



**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, May 11, 2020 at 2:00 P.M.

Via Zoom Conference Call

See call-in instructions at end of agenda

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.

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 707.299.1377.

Prior to action on any item, the Board President will ask for comments from any member of the audience. After receiving recognition from the President, give your name, address, and your comments or questions. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the President.

State law requires agency officers (Directors and Officers) to disclose, and then be disqualified from participation in, any proceeding involving a license, permit, or other entitlement for use, if the officer has received from any participant in the proceeding an amount exceeding \$250 within the prior 12 month period. State law also requires any participant in a proceeding to disclose on the record any such contributions to an agency officer.

All materials relating to an agenda item for an open session of a regular meeting of the Board of Directors which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the NCRPOSD Office at 1195 Third Street, Suite 210, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or County staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code §§6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

1. Call to Order and Roll Call

2. Public Comment

In this time period, anyone may address the Board of Directors regarding any subject over which the Board has jurisdiction but which is not on today's posted agenda. In order to provide all interested parties an opportunity to speak, time limitations shall be at the discretion of the President. As required by Government Code, no action or discussion will be undertaken on any item raised during this Public Comment period.

3. Set Matters

2:00 pm

Budget Matters:

- a. Consideration and potential approval of budget adjustments for FY 19-20
- b. Consideration and release of draft budget for FY 20-21 for public review and comment through June 8, 2020

4. Administrative Items

- a. Consideration and potential approval of minutes for Board of Directors meeting of March 9 and March 25, 2020.
- b. Consideration and potential approval of an amendment to the Position Allocation Table to add one Community Relations Specialist and amendment to the Salary Table to adopt a salary scale therefor.
- c. Consideration and potential approval of license agreement with Land Trust of Napa County for a non-motorized recreational trail on APN Nos. 025-030-018 and 025-030-019.
- d. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff for March and April 2020.
- e. Review of the District Projects Status Report.
- f. Receipt of monthly report for Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park.

5. Announcements by Board and Staff

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

6. Agenda Planning

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

7. Adjournment

Instructions for Joining Zoom Meeting

Use your internet browser to log on:

<https://zoom.us/j/98974385228?pwd=TTRLNW1abkU5VEU1Y0xxWUJ2TjZpQT09>

OR Call on your mobile Phone

+14086380968,,98974385228#,1#,929348# US (San Jose)

+16699006833,,98974385228#,1#,929348# US (San Jose)

Or find your local number for a land line call: <https://zoom.us/j/98974385228>

Meeting ID: 989 7438 5228

Password: 929348



STAFF REPORT

By: John Woodbury
Date: May 11, 2020
Item: **3**
Subject: Budget Matters:

- a. Consideration and potential approval of budget adjustments for FY 19-20
- b. Consideration and release of draft budget for FY 20-21 for public review and comment through June 8, 2020

RECOMMENDATION

- a. Authorize transfer of funds between the Parks and Trails budget subdivision and the General Administration budget subdivision as necessary to cover expenses through June 30, 2020
- b. Review draft budget for FY 2020-21 and release for public comment until the next regular meeting of the Board of Directors on June 8, 2020

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

Budget Adjustment for FY 2-2019-20

Under the fiscal controls that apply to the District budget, the General Administration subdivision is one budget division, and all of the other subdivisions are a separate Parks and Trails division. For accounting purposes, all expenditure categories in a budget division “roll up”, such that if one subdivision or expenditure category exceeds or falls short of what is budgeted, those amounts can be reallocated to other subdivisions or categories within the same division. In a typical year, actual expenditures for each of the divisions have been less than budgeted, so that no formal budget adjustments are needed to close out the fiscal year. However, the current fiscal year has been anything but normal. As a result the General Administration budget division may end being short of funds, whereas the Parks and Trails budget division will have extra funds, but because of the almost daily changes in operations that are currently necessary to deal with the pandemic, it is not possible to accurately predict how much of a transfer between divisions will be needed. Staff therefore requests the Board authorize transferring budget expenditure authority from the Parks and Trails division to the General Administration division as necessary to cover all expenditures through June 30, 2020.

Draft Budget for FY 2020-21

At the start of the current fiscal year (July 1, 2019) it was clear that the District was closing in on the limits of its financial capacity, and that without new revenues the District would be hard pressed to simply complete existing projects and commitments. Since then, the District's financial situation has deteriorated.

Measure K would have enabled the District to continue to protect the most important open space lands in the County as they come on to the market, and provide more opportunities for public outdoor recreation. Measure K garnered substantial community support, but because of a surprisingly low turnout in the March 2020 election, the 12 percent of Napa residents who voted against Measure K were enough to limit voter approval to 63 percent in favor. While normally a 63% approval in the political work would be considered a mandate, it is short of the supermajority that California requires for dedicated tax measures.

Hard on the heels of the loss of Measure K, the Covid-19 pandemic hit the Bay Area. As a result, other than some limited rental income, District earned revenues have been essentially zero since mid-March, and will continue to be at or close to zero at least through the end of this fiscal year. At this point, we can only speculate when camping and picnicking will once again be allowed, as well as how quickly paying visitors will return. The loss of user fees mostly affects State Park operations. The only good news is with the State Park operations is that the District had since 2012 built up a substantial reserve, equal to a little over one year's worth of expenses needed to operate the State Parks.

The other primary source of revenue for the District is the annual County grant whose level is based on a percentage of County Transient Occupancy Tax revenues. County TOT revenues have dropped to almost zero since mid-March as a result of the pandemic and Shelter at Home Orders. As with District fee revenues, we can only speculate when TOT revenues will recover. The County a few weeks ago projected that TOT revenues would drop by 30% for the current fiscal year, and 60% for the next fiscal year. The only good news here is that because the County grant agreement is based on prior year TOT revenues, the effect on the District grant is delayed by a year. As a result, unless the County decides to modify the grant agreement, the District grant for the coming fiscal year (starting July 1, 2020) will not be affected by the pandemic; rather, the effect will be felt in the subsequent fiscal year (or two, depending on how quickly the hotel trade recovers).

Because of the reserves in the State Park budget subdivision, and the delay in the effects of the pandemic on the County grant, the District has a year to bring finances back into balance. The draft budget for the coming fiscal year (FY 2020-21) reflects this reality:

- funding is provided to retain the permanent staff that works for the District, but seasonal staffing is reduced. Retaining permanent staff is critical if the District is to not lose the skills and expertise that we have worked so hard to build.
- The District's environmental education programs is substantially reduced. At this point it is not at all clear when school groups will again be able to engage in these programs. Further, the District will not have any funding for school bus transportation, the school districts are themselves looking at huge financial challenges in the coming year so their funding for school buses will certainly be cut, and the cancellation of Earth Day celebration this past April eliminated the primary source of non-profit funding that has in the past been available for school field trips. As a result of these factors, even if we were able to provide interpretive programming, the number of classes that would be able to even get to outdoor classroom locations will be much more limited than in the past.

- The swimming pool at Bothe-Napa Valley State Park will most likely not be allowed to open to the public this summer for recreational swimming. This will save the cost of needing to train and hire seasonal lifeguards. If restrictions on public pools are lifted for Napa County before the end of this summer, it may be possible to do as many hotels do, which is to allow guests to use their pools without lifeguards. Doing this would require not charging a separate fee for use of the pool, but rather building pool use into the basic camping or day use fee. It would also require careful thought for how to prevent overcrowding and potentially unsafe behavior. Staff is continuing to investigate options for the pool.
- Capital projects will be limited to those with dedicated funds (such as construction of the red-legged frog pond at the Suscol Headwaters Preserve, which is required as a condition of the grants we received to acquire the property) or which have the potential to generate future revenues (such as the rehab of several buildings managed by the District). Furthermore, many capital projects, while included houses in the draft budget, will not be started in the first half of the year, so that the District should have a clearer understanding of how quickly revenues are rebuilding before actually committing to implement those capital projects.
- Over the course of the coming fiscal year, the District needs to identify and implement new sources of revenue. These new sources of revenue may include:
 - raising camping and extra car fees for Bothe-Napa Valley State Park; these fees have not been raised since well before the District assumed operations in 2012. Under normal circumstances, the campground is 100% full on weekends and holidays for nearly half the year, suggesting that higher fees for those peak periods would not be offset by increased vacancies, so that higher fees for peak times should result in higher overall revenues.
 - ramping up marketing of the cabins and yurts at Bothe to increase their occupancy rates.
 - adjusting fees for Ecocamp Berryessa to be more in line with other group camp facilities in Northern California, and start marketing Camp Berryessa to a broader range of users to increase usage, especially weekdays and in the shoulder season.
 - repairing the Banditini House at Robert Louis Stevenson State Park, and one of the vacant cabins behind the Wright House at Bothe, so that they it can generate rental income.
 - sponsoring special fundraising events.

To summarize, the challenge for the coming fiscal year will be to minimize expenses as much as possible, as well as seek new sources of revenue, so that the District can rebuild its reserves and thereby have sufficient reserves to weather the substantial reduction in the County grant which is certain to occur in FY 2021-22.

The detailed draft budget for FY 2020-21 is attached. Also included are actual revenues and expenses for FY 2019-20 through the end of the third quarter, as well as projected revenues and expenses for the full fiscal year. The first two pages of the budget document are summaries—one of all District operations, and one only for the District’s non-State Park operations, followed by a summary of restricted and unrestricted fund balances. The remaining worksheets are for each of the budget subdivisions that the District uses to track expenses. Objectives for each subdivision are summarized at the bottom of each worksheet.

Napa County Regional Park and Open Space District
Projected FY 2019-20
Summary FY 2019-20 & FY 2020-21

	Q3 Actual	Projected	
		2019-20	Draft 2020-21
Revenues			
43790 State Grants	\$ -		\$ -
43910 County of Napa	\$ 916,001	\$ 916,001	\$ 1,036,281
44200 Court Fines	\$ 5,000	\$ 5,000	\$ -
44300 Forfeitures and Penalties	\$ 35,960	\$ 35,960	\$ -
45100 Interest	\$ 32,818	\$ 37,844	\$ 21,000
47150 Other Grants	\$ 29,025	\$ 42,425	\$ -
45300 Rent - Building/Land	\$ 702,487	\$ 614,730	\$ 48,300
45500 Concessions	\$ -	\$ 10,000	\$ 614,620
47400 Insurance Settlement	\$ -	\$ -	\$ -
47500 Donations and Contributions	\$ 21,262	\$ 26,352	\$ 60,100
47900 Miscellaneous	\$ 2,518	\$ 2,518	\$ -
Total Revenues	\$ 1,745,071	\$ 1,690,830	\$ 1,780,301
Expenses			
51000 District salaries and benefits	\$ 345,168	\$ 460,224	\$ 578,234
52100 Administration Services	\$ 469,040	\$ 625,387	\$ 684,573
52105 Election Services	\$ -	\$ 117,835	\$ 60,000
52125 Accounting/Auditing Services	\$ 9,025	\$ 13,000	\$ 13,000
52140 Legal Services	\$ 5,062	\$ 10,000	\$ 10,000
52325 Waste Disposal Services	\$ 16,505	\$ 21,765	\$ 20,683
52340 Landscaping Services	\$ -	\$ -	\$ 3,500
52345 Janitorial Services	\$ 22	\$ 22	\$ 22
52360 Construction Services	\$ 1,000	\$ 1,000	\$ 314,000
52490 Other Professional Services	\$ 70,786	\$ 86,769	\$ 41,250
52520 Maintenance-Vehicles	\$ 3,974	\$ 5,299	\$ 5,000
52525 Maintenance-Infrastructure/Lan	\$ 2,433	\$ 3,244	\$ 6,200
52700 Insurance--Liability	\$ 19,825	\$ 19,825	\$ 20,000
52705 Insurance - Premiums	\$ 69,258	\$ 80,301	\$ 30,500
52800 Communications/Telephone	\$ 4,278	\$ 5,731	\$ 6,980
52810 Advertising/Marketing	\$ 345	\$ 660	\$ 700
52820 Printing and Binding	\$ 1,612	\$ 2,069	\$ 3,950
52825 Bank Charges	\$ 1,893	\$ 2,524	\$ 2,500
52830 Publications & Legal Notices	\$ -	\$ -	\$ -
52835 Filing Fees	\$ -	\$ -	\$ -
52840 Permits/License Fees	\$ 904	\$ 904	\$ 11,316
52900 Training/Conference Expenses	\$ 349	\$ 579	\$ 3,500
52905 Business Travel/Mileage	\$ 5,961	\$ 7,933	\$ 7,403
52906 Fleet Charges	\$ 4,828	\$ 6,333	\$ 6,600
53100 Office Supplies	\$ 3,106	\$ 7,020	\$ 6,800
53115 Book, Media,Periodicals, Subscrip	\$ 6,539	\$ 6,539	\$ 6,700
53120 Memberships/Certifications	\$ 5,197	\$ 5,197	\$ 7,732
53205 Utilities - Electric	\$ 13,387	\$ 17,846	\$ 20,200
53210 Utilities - Propane	\$ 351	\$ 468	\$ 650
53250 Fuel	\$ -	\$ -	\$ 100
53300 Clothing and Personal Supplies	\$ 1,215	\$ 1,620	\$ 2,500
53320 Safety Supplies	\$ -	\$ -	\$ 500
53330 Janitorial Supplies	\$ 2,188	\$ 3,017	\$ 3,700
53345 Construction Supplies/Material	\$ 3,646	\$ 11,361	\$ 16,500
53350 Maintenance Supplies	\$ 21,180	\$ 27,947	\$ 25,500
53400 Minor Equipment/Small Tools	\$ 3,797	\$ 4,459	\$ 6,000
53410 Computer Equipment/Accessories	\$ 1,087	\$ 1,300	\$ 1,500
53415 Computer Software/Licensing Fe	\$ 495	\$ 7,030	\$ 7,500
53600 Special Departmental Expense	\$ 15,233	\$ 23,574	\$ 15,300
53680 Goods for Resale	\$ 6,563	\$ 7,000	\$ 7,000
54500 Taxes and Assessments	\$ 426	\$ 426	\$ 1,750
55100 Land	\$ 890,243	\$ 890,243	\$ -
Total Expenditures	\$ 2,006,921	\$ 2,486,451	\$ 1,959,843
Net Surplus (Deficit)	\$ (261,850)	\$ (795,621)	\$ (179,542)

