	-	13,000	14,401	(1,401)	110.78%
Computer Equipment/Accessories	1,000	-	1,000	1,575	(575)	157.50%
Computer Software/Licensing Fee	500	-	500	235	265	47.00%
Special Dept Expense	23,000	-	23,000	18,425	4,575	80.11%
Goods for Resale	-	-	-	8,596	(8,596)	n/a
Taxes	500	-	500	418	82	83.60%
Total Expenditures	\$ 1,022,482	\$ -	\$ 1,022,482	\$ 811,151	\$ 211,331	79.33%

	Budget	YTD
Beginning Fund Balance as of 7/1/18	\$ 924,226	\$ 924,226
Less: Surplus/(Deficit) from above	(285,032)	(93,901)
Ending Fund Balance 6/30/19	<u>\$ 639,194</u>	<u>\$ 830,325</u>

**NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Suscol Headwaters Preserve
For the Year Ended 6/30/19**

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
Revenues						
State - Other Funding	\$ 196,000	\$ (196,000)	\$ -	\$ -	\$ -	n/a
County of Napa	79,907		79,907	8,328	(71,579)	10.42%
County of Napa - Contrib from Roads	-	196,000	196,000	196,000	-	100.00% ²
Interest	2,000	-	2,000	2,561	561	128.05%
Concessions	4,500	-	4,500	6,268	1,768	139.29%
Donations and Contributions	25,000		25,000	-	(25,000)	0.00%
Total Revenues	\$ 307,407	\$ -	\$ 307,407	\$ 213,157	\$ (94,250)	69.34%
Expenditures						
Administration Services	\$ 39,463	\$ -	\$ 39,463	\$ 11,068	\$ 28,395	28.05%
Construction Services	197,000	-	197,000	-	197,000	0.00%
Other Professional Services	5,500	-	5,500	6,051	(551)	110.02%
Printing and Binding	250	-	250	-	250	0.00%
Permits/License Fees	5,000	-	5,000	-	5,000	0.00%
Business Travel/Meals	500	-	500	38	462	7.60%
Construction Supplies	500	-	500	-	500	0.00%
Taxes and Assessments	250	-	250	-	250	0.00%
Total Expenditures	\$ 248,463	\$ -	\$ 248,463	\$ 17,157	\$ 231,306	6.91%

	Budget	YTD
Beginning Fund Balance as of 7/1/18	\$ 62,721	\$ 62,721 ¹
Less: Surplus/(Deficit) from above	58,944	196,000 ²
Ending Fund Balance 6/30/19	<u>\$ 121,665</u>	<u>\$ 258,721</u>

Notes:

- 1 Carryforward from 15-16 grant for Phase II
- 2 Contribution from Roads in exchange for construction of a frog pond, construction will occur next year.

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Amy's Grove
For the Year Ended 6/30/19

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
Revenues						
Federal Funding	\$ -	\$ -	\$ -	\$ 44,917	\$ 44,917	n/a ¹
County of Napa	63,104	-	63,104	-	(63,104)	0.00%
Insurance Settlement	-	-	-	97,671	97,671	n/a ²
Donations and Contributions	50,000	-	50,000	1,497	(48,503)	2.99%
Total Revenues	\$ 113,104	\$ -	\$ 113,104	\$ 144,085	\$ 30,981	127.39%
Expenditures						
Administration Services	\$ 31,354	\$ -	\$ 31,354	\$ 43,829	\$ (12,475)	139.79%
Waste Disposal Services	-	-	-	435	(435)	n/a
Construction Services	50,000	-	50,000	-	50,000	0.00%
Other Professional Services	1,250	-	1,250	89,838	(88,588)	7187.04% ³
Permits/License Fees	-	-	-	188	(188)	n/a
Business Travel/Mileage	500	-	500	539	(39)	107.80%
Fuel	-	-	-	15	(15)	n/a
Construction Supplies	10,000	-	10,000	-	10,000	0.00%
Maintenance Supplies	-	-	-	1,479	(1,479)	n/a
Special Department Expenses	20,000	(100)	19,900	-	19,900	0.00%
Taxes and Assessments	-	100	100	76	24	n/a
Total Expenditures	\$ 113,104	\$ -	\$ 113,104	\$ 136,399	\$ (23,295)	120.60%
			Budget	YTD		
Beginning Fund Balance as of 7/1/18			\$ -	\$ -		
Less: Surplus/(Deficit) from above			-	7,686		
Ending Fund Balance 6/30/19			\$ -	\$ 7,686		

