



**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, June 8, 2020 at 2:00 P.M.

Via Zoom Conference Call

### Instructions for Joining Zoom Meeting

Use your internet browser to join Zoom Meeting

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### 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      Public Hearing and Adoption of Budget for FY 2020-21 including Salary and Position Allocation Tables

#### 4. Administrative Items

- a. Consideration and potential approval of minutes for Board of Directors meeting of May 11, 2020.
- b. Consideration and potential approval of Amendment No. 1 to Agreement No 19-06 with American Sanitation Services for septic pumping services, and Amendment No. 1 to Agreement No. 18-02 with Napa Valley Support Services for cleaning at the Napa River Ecological Reserve.
- c. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff for May 2020.
- d. Review of the District Projects Status Report.

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

5. Announcements by Board and Staff

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

6. Agenda Planning

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

7. Adjournment



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

## STAFF REPORT

*By:* John Woodbury, Kyra Purvis, and Chris Cahill  
*Date:* June 8, 2020  
*Item:* **3**  
*Subject:* Public Hearing and Adoption of Budget for FY 2020-21 including Salary and Position Allocation Tables

### RECOMMENDATION

- (1) Open public hearing, take comment and close the public hearing
- (2) Approve the draft Budget, Salary Table, and Position Allocation 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. Any project funded by the budget will be subject to separate environmental review.

### BACKGROUND

The Board of Directors on May 11, 2020 authorized release of the District budget for public review and comment. The comment period extends through and includes the public hearing scheduled for the June 8, 2020 meeting. As of June 3 no public comments have been received. Should any comments be received between June 3<sup>rd</sup> and the public hearing will be provide to the Board at the time of the public hearing.

We have made two minor changes to the draft budget:

- the amount for donations for our State Parks operations has been increased by about \$10,000, to a total of \$74,000, reflecting action in May by the Napa Valley State Park Association regarding what they have agreed to fund in the coming year.
- the computer software/licensing fee expenditure line within the General Fund has been increased by \$500, to a total of \$7,500, to better reflect expected costs.

No other changes are proposed to the draft budget. For background discussion of the draft budget, please refer to the May 11, 2020 Agenda packet.

Additionally, the Board approves the following year's District Salary Table and Position Allocation Table as part of the annual budget adoption. Due to current budget conditions, no cost of living adjustment is included in the draft Salary Table, though we have made some minor changes to ensure that salary steps reflect standardized (5%) step increases across the board. For some unknown reason, the County of Napa Salary Table (of which ours is an iteration) has grown rangy over the years and steps are not consistent in every case.

**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
<b>Revenues</b>			
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	\$ 74,000
47900 Miscellaneous	\$ 2,518	\$ 2,518	\$ -
<b>Total Revenues</b>	<b>\$ 1,745,071</b>	<b>\$ 1,690,830</b>	<b>\$ 1,794,201</b>

	Q3 Actual	Projected 2019-20	Draft 2020-21
<b>Expenses</b>			
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	\$ 8,000
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**    **\$ 1,960,343**

**Net Surplus (Deficit)**    **\$ (261,850)**    **\$ (795,621)**    **\$ (166,142)**

Napa County Regional Park and Open Space District  
 Projected FY 2019-20  
**Summary (w/o State Parks) FY 2019-20 & FY 2020-21**

	Q3 Actual	Projected 2019-20	Draft 2020-21
<b>Revenues</b>			
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	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 1,016,324</b>	<b>\$ 1,036,563</b>	<b>\$ 1,081,801</b>
<b>Expenses</b>			
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	\$ 7,500
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	\$ -
<b>Total Expenditures</b>	<b>\$ 1,455,718</b>	<b>\$ 1,750,969</b>	<b>\$ 1,098,565</b>
<b>Net Surplus (Deficit)</b>	<b>\$ (439,394)</b>	<b>\$ (714,407)</b>	<b>\$ (16,764)</b>

## Restricted/Unrestricted Fund Balance

	June 2019 actual	6/30/2020 (projected)	6/30/2021 (proposed)
<b><u>RESTRICTED FUNDS</u></b>			
Moore Creek	\$ 105,478	\$ 118,966	\$ 132,454
Suscol Headwaters	\$ 258,721	\$ 218,035	\$ 26,655
State Parks	\$ 830,325	\$ 746,593	\$ 597,215
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	\$ 756,324
<b><u>UNRESTRICTED FUNDS</u></b>	\$ 857,112	\$ 190,601	\$ 603,980
<b><u>Total Restricted and Unrestricted Funds</u></b>	\$ 2,059,322	\$ 1,274,195	\$ 1,360,304