Napa County Regional Park and Open Space District

Projected FY 2019-20

Summary (w/o State Parks) FY 2019-20 & FY 2020-21

	<u>Q3 Actual</u>	<u>Projected 2019-20</u>	<u>Draft 2020-21</u>
Revenues			
State-Other Funding	\$ -	\$ -	\$ -
43910 County of Napa	\$ 916,001	\$ 916,001	\$ 1,036,281
44200 Court Fines	\$ 5,000	\$ 5,000	\$ -
44300 Forfeitures and Penalties	\$ 35,960	\$ 35,960	\$ -
45100 Interest	\$ 20,856	\$ 21,895	\$ 9,000
45300 Rent - Building/Land	\$ 16,425	\$ 25,625	\$ 21,900
45500 Concessions	\$ 14,730	\$ 14,730	\$ 14,620
47150 Other Grants	\$ -	\$ 10,000	\$ -
47400 Insurance Settlement	\$ -	\$ -	\$ -
47500 Donations and Contributions	\$ 7,352	\$ 7,352	\$ -
47900 Miscellaneous	\$ -	\$ -	\$ -
Total Revenues	\$ 1,016,324	\$ 1,036,563	\$ 1,081,801

Expenses			
51000 District Salaries and Benefits	\$ 117,416	\$ 156,555	\$ 297,293
52100 Administration Services	\$ 262,436	\$ 349,915	\$ 318,487
52105 Election Services	\$ -	\$ 117,835	\$ 60,000
52125 Accounting/Auditing Services	\$ 9,025	\$ 13,000	\$ 13,000
52140 Legal Services	\$ 5,062	\$ 10,000	\$ 10,000
52325 Waste Disposal Services	\$ 6,033	\$ 7,802	\$ 5,683
52340 Landscaping Services	\$ -	\$ -	\$ -
52345 Janitorial Services	\$ 22	\$ 22	\$ 22
52360 Construction Services	\$ 1,000	\$ 1,000	\$ 243,000
52490 Other Professional Services	\$ 56,866	\$ 68,209	\$ 31,250
52520 Maintenance-Vehicles	\$ -	\$ -	\$ -
52525 Maintenance-Infrastructure/Lan	\$ -	\$ -	\$ 3,000
52700 Insurance--Liability	\$ 19,825	\$ 19,825	\$ 20,000
52705 Insurance - Premiums	\$ 57,069	\$ 68,112	\$ 29,000
52800 Communications/Telephone	\$ 260	\$ 374	\$ 480
52810 Advertising/Marketing	\$ -	\$ 200	\$ 200
52820 Printing and Binding	\$ 1,291	\$ 1,641	\$ 2,950
52825 Bank Charges	\$ -	\$ -	\$ -
52830 Publications & Legal Notices	\$ -	\$ -	\$ -
52835 Filing Fees	\$ -	\$ -	\$ -
52840 Permits/License Fees	\$ 904	\$ 904	\$ 10,316
52900 Training/Conference Expenses	\$ 65	\$ 200	\$ 1,000
52905 Business Travel/Mileage	\$ 4,082	\$ 5,428	\$ 4,903
52906 Fleet Charges	\$ 1,578	\$ 2,000	\$ 2,000
53100 Office Supplies	\$ 606	\$ 3,687	\$ 3,500
53115 Book, Media,Periodicals, Subscrip	\$ 6,539	\$ 6,539	\$ 6,700
53120 Memberships/Certifications	\$ 5,197	\$ 5,197	\$ 7,732
53205 Utilities - Electric	\$ 29	\$ 35	\$ 200
53210 Utilities - Propane	\$ -	\$ -	\$ -
53250 Fuel	\$ -	\$ -	\$ 100
53300 Clothing and Personal Supplies	\$ -	\$ -	\$ -
53320 Safety Supplies	\$ -	\$ -	\$ -
53330 Janitorial Supplies	\$ -	\$ 100	\$ 200
53345 Construction Supplies/Material	\$ 1,680	\$ 2,240	\$ 1,500
53350 Maintenance Supplies	\$ 4,690	\$ 5,960	\$ 5,500
53400 Minor Equipment/Small Tools	\$ 1,810	\$ 1,810	\$ 1,000
53410 Computer Equipment/Accessories	\$ 1,087	\$ 1,300	\$ 500
53415 Computer Software/Licensing Fees	\$ 495	\$ 7,030	\$ 7,000
53600 Special Departmental Expense	\$ 408	\$ 3,807	\$ 10,300
53680 Goods for Resale	\$ -	\$ -	\$ -
54500 Taxes and Assessments	\$ -	\$ -	\$ 1,250
55100 Land	\$ 890,243	\$ 890,243	\$ -
Total Expenditures	\$ 1,455,718	\$ 1,750,969	\$ 1,098,065

Net Surplus (Deficit) \$ (439,394) \$ (714,407) \$ (16,264)

Restricted/Unrestricted Fund Balance

	June 2019 actual	6/30/2020 (projected)	6/30/2021 (proposed)
<u>RESTRICTED FUNDS</u>			
Moore Creek	\$ 105,478	\$ 118,966	\$ 132,454
Suscol Headwaters	\$ 258,721	\$ 218,035	\$ 26,655
State Parks	\$ 830,325	\$ 746,593	\$ 583,315
Amy's Grove	\$ 7,686	\$ -	\$ -
Total Restricted Funds without State Parks	\$ 371,885	\$ 337,001	\$ 159,109
with State Parks	\$ 1,202,210	\$ 1,083,594	\$ 742,424
<u>UNRESTRICTED FUNDS</u>	\$ 857,112	\$ 190,601	\$ 604,480
<u>FUND BALANCE W/O</u>			
<u>CAPITAL ASSETS</u>	\$ 2,059,322	\$ 1,274,195	\$ 1,346,904
<u>Invested in Capital Assets</u>	\$ 13,878,020	\$ 14,898,020	\$ 14,898,020
TOTAL FUND BALANCE	\$ 15,929,656	\$ 16,172,215	\$ 16,244,924

Projected 2018-2019 (based on 9 month actuals)

Projected FY 2019-20 & Draft FY 2020-21

General Fund--Administration

Subdivision: 8500000 - Parks-Administration

		Projected		
	Q3 Actual	2019-20	Draft 2020-21	
Revenues				
43910 County of Napa	\$ 373,793	\$ 373,793	\$ 753,769	
44200 Court Fines	\$ 5,000	\$ 5,000		
45100 Interest	\$ 17,740	\$ 17,740	\$ 5,000	
47150 Other Grants	\$ -			
47500 Donations and Contributions	\$ 6,970	\$ 6,970		
Total Revenues	\$ 403,503	\$ 403,503	\$ 758,769	

Expenses				
51000 District Salaries and Benefits	\$ 9,759	\$ 13,012	\$ 51,079	
52100 Administration Services	\$ 118,828	\$ 158,437.33	\$ 177,969	
52105 Election Services	\$ -	\$ 117,835	\$ 60,000	
52125 Accounting/Auditing Services	\$ 9,025	\$ 13,000	\$ 13,000	
52140 Legal Services	\$ 5,062	\$ 10,000	\$ 10,000	
52345 Janitorial Services	\$ 22	\$ 22	\$ 22	
52490 Other Professional Services	\$ 7,301	\$ 8,500	\$ 8,500	
52520 Maintenance-Vehicles (outside service)	\$ -	\$ -	\$ -	
52700 Insurance--Liability	\$ 19,825	\$ 19,825	\$ 20,000	
52705 Insurance - Premiums	\$ 55,934	\$ 66,977	\$ 28,000	
52810 Advertising/Marketing	\$ -	\$ 200	\$ 200	
52820 Printing and Binding	\$ 942	\$ 1,200	\$ 1,200	
52830 Publications & Legal Notices	\$ -	\$ -	\$ -	
52840 Permits/License Fees	\$ -	\$ -	\$ -	
52900 Training/Conference Expenses	\$ 65	\$ 200	\$ 1,000	
52905 Business Travel/Mileage	\$ 86	\$ 100	\$ 100	
52906 Fleet Charges (county service)	\$ 1,578	\$ 2,000	\$ 2,000	
53100 Office Supplies	\$ 519	\$ 3,500	\$ 3,500	
53115 Book, Media,Periodicals, Subscrip	\$ -	\$ -	\$ -	
53120 Memberships/Certifications	\$ 5,065	\$ 5,065	\$ 7,600	
53250 Fuel	\$ -	\$ -	\$ -	
53350 Maintenance Supplies	\$ 22	\$ 35	\$ 1,000	
53400 Minor Equipment/Small Tools	\$ -	\$ -	\$ -	
53410 Computer Equipment/Accessories	\$ 1,087	\$ 1,300	\$ 500	
53415 Computer Software/Licensing Fe	\$ 465	\$ 7,000	\$ 7,000	
53600 Special Departmental Expense	\$ 310	\$ 3,300	\$ 3,300	

Total Expenditures **\$ 235,895** **\$ 418,496** **\$ 344,891**

Net Surplus (Deficit) **\$ 167,608** **\$ (14,993)** **\$ 413,878**

33100 - Available Fund Balance	\$ 857,112	\$ 190,601
Net Surplus (Deficit)	\$ (14,993)	\$ 413,878
33100 - Ending Fund Balance	\$ 842,119	\$ 604,480
SWEEP OF FUND BALANCES	\$ (651,517)	

Objectives

General operations

Set up employee deferred compensation program

Projected 2018-2019 (based on 9 month actuals)
 Projected FY 2019-20 & Draft FY 2020-21

Moore Creek Park

Subdivision: 8501000 - Parks-Moore Creek

	Q3 Actual	Projected 2019-20	Draft 2020-21
Revenues			
43910 County of Napa	\$ 72,935	\$ 72,935	\$ 58,570
44300 Forfeitures and Penalties	\$ 35,960	\$ 35,960	
45300 Rents-Bldgs and Land	\$ 16,425	\$ 25,625	\$ 21,900
47150 Other Grants	\$ -	\$ 10,000	
47500 Donations and Contributions	\$ 382	\$ 382	
Total Revenues	\$ 125,702	\$ 144,902	\$ 80,470

Expenses			
51000 District Salaries and Benefits	\$ 48,133	\$ 64,177	\$ 35,403
52100 Administration Services	\$ 6,664	\$ 8,885	\$ 24,164
52325 Waste Disposal Services	\$ 1,588	\$ 2,117	\$ 2,100
52360 Construction Services	\$ -	\$ -	\$ 5,000
52490 Other Professional Services	\$ 3,079	\$ 3,827	\$ 4,500
52525 Maintenance-Infrastructure/Lan	\$ -	\$ -	
52705 Insurance - Premiums	\$ 1,135	\$ 1,135	\$ 1,000
52800 Communications/Telephone	\$ -	\$ -	\$ -
52820 Printing and Binding	\$ 308	\$ 400	\$ 250
52840 Permits/License Fees	\$ 229	\$ 229	\$ -
52905 Business Travel/Mileage	\$ 1,315	\$ 1,753	\$ 1,753
53100 Office Supplies	\$ 65	\$ 87	\$ -
53205 Utilities - Electric	\$ -	\$ -	\$ -
53250 Fuel	\$ -	\$ -	\$ 100
53345 Construction Supplies/Materials	\$ 1,680	\$ 2,240	\$ 1,000
53350 Maintenance Supplies	\$ 1,986	\$ 2,648	\$ 2,200
53400 Minor Equipment/Small Tools	\$ 1,810	\$ 1,810	\$ 1,000
53600 Special Departmental Expense	\$ 91	\$ 500	\$ 1,000
54500 Taxes and Assessments	\$ -		\$ 1,000
Total Expenditures	\$ 68,083	\$ 89,809	\$ 80,470
Net Surplus (Deficit)	\$ 57,619	\$ 55,093	\$ -

33100 - Available Fund Balance	\$ 105,478	\$ 118,966
Net Surplus (Deficit)	\$ 55,093	\$ -
unadjusted ending fund balance	\$ 160,571	
draw on capital reserve	\$ -	\$ 118,966
add to capital reserve	\$ 13,488	
year end capital reserve	\$ 118,966	\$ 132,454
return to undesignated reserves	\$ (41,605)	

Objectives Monitor property

Maintain houses

Maintain trails

Continue Madrone Trail construction with volunteers

Update brochure/translate to Spanish

Projected 2018-2019 (based on 9 month actuals)