Notes:

- 1 USDA Grant - all expended during fiscal year.
- 2 2017 Napa Fire Insurance Settlement
- 3 Matt Greene Forestry and Biological - Post Fire Survey
- 4 Surplus funds carried forward

**NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Cedar Roughs-Smittle Creek
For the Year Ended 6/30/19**

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
Revenues						
County of Napa	\$ 13,821	\$ -	\$ 13,821	\$ 2,999	\$ (10,822)	21.70%
Total Revenues	\$ 13,821	\$ -	\$ 13,821	\$ 2,999	\$ (10,822)	21.70%
Expenditures						
Administration Services	\$ 7,571	\$ -	\$ 7,571	\$ 1,274	\$ 6,297	16.83%
Waste Disposal Services	-	-	-	1,132	(1,132)	n/a
Other Professional Services	6,250	-	6,250	555	5,695	8.88%
Business Travel/Mileage	-	-	-	38	(38)	n/a
Total Expenditures	\$ 13,821	\$ -	\$ 13,821	\$ 2,999	\$ 10,822	21.70%
			Budget	YTD		
Beginning Fund Balance as of 7/1/18			\$ -	\$ -		
Less: Surplus/(Deficit) from above			-	-		
Ending Fund Balance 6/30/19			\$ -	\$ -		

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Financial Statements - Other Projects
For the Year Ended 6/30/19

	Adopted Budget	Budget Adjustments	Revised Budget	Y-T-D Actuals	Remaining Budget	Percent of Budget
Revenues						
County of Napa	\$ 91,598	\$ -	\$ 91,598	\$ 109,153	\$ 17,555	119.17%
Other Grants	-	-	-	20,000	20,000	n/a
Total Revenues	\$ 91,598	\$ -	\$ 91,598	\$ 129,153	\$ 37,555	141.00%
Expenditures						
Administration Services	\$ 42,223	\$ -	\$ 42,223	\$ 77,843	\$ (35,620)	184.36%
Other Professional Services	49,375	-	49,375	27,388	21,987	55.47%
Communications/Telephone	-	-	-	-	-	n/a
Advertising/Marketing	-	-	-	300	(300)	n/a
Business Travel/Mileage	-	-	-	297	(297)	n/a
Office Supplies	-	-	-	-	-	n/a
Books/Media/Publications	-	-	-	-	-	n/a
Memberships/Certifications	-	-	-	-	-	n/a
Computer Software/Licensing Fees	-	-	-	3,325	(3,325)	n/a
Special Departmental Expense	-	-	-	20,000	(20,000)	n/a
Total Expenditures	\$ 91,598	\$ -	\$ 91,598	\$ 129,153	\$ (37,555)	141.00%
			Budget	YTD		
Beginning Fund Balance as of 7/1/18			\$ -	\$ -		
Less: Surplus/(Deficit) from above			-	-		
Ending Fund Balance 6/30/19			\$ -	\$ -		



**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

MINUTES

BOARD OF DIRECTORS REGULAR MEETING

Monday, September 9, 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, Dave Finigan and Tony Norris

Staff present: Christopher Cahill, Richard Fessenden and Cesselea Thepkaisone

2. Public Comment

None

3. Set Matters

None

4. Administrative Items

- a. Consideration and potential approval of minutes for Board of Directors meeting of August 12, 2019.

Minutes for the August 12, 2019 meeting were approved.