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

Subdivision: 8500000 - Parks-Administration

	Q3 Actual	Projected	
		2019-20	Draft 2020-21
<b>Revenues</b>			
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	
<b>Total Revenues</b>	<b>\$ 403,503</b>	<b>\$ 403,503</b>	<b>\$ 758,769</b>

<b>Expenses</b>			
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	\$ 7,500
53600 Special Departmental Expense	\$ 310	\$ 3,300	\$ 3,300

**Total Expenditures**    **\$ 235,895**    **\$ 418,496**    **\$ 345,391**

**Net Surplus (Deficit)**    **\$ 167,608**    **\$ (14,993)**    **\$ 413,378**

<b>33100 - Available Fund Balance</b>	\$ 857,112	\$ 190,601
<b>Net Surplus (Deficit)</b>	\$ (14,993)	\$ 413,378
<b>33100 - Ending Fund Balance</b>	<b>\$ 842,119</b>	<b>\$ 603,980</b>
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
<b>Revenues</b>			
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	
<b>Total Revenues</b>	<b>\$ 125,702</b>	<b>\$ 144,902</b>	<b>\$ 80,470</b>

<b>Expenses</b>			
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
<b>Revenues</b>			
43910 County of Napa	\$ 10,076	\$ 10,076	\$ 5,236
<b>Total Revenues</b>	<b>\$ 10,076</b>	<b>\$ 10,076</b>	<b>\$ 5,236</b>

<b>Expenses</b>			
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	\$ -		\$ -

<b>Total Expenditures</b>	<b>\$ 5,484</b>	<b>\$ 7,312</b>	<b>\$ 5,236</b>
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<b>Net Surplus (Deficit)</b>	<b>\$ 4,592</b>	<b>\$ 2,764</b>	<b>\$ -</b>
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<b>33100 - Available Fund Balance</b>	\$ -	\$ -
<b>Net Surplus (Deficit)</b>	\$ 2,764	\$ -
<b>33100 - Ending Fund Balance</b>	\$ 2,764	\$ -
<b>return to undesignated reserve</b>	\$ (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
<b>Revenues</b>			
43910 County of Napa	\$ 12,382	\$ 12,382	\$ 5,120
47500 Donations and Contributions	\$ -		
<b>Total Revenues</b>	<b>\$ 12,382</b>	<b>\$ 12,382</b>	<b>\$ 5,120</b>

<b>Expenses</b>			
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	\$ -		\$ -
<b>Total Expenditures</b>	<b>\$ 6,878</b>	<b>\$ 8,723</b>	<b>\$ 5,120</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 5,504</b>	<b>\$ 3,659</b>	<b>\$ -</b>

<b>33100 - Available Fund Balance</b>	\$	-	\$	-
<b>Net Surplus (Deficit)</b>	\$	3,659	\$	-
<b>33100 - Ending Fund Balance</b>	\$	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
<b>Revenues</b>			
43410 State-Coastal Conservancy			
43910 County of Napa	\$ 18,400	\$ 18,400	\$ 12,541
45500 Concessions	\$ 10,110	\$ 10,110	\$ 10,000
<b>Total Revenues</b>	<b>\$ 28,510</b>	<b>\$ 28,510</b>	<b>\$ 22,541</b>

<b>Expenses</b>			
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

<b>Total Expenditures</b>	<b>\$ 32,635</b>	<b>\$ 42,843</b>	<b>\$ 22,541</b>
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<b>Net Surplus (Deficit)</b>	<b>\$ (4,125)</b>	<b>\$ (14,333)</b>	<b>\$ -</b>
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<b>33100 - Available Fund Balance</b>	\$ -	\$ -	\$ -
<b>Net Surplus (Deficit)</b>	\$ (14,333)	\$ -	\$ -
<b>33100 - Ending Fund Balance</b>	\$ (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
<b>Revenues</b>			
43910 County of Napa	\$ 9,427	\$ 9,427	\$ 4,049
<b>Total Revenues</b>	<b>\$ 9,427</b>	<b>\$ 9,427</b>	<b>\$ 4,049</b>

<b>Expenses</b>			
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	\$ -		\$ -
<b>Total Expenditures</b>	<b>\$ 2,314</b>	<b>\$ 3,083</b>	<b>\$ 4,049</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 7,113</b>	<b>\$ 6,344</b>	<b>\$ -</b>