Projected FY 2019-20 & Draft FY 2020-21

Oat Hill Mine Trail

Subdivision: 8501001 - Parks-Oat Hill Mine Trail

	Q3 Actual	Projected 2019-20	Draft 2020- 21
Revenues			
43910 County of Napa	\$ 10,076	\$ 10,076	\$ 5,236
Total Revenues	\$ 10,076	\$ 10,076	\$ 5,236

Expenses			
51000 District Salaries and Benefits	\$ 1,629	\$ 2,172	\$ 2,482
52100 Administration Services	\$ 3,143	\$ 4,191	\$ 3,686
52360 Construction Services	\$ -		-
52490 Other Professional Services	\$ -		\$ 250
52820 Printing and Binding	\$ -		\$ 250
52905 Business Travel/Mileage	\$ 712	\$ 949	\$ 950
53100 Office Supplies	\$ -		\$ -
53345 Construction Supplies/Material	\$ -		\$ -
53350 Maintenance Supplies	\$ -		\$ 100
53600 Special Departmental Expense	\$ -		\$ -
55100 Land	\$ -		\$ -

Total Expenditures	\$ 5,484	\$ 7,312	\$ 5,236
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Net Surplus (Deficit)	\$ 4,592	\$ 2,764	\$ -
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33100 - Available Fund Balance	\$ -	\$ -
Net Surplus (Deficit)	\$ 2,764	\$ -
33100 - Ending Fund Balance	\$ 2,764	\$ -
return to undesignated reserve	\$ (2,764)	

Objectives

Monitor property

Continue erosion control

Update brochure/ translate to Spanish

Projected 2018-2019 (based on 9 month actuals)

Projected FY 2019-20 & Draft FY 2020-21

Napa River and Bay Trail

Subdivision: 8501002 - Parks-Napa River and Bay Trail

	Q3 Actual	Projected 2019-20	Draft 2020- 21
Revenues			
43910 County of Napa	\$ 12,382	\$ 12,382	\$ 5,120
47500 Donations and Contributions	\$ -		
Total Revenues	\$ 12,382	\$ 12,382	\$ 5,120

Expenses			
51000 District Salaries and Benefits	\$ 1,089	\$ 1,452	\$ 1,654
52100 Administration Services	\$ 4,297	\$ 5,729	\$ 4,130
52325 Waste Disposal Services	\$ -		\$ -
52360 Construction Services	\$ -		\$ -
52490 Other Professional Services	\$ 138	\$ -	\$ 500
52820 Printing and Binding	\$ -		\$ 250
52905 Business Travel/Mileage	\$ 106	\$ 141	\$ 140
53345 Construction Supplies/Materials	\$ -		\$ -
53350 Maintenance Supplies	\$ 1,248	\$ 1,400	\$ 100
53600 Special Departmental Expense	\$ -		\$ -
Total Expenditures	\$ 6,878	\$ 8,723	\$ 5,120
Net Surplus (Deficit)	\$ 5,504	\$ 3,659	\$ -

33100 - Available Fund Balance	\$ -	\$ -
Net Surplus (Deficit)	\$ 3,659	\$ -
33100 - Ending Fund Balance	\$ 3,659	\$ -
return to undesignated reserve	\$ (3,659)	

Objectives

- Monitor property
- Seek approvals to complete trail
- Maintain existing trail in Am Can and under Butler Bridge
- New brochure/translate to Spanish
- New signage for kiosks

Projected 2018-2019 (based on 9 month actuals)

Projected FY 2019-20 & Draft FY 2020-21

Camp Berryessa

Subdivision: 8501003 - Parks-Camp Berryessa

	Q3 Actual	Projected 2019-20	Draft 2020- 21
Revenues			
43410 State-Coastal Conservancy			
43910 County of Napa	\$ 18,400	\$ 18,400	\$ 12,541
45500 Concessions	\$ 10,110	\$ 10,110	\$ 10,000
Total Revenues	\$ 28,510	\$ 28,510	\$ 22,541

Expenses			
51000 District Salaries and Benefits	\$ 13,696	\$ 18,261	\$ 29,002
52100 Administration Services	\$ 13,647	\$ 18,196	\$ 10,443
52325 Waste Disposal Services	\$ 1,187	\$ 1,583	\$ 1,583
52360 Construction Services		\$ -	\$ -
52490 Other Professional Services	\$ 3,050	\$ 3,300	\$ 500
52525 Maintenance-Infrastructure/Lan	\$ -	\$ -	\$ 3,000
52810 Advertising/Marketing	\$ -	\$ -	\$ -
52820 Printing and Binding	\$ -	\$ -	\$ 250
52840 Permits/License Fees	\$ -	\$ -	\$ -
52905 Business Travel/Mileage	\$ 349	\$ 465	\$ 465
52906 Fleet Charges	\$ -	\$ -	\$ -
53100 Office Supplies	\$ -	\$ -	\$ -
53205 Utilities - Electric	\$ 29	\$ 35	\$ 200
53330 Janitorial Supplies	\$ -	\$ 100	\$ 200
53345 Construction Supplies/Material	\$ -	\$ -	\$ -
53350 Maintenance Supplies	\$ 677	\$ 903	\$ 900
53400 Minor Equipment/Small Tools	\$ -	\$ -	\$ -
53600 Special Departmental Expense	\$ -	\$ -	\$ 5,000

Total Expenditures	\$ 32,635	\$ 42,843	\$ 22,541
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Net Surplus (Deficit)	\$ (4,125)	\$ (14,333)	\$ -
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33100 - Available Fund Balance	\$ -	\$ -	\$ -
Net Surplus (Deficit)	\$ (14,333)	\$ -	\$ -
33100 - Ending Fund Balance	\$ (14,333)	\$ -	\$ -
draw from undesignated reserve	\$ 14,333		

Objectives Monitor property

Increase promotion/usage

Prepare Camp brochure

Projected 2018-2019 (based on 9 month actuals)
 Projected FY 2019-20 & Draft FY 2020-21

Berryessa Vista

Subdivision: 8501004 - Parks-Berryessa Vista

	Q3 Actual	Projected 2019-20	Draft 2020-21
Revenues			
43910 County of Napa	\$ 9,427	\$ 9,427	\$ 4,049
Total Revenues	\$ 9,427	\$ 9,427	\$ 4,049

Expenses			
51000 District Salaries and Benefits	\$ 1,114	\$ 1,485	\$ 3,309
52100 Administration Services	\$ 1,193	\$ 1,591	\$ 2,799
52490 Other Professional Services	\$ -		\$ 500
52820 Printing and Binding	\$ -		\$ 250
52905 Business Travel/Mileage	\$ -		\$ -
53345 Construction Supplies/Materials	\$ -		\$ 500
53600 Special Departmental Expense	\$ 7	\$ 7	\$ -
55100 Land	\$ -		\$ -
Total Expenditures	\$ 2,314	\$ 3,083	\$ 4,049
Net Surplus (Deficit)	\$ 7,113	\$ 6,344	\$ -

33100 - Available Fund Balance	\$ -	\$ -
Net Surplus (Deficit)	\$ 6,344	\$ -
33100 - Ending Fund Balance	\$ 6,344	\$ -
return to undesignated reserve	\$ (6,344)	

Objectives Monitor property

Improve trail and signage from lake

Prepare brochure for park/translate to Spanish

Projected 2018-2019 (based on 9 month actuals)

Projected FY 2019-20 & Draft FY 2020-21

Suscol Headwaters

Subdivision: 8501009 - Parks-Suscol Headwaters Pres

	Q3 Actual	Projected 2019-20	Draft 2020- 21
Revenues			
43790 State-Other Funding	\$ -		
43910 County of Napa	\$ 6,950	\$ 6,950	\$ 38,550
45100 Interest	\$ 3,116	\$ 4,155	\$ 4,000
47150 Other grants	\$ -		
45500 Concessions	\$ 4,620	\$ 4,620	\$ 4,620
47500 Donations and Contributions	\$ -		
Total Revenues	\$ 14,686	\$ 15,725	\$ 47,170

Expenses			
51000 District Salaries and Benefits	\$ 12,806	\$ 17,075	\$ 14,919
52100 Administration Services	\$ 27,803	\$ 37,071	\$ 27,370
52360 Construction Services			\$ 200,000
52490 Other Professional Services	\$ 2,088	\$ 2,088	\$ 5,500
52820 Printing and Binding	\$ -		\$ 250
52840 Permits/License Fees	\$ -		\$ 5,000
52905 Business Travel/Mileage	\$ 133	\$ 177	\$ 180
53345 Construction Supplies/Materials	\$ -		\$ -
53600 Special Departmental Expense	\$ -		\$ -
54500 Taxes and Assessments	\$ -		\$ 250
55100 Land	\$ -		\$ -
Total Expenditures	\$ 42,830	\$ 56,411	\$ 238,550

Net Surplus (Deficit)	\$ (28,144)	\$ (40,686)	\$ (191,380)
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33100 - Available Fund Balance	\$ 258,721	\$ 218,035
Net Surplus (Deficit)	\$ (40,686)	\$ (191,380)
33100 - Ending Fund Balance	\$ 218,035	\$ 26,655
draw/return to undesignated		0

Objectives Monitor property

Secure easement(s) and design staging area

Construct frog pond (funding and costs to be carried over from prior fiscal year)

Trail signage

Projected 2018-2019 (based on 9 month actuals)

Projected FY 2019-20 & Draft FY 2020-21

Napa River Ecological Reserve

Subdivision: 8501005 - Parks-Napa River Ecological Rs

	Q3 Actual	Projected 2019-20	Draft 2020- 21
Revenues			
43910 County of Napa	\$ 15,909	\$ 15,909	\$ 4,229
Total Revenues	\$ 15,909	\$ 15,909	\$ 4,229

Expenses			
51000 District Salaries and Benefits	\$ 1,368	\$ 1,824	\$ 6,287
52100 Administration Services	\$ 2,705	\$ 3,607	\$ 2,799
52325 Waste Disposal Services	\$ 2,532	\$ 3,376	
52340 Landscaping Services	\$ -		\$ -
52490 Other Professional Services	\$ 4,552	\$ 6,552	\$ 500
52800 Communications/Telephone	\$ 260	\$ 374	\$ 480
52820 Printing and Binding	\$ -		\$ 250
52905 Business Travel/Mileage	\$ 101	\$ 135	\$ -
53350 Maintenance Supplies	\$ 101	\$ 135	\$ 200
53600 Special Departmental Expense	\$ -		\$ -

Total Expenditures \$ 11,619 \$ 16,002 \$ 4,229

Net Surplus (Deficit) \$ 4,290 \$ (93) \$ -

33100 - Available Fund Balance	\$	-	\$	-
Net Surplus (Deficit)	\$	(93)	\$	-
33100 - Ending Fund Balance	\$	(93)	\$	-
draw from undesignated reserve	\$	93		

Objectives Monitor property

Continue portable toilet, weekly maintenance contracts

Projected 2018-2019 (based on 9 month actuals)
 Projected FY 2019-20 & Draft FY 2020-21

Vine Trail

Subdivision: 8501006 - Parks-Vine Trail

	Q3 Actual	Projected 2019-20	Draft 2020-21
Revenues			
43910 County of Napa	\$ 5,375	\$ 5,375	\$ 2,540
Total Revenues	\$ 5,375	\$ 5,375	\$ 2,540

Expenses			
51000 District Salaries and Benefits	\$ -	\$ -	\$ -
52100 Administration Services	\$ 1,878	\$ 2,504	\$ 2,540
52905 Business Travel/Mileage			\$ -

Total Expenditures	\$ 1,878	\$ 2,504	\$ 2,540
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Net Surplus (Deficit)	\$ 3,497	\$ 2,871	\$ -
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33100 - Available Fund Balance	\$ -	\$ -	\$ -
Net Surplus (Deficit)	\$ 2,871	\$ -	\$ -
33100 - Ending Fund Balance	\$ 2,871	\$ -	\$ -
return to undesignated reserve	\$ (2,871)		

Objectives Monitor property

Coordinate VT/NRBT alignment between Am Can and Soscol Ferry Rd

Support VT alignment affecting State Park

Obtain easement for crossing Syar property

Projected 2018-2019 (based on 9 month actuals)
 Projected FY 2019-20 & Draft FY 2020-21

Putah Creek

Subdivision: 8501007 - Parks-Putah Creek

	Q3 Actual	Projected 2019-20	Draft 2020- 21
Revenues			
43910 County of Napa	\$ 13,091	\$ 13,091	\$ 4,317
47900 Miscellaneous	\$ -		
Total Revenues	\$ 13,091	\$ 13,091	\$ 4,317

Expenses			
51000 District Salaries and Benefits	\$ 1,102	\$ 1,469	\$ 1,654
52100 Administration Services	\$ 2,439	\$ 3,252	\$ 3,686
52360 Construction Services	\$ -		\$ -
52490 Other Professional Services	\$ 301	\$ 301	\$ -
52840 Permits/License Fees	\$ 316	\$ 316	\$ 316
52905 Business Travel/Mileage	\$ 236	\$ 315	\$ 315
53345 Construction Supplies/Materials	\$ -		
53350 Maintenance Supplies	\$ -		
53600 Special Dept Expense	\$ -		
54500 Taxes and Assessments	\$ -		

Total Expenditures	\$ 4,394	\$ 5,653	\$ 4,317
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Net Surplus (Deficit)	\$ 8,697	\$ 7,438	\$ -
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33100 - Available Fund Balance	\$ -	\$ -
Net Surplus (Deficit)	\$ 7,438	\$ -
33100 - Ending Fund Balance	\$ 7,438	\$ -
return to undesignated reserve	\$ (7,438)	

