



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

Karen Bower Turjanis  
*Director, Ward One*

Tony Norris  
*Director, Ward Two*

Brent Randol  
*Director, Ward Three*

Nancy Lewis-Heliotas  
*Director, Ward Four*

Barry Christian  
*Director, Ward Five*

## AGENDA

### BOARD OF DIRECTORS SPECIAL MEETING

Monday, June 28, 2021 *at 2:00 P.M.*  
Via Zoom Conference Call

### Instructions for Joining Zoom Meeting

#### **Join Zoom Meeting**

<https://zoom.us/j/94721346621?pwd=YzhpMmpCQWRITEJwc3pleFBLZFdFZz09>

#### Dial by your location

- +1 669 900 6833 US (San Jose)
- +1 408 638 0968 US (San Jose)
- +1 346 248 7799 US (Houston)
- +1 253 215 8782 US (Tacoma)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)
- +1 646 876 9923 US (New York)

Meeting ID: **947 2134 6621**

Passcode: **132396**

Find your local number: <https://zoom.us/u/aewUR8LAmR>

## 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.** Consideration and potential approval of budget, position allocation table, and salary table for FY 2021-2022.

### 4. Administrative Items

- a. Consideration and potential approval of minutes for Board of Directors meeting of June 14, 2021.

### 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. Closed Session

- a. Conference with Real Property Negotiator (Government Code Section 54956.8)  
Property: Napa County APNs: 016-040-037, 016-040-038, 016-040-047, 016-060-026, 016-060-027, 016-060-028, 016-060-029, 016-070-011, 018-070-041, 018-070-045, 018-070-046, 018-070-047, 018-070-048, 018-070-049, 018-080-067, 018-080-068, 018-080-069, 018-140-038, 018-250-025, 018-250-026, 018-250-027, 018-250-028, 018-260-022, 018-260-025, 018-290-014, 018-290-015, 018-290-018, 018-290-019, 018-290-024, 018-290-025, 018-290-026, 018-290-028, 018-290-029, 018-290-030, 018-290-031, 018-290-032, 018-290-033, 018-290-034, 018-290-035, 018-290-036, 018-300-005, 018-300-017, 018-300-018, 018-300-057, 018-300-058, 018-300-059, 018-300-063, 018-300-064, 018-300-065, 018-300-066, & 018-300-067-000.  
Agency Negotiator: John Woodbury, Park and Open Space Planner (Special Projects)  
Negotiating Parties: NCRPOSD and David Wickline, Alchemy Resorts  
Under Negotiation: Price and Terms of Payment

## 8. Adjournment



## **STAFF REPORT**

*By:* Kyra Purvis  
*Date:* June 28, 2021  
*Item:* **3**  
*Subject:* Consideration and potential approval of budget, position allocation table, and salary table for FY 2021-2022.

### RECOMMENDATION

- (1) Open public hearing, take comment, and close the public hearing.
- (2) Approve the FY 2021-2022 budget, position allocation table, and 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. Any project funded by the budget will be subject to separate environmental review.

### BACKGROUND

On June 14, the Board of Directors 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 28, 2021 special meeting.

As of June 22, no public comments have been received. Should any comments be received between June 22 and the public hearing, those comments will be provided to the Board at the time of the public hearing.

No changes are proposed to the draft budget. For background discussion of the draft budget, please refer to the June 14, 2021 Agenda packet. The objectives for Berryessa Vista included in the June 14 budget staff report have been revised to remove reference to minimizing staff time. The budget subdivision objectives are as follows:

#### **State Parks**

- Ongoing Maintenance and Operations
- Replace roof on Silverado House
- Complete water system upgrades at Bothe Napa
- Produce Cemetery interpretive panels
- Submit Prop 68 grant for Recreation Hall restoration project
- Replace ramada roof
- Construct bridge for the Southfork trail that burned in the glass fire

- Reestablish environmental education and special event programs

#### **General Fund**

- General operations
- Organizational and staff development, post GM transition
- Pursue both short-term adequate operational revenue and long-term dedicated tax base
- Set up employee deferred compensation program

#### **Moore Creek Park**

- Monitor property
- Maintain houses
- Maintain trails
- Continue Madrone Trail construction with volunteers
- Major uptick in vegetation management work likely, funded by grants (one in hand, one probable)

#### **Oat Hill Mine Trail**

- Monitor property
- Continue erosion control
- Fire repairs/mitigation
- Repairs to Aetna trailhead and Aetna-side trail signage

#### **Napa River and Bay Trail**

- Monitor property
- Seek approvals to complete trail
- Maintain existing trail in American Canyon and under Butler Bridge
- Incoming District management will need to work to get up to speed on this project

#### **EcoCamp Berryessa**

- Monitor property
- Maintain existing water and electrical systems as well as buildings
- Increase promotion/usage
- Reopen camp as Covid protocols allow
- Fire cleanup including potential camp host site debris and ash removal and remediation
- Camp host site reconstruction planning with some limited money available for construction

#### **Berryessa Vista**

- Monitor property

#### **Napa River Ecological Reserve**

- Monitor property
- Remove portable toilet
- Consider renewing (or not renewing) CDFW management agreement
- Continue weekly maintenance contract, for the time being

#### **Vine Trail**

- Coordinate VT/NRBT alignment between Am Can and Soscol Ferry Rd
- Obtain easement for crossing Syar property
- Consider maintenance agreement with County DPW/ VT for St H-Calistoga segment
- Incoming District management will need to work to get up to speed on this project

### **Putah Creek (Crystal Flats, Spanish Valley)**

- Monitor property
- Fire remediation as absolutely necessary

### **Suscol Headwaters Park**

- Monitor property
- Secure easement(s) and design staging area
- Construct frog pond (funding and costs to be carried over from prior fiscal year)
- Trail construction in partnership with REMBA/RTA, dependent on grants & fundraising (REMBA-led)
- Pursue major Prop 68 grant to fund Suscol Phase 2 (Southern access, trails, parking lot, improvements at Napa San)

### **Amy's Grove (The Cove)**

- Monitor property
- Set money aside for future access road repair
- Trail construction with an eye to opening the park once or twice a month for hikers
- Minor improvements as necessary to allow occasional Girl Scout dry group camping use

### **Amy's Grove (Mayacamas Preserve- Kately and Chamberlain Acquisitions)**

- Monitor properties
- Continue clearing Mayacamas Park (Kately) parking/trailhead area
- Pursue Prop 68 grant to fund Mayacamas Park improvements
- CEQA as necessary in support of Mayacamas Park grant application
- Park planning for Mayacamas
- Stewardship work at Chamberlain: downed trees, hazard trees, address debris in drainages creeks and culverts

### **Cedar Roughs (Smittle Creek)**

- Monitor property
- Fire remediation as absolutely necessary
- Implement access/parking agreement with BOR
- Work with County DPW on grant agreement that may fund access improvements
- Limited CEQA advance work in prep for potential (County DPW-lead) grant

### **Other Project (Largely Outreach and Community Involvement)**

- Investigate/develop new projects
- Newsletter, website, social media, events
- Continue monthly guided walks
- Grow ReLeaf Napa Fundraising campaign, with an eye to making outreach revenue-neutral
- Skyline Park appraisal, acquisition
- Continue to rebuild volunteer program
- Explore pivoting away from Outerspatial (Trailhead Labs) for website mapper, which could save \$6,000 per year

Pursuant to the District's Personnel Manual, as part of the adoption of the annual budget the Board of Directors must also adopt an employee allocation table (which specifies the number of permanent District employees by position) and salary ranges, both attached. For the coming year, the proposed salary ranges for District staff assume a 2.7% cost of living increase. This increase is consistent with the Bay Area inflation rate for the two years since District employees last received a cost of living adjustment.