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
<b>Revenues</b>			
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	\$ -		
<b>Total Revenues</b>	<b>\$ 14,686</b>	<b>\$ 15,725</b>	<b>\$ 47,170</b>

<b>Expenses</b>			
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	\$ -		\$ -
<b>Total Expenditures</b>	<b>\$ 42,830</b>	<b>\$ 56,411</b>	<b>\$ 238,550</b>

<b>Net Surplus (Deficit)</b>	<b>\$ (28,144)</b>	<b>\$ (40,686)</b>	<b>\$ (191,380)</b>
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<b>33100 - Available Fund Balance</b>	\$ 258,721	\$ 218,035
<b>Net Surplus (Deficit)</b>	\$ (40,686)	\$ (191,380)
<b>33100 - Ending Fund Balance</b>	\$ 218,035	\$ 26,655
<b>draw/return to undesignated</b>		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
<b>Revenues</b>			
43910 County of Napa	\$ 15,909	\$ 15,909	\$ 4,229
<b>Total Revenues</b>	<b>\$ 15,909</b>	<b>\$ 15,909</b>	<b>\$ 4,229</b>

<b>Expenses</b>			
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	\$ -		\$ -
<b>Total Expenditures</b>	<b>\$ 11,619</b>	<b>\$ 16,002</b>	<b>\$ 4,229</b>

<b>Net Surplus (Deficit)</b>	<b>\$ 4,290</b>	<b>\$ (93)</b>	<b>\$ -</b>
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<b>33100 - Available Fund Balance</b>	\$	-	\$	-
<b>Net Surplus (Deficit)</b>	\$	(93)	\$	-
<b>33100 - Ending Fund Balance</b>	\$	(93)	\$	-
<b>draw from undesignated reserve</b>	\$	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
<b>Revenues</b>			
43910 County of Napa	\$ 5,375	\$ 5,375	\$ 2,540
<b>Total Revenues</b>	<b>\$ 5,375</b>	<b>\$ 5,375</b>	<b>\$ 2,540</b>

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

<b>Net Surplus (Deficit)</b>	<b>\$ 3,497</b>	<b>\$ 2,871</b>	<b>\$ -</b>
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<b>33100 - Available Fund Balance</b>	\$ -	\$ -
<b>Net Surplus (Deficit)</b>	\$ 2,871	\$ -
<b>33100 - Ending Fund Balance</b>	\$ 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
<b>Revenues</b>			
43910 County of Napa	\$ 13,091	\$ 13,091	\$ 4,317
47900 Miscellaneous	\$ -		
<b>Total Revenues</b>	<b>\$ 13,091</b>	<b>\$ 13,091</b>	<b>\$ 4,317</b>

<b>Expenses</b>			
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	\$ -		

<b>Total Expenditures</b>	<b>\$ 4,394</b>	<b>\$ 5,653</b>	<b>\$ 4,317</b>
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<b>Net Surplus (Deficit)</b>	<b>\$ 8,697</b>	<b>\$ 7,438</b>	<b>\$ -</b>
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<b>33100 - Available Fund Balance</b>	\$ -	\$ -	\$ -
<b>Net Surplus (Deficit)</b>	\$ 7,438	\$ -	\$ -
<b>33100 - Ending Fund Balance</b>	\$ 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 with 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
<b>Revenues</b>			
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	74,000
47900 Miscellaneous	\$ 2,518	2,518	-
<b>Total Revenues</b>	<b>\$ 728,747</b>	<b>\$ 651,749</b>	<b>\$ 712,400</b>

	Q3 Actual	Projected 2019-20	Draft 2020-21
<b>Expenses</b>			
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
<b>Total Expenditures</b>	<b>\$ 551,203</b>	<b>\$ 735,482</b>	<b>\$ 861,777</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 177,544</b>	<b>\$ (83,732)</b>	<b>\$ (149,377)</b>

<b>33100 - Available Fund Balance</b>	\$ 830,325	\$ 746,593
<b>Net Surplus (Deficit)</b>	\$ (83,732)	\$ (149,377)
<b>33100 - Ending Fund Balance</b>	\$ 746,593	\$ 597,215

#### 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
<b>Revenues</b>			
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	\$ -		
<b>Total Revenues</b>	<b>\$ 185,564</b>	<b>\$ 185,564</b>	<b>\$ 78,588</b>