DF-BC-KBT-BR-TN

- b. Consideration and potential approval of Memorandum of Understanding with the Suscol Intertribal Council.

Directors voted to approve the proposed Memorandum of Understanding between the Suscol Inter-tribal Council and the Napa County Regional Park and Open Space District

TN-KBT-BC-BR-DF

- c. Update and potential action regarding the District's approach to protecting Skyline Wilderness Park.

Directors received update, and reaffirm the District's approach to protecting Skyline Wilderness Park.

DF-KBT-BC-BR-TN

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

Christopher Cahill gave the report, no action taken.

- e. Review of the District Projects Status Report.
Christopher Cahill and Richard Fessenden gave the report, with discussions on: Amy's Grove, Bay/River Trail, Berryessa Estates, Berryessa Vista, Camp Berryessa, The Cove at Mt. Veeder, Lake Hennessey North Shore Trails, Moore Creek, Oat Hill Mine Trail, Skyline Park, Smittle Creek, State Parks, Suscol Headwaters Preserve and the Vine Trail.
- f. Receipt of monthly report for Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park.
The Board received the written report, no action taken.

5. Announcements by Board and Staff

- Barry Christian – Gave an update on moving at Napa Bay/River Trail. Held a booth at the Tour of Napa Valley, attended the Harvest dinner and vision 2050 event. Presented to the American Canyon Open Space Advisory committee. Presenting to Soroptimist, Networking Group for American Canyon Chamber of Comers, City Council
- Brent Randol – meet with city officials and civic leaders on the tax measure.
- David Finigan – Attended the Harvest Festival, shared information on Skyline Park.
- Chair Randol invited Charlie Toledo, Director of Suscol Intertribal Council to speak; Charlie shared information and thanked the board for approving the proposed Memorandum of Understanding. Charlie extended an invitation to the 26th Annual Powwow to be held at Skyline Park October 5, 2019 from 11am – 7pm.

6. Agenda Planning

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
No reportable action taken.

8. Adjournment

Adjourned to the Regular NOSD Board Meeting October 14, 2019.

Brent Randol, Board President

ATTEST:

Cesselea Thepkaisone, Acting District Secretary

KEY

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

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

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



STAFF REPORT

By: John Woodbury
Date: October 14, 2019
Item: **4.B**
Subject: Consideration and potential approval of petty cash fund of \$400 for operations at the State Parks.

RECOMMENDATION

Authorize a petty cash fund of \$400 to use for operations at the State Parks managed by the District

ENVIRONMENTAL DETERMINATION

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

BACKGROUND

The Board has previously authorized change funds for the Bothe-Napa Valley State Park Kiosk and Visitor Center, and for the Bale Grist Mill. These funds are only for the purpose of making change, and cannot be used to purchase supplies.

Most purchases of materials and supplies for use at the State Parks are made from local vendors with whom the District has an account. However, for minor purchases from local suppliers for whom the District does not have an account, a District employee typically advances the funds and then seeks reimbursement. It would simplify operations, and be less of a burden on employees, to have a petty cash fund for small purchases from vendors with whom we do not have an account (for example, buying a few bales of hay for a special event).

All petty cash purchases must be tracked through receipts/invoices, regularly reconciled, and comply with County of Napa accounting procedures. Park Steward Jason Jordan will have primary responsibility for ensuring the reconciliation is done.



STAFF REPORT

By: Chris Cahill
Date: October 14, 2019
Item: **4.c**
Subject: Consideration and potential approval of District employee participation in the California State Disability Insurance (SDI) program effective July 1, 2019.

RECOMMENDATION

Approve District employee participation in the California State Disability Insurance (SDI) program effective July 1, 2019.

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

California State Disability Insurance (SDI) is a partial wage-replacement insurance plan for California workers. The SDI program is state-mandated for private sector but not for government employees and is funded through employee payroll deductions. Workers covered by SDI have two benefits available to them: Disability Insurance and Paid Family Leave. Disability Insurance provides benefits to employees who are unable to work due to non-work-related illness, injury, or pregnancy. Although work-related disabilities are covered by workers' compensation laws, in certain circumstances DI benefits also pay for some work-related illnesses or injuries. Paid Family Leave is available to employees who take time off work to care for a seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner, or to bond with a new child.