Napa County Regional Park and Open Space District

Projected FY 2020-21

**Summary FY 2020-21 & FY 2021-22**

	Q3 Actual	Projected 2020-21	Draft 2021-22	Notes
<b>Revenues</b>				
43790 State Grants	\$ 400,000	\$ 400,000	\$ -	
43910 County of Napa	\$ 1,036,280	\$ 1,036,280	\$ 750,000	
44200 Court Fines	\$ -	\$ -	\$ -	
44300 Forfeitures and Penalties	\$ -	\$ -	\$ -	
45100 Interest	\$ 15,488	\$ 20,651	\$ 17,000	
47150 Other Grants	\$ -	\$ -	\$ -	
45300 Rent - Building/Land	\$ 43,448	\$ 55,523	\$ 53,800	
45500 Concessions	\$ 361,408	\$ 422,667	\$ 655,000	
47400 Insurance Settlement	\$ -	\$ -	\$ -	
47500 Donations and Contributions	\$ 40,827	\$ 51,100	\$ 78,174	
47900 Miscellaneous	\$ -	\$ -	\$ -	
<b>Total Revenues</b>	<b>\$ 1,897,452</b>	<b>\$ 1,986,220</b>	<b>\$ 1,553,974</b>	
<b>Expenses</b>				
51000 District salaries and benefits	\$ 384,156	\$ 512,208	\$ 632,695	
51405 Workers Comp	\$ -	\$ 4,414	\$ 7,974	
51605 OPEB	\$ -	\$ 36,152	\$ 29,584	
52100 Administration Services	\$ 430,532	\$ 574,043	\$ 521,140	
52105 Election Services	\$ 685	\$ 685	\$ -	
52125 Accounting/Auditing Services	\$ 11,177	\$ 17,177	\$ 18,000	
52130 Information Technology Service	\$ -	\$ 42,659	\$ 61,948	
52131 ITS-Communications Services	\$ -	\$ 5,747	\$ 6,123	
52132 ITS-Records Mgmt Services	\$ -	\$ 126	\$ 198	
52140 Legal Services	\$ 2,455	\$ 7,684	\$ 8,000	
52325 Waste Disposal Services	\$ 15,225	\$ 20,286	\$ 35,100	
52340 Landscaping Services	\$ 16,650	\$ 16,650	\$ 5,000	
52345 Janitorial Services	\$ -	\$ -	\$ -	
52360 Construction Services	\$ -	\$ 11,000	\$ 272,500	
52382 Sewer Disposal Services	\$ 2,850	\$ 3,800	\$ 4,000	
52490 Other Professional Services	\$ 25,716	\$ 36,845.79	\$ 51,885	
52510 Maintenance-B&I-PW Charges	\$ -	\$ 14,350	\$ 24,727	
52520 Maintenance-Vehicles	\$ -	\$ -	\$ 3,500	
52525 Maintenance-Infrastructure/Lan	\$ -	\$ -	\$ 4,000	
52600 Rents and Leases - Equipment	\$ 3,951	\$ 4,496	\$ 2,000	
52700 Insurance--Liability	\$ 19,419	\$ 21,622	\$ 30,831	
52705 Insurance - Premiums	\$ 1,040	\$ 1,040	\$ 1,040	
52800 Communications/Telephone	\$ 4,110	\$ 5,468	\$ 6,500	
52810 Advertising/Marketing	\$ -	\$ -	\$ 1,200	
52820 Printing and Binding	\$ 670	\$ 1,495	\$ 3,000	
52825 Bank Charges	\$ 2,269	\$ 169	\$ 250	
52830 Publications & Legal Notices	\$ -	\$ -	\$ -	
52835 Filing Fees	\$ -	\$ -	\$ -	
52840 Permits/License Fees	\$ 890	\$ 944	\$ 11,271	
52900 Training/Conference Expenses	\$ 505	\$ 805	\$ 2,000	
52905 Business Travel/Mileage	\$ 1,503	\$ 5,412	\$ 6,150	
52906 Fleet Charges	\$ 2,923	\$ 3,898	\$ 4,500	
53100 Office Supplies	\$ 909.16	\$ 1,299.99	\$ 2,000	
53105 Offices Supplies-Furn & Fixture	\$ 974	\$ 1,032	\$ 500	
53115 Book, Media,Periodicals, Subscrip	\$ 6,445	\$ 6,445	\$ 6,445	
53120 Memberships/Certifications	\$ 5,561	\$ 5,561	\$ 5,200	
53205 Utilities - Electric	\$ 11,560	\$ 17,000	\$ 20,200	
53210 Utilities - Propane	\$ 87	\$ 137	\$ 500	
53250 Fuel	\$ -	\$ 100	\$ 750	
53300 Clothing and Personal Supplies	\$ -	\$ 500	\$ 2,000	
53320 Safety Supplies	\$ 156	\$ 156	\$ 500	
53330 Janitorial Supplies	\$ 2,074	\$ 2,074	\$ 4,000	
53345 Construction Supplies/Material	\$ 3,913	\$ 4,913	\$ 7,300	
53350 Maintenance Supplies	\$ 12,699	\$ 15,800	\$ 20,100	
53400 Minor Equipment/Small Tools	\$ 3,043	\$ 3,482	\$ 1,700	
53410 Computer Equipment/Accessories	\$ -	\$ -	\$ 1,100	
53415 Computer Software/Licensing Fe	\$ 342	\$ 518	\$ 1,100	
53600 Special Departmental Expense	\$ 457	\$ 9,442	\$ 60,500	
53680 Goods for Resale	\$ 7,680	\$ 11,520	\$ 12,000	
54500 Taxes and Assessments	\$ 1,721	\$ 1,670	\$ 1,738	
55100 Land	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 984,347</b>	<b>\$ 1,430,823</b>	<b>\$ 1,902,751</b>	
<b>Expenditures from Designated Reserves</b>			<b>\$ 217,000</b>	\$200,000 Suscol frog pond, \$15,000 Dan's Wild Ride, \$2,000 Suscol bench
<b>Net Surplus (Deficit)</b>	<b>\$ 913,105</b>	<b>\$ 555,397</b>	<b>\$ (131,776)</b>	