Objectives Monitor property

Work on R&PP transfer from BLM

Work on access issue for Spanish Valley

Work on conservation easement for Spanish Valley

Seek agreement wih LBEOA

Projected 2018-2019 (based on 9 month actuals)
 Projected FY 2019-20 & Draft FY 2020-21

State Parks

Subdivision: 8501008 - Parks-State Parks

	Q3 Actual	Projected 2019-20	Draft 2020-21
Revenues			
45100 Interest	\$ 11,962	\$ 15,949	12,000
45300 Rent - Building/Land	\$ 12,600	\$ 16,800	26,400
45500 Concessions	\$ 687,757	600,000	600,000
47500 Donations and Contributions	\$ 13,910	19,000	60,100
47900 Miscellaneous	\$ 2,518	2,518	-
Total Revenues	\$ 728,747	\$ 651,749	\$ 698,500

	Q3 Actual	Projected 2019-20	Draft 2020-21
Expenses			
51000 District Salaries and Benefits	\$ 227,752	\$ 303,669	\$ 280,942
52100 Administration Services	\$ 206,604	\$ 275,472	\$ 366,086
52325 Waste Disposal Services	\$ 10,472	\$ 13,963	\$ 15,000
52340 Landscaping Services	\$ -	-	\$ 3,500
52360 Construction Services	\$ -	-	\$ 71,000
52490 Other Professional Services	\$ 13,920	\$ 18,560	\$ 10,000
52520 Maintenance-Vehicles (outside services)	\$ 3,974	\$ 5,299	\$ 5,000
52525 Maintenance-Infrastructure/Lan	\$ 2,433	\$ 3,244	\$ 3,200
52705 Insurance - Premiums	\$ 12,189	12,189	\$ 1,500
52800 Communications/Telephone	\$ 4,018	5,357	\$ 6,500
52810 Advertising/Marketing	\$ 345	460	\$ 500
52820 Printing and Binding	\$ 321	428	\$ 1,000
52825 Bank Charges	\$ 1,893	2,524	\$ 2,500
52840 Permits/License Fees	\$ -	-	\$ 1,000
52900 Training/Conference Expenses	\$ 284	379	\$ 2,500
52905 Business Travel/Mileage	\$ 1,879	2,505	\$ 2,500
52906 Fleet Charges (county services)	\$ 3,250	4,333	\$ 4,600
53100 Office Supplies	\$ 2,500	3,333	\$ 3,300
53205 Utilities - Electric	\$ 13,358	17,811	\$ 20,000
53210 Utilities - Propane	\$ 351	468	\$ 650
53250 Fuel	\$ -	-	
53300 Clothing and Personal Supplies	\$ 1,215	1,620	2,500
53320 Safety Supplies	\$ -	-	500
53330 Janitorial Supplies	\$ 2,188	2,917	\$ 3,500
53345 Construction Supplies/Material	\$ 1,966	9,121	\$ 15,000
53350 Maintenance Supplies	\$ 16,490	21,987	\$ 20,000
53400 Minor Equipment/Small Tools	\$ 1,987	2,649	\$ 5,000
53410 Computer Equipment/Accessories	\$ -	-	\$ 1,000
53415 Computer Software/Licensing Fe	\$ -	-	\$ 500
53600 Special Departmental Expense	\$ 14,825	19,767	\$ 5,000
53680 Goods for Resale	\$ 6,563	7,000	\$ 7,000
54500 Taxes and Assessments	\$ 426	426	500
Total Expenditures	\$ 551,203	\$ 735,482	\$ 861,777
Net Surplus (Deficit)	\$ 177,544	\$ (83,732)	\$ (163,277)

33100 - Available Fund Balance	\$ 830,325	\$ 746,593
Net Surplus (Deficit)	\$ (83,732)	\$ (163,277)
33100 - Ending Fund Balance	\$ 746,593	\$ 583,315

Objectives ongoing maintenance and operations

obtain PEF to repair cabin behind Wright House
 repair Palisades Trail, Coyote Peak Trail
 complete cemetery restoration
 increase cabin occupancy rate to 50%
 make repairs to Silverado House/Banditini House
 electrical repairs to VC
 assume responsibility for water system including new water well for Bothe

Projected 2018-2019 (based on 9 month actuals)
 Projected FY 2019-20 & Draft FY 2020-21
Amy's Grove

Subdivision: 8501010 - Parks-Amy's Grove

	Q3 Actual	Projected	
		2019-20	Draft 2020-21
Revenues			
43790 State-Other funding	\$ (1,929)	\$ 1,929	\$ -
43910 County of Napa	\$ 185,564	\$ 185,564	\$ 78,588
45500 Concessions	\$ -		
47400 Insurance Settlement			
47500 Donations and Contributions	\$ -		
Total Revenues	\$ 185,564	\$ 185,564	\$ 78,588

Expenses			
51000 District Salaries and Benefits	\$ 5,713	\$ 7,617	\$ 13,754
52100 Administration Services	\$ 12,700	\$ 16,933	\$ 12,834
52325 Waste Disposal Services	\$ 726	\$ 726	\$ 2,000
52360 Construction Services	\$ 1,000	\$ 1,000	\$ 37,000
52490 Other Professional Services	\$ 19,098	\$ 25,382	\$ 10,500
52835 Filing Fees	\$ -		\$ -
52840 Permits/License Fees	\$ 359	\$ 359	\$ -
52905 Business Travel/Mileage	\$ 686	\$ 915	\$ 500
52906 Fleet Charges	\$ -		\$ -
53100 Office Supplies	\$ -		\$ -
53250 Fuel	\$ -		\$ -
53345 Construction Supplies/Materials	\$ -		\$ -
53350 Maintenance Supplies	\$ 525	\$ 700	\$ 1,000
53400 Minor Equipment/Small Tools	\$ -		\$ -
53600 Special Department Expense	\$ -		\$ 1,000
54500 Taxes and Assessments	\$ -		\$ -
55100 Land	\$ 890,243	\$ 890,243	\$ -

Total Expenditures	\$ 931,050	\$ 943,875	\$ 78,588
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Net Surplus (Deficit)	\$ (745,486)	\$ (758,311)	\$ -
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33100 - Available Fund Balance	\$ 7,686	\$ -
Net Surplus (Deficit)	\$ (758,311)	\$ -
33100 - Ending Fund Balance	\$ (750,625)	\$ -
draw from undesignated reserve	\$ 750,625	

Objectives

- Obtain CLN**
- Monitor properties**
- Design new water system for The Cove**
- Complete fire cleanup: road repair and invasive control**
- Repair trails**
- Demo shacks on Chamberlain with volunteers**

Projected 2018-2019 (based on 9 month actuals)
 Projected FY 2019-20 & Draft FY 2020-21
Cedar Roughs/Smittle Creek

Subdivision: 8501011 - Parks-Cedar Roughs

	Q3 Actual	Projected 2019-20	Draft 2020-21
Revenues			
43910 County of Napa	\$ 26,038	\$ 26,038	\$ 20,970
47500 Donations and Contributions	\$ -	\$ -	\$ -
Total Revenues	\$ 26,038	\$ 26,038	\$ 20,970
Expenses			
51000 District Salaries and Benefits	\$ 1,976	\$ 2,635	\$ 9,373
52100 Administration Services	\$ 1,638	\$ 2,184	\$ 5,597
52325 Waste Disposal Services	\$ -		\$ -
52360 Construction Services	\$ -		\$ 1,000
52490 Other Professional Services	\$ -	\$ 1,000	\$ -
52840 Permits/License Fees	\$ -		\$ 5,000
52905 Business Travel/Mileage	\$ -		\$ -
53350 Maintenance Supplies	\$ 27	\$ 36	\$ -
53600 Special Departmental Expense	\$ -		\$ -
54500 Taxes and Assessments	\$ -		\$ -
55100 Land	\$ -		\$ -
Total Expenditures	\$ 3,641	\$ 5,855	\$ 20,970
Net Surplus (Deficit)	\$ 22,397	\$ 20,183	\$ -

33100 - Available Fund Balance	\$ -	\$ -
Net Surplus (Deficit)	\$ 20,183	\$ -
33100 - Ending Fund Balance	\$ 20,183	\$ -
return to undesignated reserve	\$ (20,183)	

Objectives

- Monitor property**
- Obtain Use Permit**
- Finalize agreement with BOR**

Projected 2018-2019 (based on 9 month actuals)
 Projected FY 2019-20 & Draft FY 2020-21

Other Projects

Subdivision: xxxxx - Parks-Other Projects

	Q3 Actual	Projected 2019-20	Draft 2020- 21
Revenues			
43910 County of Napa	\$ 166,061	\$ 166,061	\$ 47,804
47150 Other Grants	\$ -		
47500 Donations and Contributions	\$ -		
Total Revenues	\$ 166,061	\$ 166,061	\$ 47,804

	Q3 Actual	Projected 2019-20	Draft 2020- 21
Expenses			
51000 District Salaries and Benefits	\$ 19,031	\$ 25,375	\$ 128,376
52100 Administration Services	\$ 65,501	\$ 87,335	\$ 40,472
52490 Other Professional Services	\$ 17,259	\$ 17,259	\$ -
52800 Communications/Telephone	\$ -	\$ -	\$ -
52810 Advertising/marketing	\$ -	\$ -	\$ -
52820 Printing and Binding	\$ 41	\$ 41	\$ -
52905 Business Travel/Mileage	\$ 358	\$ 477	\$ 500
53100 Office Supplies	\$ 22	\$ 100	\$ -
53115 Books/Media/Periodicals/Subsc	\$ 6,539	\$ 6,539	\$ 6,700
53120 Memberships/Certifications	\$ 132	\$ 132	\$ 132
53300 Clothng and Personal Supplies	\$ -	\$ -	\$ -
53350 Maintenance Supplies	\$ 104	\$ 104	\$ -
53415 Computer Software/Licencing Fee	\$ 30	\$ 30	\$ -
53600 Special Departmental Expense	\$ -	\$ -	\$ -
55100 Land	\$ -	\$ -	\$ -
Total Expenditures	\$ 109,017	\$ 137,392	\$ 47,804

Net Surplus (Deficit)	\$ 57,044	\$ 28,669	\$ -
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33100 - Available Fund Balance	\$ -	\$ -
Net Surplus (Deficit)	\$ 28,669	\$ -
33100 - Ending Fund Balance	\$ 28,669	\$ -
return to undesignated reserve	\$ (28,669)	

Objectives

Investigate/develop new projects

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

Continue monthly guided walks

Fundraising (fee programs/grants)



**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, March 9, 2020 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, Brent Randol, Barry Christian, and Tony Norris (2:11 pm)

Directors Excused: Dave Finigan

Staff Present: John Woodbury, Chris Cahill, Rick Fessenden and Alexandria Quackenbush

2. Public Comment

None.

3. Set Matters

None.

4. Administrative Items

- a. Consideration and potential approval of minutes for Board of Directors meeting of February 10, 2020.

Minutes for the February 10, 2020 meeting were approved as presented.

BR-KBT-BC-TN-DF

X X

- b. Consideration and potential approval to accept a donated trail easement deed for APN No. 025-060-021.

Directors voted to accept a donated trail easement deed for APN No. 025-060-021 as presented.

TN-BR-KBT-BC-TN-DF

X

- c. Consideration and potential approval of a vegetation management agreement with Bob and Linda Bundy to work on the removal of invasive French Broom on APN Nos. 025-060-023 and -021.

Directors voted to approve a vegetation management agreement with Bob and Linda Bundy to work on the removal of invasive French Broom on APN Nos. 025-060-023 and 021 as presented.

KBT-TN-BR-BC-DF

X

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

The Board received the report, no action taken.

- e. Review of the District Projects Status Report.
John Woodbury gave the report with discussion on: Napa River Bay Trail, Berryessa Vista, Moore Creek Park Development, Smittle Creek, State Parks and Vine Trail.
Chris Cahill gave the report with discussion on: The Cove at Mt. Veeder, EcoCamp Berryessa, Lake Hennessey North Shore Trails and Suscol Headwaters Reserve.
- f. Receipt of monthly report for Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park.
The Board received the report, no action taken.

5. Announcements by Board and Staff

- **Brent Randol - Acknowledged the Pope Canyon Trail along Putah Creek. He went to the Historical Society and met with the Research Library to discuss the Agave on the Conn Peak Trail. Last week he attended the Pacific Fishery Management Council in Santa Rosa.**
- **Barry Christian – Acknowledged the Vine Trail Gap Segment E. He attended the Cameo Theatre’s showing of a movie called Klunkerz about the history of mountain biking in Napa County. He also mentioned the Wick Board and interesting items that may be coming up.**

6. Agenda Planning

- **Brent Randol inquired about Measure K with discussion of it possibly being a future agenda discussion item.**
- **The Board and Staff discussed the possibility of the Annual Party/Celebration in support of the District.**

7. Closed Session

- a. Conference with Real Property Negotiator (Government Code Section 54956.8)
Property: Napa County APN No. 034-370-036 and 034-370-039
Agency Negotiator: John Woodbury, NCRPOSD General Manager
Negotiating Parties: NCRPOSD and John and Francis Chamberlain
Under Negotiation: Price and Terms of Payment

The Board reconvened from closed session, and president Christian announced that the Board voted 4-0 on a motion by Director Randall and a second by Director Norris to authorize borrowing as necessary from the District’s designated reserve funds for Moore Creek Park and Suscol Headwaters Park to complete the purchase of the Chamberlain Property, with the loans to be repaid as soon as the District receives it’s Proposition 68 *per capita* grant from the State of California.