In 2017, when the District hired its first crop of direct-hired (not County contracted) employees, they were all temporary or extra help. For good or for bad, when confronted with the choice of whether or not to participate in SDI we followed the County policy for extra help employees and opted out. Since then we have hired a number of full time regular employees and our temporary employee corps has shifted in the direction of steady part time employment and away from strictly seasonal work. Both of these changes make participation in the State Disability program, if not a legal requirement, then at least the right practical choice going forward.

Last June the General Manager directed County Payroll to opt in to SDI effective July 1, 2019 but the State Employment Development Department apparently has a policy that it can only change a government organization's SDI status with a vote of the agency's governing board so designating. Staff is requesting that the Board of Directors make that designation here.



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

STAFF REPORT

Date: October 14, 2019

Item: **4.d**

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

RECOMMENDATION

Receive the report.

BACKGROUND

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

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

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

None.

PARKS & OPEN SPACE DISTRICT -SEPTEMBER 2019 EXPENSE REPORT

General Admin - 85000-00

Date	Journal Line Description	Name	Monetary Amount
09/03/2019	July 2019 Invoice	CJ YIP & ASSOCIATES	90.32
09/16/2019	Adobe pro lic. KPurvis	CDW GOVERNMENT INC	314.87
09/17/2019	-8/25/19 Mbrshp+FinacialTrans	KAISER PERMANENTE	3681.41
09/24/2019	SDRMA- Annual Worker's Comp	SPECIAL DIST RISK MANAGEMENT AUTH	186.91
09/26/2019	Google 09/2019	WOODBURY,JOHN ROBERT	30

Moore Creek Dept - 85010-00

Date	Journal Line Description	Name	Monetary Amount
09/04/2019	08/2019 Mileage	CAHILL,CHRISTOPHER MICHAEL	67.28
09/06/2019	PR2GL Pay End 8/23/19		54.79
09/06/2019	PR2GL Pay End 8/23/19		203.92
09/06/2019	PR2GL Pay End 8/23/19		313.02
09/06/2019	PR2GL Pay End 8/23/19		2744.8
09/06/2019	PR2GL Pay End 8/23/19		544.24
09/10/2019	maintenance supplies 8/19	ZELLER'S & CLARKS ACE HARDWARE	31.45
09/16/2019	Sept 2019 Invoice	HERITAGE SYSTEMS, INC.	367.67
09/18/2019	09-16/19 Mileage	CAHILL,CHRISTOPHER MICHAEL	66.7
09/20/2019	PR2GL Pay End 9/6/19		313.02
09/20/2019	PR2GL Pay End 9/6/19		205.93
09/20/2019	PR2GL Pay End 9/6/19		61.2
09/20/2019	PR2GL Pay End 9/6/19		915.1
09/20/2019	PR2GL Pay End 9/6/19		2406.4
09/25/2019	CV Aug. 19 supplies	CENTRAL VALLEY BUILDERS	59.85
09/25/2019	float valve 8/19	DONS SWIMMING POOL CENTER	42.02
09/30/2019	9/3-9/6/19 Mileage	FESSENDEN,RICHARD TODD	22.04
09/30/2019	9/9/19-9/14/19 Mileage	FESSENDEN,RICHARD TODD	22.04
09/30/2019	9/17/19-9/20/19 Mileage	FESSENDEN,RICHARD TODD	22.04
09/30/2019	8/17-23/19 Mileage	FESSENDEN,RICHARD TODD	83.52
09/30/2019	8/12/19-8/15/19 Mileage	FESSENDEN,RICHARD TODD	41.76
09/30/2019	8/1/19-8/9/19 Mileage	FESSENDEN,RICHARD TODD	62.64

