



**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 REGULAR MEETING

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

### Instructions for Joining Zoom Meeting

#### **Join Zoom Meeting**

<https://zoom.us/j/99515128384?pwd=c0thUINmQ3V2TUI3eDJsenREbDA5UT09>

**Meeting ID: 995 1512 8384**

**Passcode: 433339**

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Passcode: **433339**

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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	Consideration and release of draft budget for FY 2021-2022 for public review and comment through June 28, 2021.
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### 4. Administrative Items

- a. Consideration and potential approval of minutes for Board of Directors meeting of May 10, 2021.
- b. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff for May 2021.
- c. Review of the District Projects Status Report.
- d. Receipt of monthly report for Bothe-Napa Valley State Park, Bale Grist Mill State Historic Park and Robert Louis Stevenson State 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



## **STAFF REPORT**

*By:* Chris Cahill  
*Date:* June 14, 2021  
*Item:* **3**  
*Subject:* Consideration and release of draft budget for FY 2021-2022 for public review and comment through June 28, 2021.

### RECOMMENDATION

Review draft budget for FY 2021-2022 and release for public comment until the special meeting of the Board of Directors on June 28, 2021.

### ENVIRONMENTAL DETERMINATION

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

### BACKGROUND

#### **Budget Adoption Procedures for FY 2021-2022**

Staff has traditionally brought the Board a draft budget at the May regular meeting, during which the Board reviews the budget, makes any preliminary changes, and opens a public comment period that runs until the June regular Board Meeting. This year we have had to compress this normal budget process due to the timing of the Board of Supervisors' (BOS) action on our revised funding request.

Our Board will review the coming year's draft budget and release it for public comment on June 14, which will begin a 14-day public comment period. We have scheduled a special meeting on June 28 (via Zoom) for the Board to act on the final budget, hopefully resulting in an adopted budget prior the new fiscal year.

The BOS is considering of a revised grant formula for the District, one which would keep us solvent in the face of the pandemic, fires, and a major reduction in both operating income and TOT revenue. The BOS is scheduled to act on the District grant during their June 14-16 budget hearings. Should the BOS do anything other than what we are expecting at those hearings, District staff will move quickly to amend the draft budget before our Board's June 28 special budget meeting.

#### **Assumptions and Draft Totals**

District staff has built the draft FY 2021-2022 budget around a County grant floor of \$750,000 based on our conversations with the County Executive Office and on this Board's December 14, 2020 "On the Precipice" request to the BOS (attached for reference). County grant revenues to the District would be reduced to \$575,299 (a +/- 55% reduction from current levels) in FY 2021-2022 if the BOS does not act to adopt this crucial fiscal backstop. Grant revenues are then projected to collapse by as much as 90% in FY 2022-2023.

While a grant at the \$750,000 floor would substantially hinder the District's ability to fund further acquisitions or initiate new capital improvements of any scale, it would keep our already very lean organization intact. It would also allow us to operate and maintain our existing parks and trails and to chip away at some of the plans and improvements already underway. Crucially, it would also provide staff hours and resources to pursue the kind of one-time grant opportunities the District has always successfully leveraged to amplify the County of Napa's longstanding and generous financial support.

Assuming a County grant level of \$750,000, the attached draft budget projects total revenues of \$1,553,974 and total expenditures of \$1,902,751, of which some \$217,000 would fund capital projects out of restricted reserves. The non-State Parks side of the operation shows an essentially balanced budget, with \$804,400 in revenues and \$804,607 in expenses (after capital projects that are funded out of dedicated reserves, such as the Suscol Headwaters red-legged frog pond, are factored out).

The State Parks, which suffered substantial operational losses this fiscal year due to the pandemic and firestorms, show \$881,143 in expenses and \$749,574 in projected revenue for a net deficit of \$131,569. This continues a multi-year trend of spending down reserves generated as a result of the State Parks' \$54M "hidden assets" scandal of 2012. State Parks reserves are projected to close FY 2021-2022 at \$516,581. This figure is very close to the level of operating reserves we should be attempting to maintain on what would generally be a \$600,000 to \$800,000 budget. The budget firewall between the State Parks and the remainder of our operation requires that no County of Napa funds can be used to backfill expenses or operations at our three State Parks.

The detailed draft budget for FY 2021-22 is attached. Also included are actual revenues and expenses for FY 2020-2021 through the end of the third quarter and projected revenues and expenses for the full fiscal year. The first two pages of the budget document are summaries: one of all District operations, and one for the District's non-State Parks General Operations, followed by a summary of restricted and unrestricted fund balances. The remaining worksheets are for each of the budget subdivisions that the District uses to track expenses.

### **State Parks - Overcoming Disaster, Increasing Revenue**

FY 2020-2021 was a terrible year for the Bale Mill, Bothe, and Robert Louis Stevenson State Parks. Shelter in place orders closed, reopened, and then closed the campground again, causing not just a major drop in revenues but also repeated costly re-staffings and re-openings. Most of the combined acreage of the three parks then burned in the Glass Fire of fall 2020. As of the date of this writing, the Bale Mill remains closed, but our staff at the State Parks have reopened most of the rest of the operation and is working diligently to address hazard trees and other fire damage throughout the parks.

In the short term, spending out of reserves is necessary to survive the current crisis. Going forward, however, we will need to either increase revenues or decrease costs to bring our operations into structural balance. Specific initiatives planned for the coming fiscal year include:

- *Dedicating existing State Parks staff, and in particular full time benefited staff, to grant-funded fuels management projects at Moore Creek Park and other TOT-funded District facilities.* We have already had tremendous success partnering with the Agricultural Commissioner's office and the Resource Conservation District on grants that are designed to mitigate fire risk and improve ecosystem resilience on our properties. Grants already applied for are likely to result in \$200,000 to \$300,000 in funds for these projects.
- *Working hard to renegotiate County overhead costs currently billed to the District and the State Parks.* During FY 2021-2022 the County of Napa will charge the District \$134,865 in overhead rates, including funds for communications, information technology, rents for office space, employer

liability insurance, and the like. These charges are fully appropriate and fair when applied to District or County employees working out of the District Front Office, as we use County phones and computers and sit behind County desks. However, we are also being billed (in the most extreme case) on an FTE basis for District employees at the State Parks who rarely touch County infrastructure. This coming fiscal year, the State Parks budget is being asked to bear \$69,474 in assorted County overheads. The County Executive Office has voiced a willingness to reconsider some of these charges next year and we will work hard to rightsize them and thereby minimize a major drag on the State Parks budget going forward.