Napa County Regional Park and Open Space District  
Projected FY 2020-21

**Summary (w/o State Parks) FY 2020-21 & FY 2021-22**

	Q3 Actual	Projected 2020-21	Draft 2021-22	Notes
<b>Revenues</b>				
State-Other Funding	\$ 400,000	\$ 400,000	\$ -	
43910 County of Napa	\$ 1,036,280	\$ 1,036,280	\$ 750,000	
44200 Court Fines	\$ -	\$ -	\$ -	
44300 Forfeitures and Penalties	\$ -	\$ -	\$ -	
45100 Interest	\$ 8,548	\$ 11,397	\$ 7,000	
45300 Rent - Building/Land	\$ 23,648	\$ 29,123	\$ 27,400	
45500 Concessions	\$ 2,000	\$ 2,667	\$ 5,000	
47150 Other Grants	\$ -	\$ -	\$ -	
47400 Insurance Settlement	\$ -	\$ -	\$ -	
47500 Donations and Contributions	\$ 39,734	\$ 46,007	\$ 15,000	
47900 Miscellaneous	\$ -	\$ -	\$ -	
<b>Total Revenues</b>	<b>\$ 1,510,210</b>	<b>\$ 1,525,474</b>	<b>\$ 804,400</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ 208,555	\$ 278,073	\$ 336,445	
51405 Workers Comp	\$ -	\$ 4,414	\$ 3,987	
51605 OPEB	\$ -	\$ 36,152	\$ 7,396	
52100 Administration Services	\$ 269,754	\$ 359,672	\$ 184,472	
52105 Election Services	\$ 685	\$ 685	\$ -	
52125 Accounting/Auditing Services	\$ 11,177	\$ 17,177	\$ 18,000	
52130 Information Technology Service	\$ -	\$ 42,659	\$ 26,083	
52131 ITS-Communications Services	\$ -	\$ 5,747	\$ 3,062	
52132 ITS-Records Mgmt Services	\$ -	\$ 126	\$ 198	
52140 Legal Services	\$ 2,455	\$ 7,684	\$ 8,000	
52325 Waste Disposal Services	\$ 283	\$ 364	\$ 10,100	
52340 Landscaping Services	\$ -	\$ -	\$ -	
52345 Janitorial Services	\$ -	\$ -	\$ -	
52360 Construction Services	\$ -	\$ -	\$ 252,500	
52490 Other Professional Services	\$ 18,186	\$ 24,715	\$ 14,885	
52510 Maintenance-B&I-PW Charges	\$ -	\$ 14,350	\$ 24,727	
52520 Maintenance-Vehicles	\$ -	\$ -	\$ -	
52525 Maintenance-Infrastructure/Lan	\$ -	\$ -	\$ 3,000	
52600 Rents and Leases - Equipment	\$ 1,636	\$ 2,182	\$ -	
52700 Insurance--Liability	\$ 19,419	\$ 21,622	\$ 26,458	
52705 Insurance - Premiums	\$ 1,040	\$ 1,040	\$ 1,040	
52800 Communications/Telephone	\$ 38	\$ 38	\$ -	
52810 Advertising/Marketing	\$ -	\$ -	\$ 700	
52820 Printing and Binding	\$ 417	\$ 866	\$ 1,500	
52825 Bank Charges	\$ -	\$ -	\$ -	
52830 Publications & Legal Notices	\$ -	\$ -	\$ -	
52835 Filing Fees	\$ -	\$ -	\$ -	
52840 Permits/License Fees	\$ 863	\$ 863	\$ 10,271	
52900 Training/Conference Expenses	\$ 505	\$ 505	\$ 1,500	
52905 Business Travel/Mileage	\$ 1,314	\$ 4,976	\$ 5,650	
52906 Fleet Charges	\$ 110	\$ 147	\$ 1,000	
53100 Office Supplies	\$ 361	\$ 457	\$ 500	
53105 Offices Supplies-Furn & Fixture	\$ 172	\$ 230	\$ 500	
53115 Book, Media,Periodicals, Subscrip	\$ 6,445	\$ 6,445	\$ 6,445	
53120 Memberships/Certifications	\$ 5,061	\$ 5,061	\$ 5,200	
53205 Utilities - Electric	\$ -	\$ -	\$ 200	
53210 Utilities - Propane	\$ -	\$ -	\$ -	
53250 Fuel	\$ -	\$ 100	\$ 750	
53300 Clothing and Personal Supplies	\$ -	\$ 500	\$ 1,000	
53320 Safety Supplies	\$ -	\$ -	\$ -	
53330 Janitorial Supplies	\$ -	\$ -	\$ 500	
53345 Construction Supplies/Material	\$ 356	\$ 356	\$ 2,300	
53350 Maintenance Supplies	\$ 2,611	\$ 3,482	\$ 5,100	
53400 Minor Equipment/Small Tools	\$ 122	\$ 162	\$ 700	
53410 Computer Equipment/Accessories	\$ -	\$ -	\$ 100	
53415 Computer Software/Licensing Fees	\$ 342	\$ 518	\$ 600	
53600 Special Departmental Expense	\$ -	\$ 6,292	\$ 55,500	
53680 Goods for Resale	\$ -	\$ -	\$ -	
54500 Taxes and Assessments	\$ 1,290	\$ 1,238	\$ 1,238	
55100 Land	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 553,196</b>	<b>\$ 848,897</b>	<b>\$ 1,021,607</b>	
<b>Expenditures from Designated Reserves</b>			<b>\$ 217,000</b>	\$200,000 Suscol frog pond, \$15,000 Dan's Wild Ride, \$2,000 Suscol bench
<b>Net Surplus (Deficit)</b>	<b>\$ 957,014</b>	<b>\$ 676,577</b>	<b>\$ (207)</b>	



Projected FY 2020-21 & Draft FY 2021-22

**Restricted/Unrestricted Funds**

	End of FY2020 Actual	End of FY2021 Projected	End of FY2022 Proposed	Notes
<b><u>RESTRICTED FUNDS</u></b>				
Moore Creek				
Capital reserve	\$ 118,966	\$ 117,454	\$ 145,942	Based on \$13,488 depreciation
Restricted donation	\$ -	\$ 15,000	\$ -	\$15,000 Ridge Trail donation in FY20-21 for construction of Dan's Wild Ride in FY21-22
Suscol Headwaters				
Capital Reserve	\$ 201,389	\$ 201,389	\$ 1,389	Restricted money for construction of frog pond
Restricted donation		\$ 2,000	\$ -	Ridge Trail donation in FY20-21 for construction of memorial bench in FY21-22
State Parks	\$ 769,330	\$ 648,150	\$ 516,581	
Total Restricted Funds				
without State Parks	\$ 320,355	\$ 335,843	\$ 147,331	
with State Parks	\$ 1,089,685	\$ 983,993	\$ 663,912	
<b><u>UNRESTRICTED FUNDS</u></b>	\$ 144,730	\$ 800,505	\$ 800,298	
<b><u>Total Restricted and Unrestricted Funds</u></b>	\$ 1,234,415	\$ 1,784,498	\$ 1,464,210	

Projected FY 2020-21 & Draft FY 2021-22  
**General Fund--Administration**

Subdivision: 8500000 - Parks-Administration

		Q3 Actual	Projected 2020-21	Draft 2021-22	Notes
<b>Revenues</b>					
43910	County of Napa	\$ 566,084	\$ 566,084	\$ 321,529	
44200	Court Fines	\$ -	\$ -	\$ -	
45100	Interest	\$ 6,963	\$ 9,284	\$ 5,000	
47150	Other Grants	\$ -	\$ -	\$ -	
47500	Donations and Contributions	\$ 14,161	\$ 18,882	\$ 10,000	
<b>Total Revenues</b>		<b>\$ 587,209</b>	<b>\$ 594,250</b>	<b>\$ 336,529</b>	
<b>Expenses</b>					
51000	District Salaries and Benefits	\$ 52,271	\$ 69,695	\$ 75,856	
51405	Workers Comp	\$ -	\$ 4,414	\$ 3,987	County internal charge split 50/50 between GF and SP
51605	OPEB	\$ -	\$ 36,152	\$ 7,396	County internal charge split 25/75 between GF and SP
52100	Administration Services	\$ 176,998	\$ 235,998	\$ 118,824	
52105	Election Services	\$ 685	\$ 685	\$ -	
52125	Accounting/Auditing Services	\$ 11,177	\$ 17,177	\$ 18,000	\$5,200 Brown and Armstrong contract + County auditor charges
52130	Information Technology Service	\$ -	\$ 42,659	\$ 26,083	County internal charge split 42/58 between GF and SP
52131	ITS-Communications Services	\$ -	\$ 5,747	\$ 3,062	County internal charge split 50/50 between GF and SP
52132	ITS-Records Mgmt Services	\$ -	\$ 126	\$ 198	County internal charge not split, 100 to GF
52140	Legal Services	\$ 2,455	\$ 7,684	\$ 8,000	\$1,000 for outside Counsel + County counsel charges
52345	Janitorial Services	\$ -	\$ -	\$ -	
52490	Other Professional Services	\$ -	\$ -	\$ -	
52510	Maintenance-B&I-PW Charges	\$ -	\$ 14,350	\$ 24,727	County internal charge not split, 100 to GF
52520	Maintenance-Vehicles (outside service)	\$ -	\$ -	\$ -	
52700	Insurance--Liability	\$ 19,419	\$ 21,622	\$ 26,458	\$25,000 District liability, \$1,458 County internal charge split 25/75 between GF and SP
52705	Insurance - Premiums	\$ 1,040	\$ 1,040	\$ -	
52810	Advertising/Marketing	\$ -	\$ -	\$ 700	CEQA noticing
52820	Printing and Binding	\$ -	\$ 200	\$ 750	
52830	Publications & Legal Notices	\$ -	\$ -	\$ -	
52840	Permits/License Fees	\$ -	\$ -	\$ -	
52900	Training/Conference Expenses	\$ 505	\$ 505	\$ 1,500	
52905	Business Travel/Mileage	\$ -	\$ -	\$ 300	
52906	Fleet Charges (county service)	\$ 110	\$ 147	\$ 1,000	
53100	Office Supplies	\$ 288	\$ 384	\$ 500	
53105	Office Supplies-Furn & Fixture	\$ 172	\$ 230	\$ 500	
53115	Book, Media,Periodicals, Subscrip	\$ 445	\$ 445	\$ 445	
53120	Memberships/Certifications	\$ 5,061	\$ 5,061	\$ 5,200	
53250	Fuel	\$ -	\$ 100	\$ 750	
53300	Clothing and Personal Supplies	\$ -	\$ 500	\$ 1,000	
53345	Construction Supplies/Materials	\$ -	\$ -	\$ 300	
53350	Maintenance Supplies	\$ 20	\$ 27	\$ 300	
53400	Minor Equipment/Small Tools	\$ -	\$ -	\$ 200	
53410	Computer Equipment/Accessories	\$ -	\$ -	\$ 100	
53415	Computer Software/Licensing Fe	\$ 342	\$ 518	\$ 600	
53600	Special Departmental Expense	\$ -	\$ -	\$ 10,000	Unforeseen expenses, vehicle replacement fund
<b>Total Expenditures</b>		<b>\$ 270,989</b>	<b>\$ 465,464</b>	<b>\$ 336,736</b>	
<b>Net Surplus (Deficit)</b>		<b>\$ 316,220</b>	<b>\$ 128,786</b>	<b>\$ (207)</b>	
<b>33100 - Available Fund Balance</b>		\$ 144,730	\$ 800,505		
<b>Net Surplus (Deficit)</b>		\$ 128,786	\$ (207)		
<b>33100 - Ending Fund Balance</b>		\$ 273,516	\$ 800,298		
Sweep of Fund Balances		\$ 526,990			