8. Adjournment

Adjourned to the Regular NOSD Board Meeting April 13, 2020.

SIGNED: _____
 Barry Christian, Board President

ATTEST: _____
 Alexandria Quackenbush, 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.



**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 SPECIAL MEETING

Wednesday, March 25, 2020 at 10 A.M.

Call-in meeting only

To participate, call in to (408) 650-3123

Access Code: 443-439-725 #

(hit # a second time if asked any further questions)

1. Call to Order and Roll Call

Directors Present: Karen Bower-Turjanis, Brent Randol, Barry Christian, Dave Finigan and Tony Norris

Staff Present: John Woodbury, Chris Cahill, Ryan Ayers 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 March 9, 2020.

Minutes for the March 9, 2020 meeting were approved as presented.

TN- KBT- BR- BC- DF

A

- b. Update and potential direction to staff regarding the operation of parks and trails in response to the Covid-19 pandemic.

John Woodbury gave the report, public comment was taken, and the Board received the report, no action taken.

- c. Consideration and potential approval of temporary changes to personnel and pay policies in response to changes approved by the County Board of Supervisors for County employees as well as directions by the State of California and/or the U.S. government

Directors voted to authorize the district to follow the County leave policy starting March 20, 2020 to April 13, 2020, with temporary employees receiving pro-rated benefits, and to authorize flexibility to adjust personal and policy in accordance with County, State and Federal orders.

DF-TN-BC -BR-KBT-TN

5. Announcements by Board and Staff

➤ **None.**

6. Agenda Planning

➤ **Next meeting may be a conference call.**

7. Adjournment

Adjourned to the Regular NOSD Board Meeting April 13, 2020.

SIGNED: _____
Barry Christian, 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.



STAFF REPORT

By: Chris Cahill
Date: May 11, 2020
Item: **4.b**
Subject: Consideration and potential approval of an amendment to the Position Allocation Table to add one Community Relations Specialist and amendment to the Salary Table to adopt a salary scale therefor.

RECOMMENDATION

Approve the requested amendment to the Position Allocation Table and to the Salary Table.

ENVIRONMENTAL DETERMINATION

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

BACKGROUND

Under the District's Personnel Manual, the Board approves any permanent regular positions, by title, through the allocation process and is responsible for adopting salary schedules for each allocated position. The development and approval of job descriptions and the ultimate hiring of employees into those positions occurs at the discretion of the General Manager. In this particular case, staff would like to create a new position, Community Relations Specialist, which is closely modeled after a position currently existing in the service of the Sonoma County Agricultural Preservation and Open Space District. Our Community Relations Specialist position would blend together components of a traditional Public Information Officer, along with the volunteer coordinator work previously done under contract by CJ Yip and Associates, and some additional event planning and coordination duties. The proposed salary scale is based on the scale for the equivalent Sonoma County position.

Quoting from the Position Description, which is attached for reference, the Community Relations Specialist:

under direction, develops, coordinates, and implements the District's communications projects and initiatives linking public information, media relations, web and social media, community outreach, and volunteer activities in order to further public awareness of the Napa County Regional Park and Open Space District (District); serves as the District's

primary media representative; serves as the District's volunteer coordinator; serves as the District's event planner; coordinates community relations efforts with District staff, community groups, civic groups, public agencies, and private organizations; and performs other administrative and non-administrative work as required.

An initial list of projects, with which the new Community Relations Specialist will be charged upon hire, currently includes:

- Confirm District website compliance with the Americans with Disabilities Act
- Clean-up District website contents
- Coordinate all social media
- Coordinate all media outreach and press contact
- Event planning
- Design and implement an event-based fundraising campaign
- Interface with partners in the county and in the region

Though the District budget over the next several fiscal years is likely to be extremely tight, staff believes that the proposed position is important to our success (both financially and otherwise) going forward and that we have revenues to support it as currently projected.

Community Relations Specialist

Payroll Job Code - _____

SALARY RANGE

Step 1	Step 2	Step 3	Step 4	Step 5
\$40.00	42.00	44.10	46.31	48.62

DESCRIPTION

The Community Relations Specialist, under direction, develops, coordinates, and implements the District's communications projects and initiatives linking public information, media relations, web and social media, community outreach, and volunteer activities in order to further public awareness of the Napa County Regional Park and Open Space District (District); serves as the District's primary media representative; serves as the District's volunteer coordinator; serves as the District's event planner; coordinates community relations efforts with District staff, community groups, civic groups, public agencies, and private organizations; and performs other administrative and non-administrative work as required.

DISTINGUISHING CHARACTERISTICS

This is a permanent FLSA exempt classification in the service of the Napa County Regional Park and Open Space District. An employee in this class is expected to exercise substantial independent judgement and develops, plans, organizes, coordinates, and delivers public information and solicits and organizes volunteer participation on a variety of District programs, projects, and initiatives. Incumbents are required to use tact, judgment, and knowledge of District-wide operations.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the General Manager. Assignments are received in the form of objectives, and incumbents are expected to act with considerable independence in the selection of techniques and resources.

While this position is not Supervisory, it may have lead-level responsibilities for work coordination and review, the training of staff, and for serving as a technical and functional resource.

EXPERIENCE AND EDUCATION

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two or more years of professional experience in public relations and/or communications, includes serving as a liaison with the media and representatives from community and civic groups, public agencies, and/or private organizations.

Education:

Graduation from an accredited college or university with a Bachelor's degree, or equivalent, in communications, journalism, public relations, public administration, non-profit management, or a related field.

License or Certificate:

Possession of a current California Driver's License may be required.

EXAMPLE OF DUTIES:

The following duties are typical for this classification. Incumbents may perform some or all of the listed duties and may be required to perform additional duties as assigned to address business needs and changing business practices.

Plans, develops, manages, and implements public information, media relations, community and stakeholder outreach for all District activities; assists in developing strategies, goals, objectives, procedures, and priorities for District community relations projects and initiatives.

Coordinates the development and implementation of the District's brand and image for use in District communications, outreach, and marketing efforts.

Drafts and distributes news releases, media alerts, and press materials; monitors news publications and other District-related media coverage; responds to media and public inquiries in consultation with District staff, the Board, and others, as needed.

Works with and provides functional supervision to other staff in the development and maintenance of the District's website content; the planning, development, and management of online communications including newsletters and social media; and the design and development of presentations and marketing materials.

Assists in developing, implementing, and managing the District's stakeholder outreach strategy; analyzes public input received through these channels to evaluate the appropriate level and channels for inclusion in District communications goals, objectives, and programs.

Coordinates public outreach activities with members of District staff and Board; prepares speeches and supporting informational materials.

Coordinates and attends community events and public tours of District properties.

Arranges public ceremonies and events for fundraising and/or to recognize District initiatives and activities and provides functional supervision to other District staff at such events when and as directed; plans and coordinates District involvement in other public events.

Maintains professional and effective working relationships with Board and staff, news media, community groups, elected officials, schools, and other governmental and community agencies; acts as a District spokesperson in dealing with media and other groups.

Prepares and presents staff reports to the District's Board of Directors and other groups at public meetings; prepares and presents reports and recommendations to District management and staff on assigned projects and initiatives; provides information to policy makers, groups, other agencies, and interested individuals on District programs, projects, and initiatives.

Conducts presentations regarding District programs, projects, and initiatives for community, governmental, industry, and other special interest groups; coordinates and facilitates public meetings, citizen participation groups, and public hearings; staffs community educational events.

Coordinates the District's volunteer program; recruits, trains, and recognizes volunteers and interns; provides functional supervision to other District staff at volunteer events; tracks and reports volunteer activities and accomplishments; develops, implements, and coordinates volunteer recognition and incentive programs.

Serves as the project manager for assigned projects and initiatives; develops project structure, strategies, budgets, and timelines; coordinates and evaluates the work of District staff and consultants, contractors, vendors, and/or regulatory agency staff to ensure timely and appropriate project completion; monitors and approves expenditures; coordinates with stakeholders; pursues funding opportunities.

Develops Requests for Proposals/Qualifications for professional services related to assigned projects and initiatives; prepares scopes of work, bid processes, and solicitation; reviews and selects proposals; initiates contacts; may approve invoices for payment.

Assists with the development of and makes recommendations for annual budget for District community relations projects and initiatives; monitors related budget and expenditures; approves related invoices for payment.

Serves on industry, environmental, professional, and community committees and task forces, as assigned, to represent the District.

Performs routine and semi-skilled tasks in the construction, maintenance and repair of park structures and facilities such as buildings, trails, plumbing, sprinkler and water systems, picnic tables, barbeque pits, playground equipment, and informational signs.

TYPICAL QUALIFICATIONS

KNOWLEDGE OF:

Federal, state, and local environmental, conservation, and land use government programs and regulations.

District and County government programs, services, activities, regulations, and administrative procedures.

Request for Proposal process; principles of contract development, negotiation, and administration.

Grant writing and grant management.

Administrative principles and practices, including project management, and the development, analysis, and evaluation of programs, policies, and operational needs.

General principles of risk management related to the functions of the assigned area and in particular to volunteer coordination and event planning.

Negotiation techniques and strategies.

Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Modern office practices, methods, and use of both computer equipment and applications related to the work described herein.

SKILL TO:

Implement and coordinate an effective and responsive local government community relations and media liaison program;

Communicate effectively and persuasively, both orally and in writing;

Understand and effectively communicate the District's mission, programs, projects, initiatives, and activities in an understandable format;

Manage District website and social media content;

Manage the District volunteer program;

Manage District special events of all kinds;

Plan, organize, direct, and monitor the work of consultants;

Track relevant social, economic, and governmental trends and issues that may affect the District's program;

Write, edit, and direct the preparation of publications;

Respond to inquiries and concerns from public and handle a variety of public contact with courtesy and tact;

Prepare all manner of written analyses, evaluation summaries, recommendations, speeches, scripts, correspondence, and reports;

Use initiative, prudence, and independent judgment within District policy, procedural, and legal guidelines;

Maintain confidentiality of sensitive information;

Maintain organized and accurate records.

Speak and read Spanish (highly desired, but not disqualifying).

Establish and maintain effective working relationships with others both within the District and externally.

Work well under pressure, meet oftentimes-short deadlines, and adjust to changing priorities.

Set aside ego and self-regard in service of the District's mission and values.

ABILITY TO:

Travel to different sites and locations within the District.

Work evenings, weekends, and holidays when necessary.

Perform tasks which include the full range of body movements involving reaching, bending, grasping, climbing, and hiking over developed trails or open country.

Operate a variety of office equipment including personal computers and related peripheral equipment and software applications.

Work outdoors in all types of weather conditions including in and around potentially hazardous conditions.

Abide by the District Standards of Conduct, which require that we treat coworkers and the public with respect and courtesy at all times.

NOTE:

The individual(s) chosen for hire must be able to pass a criminal background check. A District medical examination may additionally be required.

The Napa County Regional Park and Open Space District is an equal opportunity employer and encourages applicants from diverse backgrounds to apply.



Position Allocation Table

REV 5.11.20

Budget Subdivision	Title	Positions
State Park	Park Maintenance Specialist	1
State Park	Park Steward Assistant	1
Various	Park Steward Assistant	1
Parks and Trails	Park Maintenance Specialist	1
Various	Park and Open Space Planner	0.5
Parks and Trails	Community Relations Specialist	1



Salary Table

REV 5.11.20

Park Aide / Lifeguard

Step 1	Step 1.5	Step 2	Step 3	Step 4	Step 5
\$12.84	13.32	13.79	14.78	15.73	16.70

Park Steward Assistant

Step 1	Step 1.5	Step 2	Step 3	Step 4	Step 5
\$22.57	23.56	24.55	25.69	26.76	28.03

Park Maintenance Specialist

Step 1	Step 1.5	Step 2	Step 3	Step 4	Step 5
\$28.82	29.45	30.08	31.49	32.91	34.35

Community Relations Specialist

Step 1	Step 1.5	Step 2	Step 3	Step 4	Step 5
\$40.00	41.00	42.00	44.10	46.31	48.62

Park and Open Space Planner

Step 1	Step 1.5	Step 2	Step 3	Step 4	Step 5
\$45.43	46.54	47.64	49.86	52.06	54.61



STAFF REPORT

By: John Woodbury
Date: May 11, 2020
Item: **4.c**
Subject: Consideration and potential approval of license agreement with Land Trust of Napa County for a non-motorized recreational trail on APN Nos. 025-030-018 and 025-030-019.

RECOMMENDATION

Authorize General Manager to execute a trail license agreement for a non-motorized recreational trail on APN Nos. 025-030-018 and -019

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. Any construction or change of use that relies on the license will be subject to CEQA review.

BACKGROUND

The subject trail license is the next step in a long-term effort to complete a recreational trail between Moore Creek Park and Anguin. This trail connection was first proposed in the 1970's park and recreation plan adopted by the County of Napa as the ambitious Napa Valley Crest Trail. This connection was included as an objective in the District's Master Plan adopted in 2009 and updated in 2013 as well as 2019. This route is also identified by the non-profit Bay Area Ridge Trail Council as part of the preferred alignment for the planned, and partially completed, 550-mile Bay Area Ridge Trail.