- *Exploring a contract with the County of Napa and the Vine Trail Coalition to assume maintenance responsibility for the St Helena - Calistoga segment of the Vine Trail.* Initial conversations about this project are still underway, but the Vine Trail and Napa County Public Works have a combined +/- \$75,000 in funds allocated for maintenance of the Vine Trail section that will pass through Bothe State Park as it runs through the unincorporated County between St Helena and Calistoga. Assuming no major need to buy new equipment, State Parks extra help staff could likely take on responsibility for mowing, cleaning, and otherwise caring for the Vine Trail right of way with net revenues remaining at the State Parks to fund operations there.

#### **General (Non-State Parks) Operations - Projects Slowed or Deferred**

As noted above, we can achieve a balanced budget for the non-State Parks half of our operation with a multi-year \$750,000 County grant floor. However, until TOT recovers to pre-pandemic levels (likely two to three years out) we will have to markedly scale back our aspirations with regard to new projects and the pace at which we complete those projects already underway. The FY 2021-2022 draft budget slows or defers the following General Operations projects for the time being.

- Production of new Spanish-language maps and brochures for most of our parks. (Deferred)
- Repairs to and replacement of the fire-destroyed camp host site at EcoCamp Berryessa. (Slowed)
- New trail construction, boat-in improvements, dry camping sites, and post-fire clean up at Berryessa Vista Park. (Deferred)
- Negotiating a new long-term management agreement with CA Department of Fish and Wildlife at the Napa River Ecological Reserve. (Deferred. Consider handing management back to the State permanently.)
- Improvements to the Crystal Flats and Spanish Valley Preserves, including negotiating a land tenure agreement with the Lake Berryessa Estates Property Owners Association and potentially reopening the Crystal Flats campground. (Deferred. Consider transferring the Trincherro Donation properties to long-term land bank status.)
- Suscol Headwaters Park trail construction. (Deferred, unless grant funding can be secured.)
- Entitlement of Suscol Headwaters Park Phase 2 improvements and construction of a new trailhead parking lot and access improvements on the Napa San sprayfields property. (Deferred, unless grant funding can be secured.)
- Reconstruction and reopening of the Cove as a group campground, including construction of a new potable water system and septic system as well as campground improvements. (Deferred)

- Necessary improvements to the Cove driveway to insure four season access by low clearance two wheel drive vehicles. (Slowed)
- Improvements and fire remediation to the Smittle Creek Preserve and securing a Use Permit to open the property to the public. (Slowed, pending potential receipt of a Federal transportation grant to fund the project.)
- Construction of new trails and potentially of a new trailhead parking lot at Amy's Grove/ Mayacamas Preserve. (Slowed, unless grant funding can be secured.)

### **District Staffing**

In the attached budget personnel expenses for District employees are included as "District Salaries and Benefits" while personnel expenses for County employees contracted to the District are included as "Administrative Services." Total personnel expenses are budgeted to decrease by just under \$125,000 in the coming fiscal year when compared to the FY 2020-2021 budget. However, when compared to the projected actuals for the 2020-2021 fiscal year, budgeted expenses will actually increase marginally. This is largely due to the Covid-related furloughs and employee leaves of absence we experienced in the year now ending, which reduced employee expenses from those projected in last year's budget.

The most significant staffing savings in the draft FY 2021-2022 budget results from the retirement of our founding General Manager, John Woodbury, and the decision not to backfill as the previous Deputy General Manager steps into the General Manager role. The draft budget proposes a small increase in hours for the Park and Open Space Planner/ Assistant General Manager position from .5 FTE to .65 FTE, equivalent to an additional six work hours per week. The budget also allocates +/- \$10,000 a year to an extra help Park and Open Space Planner position, which will be filled by John Woodbury. This should allow the District to continue to access his knowledge and expertise on a limited number of very high priority projects such as the Skyline Park Acquisition and the red-legged frog pond design and construction at Suscol Headwaters Park.

The draft FY 2021-2022 budget assumes a 3% cost of living salary increase for County employees contracted to the District, a number which has yet to be finalized and would be the product of ongoing negotiations between the County of Napa and its employee unions. On the District employee side, we are proposing a 2.7% COLA, which is equal to the actual Bay Area inflation rate for the two years since District employees last received a cost of living adjustment.

### **2021-2022 Objectives for Individual Budget Subdivisions**

The draft FY 2021-2022 budget implements the following objectives for our fourteen budget subdivisions:

#### **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
- Minimize staff time and costs on this project

#### **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 Roughts (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

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			

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**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		



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**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			

Projected FY 2020-21 & Draft FY 2021-22  
**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>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 415</b>	<b>\$ 415</b>	<b>\$ -</b>	
<b>33100 - Ending Fund Balance</b>	<b>\$ 415</b>	<b>\$ 415</b>	<b>\$ -</b>	
<b>to (from) undesignated reserve</b>	<b>\$ 415</b>	<b>\$ 415</b>	<b>\$ -</b>	

Projected FY 2020-21 & Draft FY 2021-22

**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	\$ -	

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**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			

Projected FY 2020-21 & Draft FY 2021-22

**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)

## On the Precipice

By John Woodbury, General Manager  
Napa County Regional Park and Open Space District  
December 2, 2020

In the 14 years since its formation by the voters of Napa County in 2006, the Napa Open Space District has methodically expanded its offering of open space parks and trails and public usage has steadily increased. By March 2020, NOSD owned just over 5,000 acres of open space, managed another 8,000 acres of parks and open space owned by other public agencies, and oversaw more than 90 miles of multi-use recreational trails. The District, through cautious and careful management, had also built up a rainy day fund equal to nearly a year's worth of routine operating expenses.