Projected FY 2020-21 & Draft FY 2021-22

**Moore Creek Park**

Subdivision: 8501000 - Parks-Moore Creek

	Q3 Actual	Projected 2020-21	Draft 2021-22	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 58,570	\$ 58,570	\$ 57,208	
44300 Forfeitures and Penalties	\$ -	\$ -	\$ -	
45300 Rents-Bldgs and Land	\$ 16,425	\$ 21,900	\$ 21,900	
47150 Other Grants	\$ -	\$ -	\$ -	
47500 Donations and Contributions	\$ 23,573	\$ 25,125	\$ 5,000	
<b>Total Revenues</b>	<b>\$ 98,568</b>	<b>\$ 105,595</b>	<b>\$ 84,108</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ 33,915	\$ 45,220	\$ 49,329	
52100 Administration Services	\$ 13,094	\$ 17,459	\$ 13,785	
52325 Waste Disposal Services	\$ -	\$ -	\$ 4,000	Two portapotties
52360 Construction Services	\$ -	\$ -	\$ 2,500	
52490 Other Professional Services	\$ 2,100	\$ 2,485	\$ 2,485	
52525 Maintenance-Infrastructure/Lan	\$ -	\$ -	\$ -	
52600 Rents and Leases - Equipment	\$ 1,425	\$ 1,900	\$ -	Portapotty rental previously charged here, will be charged to 52325 in the future
52705 Insurance - Premiums	\$ -	\$ -	\$ 1,040	
52800 Communications/Telephone	\$ -	\$ -	\$ -	
52820 Printing and Binding	\$ 417	\$ 556	\$ 750	
52840 Permits/License Fees	\$ -	\$ -	\$ 2,480	
52905 Business Travel/Mileage	\$ 504	\$ 1,974	\$ 2,000	
53100 Office Supplies	\$ -	\$ -	\$ -	
53205 Utilities - Electric	\$ -	\$ -	\$ -	
53250 Fuel	\$ -	\$ -	\$ -	
53345 Construction Supplies/Materials	\$ -	\$ -	\$ 1,000	
53350 Maintenance Supplies	\$ 1,479	\$ 1,972	\$ 2,500	
53400 Minor Equipment/Small Tools	\$ 122	\$ 162	\$ 500	
53600 Special Departmental Expense	\$ -	\$ 6,292	\$ 15,500	\$15,000 for Dan's Wild Ride
54500 Taxes and Assessments	\$ 1,238	\$ 1,238	\$ 1,238	
<b>Total Expenditures</b>	<b>\$ 54,294</b>	<b>\$ 79,259</b>	<b>\$ 99,108</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 44,273</b>	<b>\$ 26,336</b>	<b>\$ (15,000)</b>	
<b>33100 - Available Fund Balance</b>	\$ 118,966	\$ 132,454		
<b>Net Surplus (Deficit)</b>	\$ 26,336	\$ (15,000)		Covered by \$15,000 Ridge Trail donation in FY20-21
<b>unadjusted ending fund balance</b>	\$ 145,302	\$ 132,454		
<b>draw on capital reserve</b>	\$ -			
<b>add to capital reserve</b>	\$ 13,488	\$ 13,488		
<b>Restricted donation</b>	\$ 15,000			
<b>year end capital reserve</b>	\$ 132,454	\$ 145,942		
<b>to (from) undesignated reserve</b>	\$ (2,152)			

**Oat Hill Mine Trail**

Subdivision: 8501001 - Parks-Oat Hill Mine Trail

	Q3 Actual	Projected 2020-21	Draft 2021-22	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 7,718	\$ 7,718	\$ 25,310	
<b>Total Revenues</b>	<b>\$ 7,718</b>	<b>\$ 7,718</b>	<b>\$ 25,310</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ 6,832	\$ 9,110	\$ 13,188	
52100 Administration Services	\$ 2,823	\$ 3,764	\$ 10,722	
52360 Construction Services	\$ -	-	-	
52490 Other Professional Services	\$ -	-	\$ -	
52820 Printing and Binding	\$ -	110	\$ -	
52905 Business Travel/Mileage	\$ 187	\$ 770	\$ 800	
53100 Office Supplies	\$ -	-	\$ -	
53345 Construction Supplies/Material	\$ -	-	\$ -	
53350 Maintenance Supplies	\$ 86	114	\$ 100	
53600 Special Departmental Expense	\$ -	-	\$ 500	
55100 Land	\$ -	-	\$ -	
<b>Total Expenditures</b>	<b>\$ 9,928</b>	<b>\$ 13,868</b>	<b>\$ 25,310</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ (2,210)</b>	<b>\$ (6,150)</b>	<b>\$ -</b>	
<b>33100 - Available Fund Balance</b>	\$ -	\$ -	\$ -	
<b>Net Surplus (Deficit)</b>	\$ (6,150)	\$ -	\$ -	
<b>33100 - Ending Fund Balance</b>	\$ (6,150)	\$ -	\$ -	
<b>to (from) undesignated reserve</b>	\$ (6,150)			

Projected FY 2020-21 & Draft FY 2021-22

**Napa River and Bay Trail**

Subdivision: 8501002 - Parks-Napa River and Bay Trail

	Q3 Actual	Projected 2020-21	Draft 2021-22	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 6,774	\$ 6,774	\$ 6,324	
47500 Donations and Contributions	\$ -	\$ -	\$ -	
<b>Total Revenues</b>	<b>\$ 6,774</b>	<b>\$ 6,774</b>	<b>\$ 6,324</b>	