<b>Expenses</b>			
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	\$ -
<b>Total Expenditures</b>	<b>\$ 931,050</b>	<b>\$ 943,875</b>	<b>\$ 78,588</b>

<b>Net Surplus (Deficit)</b>	<b>\$ (745,486)</b>	<b>\$ (758,311)</b>	<b>\$ -</b>
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<b>33100 - Available Fund Balance</b>	\$ 7,686	\$ -
<b>Net Surplus (Deficit)</b>	\$ (758,311)	\$ -
<b>33100 - Ending Fund Balance</b>	\$ (750,625)	\$ -
<b>draw from undesignated reserve</b>	\$ 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
<b>Revenues</b>			
43910 County of Napa	\$ 26,038	\$ 26,038	\$ 20,970
47500 Donations and Contributions	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 26,038</b>	<b>\$ 26,038</b>	<b>\$ 20,970</b>

<b>Expenses</b>			
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	\$ -		\$ -
<b>Total Expenditures</b>	<b>\$ 3,641</b>	<b>\$ 5,855</b>	<b>\$ 20,970</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 22,397</b>	<b>\$ 20,183</b>	<b>\$ -</b>

<b>33100 - Available Fund Balance</b>	\$ -	\$ -
<b>Net Surplus (Deficit)</b>	\$ 20,183	\$ -
<b>33100 - Ending Fund Balance</b>	\$ 20,183	\$ -
<b>return to undesignated reserve</b>	\$ (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
<b>Revenues</b>			
43910 County of Napa	\$ 166,061	\$ 166,061	\$ 47,804
47150 Other Grants	\$ -		
47500 Donations and Contributions	\$ -		
<b>Total Revenues</b>	<b>\$ 166,061</b>	<b>\$ 166,061</b>	<b>\$ 47,804</b>
<b>Expenses</b>			
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 Clothing and Personal Supplies		\$ -	-
53350 Maintenance Supplies	\$ 104	\$ 104	-
53415 Computer Software/Licencing Fee	\$ 30	\$ 30	-
53600 Special Departmental Expense	\$ -	\$ -	-
55100 Land	\$ -		-
<b>Total Expenditures</b>	<b>\$ 109,017</b>	<b>\$ 137,392</b>	<b>\$ 47,804</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 57,044</b>	<b>\$ 28,669</b>	<b>\$ -</b>
<b>33100 - Available Fund Balance</b>	\$ -	\$ -	-
<b>Net Surplus (Deficit)</b>	\$ 28,669	\$ -	-
<b>33100 - Ending Fund Balance</b>	\$ 28,669	\$ -	-
<b>return to undesignated reserve</b>	\$ (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)**



### Salary Table

REV 7.1.20

#### Park Aide / Lifeguard

Step 1	Step 1.5	Step 2	Step 3	Step 4	Step 5
\$13.73	14.07	14.41	15.14	15.90	16.70

#### Park Steward Assistant

Step 1	Step 1.5	Step 2	Step 3	Step 4	Step 5
\$23.59	24.18	24.76	26.01	27.31	28.67

#### Park Maintenance Specialist

Step 1	Step 1.5	Step 2	Step 3	Step 4	Step 5
\$28.82	29.54	30.26	31.77	33.36	35.03

#### 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	46.57	47.70	50.09	52.59	55.22



**Position Allocation Table**

REV 7.1.20

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



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

Via Zoom Conference Call

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, Kyra Purvis, Ryan Ayers and Cesselea Thepkaisone.**

2. Public Comment

**None.**

3. Set Matters

Budget Matters:

- a. Consideration and potential approval of budget adjustments for FY 19-20  
**Directors voted to 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.**  
**DF-TN-KBT-BR-BC**
- b. Consideration and release of draft budget for FY 20-21 for public review and comment through June 8, 2020  
**Directors voted to release draft budget for public comment until the next regular meeting of the Board of Directors on June 8, 2020.**  
**KBT-TN-DF-BR-BC**

4. Administrative Items

- a. Consideration and potential approval of minutes for Board of Directors meeting of March 9 and March 25, 2020.  
**Minutes for the March 9, 2020 meeting were approved as presented.**  
**TN-DF-KBT-BR-BC**  
**Minutes for the March 25, 2020 meeting were approved as presented.**  
**KBT-BR-TN-BC-DF**
- 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.  
**Directors voted to approve amendment to Position Allocation Table as recommended.**  
**DF-TN-KBT-BR-BC**