However, since March of 2020 the District along with virtually everyone else has experienced a bit more than a few rainy days. The COVID-19 pandemic has thrown everyone's lives into turmoil, disrupting jobs, schools, and families. One significant and mostly positive side effect has been people reconnecting with nature. **Public use of our parks and trails has more than doubled, and in some places tripled, since March 2020.** That's a great affirmation of the value of what we do at the Napa Open Space District, in promoting the physical, mental, and spiritual health of Napa County. It's been a real challenge for District staff and dedicated volunteers to accommodate this surging demand, but one we have willingly taken on.

Skyrocketing demand for public outdoor spaces is showing no signs of diminishing.

**Unfortunately, District finances have at the same time been ravaged, due in part to the costs of keeping new park users safe, but much more significantly because of the impacts of coronavirus on the hospitality sector, the devastating LNU and Glass fires, and the choking and pervasive smoke that blanketed the Bay Area from summer deep into the fall.**

## The Financial Picture

The District has three sources of operating revenues: program income, an annual grant from the County of Napa, and grants and donations from other agencies and the community at large.

Program income currently accounts for more than 40% of overall District operating revenues; which is much more than is typical for other regional park agencies. We're proud to have achieved this level of self-sufficiency even while keeping nearly all of our parks and trails free to the public. However, most of our program income comes from fees at the State Parks we manage, for camping, for picnicking, and for tours of the historic Bale Grist Mill...and those fee revenues went to zero between March and June due to the pandemic forcing the closure of the campground and the Mill. While revenues briefly recovered from late spring into early summer,

they slipped again in August when smoke from the LNU fires made outdoor activities unpleasant and unhealthy and then collapsed completely when the Glass Fire first closed and then ultimately burned much of Bothe-Napa Valley and Robert Louis Stevenson State Parks. We weren't able to reopen the State Parks until Friday November 13, and even then only partially.

Since its formation the District has relied on an annual grant from the County of Napa. The District has had tremendous success leveraging the County grant, turning every \$1 of County funds into approximately \$3 worth of total cash and in-kind contributions that support the District's work. The County grant is based on a percentage of Transient Occupancy Tax revenues collected in unincorporated Napa County. Thanks to Napa's strong tourist economy, it's been an incredibly reliable funding source...until 2020. **Hotel tax revenues have been down 90 percent since March** because of the pandemic followed by the smoke from the LNU fires. **Even more significant, the two hotel/resort complexes that accounted for roughly half of County Transient Occupancy Tax revenues suffered major damage in the Glass Fire.** Whether and how soon those lodging facilities rebuild is impossible to predict at this time, but even in the best of circumstances it is likely to take a few years.

Up to now, the County's grant to the Napa Open Space District each fiscal year (July 1 to June 30) has been based on actual hotel revenues generated from Oct 1 two years prior to Sept 30 one year prior. Because of this lag between when hotel taxes are generated and when the County disburses grant funds to the District, the financial impact of the pandemic and the fires on the District's grant from the County won't start to hit until fiscal year 2021-22, with the full impact actually being delayed to fiscal year 2022-23. **Under the current grant formula, the County grant to the District is expected to decline some 40% in FY 2021-22 (compared to the grant received by the District in FY 2020-21), and by 85% in FY 2022-23.** In the best of circumstances, COVID 19 could be under control by the summer of 2021, and the hotels damaged by the Glass Fire mostly repaired and in operation sometime in 2022. This assumes no more disasters for the next few years. In those best-case circumstances, under the current grant formula the County grant to the District could potentially recover to 55% of normal in FY 2023-24, and 80% to 90% of normal the following year.

These projected cuts are way more than the District's otherwise ample rainy day funds can handle. Without significant changes, the District is facing a slow-moving financial train wreck that can only end in insolvency.

So what is to be done?

### **Actions Already Taken**

The District Board of Directors this last June adopted the District's current-year (FY 2020-21) budget. Anticipating a pandemic-generated future reduction in transient occupancy tax revenues, the Board approved eliminating all capital investments not funded by dedicated

grants, not funding any new staff positions, cutting outside professional services to the bare minimum, and cancelling most of our environmental education program. Then in September the Board of Directors slashed benefit costs by cancelling a previously-approved but not yet implemented defined contribution retirement program for District employees not covered by the County's CalPERS contract.

These actions would have been enough to absorb the impact of the pandemic, but at the end of September the Glass Fire severely damaged Meadowood Napa Valley and Calistoga Ranch- major generators of Transient Occupancy Tax in the unincorporated county. Now that the extent of devastation is known, it is crystal clear the District's fund balance will go negative in fiscal year 2022-23 (see attached chart) unless more major changes are made.

### **Further Recommended Actions**

Since the Board of Director's September decision, District staff has developed additional recommended actions for Board of Directors consideration to keep the District from the public sector version of bankruptcy:

- (1) Explore increasing net revenues from EcoCamp Berryessa by allowing family camping and a wider array of groups in addition to youth groups and community organizations. This would, however, require some investment to repair fire damage to the camp host site and the need for additional staffing to support the increased use could offset much of the extra revenue.
- (2) Actively solicit voluntary user donations at Moore Creek Park and Oat Hill Mine Trail (does not need further Board approval, and implementation is already in process).
- (3) Implement an aggressive community-based fundraising program including supporting memberships, business sponsorships, and planned giving (program approved by Board of Directors in November, and now starting to roll out).
- (4) Reduce administrative, planning and acquisitions staff costs. At the present time, the District operates with 2.5 FTEs (full time equivalent employees) focused on administration, planning, and acquisitions. That level of staffing, while still lean, was required to implement the consistent growth experienced by NOSD since its founding. In the current fiscal environment anything like the past level of growth is not going to be possible for the foreseeable future. When the employee currently filling the County's Parks and Open Space Program Manager position (who is contracted by the District to serve as General Manager) retires at the end of the fiscal year, the District should consider no longer contracting with the County for that position. This would result in a net savings of between \$120,000 and \$180,000 per year or 15% to 21% of non-State Park operating expenses, with the exact amount depending on whether the District will need to backfill some of the lost expertise. With this action, the District Board of

Directors will separately need to designate a new General Manager from among the people who already work for or are contracted to the District.