<b>Expenses</b>				
51000 District Salaries and Benefits	\$ 527	\$ 703	\$ 4,421	
52100 Administration Services	\$ 1,921	\$ 2,561	\$ 1,553	
52325 Waste Disposal Services	\$ -	\$ -	\$ -	
52360 Construction Services	\$ -	\$ -	\$ -	
52490 Other Professional Services	\$ -	\$ -	\$ -	
52820 Printing and Binding	\$ -	\$ -	\$ -	
52905 Business Travel/Mileage	\$ 34	\$ 209	\$ 250	
53345 Construction Supplies/Materials	\$ -	\$ -	\$ -	
53350 Maintenance Supplies	\$ 33	\$ 45	\$ 100	
53600 Special Departmental Expense	\$ -	\$ -	\$ -	

**Total Expenditures** \$ 2,516 \$ 3,518 \$ 6,324

**Net Surplus (Deficit)** \$ 4,258 \$ 3,256 \$ -

<b>33100 - Available Fund Balance</b>	\$	-	\$	-
<b>Net Surplus (Deficit)</b>	\$	3,256	\$	-
<b>33100 - Ending Fund Balance</b>	\$	3,256	\$	-
<b>to (from) undesignated reserve</b>	\$	3,256		

Projected FY 2020-21 & Draft FY 2021-22

**Camp Berryessa**

Subdivision: 8501003 - Parks-Camp Berryessa

	Q3 Actual	Projected 2020-21	Draft 2021-22	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 41,543	\$ 41,543	\$ 81,792	
45500 Concessions	\$ 2,000	\$ 2,667	\$ 5,000	
<b>Total Revenues</b>	<b>\$ 43,543</b>	<b>\$ 44,210</b>	<b>\$ 86,792</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ 6,224	\$ 8,298	\$ 32,004	
52100 Administration Services	\$ 6,478	\$ 8,638	\$ 2,588	
52325 Waste Disposal Services	\$ 243	\$ 324	\$ 2,500	
52360 Construction Services	\$ -	\$ -	\$ 43,000	\$13,000 DAR, \$30,000 camp host reconstruction
52490 Other Professional Services	\$ 2,691	\$ 2,991	\$ 1,500	
52525 Maintenance-Infrastructure/Lan	\$ -	\$ -	\$ 3,000	
52810 Advertising/Marketing	\$ -	\$ -	\$ -	
52820 Printing and Binding	\$ -	\$ -	\$ -	
52840 Permits/License Fees	\$ -	\$ -	\$ -	
52905 Business Travel/Mileage	\$ 52	\$ 150	\$ 500	
52906 Fleet Charges	\$ -	\$ -	\$ -	
53100 Office Supplies	\$ -	\$ -	\$ -	
53205 Utilities - Electric	\$ -	\$ -	\$ 200	
53330 Janitorial Supplies	\$ -	\$ -	\$ 500	
53345 Construction Supplies/Material	\$ -	\$ -	\$ -	
53350 Maintenance Supplies	\$ 40	\$ 53	\$ 500	
53400 Minor Equipment/Small Tools	\$ -	\$ -	\$ -	
53600 Special Departmental Expense	\$ -	\$ -	\$ 500	
<b>Total Expenditures</b>	<b>\$ 15,728</b>	<b>\$ 20,455</b>	<b>\$ 86,792</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 27,815</b>	<b>\$ 23,755</b>	<b>\$ -</b>	
<b>33100 - Available Fund Balance</b>	\$ -	\$ -	\$ -	
<b>Net Surplus (Deficit)</b>	\$ 23,755	\$ -	\$ -	
<b>33100 - Ending Fund Balance</b>	\$ 23,755	\$ -	\$ -	
<b>to (from) undesignated reserve</b>	\$ 23,755			

Projected FY 2020-21 & Draft FY 2021-22

**Berryessa Vista**

Subdivision: 8501004 - Parks-Berryessa Vista

	Q3 Actual	Projected 2020-21	Draft 2021-22	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 7,358	\$ 7,358	\$ 2,123	
<b>Total Revenues</b>	<b>\$ 7,358</b>	<b>\$ 7,358</b>	<b>\$ 2,123</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ 170	\$ 227	\$ 1,605	
52100 Administration Services	\$ 823	\$ 1,098	\$ 518	
52490 Other Professional Services	\$ -	\$ -	\$ -	
52820 Printing and Binding	\$ -	\$ -	\$ -	
52905 Business Travel/Mileage	\$ -	\$ -	\$ -	
53345 Construction Supplies/Materials	\$ -	\$ -	\$ -	
53600 Special Departmental Expense	\$ -	\$ -	\$ -	
55100 Land	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 994</b>	<b>\$ 1,325</b>	<b>\$ 2,123</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 6,364</b>	<b>\$ 6,033</b>	<b>\$ -</b>	
<b>33100 - Available Fund Balance</b>	\$ -	\$ -	\$ -	
<b>Net Surplus (Deficit)</b>	\$ 6,033	\$ -	\$ -	
<b>33100 - Ending Fund Balance</b>	\$ 6,033	\$ -	\$ -	
<b>to (from) undesignated reserve</b>	\$ 6,033			

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**Napa River Ecological Reserve**

Subdivision: 8501005 - Parks-Napa River Ecological Rs

	Q3 Actual	Projected 2020-21	Draft 2021-22	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 10,516	\$ 10,516	\$ 14,711	
<b>Total Revenues</b>	<b>\$ 10,516</b>	<b>\$ 10,516</b>	<b>\$ 14,711</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ 2,174	\$ 2,899	\$ 4,421	
52100 Administration Services	\$ 774	\$ 1,032	\$ 4,140	
52325 Waste Disposal Services	\$ 40	\$ 40	\$ 100	
52340 Landscaping Services	\$ -	\$ -	\$ -	
52490 Other Professional Services	\$ 3,889	\$ 5,389	\$ 4,750	Napa Valley Support Services
52800 Communications/Telephone	\$ 38	\$ 38	\$ -	
52820 Printing and Binding	\$ -	\$ -	\$ -	
52905 Business Travel/Mileage	\$ 131	\$ 540	\$ 600	
53350 Maintenance Supplies	\$ 123	\$ 164	\$ 200	
53600 Special Departmental Expense	\$ -	\$ -	\$ 500	
<b>Total Expenditures</b>	<b>\$ 7,169</b>	<b>\$ 10,101</b>	<b>\$ 14,711</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 3,347</b>	<b>\$ 415</b>	<b>\$ -</b>	
<b>33100 - Available Fund Balance</b>	\$ -	\$ -	\$ -	
<b>Net Surplus (Deficit)</b>	\$ 415	\$ 415	\$ -	
<b>33100 - Ending Fund Balance</b>	\$ 415	\$ 415	\$ -	
<b>to (from) undesignated reserve</b>	\$ 415	\$ 415	\$ -	



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**Vine Trail**

Subdivision: 8501006 - Parks-Vine Trail

	Q3 Actual	Projected 2020-21	Draft 2021-22	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 2,540	\$ 2,540	\$ 3,861	
<b>Total Revenues</b>	<b>\$ 2,540</b>	<b>\$ 2,540</b>	<b>\$ 3,861</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ -	\$ -	\$ 1,274	
52100 Administration Services	\$ 1,747	\$ 2,329	\$ 2,588	
52905 Business Travel/Mileage	\$ -	\$ 15	\$ -	
<b>Total Expenditures</b>	<b>\$ 1,747</b>	<b>\$ 2,344</b>	<b>\$ 3,861</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 793</b>	<b>\$ 196</b>	<b>\$ -</b>	
<b>33100 - Available Fund Balance</b>	\$ -	\$ -	\$ -	
<b>Net Surplus (Deficit)</b>	\$ 793	\$ 196	\$ -	
<b>33100 - Ending Fund Balance</b>	\$ 793	\$ 196	\$ -	
<b>to (from) undesignated reserve</b>	\$ -	\$ 196	\$ -	