- 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.  
**Directors voted to authorize General Manager to execute a trail license agreement for a non-motorized recreational trail on APN(S). 025-030-018 and -019.**  
**KBT-TN-BR- BC-DF**
- d. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff for March and April 2020.  
**Report received; no action taken.**
- e. Review of the District Projects Status Report.  
**Report received; no action taken.**
- f. Receipt of monthly report for Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park.  
**Report received; no action taken.**

5. Announcements by Board and Staff

- **Director Christian reported that the California Fish and Game commission approved amendments to their regulations to allow bicycling on the levee trails at The Green Island Unit of the Napa-Sonoma Marshes.**

6. Agenda Planning

- **Director Norris suggested the District should consider expanded fundraising with partners, including forming a District foundation.**

7. Adjournment

**Adjourned to the Regular NOSD Board Meeting June 8, 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.



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

## STAFF REPORT

*By:* John Woodbury  
*Date:* June 8, 2020  
*Item:* **4.b**  
*Subject:* Consideration and potential approval of Amendment No. 1 to Agreement No. 19-06 with American Sanitation Services for septic pumping services, and Amendment No. 1 to Agreement No. 18-02 with Napa Valley Support Services for cleaning at the Napa River Ecological Reserve.

### RECOMMENDATION

Approve Amendment No. 1 to Agreement no. 19-06 and Amendment No.1 to Agreement No. 18-02

### ENVIRONMENTAL DETERMINATION

The proposed action is exempt from the California Environmental Quality Act pursuant to Section 15301 (Existing Facilities) of the California Code of Regulations (State CEQA Guidelines).

### BACKGROUND

The District has a variety of standing agreements to provide on-going services. These are designed to periodically sunset so the terms of the agreements can be reviewed and adjusted if needed.

The agreement with American Sanitation Services for septic pumping services, which was entered into last year after seeking proposals to periodically pump the septic tanks at the State Parks managed by the District, expires on June 30, 2020. The maximum amount authorized by the agreement is \$24,500. American Sanitation Services was the only responsible proposer when the agreement was entered into last year, their performance has been fine, and the District is not aware of any other providers interested in providing the service.

The agreement with Napa Valley Support Services, to provide weekly cleaning at the Napa River Ecological Reserve, was entered into in 2018 after soliciting interest from local non-profit organizations in doing the work. This agreement also expires on June 30, 2020. The maximum amount authorized by this agreement is \$6,000 annually. The agreement with Napa Valley Support Services, in addition to providing cleaning services to the District at a competitive rate, also has the benefit of supporting the work of a local non-profit social services organization. Napa Valley Support Services performance has been excellent, and the District is not aware of any other local non-profits interested in providing the service.

Both amendments extend the agreements until June 30, 2021, with two automatic one-year extensions unless either party declines to extend.

Both agreements were under the contracting authority limits for the General Manager (up to \$25,000). Their extension is being brought to the Board for approval because with the proposed extensions, they could come close to or exceed this contracting authority.



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

## **STAFF REPORT**

*Date:* June 8, 2020  
*Item:* **4.c**  
*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 May 2020.

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

None

## PARKS &amp; OPEN SPACE DISTRICT -MAY 2020 EXPENSE REPORT

## Gen Admin Dept - 85000-00

Date	Journal Line Description	Name	Monetary Amount
05/04/2020	04/24/2020-05/23/2020 Zoom	WOODBURY,JOHN ROBERT	\$ 14.99
05/04/2020	03/2020 google g suite	WOODBURY,JOHN ROBERT	\$ 30.00
05/04/2020	01/2020-02/2020 google gsuite	WOODBURY,JOHN ROBERT	\$ 60.00

## Moore Creek Dept - 85010-00

Date	Journal Line Description	Name	Monetary Amount
05/01/2020	PR2GL Pay End 4/17/20		\$ 324.93
05/01/2020	PR2GL Pay End 4/17/20		\$ 451.99
05/01/2020	PR2GL Pay End 4/17/20		\$ 313.02
05/01/2020	PR2GL Pay End 4/17/20		\$ 4,835.62
05/01/2020	PR2GL Pay End 4/17/20		\$ 2,454.53
05/07/2020	Trufuel	ZELLER'S & CLARKS ACE HARDWARE	\$ 53.85
05/13/2020	Moore Creek Ranging 4/25,5/1	CAHILL,CHRISTOPHER MICHAEL	\$ 62.10
05/13/2020	PARK140220 03/2020	HERITAGE SYSTEMS, INC.	\$ 367.67
05/13/2020	PARK140220 05/2020	HERITAGE SYSTEMS, INC.	\$ 367.67
05/13/2020	PARK140220 04/2020	HERITAGE SYSTEMS, INC.	\$ 367.67
05/15/2020	04/17/20 Moore Creek Ranging	CAHILL,CHRISTOPHER MICHAEL	\$ 28.75
05/26/2020	Waste Disposal Service 5/20	JOHNNY ON THE SPOT	\$ 178.94