- (5) Increase camping fees at Bothe-Napa Valley State Park from \$35 to \$40 per night (this requires concurrence by California State Parks).

Recommendations #4 and #5 have tangible and predictable benefits for the bottom line (though #4 only directly benefits the District's State Park operations, and not the operations supported by the County grant. The other three recommendations should also benefit the bottom line over time, but the District would be wise to not count on these potential new revenue streams until they have been proven.

**Even with the above actions, as Scenario 2 on the attached chart shows, the District will have depleted its non-State Park reserves by the end of fiscal year 2022-23, and will go negative shortly thereafter unless Transient Occupancy Tax revenues somehow recover considerably faster than seems likely.**

### **Additional Potential Actions**

Additional actions that could be taken include the following:

- (1) Close parks and trails. This is actually not easy to do, has significant unintended consequences, and is not recommended.
  - a. The District could stop maintaining the Oat Hill Mine Trail, but there is no practical way to prevent the public from using this old mining road, so the situation would revert to what it was before the District assumed responsibility for the right-of-way in 2008, with extensive trespassing, unsanctioned trail cutting, and illegal camping.
  - b. The District could stop maintaining the Napa River Ecological Reserve and turn it back over to the California Department of Fish and Wildlife, but CDFW has no budget or staff to manage the Reserve, and there is physically no way to exclude the public from using what is the only public access to the Napa River between the cities of Napa and Calistoga. As a result, the Reserve would likely rapidly return to being a trash and graffiti-filled mess.
  - c. Ecocamp Berryessa was built with grant funds that require it be operated as a campground for at least another decade. If it were closed, the District or its successors could be legally obligated to pay back some or all of that grant.
  - d. Moore Creek Park and Soscol Headwaters Park were also grant funded acquisitions, and if closed the District or its successors could be legally obligated to repay all or part of those grants.
  - e. The Cove is still being repaired from when it burned in the 2017 wildfires; the expense of operating it as a public park is not in the baseline budget projections, so not finishing repairs and not reopening it to the public would not improve our budget outlook; this would simply keep it from getting worse.

- f. Other District holdings are not currently open to the public, so keeping them closed would not reduce District expenses.
  - g. The State Parks are a separate budget unit, supported entirely by revenues generated at those parks. Per County policy, no County grant revenues may be used to support State park operations, and per State policy no revenues generated at the State Parks can be used outside of the State Parks. Cancelling the District's agreement to operate the State Parks would thus not benefit the District's bottom line. Further, if operation of these parks reverted to California State Parks, their condition would most likely also revert to what it was when the District assumed operations in 2012—extensive deferred maintenance with numerous boarded-up buildings, leaky roofs and water pipes, poorly cleaned and unsanitary restrooms and showers, and neglected trails.
- (2) Impose new user fees. This has both policy implications and practical constraints, and is not recommended at this time, except to conduct further research into the feasibility for charging for trail use at Moore Creek Park.

The District has up to now avoided charging day use fees, other than the fees already in effect at the State Parks when the District assumed management of those parks. This has partly been because of a belief that parks are a public good, and there is a public benefit when everyone, regardless of income, can enjoy the outdoors. In addition to this policy preference, however, is the simple fact that monitoring and enforcing user fees at remote locations can chew up most of the revenues generated by those fees. User fees can also have significant unintended side effects. For example, charging a fee for use of the Oat Hill Mine Trail may result in many people avoiding the main trailhead and instead trespassing on private property to access the trail further up the mountain. Similarly, charging a fee at the main entrance to Moore Creek Park would encourage people to park on Chiles/Pope Valley Road, a hazardous outcome, or could cause them to shift to the Conn Valley entrance, which already has more usage than the limited off street parking there can reasonably accommodate. Charging a fee for parking at the end of Conn Valley Road would result in more people attempting to park in the substandard shoulders and turnouts before the end of the road, as well as potentially requiring the County to consider turning the last stretch of this public road into what would essentially be a toll road.

- (3) Eliminate additional staff positions. This would significantly impact the capacity of the District to meet its responsibilities, and is not recommended at this time.

Outside of the District's State Parks operations (which are separately funded), the District has a very lean operation, with a total of only just over 4.5 full-time equivalent positions. Recommendation #4 above would eliminate the most expensive of those full



time positions. With this recommended cut the District will have little to no staff capacity left to plan and develop new projects, but existing commitments and park operations could continue. Further cuts to staff would only be possible if parks and trails were closed and performance standards were dramatically lowered.

- (4) Dissolve the District. This would not be easy to do, would involve substantial work and cost in the short run, and would result in the elimination of many if not all services provided by the District. It is a last resort and not recommended at this time.

Because the District was created by the voters of Napa County, any attempt to dissolve the District may need to go back to those same voters, with unknown outcome. In addition, the District's extensive property holdings would need to be taken over by other public agencies or non-profit organizations. If no other agency or organization with sufficient financial capacity were willing to step forward, the properties would likely devolve to the County or the State and, barring significant new expenditures at either of those levels of government, they would cease to be maintained and public access would be curtailed. Under any such scenario the County would likely end up with the knotty and potentially costly challenge of picking up the pieces, similar to what it has had to do in the past with other special districts that for various reasons became insolvent or dysfunctional.