Projected FY 2020-21 & Draft FY 2021-22

**Putah Creek**

Subdivision: 8501007 - Parks-Putah Creek

	Q3 Actual	Projected 2020-21	Draft 2021-22	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 5,972	\$ 5,972	\$ 8,218	
47900 Miscellaneous	\$ -	\$ -	\$ -	
<b>Total Revenues</b>	<b>\$ 5,972</b>	<b>\$ 5,972</b>	<b>\$ 8,218</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ 154	\$ 205	\$ 2,816	
52100 Administration Services	\$ 1,526	\$ 2,035	\$ 1,553	
52360 Construction Services	\$ -	\$ -	\$ -	
52490 Other Professional Services	\$ -	\$ -	\$ -	
52840 Permits/License Fees	\$ 302	\$ 302	\$ 350	
52905 Business Travel/Mileage	\$ -	\$ -	\$ 500	
53345 Construction Supplies/Materials	\$ -	\$ -	\$ -	
53350 Maintenance Supplies	\$ -	\$ -	\$ -	
53600 Special Dept Expense	\$ -	\$ -	\$ 3,000	
54500 Taxes and Assessments	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 1,982</b>	<b>\$ 2,542</b>	<b>\$ 8,218</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 3,990</b>	<b>\$ 3,430</b>	<b>\$ -</b>	
<b>33100 - Available Fund Balance</b>	\$ -	\$ -	\$ -	
<b>Net Surplus (Deficit)</b>	\$ 3,430	\$ -	\$ -	
<b>33100 - Ending Fund Balance</b>	\$ 3,430	\$ -	\$ -	
<b>to (from) undesignated reserve</b>	\$ 3,430			

Projected FY 2020-21 & Draft FY 2021-22

**State Parks**

Subdivision: 8501008 - Parks-State Parks

	Q3 Actual	Projected 2020-21	Draft 2021-22	Notes
<b>Revenues</b>				
45100 Interest	\$ 6,940	\$ 9,253	\$ 10,000	
45300 Rent - Building/Land	\$ 19,800	\$ 26,400	\$ 26,400	
45500 Concessions	\$ 359,408	420,000	\$ 650,000	
47500 Donations and Contributions	\$ 1,093	5,093	\$ 63,174	
47900 Miscellaneous	\$ -	-	\$ -	
<b>Total Revenues</b>	<b>\$ 387,241</b>	<b>\$ 460,746</b>	<b>\$ 749,574</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ 175,602	\$ 234,135	\$ 296,250	
51405 Workers Comp	\$ -	\$ -	\$ 3,987	County internal charge split 50/50 between GF and SP
51605 OPEB	\$ -	\$ -	\$ 22,188	County internal charge split 25/75 between GF and SP
52100 Administration Services	\$ 160,778	\$ 214,371	\$ 336,669	
52130 Information Technology Service	\$ -	\$ -	\$ 35,865	
52131 ITS-Communications Services	\$ -	\$ -	\$ 3,062	County internal charge split 42/58 between GF and SP
52132 ITS-Records Mgmt Services	\$ -	\$ -	\$ -	County internal charge split 50/50 between GF and SP
52325 Waste Disposal Services	\$ 14,942	\$ 19,922	\$ 25,000	
52340 Landscaping Services	\$ 16,650	\$ 16,650	\$ 5,000	
52360 Construction Services	\$ -	\$ 11,000	\$ 20,000	
52382 Sewer Disposal Services	\$ 2,850	\$ 3,800	\$ 4,000	
52490 Other Professional Services	\$ 7,531	\$ 12,131	\$ 37,000	
52520 Maintenance-Vehicles (outside services)	\$ -	\$ -	\$ 3,500	
52525 Maintenance-Infrastructure/Lan	\$ -	\$ -	\$ 1,000	
52600 Rents and Leases - Equipment	\$ 2,314	\$ 2,314	\$ 2,000	
52700 Insurance - Liability	\$ -	\$ -	\$ 4,373	County internal charge split 25/75 between GF and SP
52800 Communications/Telephone	\$ 4,072	\$ 5,430	\$ 6,500	
52810 Advertising/Marketing	\$ -	\$ -	\$ 500	
52820 Printing and Binding	\$ 253	\$ 628	\$ 1,500	
52825 Bank Charges	\$ 2,269	\$ 169	\$ 250	
52840 Permits/License Fees	\$ 27	\$ 81	\$ 1,000	
52900 Training/Conference Expenses	\$ -	\$ 300	\$ 500	
52905 Business Travel/Mileage	\$ 189	\$ 436	\$ 500	
52906 Fleet Charges (county services)	\$ 2,813	\$ 3,751	\$ 3,500	
53100 Office Supplies	\$ 548	\$ 843	\$ 1,500	
53105 Offices Supplies-Furn & Fixture	\$ 802	\$ 802	\$ -	
53120 Memberships/Certifications	\$ 500	\$ 500	\$ -	
53205 Utilities - Electric	\$ 11,560	\$ 17,000	\$ 20,000	
53210 Utilities - Propane	\$ 87	\$ 137	\$ 500	
53250 Fuel	\$ -	\$ -	\$ -	
53300 Clothing and Personal Supplies	\$ -	\$ -	\$ 1,000	
53320 Safety Supplies	156	\$ 156	\$ 500	
53330 Janitorial Supplies	\$ 2,074	\$ 2,074	\$ 3,500	
53345 Construction Supplies/Material	\$ 3,557	\$ 4,557	\$ 5,000	
53350 Maintenance Supplies	\$ 10,087	\$ 12,318	\$ 15,000	
53400 Minor Equipment/Small Tools	\$ 2,921	\$ 3,320	\$ 1,000	
53410 Computer Equipment/Accessories	\$ -	\$ -	\$ 1,000	
53415 Computer Software/Licensing Fe	\$ -	\$ -	\$ 500	
53600 Special Departmental Expense	\$ 457	\$ 3,150	\$ 5,000	
53680 Goods for Resale	\$ 7,680	\$ 11,520	\$ 12,000	
54500 Taxes and Assessments	432	\$ 432	\$ 500	
<b>Total Expenditures</b>	<b>\$ 431,151</b>	<b>\$ 581,926</b>	<b>\$ 881,143</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ (43,909)</b>	<b>\$ (121,180)</b>	<b>\$ (131,569)</b>	
<b>33100 - Available Fund Balance</b>	\$ 769,330	\$ 648,150		
<b>Net Surplus (Deficit)</b>	\$ (121,180)	\$ (131,569)		
<b>33100 - Ending Fund Balance</b>	\$ 648,150	\$ 516,581		

Projected FY 2020-21 & Draft FY 2021-22

**Suscol Headwaters**

Subdivision: 8501009 - Parks-Suscol Headwaters Pres

	Q3 Actual	Projected 2020-21	Draft 2021-22	Notes
<b>Revenues</b>				
43790 State-Other Funding	\$ -	\$ -	\$ -	
43910 County of Napa	\$ 53,469	\$ 53,469	\$ 20,513	
45100 Interest	\$ 1,585	\$ 2,113	\$ 2,000	
45300 Rent - Building/Land	\$ 7,223	\$ 7,223	\$ 5,500	
47150 Other grants	\$ -	\$ -	\$ -	
45500 Concessions	\$ -	\$ -	\$ -	
47500 Donations and Contributions	\$ 2,000	\$ 2,000	\$ -	
<b>Total Revenues</b>	<b>\$ 64,277</b>	<b>\$ 64,805</b>	<b>\$ 28,013</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ 3,722	\$ 4,962	\$ 17,472	
52100 Administration Services	\$ 10,399	\$ 13,865	\$ 6,211	
52360 Construction Services	\$ -	\$ -	\$ 202,000	Frog pond construction, memorial bench
52490 Other Professional Services	\$ -	\$ -	\$ -	
52820 Printing and Binding	\$ -	\$ -	\$ -	
52840 Permits/License Fees	\$ -	\$ -	\$ 2,480	
52905 Business Travel/Mileage	\$ 123	\$ 333	\$ 350	
53345 Construction Supplies/Materials	\$ -	\$ -	\$ 1,000	
53350 Maintenance Supplies	\$ 206	\$ 275	\$ -	
53600 Special Departmental Expense	\$ -	\$ -	\$ 500	
54500 Taxes and Assessments	\$ -	\$ -	\$ -	
55100 Land	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 14,450</b>	<b>\$ 19,436</b>	<b>\$ 230,013</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 49,827</b>	<b>\$ 45,369</b>	<b>\$ (202,000)</b>	
<b>33100 - Available Fund Balance</b>	\$ 201,389	\$ 203,389		
<b>Net Surplus (Deficit)</b>	\$ 45,369	\$ (202,000)		Covered by frog pond reserve and FY20-21 \$2,000 Ridge Trail donation
<b>Restricted donation</b>	\$ 2,000			
<b>33100 - Ending Fund Balance</b>	\$ 248,758	\$ 1,389		
<b>to (from) undesignated reserve</b>	\$ 45,369			