## Camp Berryessa Dept - 85010-03

Date	Journal Line Description	Name	Monetary Amount
05/07/2020	Waste Disposal Service 4/20	BERRYESSA GARBAGE SERVICE AND	\$ 71.50
05/26/2020	Plumbing Service	MCCOLLUM GENERAL ENGINEERING	\$ 388.90
05/26/2020	Plumbing Service	MCCOLLUM GENERAL ENGINEERING	\$ 900.27

## NRER Dept - 85010-05

Date	Journal Line Description	Name	Monetary Amount
05/01/2020	PARK180220 03/2020	NAPA VALLEY SUPPORT SERVICES	\$ 250.00
05/29/2020	Security Cam 4/14/20-5/13/20	VERIZON WIRELESS	\$ 38.01

## State Park - 85010-08

Date	Journal Line Description	Name	Monetary Amount
05/01/2020	PR2GL Pay End 4/17/20		\$ 188.67
05/01/2020	PR2GL Pay End 4/17/20		\$ 592.16
05/01/2020	PR2GL Pay End 4/17/20		\$ 1,281.46
05/01/2020	PR2GL Pay End 4/17/20		\$ 8,932.38
05/01/2020	PR2GL Pay End 4/17/20		\$ 864.73
05/05/2020	Test Kit, Shock, Super Blue	DONS SWIMMING POOL CENTER	\$ 187.38
05/05/2020	PG&E 3/17/20-4/15/20	PACIFIC GAS & ELECTRIC CO	\$ 13.29
05/05/2020	Fire Extinguisher Service	SANTA ROSA FIRE EQUIPMENT SVC INC	\$ 835.00
05/05/2020	Phone Line 3/28/20-4/27/20	AT&T	\$ 19.73
05/13/2020	PBES Office Depot supplies		\$ 71.10
05/18/2020	Hach Pocket Colorimeter	USA BLUEBOOK	\$ 936.48
05/18/2020	Turbidimeter Kit	USA BLUEBOOK	\$ 1,440.62
05/18/2020	Smart Straw, Deck Screws	SILVERADO ACE HARDWARE	\$ 56.00
05/18/2020	Terry Towel	SILVERADO ACE HARDWARE	\$ 6.45
05/18/2020	Sprinkler Inspection	JOHNSON CONTROLS FIRE PROTECTION LP	\$ 2,153.00

05/18/2020	Waste Services 4/20	UPPER VALLEY DISPOSAL SERVICE, INC.	\$	236.66
05/26/2020	Alarm 4-13-20 / 5-12-20	AT&T	\$	91.78
05/26/2020	Third Rod, Sillcock Key, Ace	SILVERADO ACE HARDWARE	\$	35.85
05/26/2020	Key Single Cut	SILVERADO ACE HARDWARE	\$	3.01
05/26/2020	Keys, Extractor Screw	STEVES HARDWARE	\$	23.00
05/26/2020	Paint	SILVERADO ACE HARDWARE	\$	7.10
05/26/2020	Internet Line 4/10/20 - 5/9/20	AT&T	\$	330.27
05/26/2020	Envelopes	CENTRAL BUSINESS FORMS	\$	2,030.00
05/29/2020	Security Alarm Service	BAY ALARM COMPANY	\$	166.50
05/29/2020	PG&E 4/15/20-5/13/20	PACIFIC GAS & ELECTRIC CO	\$	40.80
05/29/2020	PG&E 4/15/20-5/13/20	PACIFIC GAS & ELECTRIC CO	\$	128.95
05/29/2020	PG&E 4/15/20-5/13/20	PACIFIC GAS & ELECTRIC CO	\$	554.59
05/29/2020	Socket Adaptor	BROWN'S AUTO PARTS	\$	11.91
05/29/2020	Distilled Water, Deoderizer	STEVES HARDWARE	\$	22.32
05/29/2020	Tubing poly, Stake Wire Hook	STEVES HARDWARE	\$	21.62