In 2019 the District entered into an agreement with Pacific Union College to allow general public non-motorized recreational use of the trail system running through the College's forested lands. In March of 2020, the District accepted a trail easement from one of the property owners along the route between Moore Creek Park and PUC.

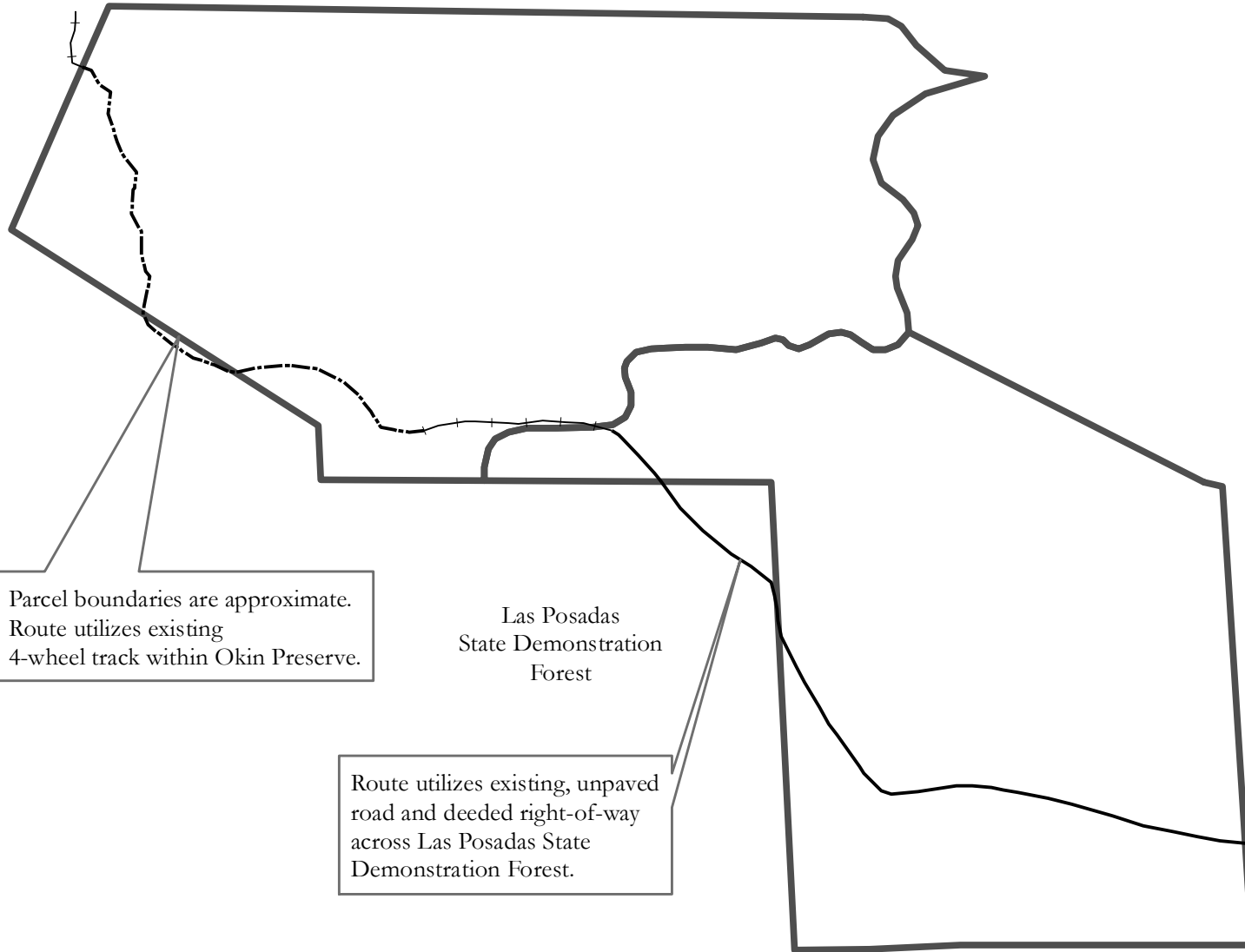
With the trail license with the Land Trust of Napa County, permission is needed from only one other intervening property owner, who has expressed a willingness to donate a trail easement across his property. Once that is done, and assuming the Board approved the agreement with the Land Trust, the District will then be in a position of applying for a modification to the County Use Permit for Moore Creek Park to permit the extension of the Moore Creek Trail north to Pacific Union College.

The location of the proposed trail is shown on Exhibit A to the memo.

Exhibit A

Okin Preserve
Proposed Trail Route

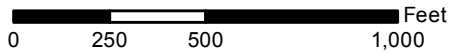
Pacific Union
College



Parcel boundaries are approximate.
Route utilizes existing
4-wheel track within Okin Preserve.

Route utilizes existing, unpaved
road and deeded right-of-way
across Las Posadas State
Demonstration Forest.

Las Posadas
State Demonstration
Forest



Legend

Trail_License

- +— Dirt
- - - Grass
- Gravel
- ▭ Okin_Parcels

Data Sources:
Napa Co. GIS 2017 Parcels

Map is approximate only.
Use for reference purposes.
Created LTNC 09/18





NAPA COUNTY REGIONAL PARK &
OPEN SPACE DISTRICT

STAFF REPORT

Date: May 11, 2020

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 March and April 2020.

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

None

PARKS & OPEN SPACE DISTRICT -MARCH 2020 EXPENSE REPORT

Gen Admin Dept - 85000-00

Date	Journal Line Description	Name	Monetary Amount
03/03/2020	4/8/20 CSDA ADA Compl R.A	CALIFORNIA SPECIAL DIST ASSN	\$ 65.00
03/17/2020	Fingerprint	DEPARTMENT OF JUSTICE	\$ 49.00
03/25/2020	01/2020-02/2020	KAISER PERMANENTE	\$ 7,362.82

Moore Creek Dept - 85010-00

Date	Journal Line Description	Name	Monetary Amount
03/04/2020	Tape	ZELLER'S & CLARKS ACE HARDWARE	\$ 9.02
03/04/2020	Trufuel	ZELLER'S & CLARKS ACE HARDWARE	\$ 53.85
03/06/2020	PR2GL Pay End 2/21/2020		\$ 174.06
03/06/2020	PR2GL Pay End 2/21/2020		\$ 313.02
03/06/2020	PR2GL Pay End 2/21/2020		\$ 401.12
03/06/2020	PR2GL Pay End 2/21/2020		\$ 2,406.40
03/06/2020	PR2GL Pay End 2/21/2020		\$ 59.96
03/11/2020	Stihl Bar and Chain Oil Gallon	CENTRAL VALLEY BUILDERS	\$ 22.76
03/30/2020	port a potty 3/1/20-3/31/20	JOHNNY ON THE SPOT	\$ 178.94

Camp Berryessa Dept - 85010-03

Date	Journal Line Description	Name	Monetary Amount
03/10/2020	03/09/20 CampBerryessa	CAHILL,CHRISTOPHER MICHAEL	\$ 51.75
03/12/2020	Waste Services 2/2020	BERRYESSA GARBAGE SERVICE AND	\$ 71.50
03/26/2020	water testing 3/20	CALTEST ANALYTICAL LABORATORY	\$ 50.00

NRER Dept - 85010-05

Date	Journal Line Description	Name	Monetary Amount
03/04/2020	Security Cam 1/14/20 -2/13/20	VERIZON WIRELESS	\$ 38.01
03/17/2020	PARK180220 02/2020	NAPA VALLEY SUPPORT SERVICES	\$ 500.00
03/30/2020	port a potty 3/1/20-3/31/20	JOHNNY ON THE SPOT	\$ 278.94

State Park - 85010-08

Date	Journal Line Description	Name	Monetary Amount
03/02/2020	PG&E 01/14/2020-2/12/2020	PACIFIC GAS & ELECTRIC CO	\$ 210.44
03/02/2020	PG&E 1/14/2020-2/12/2020	PACIFIC GAS & ELECTRIC CO	\$ 19.37
03/02/2020	PG&E 1/14/2020-2/12/2020	PACIFIC GAS & ELECTRIC CO	\$ 1,062.71
03/02/2020	Security Alarm Service	BAY ALARM COMPANY	\$ 164.02
03/03/2020	Heartland credit card fees-USB		\$ 56.05
03/04/2020	Phone Line 1/28/2020-2/27/2020	AT&T	\$ 19.99
03/04/2020	PG&E 1/15/2020-2/13/2020	PACIFIC GAS & ELECTRIC CO	\$ 55.07
03/04/2020	PG&E 1/15/2020-2/13/2020	PACIFIC GAS & ELECTRIC CO	\$ 628.21
03/04/2020	2 Underlayment Sheets	ABBEY CARPETS UNLIMITED	\$ 1,100.00
03/04/2020	Oil, Wire	BROWN'S AUTO PARTS	\$ 107.83
03/04/2020	Curtain, Nails	SILVERADO ACE HARDWARE	\$ 68.05
03/04/2020	Task Pro Tools, Nails	SILVERADO ACE HARDWARE	\$ 32.23
03/06/2020	PR2GL Pay End 2/21/2020		\$ 719.82
03/06/2020	PR2GL Pay End 2/21/2020		\$ 1,281.46
03/06/2020	PR2GL Pay End 2/21/2020		\$ 8,514.40
03/06/2020	PR2GL Pay End 2/21/2020		\$ 3,341.70
03/06/2020	PR2GL Pay End 2/21/2020		\$ 346.13

03/10/2020	Hep B Shots	NAPA VALLEY OCCUPATIONAL HEALTH	\$	850.00
03/10/2020	Transporation	BEAU WINE TOURS	\$	798.60
03/10/2020	Transportation	BEAU WINE TOURS	\$	798.60
03/10/2020	Waste Service 02/2020	UPPER VALLEY DISPOSAL SERVICE, INC.	\$	1,025.52
03/10/2020	Heartland credit card fees-USB		\$	89.27
03/10/2020	Oil, Washer, Nuts, Bolts	SILVERADO ACE HARDWARE	\$	27.44
03/11/2020	Nylon Line, Filters, Duster	CENTRAL VALLEY BUILDERS	\$	193.98
03/11/2020	Chloride Pellets, Alkaup Bag	LESLIE'S SWIMMING POOL SUPPLIES	\$	402.27
03/11/2020	Propane Tank, Fish	CENTRAL VALLEY BUILDERS	\$	205.65
03/11/2020	Shower Repair Supplies	PACE SUPPLY CORP	\$	169.17
03/11/2020	Printing Job	THE COPY CORNER	\$	311.33
03/12/2020	Tape, Eyewash, Bandage, Gauze	GRAINGER INDUSTRIAL	\$	382.05
03/17/2020	Hitch Pin and Clip, Drop Cloth	SILVERADO ACE HARDWARE	\$	15.91
03/17/2020	Clear Silicone	SILVERADO ACE HARDWARE	\$	37.02
03/17/2020	LED lights from amazon	BEACH,TYLER GREGORY	\$	96.96
03/17/2020	03/03/20Signs for Bothe	WOODBURY,JOHN ROBERT	\$	472.43
03/17/2020	PBES Office Depot supplies		\$	197.70
03/19/2020	Alarm 2-13-20 - 3-12-20	AT&T	\$	92.53
03/19/2020	Mop Heads	SILVERADO ACE HARDWARE	\$	16.14
03/25/2020	Heartland credit card fees-USB		\$	1,199.00
03/26/2020	Chipper, hitch slide 3/18/20	UNITED RENTALS (NORTH AMERICA), INC.	\$	482.13
03/26/2020	PG&E 2/13/20-3/15/20	PACIFIC GAS & ELECTRIC CO	\$	58.88
03/26/2020	PG&E 2/13/20-3/15/20	PACIFIC GAS & ELECTRIC CO	\$	196.26
03/26/2020	Vinyl installation 3/20	ABBEY CARPETS UNLIMITED	\$	1,085.28
03/26/2020	PG&E 2/13/20-3/15/20	PACIFIC GAS & ELECTRIC CO	\$	897.71
03/26/2020	service call	ROTO-ROOTER SEWER SERVICE	\$	737.93
03/30/2020	PG&E 2/14/20-3/16/20	PACIFIC GAS & ELECTRIC CO	\$	350.11
03/30/2020	PG&E 2/14/20-3/16/20	PACIFIC GAS & ELECTRIC CO	\$	57.47
03/30/2020	Book towable 3/20	UNITED RENTALS (NORTH AMERICA), INC.	\$	876.85
03/30/2020	ring was, gloves, brushing	STEVES HARDWARE	\$	53.18

Suscol Headwaters - 85010-09

Date	Journal Line Description	Name		Monetary Amount
03/03/2020	02/27/20 Mileage	CAHILL,CHRISTOPHER MICHAEL	\$	74.75

Amy's Grove - 85010-10

Date	Journal Line Description	Name		Monetary Amount
03/25/2020	Chamberlain property purchase		\$	890,243.34

Smitle Creek - 85010-11

Date	Journal Line Description	Name		Monetary Amount
03/04/2020	Trufuel	ZELLER'S & CLARKS ACE HARDWARE	\$	26.93

Other Projects - 85010-90

Date	Journal Line Description	Name		Monetary Amount
03/16/2020	2/24/20 McCormick Ranch Mtng	WOODBURY,JOHN ROBERT	\$	29.33