Oat Hill Mine Trail - 85010-01

Date	Journal Line Description	Name	Monetary Amount
09/30/2019	9/3-9/6/19 Mileage	FESSENDEN,RICHARD TODD	46.98

Napa River Bay Trail - 85010-02

Date	Journal Line Description	Name	Monetary Amount
09/26/2019	Home Depot viewing pipes	WOODBURY,JOHN ROBERT	41.56
09/26/2019	Home Depot cutting wheels	WOODBURY,JOHN ROBERT	12.91
09/30/2019	9/17/19-9/20/19 Mileage	FESSENDEN,RICHARD TODD	23.78
09/30/2019	9/9/19-9/14/19 Mileage	FESSENDEN,RICHARD TODD	22.62

Camp Berryessa Dept - 85010-03

Date	Journal Line Description	Name	Monetary Amount
09/16/2019	PG&E 7/24/19-8/22/19	PACIFIC GAS & ELECTRIC CO	9.86
09/16/2019	water testing 7/19	CALTEST ANALYTICAL LABORATORY	100
09/16/2019	garbage pickup 8/19	BERRYESSA GARBAGE SERVICE AND	228.8
09/25/2019	water testing 9/19	CALTEST ANALYTICAL LABORATORY	50

NRER Dept - 85010-05

Date	Journal Line Description	Name	Monetary Amount
09/03/2019	July 2019 Invoice	CJ YIP & ASSOCIATES	276.68
09/16/2019	August 2019 Invoice	NAPA VALLEY SUPPORT SERVICES	500
09/30/2019	9/17/19-9/20/19 Mileage	FESSENDEN,RICHARD TODD	13.92

09/30/2019	8/1/19-8/9/19 Mileage	FESSENDEN,RICHARD TODD	8.7
09/30/2019	8/26-30/19 Mileage	FESSENDEN,RICHARD TODD	17.4

State Park - 85010-08

Date	Journal Line Description	Name	Monetary Amount
09/04/2019	8/28/19 Postage Proj Eval Form	JORDAN,JASON GERALD ALLAN	14.15
09/05/2019	Heartland credit card fees-USB		119.14
09/06/2019	PR2GL Pay End 8/23/19		1061.95
09/06/2019	PR2GL Pay End 8/23/19		317.64
09/06/2019	PR2GL Pay End 8/23/19		815.53
09/06/2019	PR2GL Pay End 8/23/19		8393.48
09/06/2019	PR2GL Pay End 8/23/19		3.84
09/06/2019	PR2GL Pay End 8/23/19		5222.43
09/10/2019	monitoring fees 8/15/19	BAY ALARM COMPANY	165
09/10/2019	alarm c/c 7/13/19-8/12/19	AT&T	49.01
09/10/2019	PG&E 7/17/19-8/15/19	PACIFIC GAS & ELECTRIC CO	395.03
09/10/2019	maintenance supplies 8/19	SILVERADO ACE HARDWARE	182.54
09/10/2019	Bale Grist bakery supplies8/19	KEITH GIUSTO BAKERY SUPPLY LLC	554.06
09/10/2019	paint supplies 8/21/19	THE PAINT WORKS	126.62
09/12/2019	Office Depot charges-Aug 2019		152.36
09/16/2019	707-963-2236 7/28/19-8/27/19	AT&T	19.46
09/16/2019	garbage pickup 8/19	UPPER VALLEY DISPOSAL SERVICE, INC.	1025.52
09/16/2019	wire, battery cable	BROWN'S AUTO PARTS	58.82
09/18/2019	American Windows for SP	WOODBURY,JOHN ROBERT	711.5
09/20/2019	PR2GL Pay End 9/6/19		1281.46
09/20/2019	PR2GL Pay End 9/6/19		807.03
09/20/2019	PR2GL Pay End 9/6/19		303.46
09/20/2019	PR2GL Pay End 9/6/19		5144.11
09/20/2019	PR2GL Pay End 9/6/19		8118.6
09/24/2019	SDRMA- Annual Worker's Comp	SPECIAL DIST RISK MANAGEMENT AUTH	12188.95
09/25/2019	internet 8/10/19-9/9/19	AT&T	330.27
09/25/2019	CV Aug. 19 supplies	CENTRAL VALLEY BUILDERS	313.97
09/25/2019	wire, PVC 9/19	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	418.6
09/25/2019	supplies 8/19	CASH & CARRY	31.62
09/25/2019	PVC & ABS pipes 9/19	PACE SUPPLY CORP	319.11
09/26/2019	8/28/19 RV Park Supplies	WOODBURY,JOHN ROBERT	321.88
09/26/2019	8/28/19 Amazon Respirators	WOODBURY,JOHN ROBERT	77.92
09/26/2019	1# Narrow Poly, Tin Bag(2000)	WOODBURY,JOHN ROBERT	337.35
09/26/2019	9/11/19 Fiesta Event Charters	WOODBURY,JOHN ROBERT	967
09/27/2019	ROCHarvestAuction/WinterDinner	NAPA VALLEY STATE PARKS ASSOCIATION	11818.8
09/30/2019	9/9/19-9/14/19 Mileage	FESSENDEN,RICHARD TODD	79.46
09/30/2019	8/26-30/19 Mileage	FESSENDEN,RICHARD TODD	103.24