- (5) Sell District Assets. The District owns just under \$15 million in property assets. However, all of the properties have deed restrictions or clouds on the title that either prevent their sale, remove most or all of their market value, or could require the District or its successors to repay the grants used to acquire the properties should they stop being public parks and/or open spaces.
- (6) Restructure the County Grant. The District could request the County of Napa revise the current method for determining the amount of the County's annual grant to the District. Exploring this option is recommended.

The current County grant to the District is based on a five-year agreement that runs through fiscal year 2022-23. The agreement has an option to extend for another five years. However, as the attached projections show, even with the reductions already incorporated into the current-year budget, as well as the additional five Recommendation Actions presented above, District reserves will likely be depleted by the end of the current five-year agreement, and will go negative thereafter unless the terms of the agreement are modified.

Changing the way the County grant formula is structured, such as to base the grant on multiple years' worth of revenues rather than a single year, could reduce abrupt year-

to-year changes in the grant amount, but it would not solve the underlying short to mid-term problem of dramatically reduced transient occupancy tax revenues. Transient Occupancy Tax revenues from the unincorporated county won't recover until the pandemic is over, Napa Valley's tourism sector recovers, and the hotels that were damaged and/or destroyed in the Glass Fire are rebuilt and once again successful.

Assuming Napa Open Space District implements the five Recommended Actions above, District revenues and expenses would be in approximate balance if the County grant approximated \$750,000 per year over the next five years. This would represent a 30 percent reduction from the current-year County grant of \$1,081,800, and it would not be enough to fund further acquisitions or new capital improvements of any scale. However, it would provide desperately-needed stability and predictability, and enable the District to maintain and operate all existing parks and trails, and also allow us to miss out on other grant or donor-funded opportunities to gradually complete those park and trail improvements already in the works.

### **Final Thoughts**

Up until 2006, Napa County was the only county in the San Francisco Bay Area to have neither a county park and recreation department nor a park and open space district. Since then, with the strong support of the County of Napa Board of Supervisors, the Napa Open Space District has made considerable progress in providing the kind of regional parks and trails that the rest of the region has enjoyed for decades.

Demand for and use of these new parks and trails, already high before the arrival of coronavirus, has only exploded since then. Unfortunately, the combination of a pandemic and unprecedented wildfires is now challenging the financial structure that underpins the District. With no further adjustments, the disaster won't happen until early in 2023, but the longer we wait to right the ship the more limited and painful the choices will become.



**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, May 10, 2021 at 2:00 P.M.

#### 1. Call to Order and Roll Call

**Directors Present: Karen Bower-Turjanis, Tony Norris, Nancy Heliotes (arrived after Agenda Item 4b), Barry Christian**

**Directors Excused: Brent Randol**

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

#### 2. Public Comment

**None.**

#### 3. Set Matters

**None.**

#### 4. Administrative Items

- a. Consideration and potential approval of minutes for Board of Directors meeting of April 12, 2021.

**Minutes for the April 12, 2021 meeting were approved without changes.**

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

**X Ab**

- b. Consideration and potential approval of revisions to the Purchasing Manual and District Bylaws to increase General Manager purchasing authority consistent with AB 2137 (Mayes, 2018) to \$50,000.

**Directors voted to approve revisions to the Purchasing Manual and District Bylaws to increase General Manager purchasing authority consistent with AB 2137 (Mayes, 2018) to \$50,000.**

**KBT – TN - BC - BR - NH**

**X Ab**

- c. Informational update on the spring 2021 Park and Trail User Survey.

**Report received; No action taken.**

- d. Update on the FY 21-22 Budget adoption process and setting June special budget meeting date.

**Report received.**

- Regular meeting scheduled for 6/14/21 at 2:00pm via zoom videoconference.
- Special meeting scheduled for 6/28/21 at 2:00pm via zoom videoconference.

e. Update on District finances and the County grant (oral report).

**Report received; No action taken.**

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

**Report received; No action taken.**

g. Review of the District Projects Status Report.

**Report received; No action taken.**

h. 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

- Directors and staff individually expressed their admiration for and appreciation of John Woodbury's leadership, guidance, and work over the course his tenure as General Manager of the Napa County Regional Park and Open Space District.
- Director Norris provided an update from the recent Napa Valley Vine Trail Coalition meeting, during which there was discussion of the District providing maintenance for the northern section of the Vine Trail near Bothe-Napa Valley State Park.

6. Agenda Planning

- District budget discussion to be added into the next two meetings.
- Easement for the trail connecting Moore Creek Park to trails in Angwin (Dan's Wild Ride).

7. Closed Session

Public Employee Appointment (§ 54957): General Manager

**Nothing to report after closed session concluded.**

8. 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



## **STAFF REPORT**

By: Kyra Purvis  
Date: June 14, 2021  
Item: **4.b**  
Subject: Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff.

### RECOMMENDATION

Receive the report, no action required.

### 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 \$50,000, 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 2021.

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

Agreement 21-10	Memorandum of Agreement with Bureau of Reclamation – MOU to jointly plan and accomplish projects in the Lake Berryessa area, required for development of trail in Smittle Creek/Cedar Roughs - by Woodbury.
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**PARKS & OPEN SPACE DISTRICT -MAY 2021 EXPENSE REPORT**