PARKS & OPEN SPACE DISTRICT -APRIL 2020 EXPENSE REPORT

Gen Admin Dept - 85000-00

Date	Journal Line Description	Name	Monetary Amount
04/02/2020	3rd Qtr PBES Admin		\$ 30,039.27
04/07/2020	02/26/20-03/25/20	KAISER PERMANENTE	\$ 3,681.41
04/15/2020	Adobe Pro-J. Woodbury		\$ 320.97
04/16/2020	Forma Laminator-Amazon	WOODBURY,JOHN ROBERT	\$ 62.48
04/20/2020	facebook promo	WOODBURY,JOHN ROBERT	\$ 10.00
04/20/2020	target paper shredder	WOODBURY,JOHN ROBERT	\$ 53.86
04/20/2020	Laminating Pouches 200 Sheets	WOODBURY,JOHN ROBERT	\$ 39.56
04/21/2020	Fed LVL Volteer FY 19/20	DEPARTMENT OF JUSTICE	\$ 30.00
04/28/2020	HR Services Q3 19/20		\$ 286.53

Moore Creek Dept - 85010-00

Date	Journal Line Description	Name	Monetary Amount
04/02/2020	3rd Qtr PBES Admin		\$ 5,214.42
04/02/2020	trufuel, gloves	ZELLER'S & CLARKS ACE HARDWARE	\$ 91.54
04/03/2020	PR2GL Pay End 3/20/20		\$ 313.02
04/03/2020	PR2GL Pay End 3/20/20		\$ 279.58
04/03/2020	PR2GL Pay End 3/20/20		\$ 166.32
04/03/2020	PR2GL Pay End 3/20/20		\$ 1,866.99
04/03/2020	PR2GL Pay End 3/20/20		\$ 2,642.35
04/09/2020	Nylon Line, Knife, Bucket	CENTRAL VALLEY BUILDERS	\$ 108.56
04/17/2020	PR2GL Pay End 4/3/20		\$ 2,622.98
04/17/2020	PR2GL Pay End 4/3/20		\$ 6,443.17
04/17/2020	PR2GL Pay End 4/3/20		\$ 440.72
04/17/2020	PR2GL Pay End 4/3/20		\$ 562.10
04/17/2020	PR2GL Pay End 4/3/20		\$ 313.02
04/27/2020	Porta Potty Rental 4/20	JOHNNY ON THE SPOT	\$ 173.17
04/29/2020	Walkie Talkies COVID19 4-2-20	CAHILL,CHRISTOPHER MICHAEL	\$ 75.76

Oat Hill Mine Trail Dept - 85010-01

Date	Journal Line Description	Name	Monetary Amount
04/02/2020	3rd Qtr PBES Admin		\$ 681.95

Napa River & Bay Trail Dept - 85010-02

Date	Journal Line Description	Name	Monetary Amount
04/02/2020	3rd Qtr PBES Admin		\$ 935.17

Camp Berryessa Dept - 85010-03

Date	Journal Line Description	Name	Monetary Amount
04/02/2020	service call for pumps 3/20	OAKVILLE PUMP SERVICE	\$ 325.00
04/02/2020	3rd Qtr PBES Admin		\$ 3,269.66
04/02/2020	Refund reservation 3/28-29/20	GIRL SCOUTS OF NORTHERN CALIFORNIA	\$ 50.00
04/09/2020	Waste Service 3/2020	BERRYESSA GARBAGE SERVICE AND	\$ 157.30
04/27/2020	Water Sampling	CALTEST ANALYTICAL LABORATORY	\$ 50.00
04/27/2020	Water Sampling	CALTEST ANALYTICAL LABORATORY	\$ 50.00

Berryessa Vista Dept - 85010-04

Date	Journal Line Description	Name	Monetary Amount
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04/02/2020 3rd Qtr PBES Admin \$ 815.26

NRER Dept - 85010-05

Date	Journal Line Description	Name	Monetary Amount
04/02/2020	Security Cam 2/14/20-3/13/20	VERIZON WIRELESS	\$ 38.01
04/02/2020	3rd Qtr PBES Admin		\$ 133.98
04/23/2020	Security Cam 3/14/20-4/13/20	VERIZON WIRELESS	\$ 38.01
04/27/2020	Porta Potty Rental 4/20	JOHNNY ON THE SPOT	\$ 298.17

Vine Trail Dept - 85010-06

Date	Journal Line Description	Name	Monetary Amount
04/02/2020	3rd Qtr PBES Admin		\$ 688.65

Putah Creek Dept - 85010-07

Date	Journal Line Description	Name	Monetary Amount
04/02/2020	3rd Qtr PBES Admin		\$ 307.48

State Park - 85010-08

Date	Journal Line Description	Name	Monetary Amount
04/01/2020	PARK180920 01/2020-03/2020	JONATHAN EHLERS	\$ 750.00
04/02/2020	707-963-2236 2/28/20-3/27/20	AT&T	\$ 19.96
04/02/2020	3rd Qtr PBES Admin		\$ 50,309.43
04/02/2020	port a potty 3/13/20-4/9/20	JOHNNY ON THE SPOT	\$ 149.30
04/03/2020	PR2GL Pay End 3/20/20		\$ 1,281.46
04/03/2020	PR2GL Pay End 3/20/20		\$ 708.37
04/03/2020	PR2GL Pay End 3/20/20		\$ 317.21
04/03/2020	PR2GL Pay End 3/20/20		\$ 8,514.40
04/03/2020	PR2GL Pay End 3/20/20		\$ 3,157.04
04/09/2020	Internet Line 2/10/20-3/9/20	AT&T	\$ 330.27
04/09/2020	Waste Services 3/20	UPPER VALLEY DISPOSAL SERVICE, INC.	\$ 1,025.52
04/09/2020	Ashes Special Handling 3/20	UPPER VALLEY DISPOSAL SERVICE, INC.	\$ 343.58
04/09/2020	Alum Screen Cloth	SILVERADO ACE HARDWARE	\$ 38.79
04/09/2020	Tool Repair Parts	CENTRAL VALLEY BUILDERS	\$ 47.63
04/09/2020	Oil Fil	BROWN'S AUTO PARTS	\$ 0.87
04/16/2020	PARK190320 Thru 1/31/20	REB ENGINEERING	\$ 575.00
04/17/2020	Bank Supply Fee- WFB		\$ 70.31
04/17/2020	PR2GL Pay End 4/3/20		\$ 1,171.36
04/17/2020	PR2GL Pay End 4/3/20		\$ 9,171.53
04/17/2020	PR2GL Pay End 4/3/20		\$ 202.63
04/17/2020	PR2GL Pay End 4/3/20		\$ 625.99
04/17/2020	PR2GL Pay End 4/3/20		\$ 1,281.46
04/20/2020	4/2/20 Mtng to Bothe Mileage	WOODBURY,JOHN ROBERT	\$ 48.88
04/21/2020	PBES Office Depot supplies		\$ 877.78
04/21/2020	Distilled Water	STEVES HARDWARE	\$ 39.31
04/21/2020	Oil	SILVERADO ACE HARDWARE	\$ 9.69
04/21/2020	Internet Line 3/10/20-4/09/20	AT&T	\$ 330.27
04/23/2020	Alarm 3/13/20-4/12/20	AT&T	\$ 91.78
04/23/2020	Security Alarm Service	BAY ALARM COMPANY	\$ 207.90
04/23/2020	Chloride Pellets, Chlor Drums	LESLIE'S SWIMMING POOL SUPPLIES	\$ 486.17
04/27/2020	Cloth, Screen Door,Thermometer	SILVERADO ACE HARDWARE	\$ 99.64
04/28/2020	PG&E 03/16/20 - 04/14/20	PACIFIC GAS & ELECTRIC CO	\$ 48.32

04/28/2020	PG&E 03/16/20-04/14/20	PACIFIC GAS & ELECTRIC CO	\$	115.89
04/28/2020	PG&E 03/16/20 - 04/14/20	PACIFIC GAS & ELECTRIC CO	\$	790.12

Suscol Headwaters - 85010-09

Date	Journal Line Description	Name		Monetary Amount
04/02/2020	3rd Qtr PBES Admin		\$	7,067.33

Amy's Grove - 85010-10

Date	Journal Line Description	Name		Monetary Amount
04/02/2020	3rd Qtr PBES Admin		\$	1,788.61
04/20/2020	BAAQMD Permit	WOODBURY,JOHN ROBERT	\$	143.00

Smitle Creek - 85010-11

Date	Journal Line Description	Name		Monetary Amount
04/02/2020	3rd Qtr PBES Admin		\$	872.20

Other Projects - 85010-90

Date	Journal Line Description	Name		Monetary Amount
04/02/2020	3rd Qtr PBES Admin		\$	9,387.02
04/02/2020	battery, latch	ZELLER'S & CLARKS ACE HARDWARE	\$	53.84



Projects Status Report

May 11, 2020

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. As soon as State Parks releases the Prop 68 per capita grant funds (it was supposed to happen in mid-September) we will move immediately to complete the purchase.

Bay/River Trail - American Canyon to Napa

An 8+ mile recreational trail. Phase 2-B--Pond 10 to Soscol Ferry Road.

The design for the public crossing of the SMART tracks has been completed, and SMART, NRCA and the PUC have verbally agreed to allow the railroad crossing. A biological survey for the Fagan Marsh area has been completed; based on the results, CDFW has indicated they do not want

the trail alignment to follow the levee on the north side of Fagan Marsh; District staff is reviewing the feasibility of an alternative alignment. At the request of the City of American Canyon, in August 2017 City and District staff met to discuss strategies for completing the trail. 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 CDFW 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. 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. With assistance from Director Christian, staff has also been monitoring CDFW proposed policy changes for the Napa-Sonoma marshes, including use of bicycles on designated trails.

Berryessa Vista

Planning, stewardship and expansion of this 304 acre 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. 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. The Bureau of Reclamation has completed environmental review and authorized the District to improve the trail leading from water's edge up into the District property and install directional signage. We had tremendous success at the volunteer trail building event in early February, building +/- 900 feet of new trail.

(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. We removed a very large standing dead oak tree adjacent to the parking area in mid-November for safety reasons. The EDD work crew wrapped up their season at the end of December. Staff is working with Enchanted Hills Camp on a proposal for a 13 week Americorps crew this spring to work on The Cove, Enchanted Hills Camp and other projects. Staff hiked the property extensively in February, trying among other things to relocate the old trails, but most have been destroyed by the 2017 fires and resulting erosion. We continue to work with a local engineer on developing plans for a new water system and, potentially, a new septic system on the property. While the District's budget situation may not allow the system(s) to actually be constructed for some time, having a completed design in place now will be helpful for budgeting, potentially grant writing, and other projects going forward.

EcoCamp Berryessa

Redevelopment and operation of former Boy Scout Camp with 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 2020, some of our septic system valving and wires have been damaged by denning animals. The septic system is now repaired, and the valve boxes have been hardened to make it more difficult for our furry friends to get into them in the future. Staff met with a plumber on site on the morning of March 9 to discuss repairs and redesign of failing backflow prevention devices that have a hard time with the site's hard water. The EcoCamp has been closed to the public since mid-March. We have been taking the opportunity of this downtime to get on top of spring mowing and other projects and Sarah Clark has been inspecting the property at least once a week.

Lake Hennessey North Shore Trails

Would open up several miles of existing dirt access road, and construct a network of new single track trails on the north side of Lake Hennessey, and connecting to the 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. 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. 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. We met with our partners at REMBA, Conservation Corps North Bay, and the Sonoma Co. Trails Council on Oct 23 to refine the Catacoula Trail alignment, slated to be built this spring. The park has been closed on five or six separate occasions in October and November due to Red Flag fire weather conditions. We have been informed that PG&E will be doing clearing around the high tension lines that cross the Hennessey Unit this spring; as the City of Napa owns the underlying property the District doesn't have authority over any of that work. Construction of the Catacoula Trail has begun with support from Conservation Corps North Bay and REMBA. Please pray for rain as the soil is currently very dry. The Catacoula Trail has been completed in rough form, but work on drag-down, backslopes, and some drainage has been paused, potentially until the fall, as a result of staff furloughs at Conservation Corps North Bay due to the Marin County shelter in place order. The trail is open and safe to use by bikers and hikers in the meantime as the tread itself has been completed; initial user reviews are very positive. The trail is currently closed to horses because equestrian traffic would destroy the still soft and roughly-finished outside edge.

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. Multiple Red Flag closures have occurred as noted above. We are working with the RCD to do a re-oaking project in the area of Julie Yip's bench this spring and are

in the initial planning stages of a mid-summer Vo-Cal volunteer event to work on the Madrone Trail. Visitation at Moore Creek has been extremely high since Covid-19 shelter in place orders were enacted in mid-March. Central office staff (John, Chris, and Ryan Ayers) and State Park staff (primarily Sarah and JoeJoe Clark) have been rangering at the Conn Valley and Chiles-Pope Valley entrances on Fridays, weekends, and other peak times under the direction of Rick Fessenden (who has also been covering many of the shifts himself). The public has largely been mindful of social distancing protocols and has almost universally been thankful of District staff's hard work and our ability to keep the parks open during this unprecedented moment.

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. As with Moore Creek Park, the trail has been closed repeatedly in October and November due to hazardous fire weather. Recent PG&E line-clearing work along the lower portion of the trail damaged it in several places and we are working with PG&E to motivate them to fix it themselves, if that doesn't happen it is likely to become a District volunteer project later this winter. Visitation at OHMT has been very high since mid-March. We staffed the trailhead on weekends in late March and early April, but have determined that the dispersed nature of the parking in Calistoga means that it handles the higher level of traffic well and we have since reduced monitoring to occasional check-ins. A

large tree fell, blocking the trailhead, but it was bucked the next day by Rob Grassi and Tyler Beach and Rick was able to complete the clearing a few days later.