Suscol Headwaters Dept - 85010-09

Date	Journal Line Description	Name	Monetary Amount
09/04/2019	08/2019 Mileage	CAHILL,CHRISTOPHER MICHAEL	9.28

Amy's Grove - 85010-10

Date	Journal Line Description	Name	Monetary Amount
09/25/2019	August 2019 Statement	CENTRAL VALLEY BUILDERS	206.29
09/30/2019	9/9/19-9/14/19 Mileage	FESSENDEN,RICHARD TODD	27.26
09/30/2019	8/26-30/19 Mileage	FESSENDEN,RICHARD TODD	27.84
09/30/2019	8/12/19-8/15/19 Mileage	FESSENDEN,RICHARD TODD	55.68
09/30/2019	8/17-23/19 Mileage	FESSENDEN,RICHARD TODD	36.54
09/30/2019	9/3-9/6/19 Mileage	FESSENDEN,RICHARD TODD	13.92
09/30/2019	8/1/19-8/9/19 Mileage	FESSENDEN,RICHARD TODD	41.76

Other Projects - 85010-90

Date	Journal Line Description	Name	Monetary Amount
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09/03/2019	July 2019 Invoice	CJ YIP & ASSOCIATES	2397.04
09/10/2019	August 2019 Statement	ZELLER'S & CLARKS ACE HARDWARE	49.96
09/24/2019	Annual Subscription FY 19/20	TRAILHEAD LABS, INC.	6000
09/30/2019	9/3-9/6/19 Mileage	FESSENDEN,RICHARD TODD	35.38

Napa County Regional Park and Open Space District

Projects Status Report

14-Oct-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. 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. 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. <u>As soon as State Parks releases the Prop 68 per capita grant funds in time (it was supposed to happen in mid-September) we will move immediately to complete the purchase.</u>
Bay/River Trail -- American Canyon to Napa	An 8+ mile recreational trail	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 determine whether DFW plans to impose user fees for people walking on the trail along the edge of the wetlands would be allowed under DFW's permit from BCDC. <u>Director Christian has been volunteering considerable time to remove weeds blocking the trail both north and south of Green Island Road. Staff has also been working with the Bay Trail Project and Director Christian to ensure the draft Countywide Bicycle Master Plan includes the trail connection from Green Island Road to Suscol Ferry Road.</u>
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. Per CalFire, the planned prescribed burn for Spanish Valley has been cancelled due to deteriorating weather conditions; we'll try again in 2020.

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. District staff has clearance and is ready to start trail construction and signage installation as soon as we get a little rain.