#### Smitle Creek - 85010-11

Date	Journal Line Description	Name		Monetary Amount
05/07/2020	Field Survey	NAPA BOTANICAL SURVEY SERVICES	\$	300.00

#### Other Projects - 85010-90

Date	Journal Line Description	Name		Monetary Amount
05/04/2020	4/11/20 Mileage t	WOODBURY,JOHN ROBERT	\$	50.03
05/05/2020	Website Support	TRAILHEAD LABS, INC.	\$	300.00



## Projects Status Report

June 8, 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. The purchase has been completed using District reserve funds. As soon as State Parks releases the Prop 68 per capita grant funds we will reimburse our reserves.

### **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. CDFW in April approved 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. We have been talking with the Mt Veeder Fire Safe Council who secured a grant to fund fuel reduction work along the Mayacamas ridge on and near the Cove; they plan to begin work in mid-June, accessing the area from Cavedale Road on the Sonoma County side and will clear downed and standing-dead trees along our ridgetop fire road.



### **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. Staff has completed a survey of rates and policies for other group camps in the region, and will be developing a proposal for expanding camp use to include a broader range of group and family campers, for when the camp is not needed by the non-profit and youth organizations which are the primary target audience for the camp.

### **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 rough outside edge. We continue to staff the Conn Valley entrance on weekends and other high-demand days and continue to see very high visitorship. Staff is working with the County of Napa and the City of Napa to make improvements to the end of Conn Valley Road to be able to better accommodate demand going forward.

### **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 rangers 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. We continue to staff the parking lots on weekends and other high-demand days and continue to see very high visitorship.

### **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. Whether or not the burn will actually occur depends on weather, the nature of the fire season, and the ongoing impacts of Covid-19. As of this writing, the prescribed burn remains on track, though the schedule has been moved from the week of June 8 to the week of June 22.

## **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. Staff continues to work with the state to obtain authorization for the pump track, and is currently waiting for the state to review the latest draft of that authorizing agreement.

## **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. Krya Purvis is 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. Kyra has also been working with Reclamation on an MOU to authorize the public to use their Smittle Creek Day Use Area parking lot to access our property; Reclamation the last week in May 2020 provided a draft MOU for our review.

## **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. We continue to staff the RLS parking lot on weekends other high-demand days to the extent we are able, and continue to see very high visitorship.

### **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 19<sup>th</sup> 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 hope to get property boundary signs, which we now have in hand, installed sometime in the next month or so.

### **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 NVT. 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 NVT 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.



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

*By:* Jason Jordan  
*Date:* for June 8, 2020  
*Item:* 4.e  
*Subject:* May 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 continued to have moderate use. RLS also remains busy especially on weekends with above average use on weekdays. Staff is monitoring use at Bothe daily and RLS periodically to reinforce Social Distancing principals with users. Memorial Day Weekend saw a lot of visitors at Bothe despite the heat and only hiking being offered.
- Staff continues assisting with monitoring other District trailheads, where use is leveling out.
- The Bothe Campground, Visitor Center, Picnic Area and Bale Mill remained closed. State Parks extended the campground closure at least until June 21<sup>st</sup>.
- Reopening Plans for the Campground and Pool are being developed for State Park and County Health approval.
- The 3<sup>rd</sup> Saturday hike this month was a virtual mountain bike ride of Oat Hill Mine Trail. It was great footage and gives the viewer the experience without all the hard work or injury risk!
- Other virtual offerings were produced including the second Bale Mill Video (History), American Canyon Wetlands Wildflower hike, and a home garden series video.
- Great progress was made on the Bale Waterwheel restoration project. Staff has disassembled the outer and inner bucket shrouds and buckets. The new outer and inner shrouds have been installed and the new buckets are being installed currently.
- Staff has taken over water testing at Bothe State Park and we are working on permitting transfer with the State Water Resource Control Board.
- Replacement signage was received for Bothe and Bale Parks. Staff will be installing sometime this summer.
- A Project Request was sent to State Parks to replace the roof on the Silverado House at RLS.
- The Summer Camp for Camp Berryessa was cancelled for June. We will continue to assess the possibility of the Camp scheduled for August at Bothe as well as consider modifications if possible.
- Working with Montesol and permittee on recreational use permit request for hang-gliding at RLS.