**Gen Admin Dept - 85000-00**

<b>Date</b>	<b>Journal Line Description</b>	<b>Name</b>	<b>Monetary Amount</b>
05/06/2021	Reallocation district salaries		\$ (76,219.72)
05/18/2021	Insurance-Liability-17500		\$ 2,203.00
05/18/2021	Maintenance PW-17500		\$ 14,350.00
05/18/2021	ITS-Subdivision 17500		\$ 42,659.00
05/18/2021	ITS Communication-17500		\$ 5,747.00
05/18/2021	ITS Records Mgmt-17500		\$ 126.00
05/18/2021	OPEB- Subdivision 17500		\$ 31,364.44
05/18/2021	Workers Comp-Subdivision 17500		\$ 4,414.00
05/24/2021	Cal Trails and Greenways	WOODBURY,JOHN ROBERT	\$ 100.00
05/27/2021	Together Bay Area conference	WOODBURY,JOHN ROBERT	\$ 150.00
05/27/2021	CNPS book	WOODBURY,JOHN ROBERT	\$ 51.55
05/27/2021	Office Depot	WOODBURY,JOHN ROBERT	\$ 59.80
05/27/2021	Google gsuite	WOODBURY,JOHN ROBERT	\$ 60.00
05/27/2021	zoom March-April April-May	WOODBURY,JOHN ROBERT	\$ 32.22

**Moore Creek Dept - 85010-00**

<b>Date</b>	<b>Journal Line Description</b>	<b>Name</b>	<b>Monetary Amount</b>
05/04/2021	Metal sign	NAPA SIGN SHOP	\$ 328.94
05/06/2021	Reallocation district salaries		\$ 7,128.12
05/11/2021	Concrete Mix, Anchor Bolts	CENTRAL VALLEY BUILDERS	\$ 63.54
05/11/2021	Utility Tub, Colbase, Sono	CENTRAL VALLEY BUILDERS	\$ 239.48
05/11/2021	60LB Concrete Mix	CENTRAL VALLEY BUILDERS	\$ 37.47
05/11/2021	Caution Tape, Drill Bit, Pak	CENTRAL VALLEY BUILDERS	\$ 75.22
05/11/2021	Concrete Mix, Galv Nuts, Bolts	CENTRAL VALLEY BUILDERS	\$ 47.53
05/11/2021	Trim Head, Concrete Mix	CENTRAL VALLEY BUILDERS	\$ 14.04
05/18/2021	PARK140221 05/2021	HERITAGE SYSTEMS, INC.	\$ 128.33
05/24/2021	Metal Signs	NAPA SIGN SHOP	\$ 113.14
05/26/2021	PARK200321 05/2021	JOHNNY ON THE SPOT	\$ 191.76

**Oat Hill Mine Trail Dept - 85010-01**

<b>Date</b>	<b>Journal Line Description</b>	<b>Name</b>	<b>Monetary Amount</b>
05/06/2021	Reallocation district salaries		\$ 3,083.78
05/11/2021	CON HRT RGH GRN RV	CENTRAL VALLEY BUILDERS	\$ 23.19

**NRBT Dept - 85010-02**

<b>Date</b>	<b>Journal Line Description</b>	<b>Name</b>	<b>Monetary Amount</b>
05/06/2021	Reallocation district salaries		\$ 76.91

**Camp Berryessa Dept - 85010-03**

<b>Date</b>	<b>Journal Line Description</b>	<b>Name</b>	<b>Monetary Amount</b>
05/04/2021	Water Sampling-CB	CALTEST ANALYTICAL LABORATORY	\$ 50.00
05/04/2021	Water sampling-CB	CALTEST ANALYTICAL LABORATORY	\$ 50.00
05/06/2021	Reallocation district salaries		\$ 1,683.17
05/26/2021	PARK210521 Ann/Bothe/Berryessa	CARNEROS FIRE EQUIPMENT CO., INC.	\$ 368.00

**Berryessa Vista Dept - 85010-04**

<b>Date</b>	<b>Journal Line Description</b>	<b>Name</b>	<b>Monetary Amount</b>
05/06/2021	Reallocation district salaries		\$ 170.30

**NRER Dept - 85010-05**

<b>Date</b>	<b>Journal Line Description</b>	<b>Name</b>	<b>Monetary Amount</b>
05/06/2021	Reallocation district salaries		\$ 346.11
05/17/2021	PARK180221 04/2021	NAPA VALLEY SUPPORT SERVICES	\$ 500.00