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. 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. We are looking in to solar battery backups to provide more reliable power as rural blackouts on windy days have become the new normal. BOR has informed us of a new rule restricting open flames during red flag warnings making cooking in our pedestal barbeques impossible. We have been providing notice of the new regulation to all users. As of mid September, some of our septic system valving and wires have been damaged by denning animals. We are working on repairing the damage and better securing our valve boxes.

(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 2WD vehicles. We met with a local engineer on site on Sep 5th to begin designing facilities for a rebuilt camp. Our EDD crew has been doing preliminary work clearing debris out of future camp site areas.

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 new singletrack all-in. Staff has been working on downed trees around the park and we are completing the final stages of planning before beginning construction of the Catacoula Trail this winter.

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 a 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. Staff repaired a malfunctioning chlorinator to get the Ranch House engineered septic system back up and running.

Oat Hill Mine Trail

Various improvements to the historic Oat Hill Mine Road

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. 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. 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 that people in 4WD vehicles have been clearing vegetation and other obstructions along the trail between Calistoga and the Palisades Trail. The campsite was determined to be located on adjacent private property (the owners have been contacted) and the 4WD enthusiasts own property further up the trail so have the right to drive on the trail.

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. 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. <u>The Governor has signed legislation authorizing the sale of the park to the District or the County, but separately the State has also released plans to potentially lease 20 acres of Skyline Park for the development of housing, complicating matters.</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. Our volunteer caretaker for this property has made repairs to the dirt roads and the perimeter fencing.</p>
State Parks	Operate Bothe-Napa Valley State Park, Bale Grist Mill State Historic Park and RLS State	<p>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. We have been attempting, but so far with no success, to get State Parks approval to repair the roof. <u>District and State Parks staff are very close to having a new Operating Agreement ready for Board consideration.</u></p>

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. 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 as soon as the biological survey update that is scheduled for spring/summer 2019 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. Negotiations 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 did not work out because of a change of mind by the property owner. Staff has meanwhile begun preparation of the application to the County to permit opening Suscol Headwaters to the public from the Skyline Park side.

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. A revised version of the easement, and an associated agreement allocating responsibilities is still being negotiated.

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

September 2019

- Park occupancy remains high on weekends, with a dip in day use and weekday occupancy. Labor Day was the last official day the pool was open and park occupancy was high for the weekend.
- The 3rd Saturday hike this month was held on the 21st at the Bothe and was a night hike. 34 participants attended the hike and experienced an illuminated area in the first redwood grove, and listened for the nocturnal sounds in the darkness along the redwood trail.
- The second annual Fiesta en el Molino Bale event on September 14th. Activities included mariachi music, bilingual mill tours, ballet folklorico dance performances, community booths, activities, food and games. The weather was hot and may have led to less participates than we hoped. It was a great event for the community none the less.
- We had a large corporate group that rented a portion of the campground for a weekend again this year. Staff opened the pool for the group and the public as well as provided naturalist led hikes of different lengths.
- State Parks Contractors have been working on the replacement of the Ritchey Creek Trail culvert replacement. The trail closure limits the most popular loop option and has led to user complaints. Project will hopefully conclude in late October or mid-November.
- Six naturalist led Field Trips were held at Bothe in September, serving 333 students and 70 adults.
- Planning and coordination for Old Mill Days Event is occurring. The event will be back to a two day event this year. Supplies, reenactors and activities are being secured.
- NOSD management met with State Parks again to iron out remaining changes to the new Operating Agreement and plan for taking on the water systems.
- PEF's Status.
 - **Waterwheel Replacement:** NVSPA sent a check to the sawmill for ½ of the lumber cost and they have started cutting the lumber for buckets, shrouds, etc. We will start replacing the arms this fall/winter.
 - **Silverado Roof:** No Change. Staff will perform emergency repairs and tarp roof for summer.
 - **Site 40 Conversion to Host Site:** We started construction on the site. Utilities are in and grading and final site set up will be finished in the next 2 weeks.