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**Amy's Grove**

Subdivision: 8501010 - Parks-Amy's Grove

	Q3 Actual	Projected 2020-21	Draft 2021-22	Notes
<b>Revenues</b>				
43790 State-Other funding	\$ 400,000	\$ 400,000	\$ -	
43910 County of Napa	\$ 78,588	\$ 78,588	\$ 61,005	
45500 Concessions	\$ -	\$ -	\$ -	
47500 Donations and Contributions	\$ -	\$ -	\$ -	
<b>Total Revenues</b>	<b>\$ 478,588</b>	<b>\$ 478,588</b>	<b>\$ 61,005</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ 15,818	\$ 21,090	\$ 22,314	
52100 Administration Services	\$ 15,973	\$ 21,297	\$ 6,211	
52325 Waste Disposal Services	\$ -	\$ -	\$ 3,500	
52360 Construction Services	\$ -	\$ -	\$ 4,000	
52490 Other Professional Services	\$ 8,685	\$ 13,030	\$ 6,150	
52600 Rents and Leases - Equipment	\$ 211	\$ 281	\$ -	
52840 Permits/License Fees	\$ 561	\$ 561	\$ 2,480	
52905 Business Travel/Mileage	\$ 90	\$ 330	\$ 350	
52906 Fleet Charges	\$ -	\$ -	\$ -	
53100 Office Supplies	\$ 38	\$ 38	\$ -	
53250 Fuel	\$ -	\$ -	\$ -	
53345 Construction Supplies/Materials	\$ 356	\$ 356	\$ -	
53350 Maintenance Supplies	\$ 345	\$ 460	\$ 1,000	
53400 Minor Equipment/Small Tools	\$ -	\$ -	\$ -	
53600 Special Department Expense	\$ -	\$ -	\$ 15,000	Road repair fund
54500 Taxes and Assessments	\$ 52	\$ -	\$ -	
55100 Land	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 42,128</b>	<b>\$ 57,442</b>	<b>\$ 61,005</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 436,460</b>	<b>\$ 421,146</b>	<b>\$ -</b>	
<b>33100 - Available Fund Balance</b>	\$ 7,686	\$ -	\$ -	
<b>Net Surplus (Deficit)</b>	\$ 421,146	\$ -	\$ -	
<b>33100 - Ending Fund Balance</b>	\$ 428,832	\$ -	\$ -	
<b>to (from) undesignated reserve</b>	\$ 428,832			State grant for Chamberlain purchase that used reserves in FY19/20

Projected FY 2020-21 & Draft FY 2021-22

**Cedar Roughs/Smittle Creek**

Subdivision: 8501011 - Parks-Cedar Roughs

	Q3 Actual	Projected 2020-21	Draft 2021-22	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 20,970	\$ 20,970	\$ 16,804	
47500 Donations and Contributions	\$ -	\$ -	\$ -	
<b>Total Revenues</b>	<b>\$ 20,970</b>	<b>\$ 20,970</b>	<b>\$ 16,804</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ 4,343	\$ 5,791	\$ 12,289	
52100 Administration Services	\$ 1,002	\$ 1,336	\$ 1,035	
52325 Waste Disposal Services	\$ -	\$ -	\$ -	
52360 Construction Services	\$ -	\$ -	\$ 1,000	
52490 Other Professional Services	\$ 820	\$ 820	\$ -	
52840 Permits/License Fees	\$ -	\$ -	\$ 2,480	
52905 Business Travel/Mileage	\$ 40	\$ 166	\$ -	
53350 Maintenance Supplies	\$ -	\$ -	\$ -	
53600 Special Departmental Expense	\$ -	\$ -	\$ -	
54500 Taxes and Assessments	\$ -	\$ -	\$ -	
55100 Land	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 6,205</b>	<b>\$ 8,113</b>	<b>\$ 16,804</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 14,765</b>	<b>\$ 12,857</b>	<b>\$ -</b>	
<b>33100 - Available Fund Balance</b>	\$ -	\$ -	\$ -	
<b>Net Surplus (Deficit)</b>	\$ 12,857	\$ -	\$ -	
<b>33100 - Ending Fund Balance</b>	\$ 12,857	\$ -	\$ -	
<b>to (from) undesignated reserve</b>	\$ 12,857			

Projected FY 2020-21 & Draft FY 2021-22

**Other Projects**

Subdivision: xxxxx - Parks-Other Projects

	Q3 Actual	Projected 2020-21	Draft 2021-22	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 176,178	\$ 176,178	\$ 130,602	
47150 Other Grants	\$ -	\$ -	\$ -	
47500 Donations and Contributions	\$ -	\$ -	\$ -	
<b>Total Revenues</b>	<b>\$ 176,178</b>	<b>\$ 176,178</b>	<b>\$ 130,602</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ 82,405	\$ 109,873	\$ 99,456	
52100 Administration Services	\$ 36,195	\$ 48,260	\$ 14,746	
52490 Other Professional Services	\$ -	\$ -	\$ -	
52800 Communications/Telephone	\$ -	\$ -	\$ -	
52810 Advertising/marketing	\$ -	\$ -	\$ -	
52820 Printing and Binding	\$ -	\$ -	\$ -	
52905 Business Travel/Mileage	\$ 154	\$ 490	\$ -	
53100 Office Supplies	\$ 35	\$ 35	\$ -	
53115 Books/Media/Periodicals/Subsc	\$ 6,000	\$ 6,000	\$ 6,000	Trailhead Labs
53120 Memberships/Certifications	\$ -	\$ -	\$ -	
53300 Clothng and Personal Supplies	\$ -	\$ -	\$ -	
53350 Maintenance Supplies	\$ 279	\$ 371	\$ 400	
53415 Computer Software/Licencing Fee	\$ -	\$ -	\$ -	
53600 Special Departmental Expense	\$ -	\$ -	\$ 10,000	Skyline appraisal
55100 Land	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 125,067</b>	<b>\$ 165,030</b>	<b>\$ 130,602</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 51,111</b>	<b>\$ 11,148</b>	<b>\$ -</b>	
<b>33100 - Available Fund Balance</b>	\$ -	\$ -	\$ -	
<b>Net Surplus (Deficit)</b>	\$ 11,148	\$ -	\$ -	
<b>33100 - Ending Fund Balance</b>	\$ 11,148	\$ -	\$ -	
<b>to (from) undesignated reserve</b>	\$ 11,148	\$ -	\$ -	