**State Park - 85010-08**

<b>Date</b>	<b>Journal Line Description</b>	<b>Name</b>	<b>Monetary Amount</b>
05/04/2021	Painters tape, rope	SILVERADO ACE HARDWARE	\$ 16.14
05/04/2021	Acrylic Sheet	STEVES HARDWARE	\$ 30.30
05/04/2021	PG&E 3/17/21-4/15/21	PACIFIC GAS & ELECTRIC CO	\$ 26.06
05/04/2021	PG&E 3/16/21-4/14/21	PACIFIC GAS & ELECTRIC CO	\$ 767.03
05/04/2021	Heartland credit card fees-USB		\$ 0.70
05/04/2021	PG&E 3/16/21-4/14/21	PACIFIC GAS & ELECTRIC CO	\$ 345.57
05/04/2021	PG&E 3/16/21-4/14/21	PACIFIC GAS & ELECTRIC CO	\$ 54.67
05/04/2021	PG&E 3/16/21-4/14/21	PACIFIC GAS & ELECTRIC CO	\$ 39.92
05/04/2021	PG&E 3/16/21-4/14/21	PACIFIC GAS & ELECTRIC CO	\$ 124.90
05/04/2021	Water Sampling-Bothe	CALTEST ANALYTICAL LABORATORY	\$ 50.00
05/04/2021	Total water sampling-Bothe	CALTEST ANALYTICAL LABORATORY	\$ 67.00
05/04/2021	Feb 2021 services	CALIFORNIA DEPARTMENT OF FORESTRY	\$ 600.00
05/04/2021	Water Sampling-Bale Mill	CALTEST ANALYTICAL LABORATORY	\$ 50.00
05/04/2021	Alarm monitoring 5/1-7/31/21	BAY ALARM COMPANY	\$ 218.31
05/05/2021	04/29 ElectricalService/Repair	TRIOLO ELECTRIC INC.	\$ 7,069.14
05/06/2021	Reallocation district salaries		\$ 25,137.93
05/11/2021	Garbage Service 4/21	UPPER VALLEY DISPOSAL SERVICE, INC.	\$ 1,666.86
05/11/2021	Plan review	CALIFORNIA DEPARTMENT OF FORESTRY	\$ 120.00
05/11/2021	Water Sampling	CALTEST ANALYTICAL LABORATORY	\$ 67.00
05/11/2021	Alarm 3/13/21-4/12/21	AT&T	\$ 105.54
05/11/2021	Phone Line	AT&T	\$ 22.51
05/11/2021	Tube Kit	BROWN'S AUTO PARTS	\$ 2.15
05/11/2021	Oil Easy Mx, Gorilla Glue, Noz	STEVES HARDWARE	\$ 67.67
05/11/2021	Nuts Bol, Socket Adapter	BROWN'S AUTO PARTS	\$ 8.65
05/11/2021	Grundfos, Tubing, Roll	USA BLUEBOOK	\$ 304.86
05/11/2021	Misc. Tool Repair Parts	CENTRAL VALLEY BUILDERS	\$ 59.27
05/11/2021	Carb Fuel Line, Fuel Filter	BROWN'S AUTO PARTS	\$ 80.62
05/11/2021	Boxed Miniatures	BROWN'S AUTO PARTS	\$ 2.79
05/13/2021	Chlorine Liquid	SILVERADO ACE HARDWARE	\$ 51.55
05/13/2021	Distilled Water, Chlorine	STEVES HARDWARE	\$ 33.70
05/13/2021	May 2021 Fed LVL Volteer	DEPARTMENT OF JUSTICE	\$ 15.00
05/24/2021	Alarm 4-13-21 / 5-12-21	AT&T	\$ 105.54
05/24/2021	Internet Line 4-10-21 / 5-9-21	AT&T	\$ 666.50
05/24/2021	Print Bothe Trail Maps	THE COPY CORNER	\$ 296.31
05/24/2021	HL Supplies	WOODBURY,JOHN ROBERT	\$ 29.96
05/24/2021	Chlor, TG Power Blend	LESLIE'S SWIMMING POOL SUPPLIES	\$ 470.79
05/24/2021	Replae Coin Showers	FLUID MANUFACTURING	\$ 377.37
05/24/2021	Buggies Unlimited	WOODBURY,JOHN ROBERT	\$ 35.48
05/24/2021	Purchase Golf Cart	PAPE MATERIAL HANDLING INC	\$ 2,693.75
05/24/2021	Firewood Delivery 5-14-21	V&V FIREWOOD INC.	\$ 1,920.00
05/26/2021	3/2/21 ATV Repair	FACTORY POWERSPORTS	\$ 3,695.21
05/26/2021	PARK210521 Ann/Bothe/Berryessa	CARNEROS FIRE EQUIPMENT CO., INC.	\$ 1,590.00

**Suscol Headwaters - 85010-09**

Date	Journal Line Description	Name	Monetary Amount
05/06/2021	Reallocation district salaries		\$ 1,897.48
05/11/2021	Crescent Solid Joint, Trimmer	CENTRAL VALLEY BUILDERS	\$ 56.32

**Amy's Grove 85010-10**

Date	Journal Line Description	Name	Monetary Amount
05/06/2021	Reallocation district salaries		\$ 11,496.55

**Smittle Creek/Cedars Rough 85010-11**

Date	Journal Line Description	Name	Monetary Amount
05/06/2021	Reallocation district salaries		\$ 747.09

**Other Projects 85010-90**

Date	Journal Line Description	Name	Monetary Amount
05/06/2021	Reallocation district salaries		\$ 24,452.28
05/11/2021	Anchor Bolts, Repair Tape	CENTRAL VALLEY BUILDERS	\$ 34.91
05/11/2021	Lam Steel, Plated Flat Washr	CENTRAL VALLEY BUILDERS	\$ 49.62
05/11/2021	Black Nipple, Misc Bolts	CENTRAL VALLEY BUILDERS	\$ 20.79
05/19/2021	Napa-Moore Creek 4.27.21	CAHILL,CHRISTOPHER MICHAEL	\$ 25.20





## Projects Status Report

June 14, 2021

### 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. State Parks in June 2020 released the announcement of the per capita grant funds, which the District will use to reimburse about half the cost of the 164 acre purchase. An application for \$400,000 from the Prop 68 per capita grant program has been submitted, the grant agreement has been signed by the District, and a \$400,000 check from the State finally arrived in mid February. Staff submitted a proposal in partnership with Enchanted Hills Camp to share an AmeriCorps team next January through March, which was approved on December 8th. The team arrived in mid-January and cleared brush from the future staging area on Dry Creek Road. Several volunteer work parties have since made even further progress on tearing down old buildings and salvaging the materials that can be reused. We have paused delivery of debris boxes and work on cleaning up the staging area pending the outcome of the June Board of Supervisors budget hearings as part of our broader campaign to limit spending until the budget issue is resolved. Ryan facilitated ICARE/SFBRWQCB fish surveying and creek assessment in Dry Creek at the Chamberlain acquisition in late May. To clarify project boundaries, sometime in the new fiscal year we will be renaming the Chamberlain and Kately acquisitions (of which Amy's Grove is a part) the Mayacamas Preserve.

## **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 CDFW 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 CDFW 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. The District and the City of American Canyon have been developing new and improved signage for the Wetlands Edge trailhead. The commemorative plaque for former Director Myrna Abramowicz was vandalized in June or July of 2020; Director Christian has taken the lead in getting a replacement plaque and the finished product is now installed and turned out excellent.

## **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. Berryessa Vista burned in the August 2020 fires; once the ashes settle staff will need to assess damage and come up with a repair and restoration plan.