Putah Creek Properties

Acquire 480 acres next to Berryessa Estates from BLM at no fee through their Recreation and Public Purpose Act procedure. Manage Spanish Valley, Crystal Flats and Stone Corral (2,500 acres) open space preserves.

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. We are in receipt of a conservation easement for Spanish Valley, drafted by the Land Trust, and are working with them to make edits and finalize the document for Board review. Interpretive staff held a well-attended public hike at Spanish Valley in early November focusing on native plants and the areas interesting geology. Our friends at the Land Trust continue to work with CalFire on coordinating a prescribed burn at Spanish Valley, scheduled to occur later this spring. Whether or not the burn will actually occur depends on weather, the nature of the fire season, and the ongoing impacts of Covid-19.

Skyline Park

Permanent protection of Skyline Park and support for Skyline operations.

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 its October 2013 meeting. The Final EIR was released in November of 2014; the Planning Commission certified the EIR on October 21, 2015. On October 22, 2015, the State applied to the county to rezone Skyline Park by removing the Skyline Wilderness park Combining District overlay, which would make it easier for the State to sell for development and at a higher price. The Planning Commission certification for the quarry expansion was appealed to the Board of Supervisors by two organizations. The District in February 2016 submitted two letters to the Board of Supervisors, one requesting the setback between the quarry and the park be protected through a permanent conservation easement, and the other expressing support for the changes to the quarry project that were recommended by the County Planning Department, with additional protection for Pasini Ridge. 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. 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. Staff has been working with bicycle advocates and Skyline Park Citizens Association to plan and develop a bicycle skills course on a 1/4 acre portion of Skyline Park. It turns out the approach approved by the Board in January will need to be revised; staff will come back to the Board as soon as a revised approach has been reviewed by Counsel.

Smittle Creek

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

The District completed purchase of this property in December 2015. The next step is to conduct resource surveys, complete CEQA, and obtain permits. A botanist was retained in early 2016 to do a reconnaissance level survey of plant resources as the first step in planning for the property; his report was received in January 2017; the report describes the property as one of the best locations in the County for native grasses. US Geological Survey has requested permission to place a seismic monitoring station on the property; staff has worked with them to identify an appropriate location. In July 2016 the placement request was submitted to the Wildlife Conservation Board (WCB) for concurrence, which as the provider of the grant to acquire the property has the right to review such changes. WCB approved the request in August. An access agreement with USGS is before the District Board for approval at the September 2016 meeting. A group of 20+ people from Tuleyome were given a hiking

tour of the property in December 2016, as a way to build interest in the property and build a pool of volunteers to help with restoration and improvement of the property. On March 4 2017, Tuleyome volunteers brushed the Iron Mountain trail (in the Cedar Roughs 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. Staff in January 2020 flagged a route for the proposed new trail access into the property from Reclamation's Smittle Creek Day Use Area parking lot, and a botanist has been retained to conduct a floristic survey this winter and spring. Kyra Purvis has been working on the CEQA analysis and on putting together a use permit application to the County of Napa to open Smittle Creek to the public. Perhaps that could happen as soon as the end of this calendar year.

State Parks

Operate Bothe-Napa Valley State Park, Bale Grist Mill State Historic Park, and RLS State Park.

The District, with assistance from the Napa Valley State Parks Association, took over management of the parks on April 1, 2012. Since then the District has obtained permits and done improvements to the pool, installed 7 yurts, instituted recycling in the campground and day use areas, pumped all septic system tanks annually, repaired the historic Wright House for use as a rental property, restored 5 cabins, constructed a new shower/toilet facility, and made a large dent in the backlog of deferred maintenance. District efforts to pass legislation allowing the sale of grain from the Bale Mill were unsuccessful. The District has de facto also taken on responsibility for Robert Louis Stevenson State Park, funding repairs to the Silverado House, working with State Parks to get a caretaker into that house to prevent vandalism. In 2014 the District started the process of extending the District's 5 year Operating Agreement and including RLS in the agreement; approval of that new agreement is still pending. The existing OA expired on March 31, 2017; the District is now operating the parks on a month-to-month basis until State Parks can complete the new agreement. The draft OA is now undergoing final review in Sacramento. The District is working with the Vine Trail on the proposed alignment of the Vine Trail through Bothe. More detail on current activities are contained in a separate Parks Report for Bothe and Bale. A storage area at the vacant Silverado House in RLS was broken into in May 2018; State Parks has 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. The new Operating Agreement with State Parks has been approved by the District and is now just awaiting final signatures by the head of State Parks and General Services. As noted elsewhere, visitation at Robert Louis Stevenson State Park has been very high in the wake of the Covid-19 pandemic. We have been staffing the parking lot off Highway 29 during peak times, which is a particularly tough job given the nature and location of the lot. Jay Jessen has been covering most of those shifts, with backup from Jason Jordan.

Suscol Headwaters Preserve

Improvements to Suscol Headwaters Preserve and opening the property as a public park.

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. Suscol Headwaters Park was approved by the County Planning Commission on February 19th and is now officially open to the public via Skyline Park. Staff focus is now shifting to finalizing the future trailhead and staging area for accessing the property from Highway 12 and/or Kelly Road. Kyra has been working hard on boundary, trailhead, and other signage along with designing a brochure and park map. We are particularly interested in getting property boundary signs printed and installed as soon as possible, but as of this writing none of our usual sign suppliers are open.

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. District staff is continuing to support Vine Trail plans for developing the Vine Trail through Bothe-Napa Valley State Park.

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 - 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 that have greatest potential.

Linda Falls Conservation Easement

Conservation easement to cover all of the property at Linda Falls owned by the Land Trust of Napa County.

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. The District previously obtained a conservation easement on one of several parcels owned by the Land Trust of Napa County. The land trust desired to expand this conservation easement to include all of the land trust's holdings at Linda Falls. The purpose is to provide an additional layer of protection for the property. This is a continuation of a long-term project for the district and land trust to hold

easements over each other's properties to protect against unforeseen circumstances that could threaten the conservation values of the properties. The District Board approved acceptance of the easement at its October 2016 meeting, and the easement was finalized and recorded in December 2016.

Master Plan Development

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

Master Plan Update

First scheduled update to the Master Plan adopted in January 2009.

Board 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.

Milliken Reservoir Trails and Picnic Area Feasibility Study

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

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

Moore Creek Open Space Park

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

Napa River Ecological Reserve Improvements & Restoration

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

Napa River Flood Control Easement

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

Newell Preserve Improvements

Provide on-site water supply for group campground and for cattle.

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

Oat Hill Mine Trail

The Oat Hill Mine Trail was formally opened in May Of 2008, after a major volunteer work party doing signage installation, brush removal and erosion control. The District in 2008 applied to BLM for a non-fee transfer to the District of a 40 acre parcel at Maple Springs on the Oat Hill Mine Trail; this application is pending. Staff met with BLM in February 2011 to discuss how to speed up this transfer; another meeting with the same topic was held August 5, 2011. The District is still waiting on BLM to process the application. BLM in April 2016 indicated they did not want to transfer this parcel, so the District's application will be dropped.

River to Ridge Trail

Lot line adjustment to legalize River to Ridge Trail as constructed (it currently encroaches on private property in two locations). Deeds accomplishing the adjustment in property boundaries between Syar and the State have been recorded. 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. 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. 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. 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 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 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 Preserve Acquisition

Acquisition of 709 acres of the former Kirkland Ranch in two phases.

The acquisition was completed in November 2017.

Trinchero/Putah Creek 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

District Non-profit Foundation

Organize a non-profit foundation to raise funds for District projects.

The District Board has approved the goals, objectives and basic structure for a non-profit foundation to assist the District with fundraising. 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.

Montesol West

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

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.

Rector Ridge/Stags Leap Ridge Trail

Construction of staging area and 6+ miles of Ridge Trail climbing east from Silverado Trail near Rector Creek.

CEQA on this project was completed several years ago, 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 pursuing a formal trail through the property, but personnel changes within their Department means their review also needs to be restarted. Finally, with the approval of the Go North alignment of the Bay Area Ridge Trail, this segment of trail is no longer part of the officially proposed alignment for the Ridge Trail. For all these reasons, this project is deferred until other District priorities are under control.

Vallejo Lakes

Possible purchase of 1100 acres of surplus Vallejo Water District lands, of which 200 acres are located in Napa County, and Lake Curry which is entirely in Napa County.

Discussions between the District, the Land Trust of Napa County, the County of Solano and the Solano Land Trust indicate a common desire to work together to purchase this property adjacent to Skyline Park. The City Council of the City of Vallejo has officially authorized staff to pursue surplussing of the property. The City of Vallejo has hired an appraiser to prepare an estimate of the property's fair market value, but this has not yet been released. The District GM, together with the County of Solano EO, in February 2012 each sent letters to the City of Vallejo formally expressing interest in the property and requesting notification per state law of any planned surplussing of the property. Sale of the property by the City has been delayed because of complications related to questions about how best to supply water to residents in Green Valley. The Trust for Public Land has expressed interest in assisting with the purchase of this area. Staff from the District and its partners met with the Vallejo City Manager in April 2014; the surplussing process has become more complicated and the City does not anticipate any action in the near future, but meanwhile the City Manager appears open to working with us to figure out a mutually beneficial outcome. Staff had a very interesting meeting with City of Vallejo water division staff and a tour of Lake Curry in late May. The Lake Curry property can only be described as a jewel, and the City of Vallejo would clearly like to divest it. District staff is presently exploring a broad array of options. The Solano County Board of Supervisors has met in closed session to discuss the Lake Curry property. A meeting with Solano County representatives took place January 27, 2017. Solano County is 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.



By: Jason Jordan
Date: March 30, 2020
Item:
Subject: March 2020 State Park Report for Bothe- Napa Valley SP and Bale Grist Mill SHP

- Park use and occupancy has decreased with the COVID-19 restrictions and Shelter Orders.
- California Department of Parks and Recreation and Napa County Regional Park and Open Space District officially signed a 20 year Operating Agreement for Bothe, Bale and Robert Louis Stevenson State Parks. The agreement goes into effect on April 1, 2020.
- The 3rd Saturday hike this month was cancelled due to COVID-19 precautions.
- The Bale Grist Mill and Bothe Campground were closed by State Parks effective March 17 as precaution to reduce spread of COVID-19.
- The annual EnviroSports Trail Marathon scheduled for March 21st was postponed.
- New laminate flooring was installed in the Yurtville restroom shower buildings to address damaged subfloor.
- One field trip was held at the Mill in March with 10 children and 7 adults. Two other field trips were cancelled.
- Two Bothe field trips were held in March with 95 students and 13 parents for 108 participants in total. Five field trips were cancelled.
- Staff attended training for the new Point of Sale reservation system that will be deployed at Bothe in April.
- Staff performed annual maintenance of mill stones and ancillary equipment and took stones apart for cleaning while the mill is closed. Staff completed replacement of mill restroom roofs.
- Staff trimmed trees along Lyman Canyon Road, Campground roads and removed a large dead Oak from the open area below the mill prior to the start of nesting season (March 1st).
- State Parks officially shut down the water well serving the Bale Mill due to continued water quality testing. DPR and NOSD are in discussion and DPR is talking with the water board on potential remedies.
- Continued recruitment of seasonal Park Aids/Lifeguards resulting in interviews. Hiring on hold due to current operations.



By: Jason Jordan
Date: May 11, 2020
Item:
Subject: April 2020 State Park Report for Bothe- Napa Valley SP, Robert Louis Stevenson SP and Bale Grist Mill SHP

- Trail systems at Bothe-Napa and Robert Louis Stevenson State Parks remain open. Bothe has maintained moderate use while RLS has seen significant use during the week with higher volume on weekends. Staff is monitoring use at Bothe daily and RLS periodically to reinforce Social Distancing principals with users. Staff are assisting with monitoring other District park trailheads.
- The Bothe Campground, Visitor Center, Picnic Area and Bale Mill remained closed.
- Staff continues to implement the transition to a Point of Sale System for collections at Bothe and has developed and modified Operational Procedures for the new system.
- The 3rd Saturday hike this month was adapted to a virtual hike. The location was Robert Louis Stevenson SP, and was focused on wildflowers and geology.
- Several other virtual offerings were produced including wildflower video, Bale Mill Video, Leaf Tracing exercise, Dogs in Parks feature, and a home garden series.
- The first of a series of Mill videos was released with more to follow. The intent is to offer substitute to traditional tours for use for teachers or homeschooling parents.
- The lumber for the continued restoration of the Bale Waterwheel arrived. Staff has started disassembling the wheel and installing replacement pieces. NVSPA has donated \$117,000 worth of lumber and off-site carpentry work for rebuilding the waterwheel.
- A project support request was submitted to the Napa Valley State Parks Association for Board consideration.
- The Fiscal Year 2020/21 Budget was developed for Board approval.
- Staff was trained by State Parks on water testing procedures for State Park Units. NOSD Staff have taken over testing requirements, effective May 1st. Staff working with State Parks and State Water Resource Control Board on permit transfer.
- An initial assessment of Banditini house at RLS was completed. Work was done to restore water service and assess electrical system.
- Staff is considering operational changes and modifications for when facilities are able to reopen.