FY 2021-2022 Budget

Staff	hourly rate <sup>1</sup>	Target Hours <sup>2</sup>	Annual Cost	GF	MC	OHMT	NRBT	CB	BV	NRER	VT	PC	SP	SH	AG	CR
<b>COUNTY PERMANENT</b>																
Cahill	\$ 103.51	1,634	\$ 169,177	\$ 103,551	\$ 11,800	\$ 1,553	\$ 1,553	\$ 2,588	\$ 518	\$ 4,140	\$ 2,588	\$ 1,553	\$ 20,702	\$ 6,211	\$ 6,211	\$ 1,035
Jordan	\$ 76.44	1,737	\$ 132,761	\$ 15,273		\$ 3,822							\$ 113,666			
Beach	\$ 49.86	1,751	\$ 87,295		\$ 1,984	\$ 2,493							\$ 82,817			
Jessen	\$ 57.32	1,751	\$ 100,356			\$ 2,855							\$ 90,554			
<b>COUNTY EXTRA HELP</b>																
JoeJoe Clark	\$ 16.39	400	\$ 6,556										\$ 3,934			
Millers collectively	\$ 26.16	956	\$ 24,996										\$ 24,996			
<b>County Subtotal</b>			<b>\$ 521,140</b>	<b>\$ 118,824</b>	<b>\$ 13,785</b>	<b>\$ 10,722</b>	<b>\$ 1,553</b>	<b>\$ 2,588</b>	<b>\$ 518</b>	<b>\$ 4,140</b>	<b>\$ 2,588</b>	<b>\$ 1,553</b>	<b>\$ 336,669</b>	<b>\$ 6,211</b>	<b>\$ 6,211</b>	<b>\$ 1,035</b>
<b>DISTRICT PERMANENT</b>																
Ardizzone	\$ 41.18	1,796	\$ 73,951		\$ 7,111								\$ 65,193			
Clark	\$ 38.40	1,796	\$ 68,959					\$ 27,583					\$ 40,607			
Fessenden	\$ 48.42	1,796	\$ 86,953	\$ 12,095	\$ 28,374	\$ 9,684	\$ 3,632	\$ 3,632	\$ 1,211	\$ 3,632	\$ 484	\$ 2,421		\$ 4,842	\$ 9,684	\$ 2,421
Grassi	\$ 54.51	1,796	\$ 97,889			\$ 2,715							\$ 95,174			
Ayers	\$ 59.22	1,796	\$ 106,347	\$ 26,637												
Purvis	\$ 78.94	1,115	\$ 88,039	\$ 37,123	\$ 3,947	\$ 789	\$ 789	\$ 789	\$ 395	\$ 789	\$ 789	\$ 395	\$ 3,947	\$ 12,630	\$ 12,630	\$ 9,868
<b>DISTRICT EXTRA HELP</b>																
Henry	\$ 26.16	319	\$ 8,332										\$ 8,332			
Pruett	\$ 17.58	563	\$ 9,898		\$ 9,898											
Woodbury	\$ 46.66	200	\$ 9,331													
Park aides collectively r	\$ 18.46	4,496	\$ 82,996										\$ 82,996			
<b>District Subtotal</b>			<b>\$ 632,695</b>	<b>\$ 75,856</b>	<b>\$ 49,329</b>	<b>\$ 13,188</b>	<b>\$ 4,421</b>	<b>\$ 32,004</b>	<b>\$ 1,605</b>	<b>\$ 4,421</b>	<b>\$ 1,274</b>	<b>\$ 2,816</b>	<b>\$ 296,250</b>	<b>\$ 17,472</b>	<b>\$ 22,314</b>	<b>\$ 12,289</b>
<b>Grand Total</b>			<b>\$ 1,153,835</b>	<b>\$ 194,680</b>	<b>\$ 63,114</b>	<b>\$ 23,910</b>	<b>\$ 5,974</b>	<b>\$ 34,592</b>	<b>\$ 2,123</b>	<b>\$ 8,561</b>	<b>\$ 3,861</b>	<b>\$ 4,368</b>	<b>\$ 632,919</b>	<b>\$ 23,683</b>	<b>\$ 28,525</b>	<b>\$ 13,324</b>

Employee based at State Park

1 Fully burdened hourly rate, includes salary, group insurance, PERS, FICA, other retirement, workers' comp

2 Work hours (2080 for FTE) less leave hours (vacation, holiday, 1/2 of sick, personal, mgmt, and covid)





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

**Position Allocation Table**

REV 7.1.21

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 (M)	0.65
Parks and Trails	Community Relations Specialist	1

(M)- management position



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

## Salary Table

REV 7.1.21

### Park Aide / Lifeguard

Step 1	Step 2 (1/2)	Step 3 (1/2)	Step 4	Step 5	Step 6
\$14.10	14.45	14.80	15.54	16.32	17.14

### Park Steward Assistant

Step 1	Step 2 (1/2)	Step 3 (1/2)	Step 4	Step 5	Step 6
\$24.23	24.84	25.44	26.71	28.05	29.45

### Park Maintenance Specialist

Step 1	Step 2 (1/2)	Step 3 (1/2)	Step 4	Step 5	Step 6
\$29.60	30.34	31.08	32.63	34.26	35.97

### Community Relations Specialist

Step 1	Step 2 (1/2)	Step 3 (1/2)	Step 4	Step 5	Step 6
\$41.08	42.11	43.13	45.29	47.55	49.93

### Park and Open Space Planner

Step 1	Step 2 (1/2)	Step 3 (1/2)	Step 4	Step 5	Step 6
\$46.66	47.83	48.99	51.44	54.01	56.71



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

Karen Bower Turjanis  
Director, Ward One

Tony Norris  
Director, Ward Two

Brent Randol  
Director, Ward Three

Nancy Lewis-Heliotes  
Director, Ward Four

Barry Christian  
Director, Ward Five

# MINUTES

## BOARD OF DIRECTORS REGULAR MEETING

Monday, June 14, 2021 at 2:00 P.M.  
Via Zoom Conference Call

### 1. Call to Order and Roll Call

**Directors Present: Karen Bower-Turjanis, Tony Norris, Brent Randol, Nancy Heliotes (arrived during agenda item 4c), Barry Christian**

**Staff Present: Chris Cahill, Kyra Purvis, Ryan Ayers**

### 2. Public Comment

**None.**

### 3. Set Matters

2:00 pm Consideration and release of draft budget for FY 2021-2022 for public review and comment through June 28, 2021.

**Directors and staff variously expressed appreciation to the County Board of Supervisors for their continued support of the work of the District and specifically for their approving County Staff's recommendation to fund the District at \$750,000/year until TOT revenues return to pre-pandemic levels. Director Christian expressed thanks to Supervisor Ramos for her comments reflecting her desire to see the District fully funded at pre-pandemic levels.**

**Directors voted to release the draft budget for FY2021-2022 for public review.**

**TN - BR - KBT - BC - NH**

**Ab**

### 4. Administrative Items

a. Consideration and potential approval of minutes for Board of Directors meeting of May 10, 2021.

**Minutes for the May 10, 2021 meeting were approved without changes.**

**KBT - TN - BC - BR - NH**

**A Ab**

b. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff for May 2021.

**Report received; No action taken.**

c. Review of the District Projects Status Report.

**Report received; No action taken.**

d. Receipt of monthly report for Bothe-Napa Valley State Park, Bale Grist Mill State Historic Park and Robert Louis Stevenson State Park.

**Report received; No action taken.**

5. Announcements by Board and Staff

- **Director Randol announced that pending Board of Supervisors approval, he has joined the Board of Directors for the Napa County Resource Conservation District.**
- **Chris Cahill announced that the documents related to the easement for Dan’s Wild Ride (connecting Moore Creek Park to PUC Forest) have been executed by the donors and should be included in the July regular meeting agenda for board acceptance.**

6. Agenda Planning

- **Director Randol suggested discussing a pending development plan in the Aetna Springs area in closed session during the July Regular Meeting.**
- **Director Christian suggested exploring a dinner event fundraiser or other fundraising event in future meetings to help supplement the District budget.**

7. Adjournment

SIGNED: \_\_\_\_\_  
Barry Christian, Board President

ATTEST: \_\_\_\_\_  
Ryan Ayers, District Secretary

KEY

Vote: KBT = Karen Bower-Turjanis; TN = Tony Norris; BR = Brent Randol; NH = Nancy Helioles; BC = Barry Christian  
The maker of the motion and second are reflected respectively in the order of the recorded vote.

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