## **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. 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. 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 23<sup>rd</sup> followed by the logger completing his clean-up and erosion control operations. Road rebuilding is complete. A State Employment Development Department funded crew of 4 (using fire emergency job training funds) started work on April 2, 2019 and continued through the end of 2019 chipping of much of the remaining woody debris and 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. Staff hiked the property extensively in February of 2019, trying among other things to relocate the old trails, but most have been destroyed by the 2017 fires and resulting erosion. The Mt Veeder Fire Safe Council secured a grant to fund fuel reduction work along the Mayacamas ridge on and near the Cove, and cleared downed and standing-dead trees along our ridgetop fire road. We continue to work on locating improvements (camp sites, water spigots, etc) for the rebuilt camp and have been working through some potentially more cost effective fixes to the gravel road, which is a struggle for some cars to climb when it's dry and dusty. Staff together with Enchanted Hills Camp applied for and received a 13 week AmeriCorps crew this winter to work on The Cove, Amy's Grove and Enchanted Hills Camp. We have paused work on developing a new potable water system and septic system on the site while we reconsider our priorities in light of District finances, and the timeframe in which we think regular ongoing (as opposed to occasional special event-style) public camping will actually be desirable on the property once again. The Americorps team in January and February of 2021 constructed just under a half mile of new trail running up the ridge and towards Mount Veeder from the Cove bowl; it is much more gradual than the old trails (the old trail was 25-30%, new trail is about 9%). 2 volunteer projects were hosted in spring 2021 to reconstruct several of the campsites. Staff hosted a 5/8/21 volunteer project to continue working on the new trail to the peak.

## **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. 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 EcoCamp Berryessa; some have been placed around the property to restrict vehicle access and add character. Issues with the composting toilets and water systems (the result of poor design and power failures) appear to have all been resolved. We are looking into solar battery backups to provide more reliable power as rural blackouts on windy days have become the new normal. Some of the septic system valving and wires was damaged by denning rodents; they have been repaired, and the valve boxes have been hardened to make it more difficult for our furry friends to get into them in the future. The hard water at the camp is causing backflow prevention devices to leak, and repairing them continues to be a challenge. The EcoCamp has been closed to the public since mid-March 2020 due to the pandemic. 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. Camp Berryessa suffered some damage in the August 2020 fires; the camp itself mostly escaped damage, but the power line to the camp was destroyed as was our camp host's mobile home and belongings. Power has now been restored and the water system seems to be working. We have had the water tested for VOCs (which can be created when plastic pipes melt) and the tests came back negative. We have filed for a Right of Entry with the County of Napa, which should mean fire debris are removed as a part of the County/FEMA fire cleanup operation. While the camp is closed due to COVID, we have on three occasions allowed USGS researchers doing post-fire investigations to use the site while working in eastern Napa County. We are starting to take reservations for group camping events starting this summer, contingent on continued improvement in COVID 19 conditions. FEMA ultimately refused to complete the cleanup of the caretaker site at Camp Berryessa under their ROE program, and the County is now appealing that determination. We will either win that appeal and be included in the federal cleanup or will have to rush (and spend) to do it ourselves this summer. Sarah Clark has begun booking new events at the camp effective June 15.

### **Moore Creek Park Development**

*Improvements and operations at our 1,500 acre regional park in the Lake Hennessey watershed. Includes the Moore Creek unit on land owned by the District and the Lake Hennessey Unit on land owned by the City of Napa.*

The District's Moore Creek property (Moore Creek Unit) was expanded in 2012 through a lease agreement and operations plan with the City of Napa (Lake Hennessey Unit). The combined 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. Work was completed on the Conn Creek connector trail between the Moore Creek and Lake Hennessey units in June 2013. Lake Hennessey North Shore Trails formally opened with a ribbon cutting in October 2014. The Sam the Eagle Trail was completed in April 2015. District staff and volunteers installed the Harold Kelly bench in early June 2015 and constructed a short ADA-compliant access trail to it that July. 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. 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. Staff hosted trail scouting and trail building volunteer events focused on the Madrone Trail in late May and early June, 2018. 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. 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. The Whiskey Ridge and Conn Peak Trails (along with the Conn Peak Spur), nearly three miles of new singletrack all-in, was completed in 2019. As of early January 2021 work on Catacoula is almost complete and, thanks to some well-timed precipitation, it's looking and riding great. The Conservation Corps North Bay (CCNB) returned to the property in April and has put finishing touches on Catacoula Tr and begun clearing work along the Madrone Tr corridor, all under Rick Fessenden's able leadership. To help ensure public safety in light of the Covid-19 pandemic, staff and volunteers monitored both entrances to Moore Creek Park for most Fridays and weekends in March through July of 2020. By late July this extra monitoring was stopped because park usage while still very high had returned to more manageable levels. 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, though planned work has been postponed indefinitely while everyone works on recovering from the LNU and Glass Fires of August and September of 2020. The two tenants at Moore Creek Park had to evacuate for about two weeks as a result of the August 2020 fires, but were able to return just before Labor Day. They then had to evacuate again on September 28 due to the Glass Fire. Despite a number of additional autumn red flag days and closures, and a rare December red flag event, Moore Creek Park is unburned and in good shape. Visitation number have remained very heavy, right through the early winter, with the parking lot full all day most weekends. Our grant with the CCNB is projected to have three weeks of funding left at the completion of Catacoula, so we are working with them to pivot to working the Madrone Trail closer to completion with District oversight of the fieldwork provided by Ryan and/or Kyra. We launched a survey of park users aimed at gauging public sentiment about e-bikes, powered skateboards, and other battery-powered devices that are starting to show up on our trails in greater numbers. We hope to have results to report out to the Board over the next few months. In March 2021 volunteers installed striping for the main parking lot (marked with pinned used fire hose segments) to make parking more efficient. The first weekend in April 2021 staff and volunteers installed a new iron ranger and signage at the main parking lot to encourage donations. A second iron ranger will soon be installed at the Conn Valley entrance. Initial response to the new voluntary donation system has been excellent. Our first collection netted +/- \$2,000 in small denomination donations and may collections once again totaled approximately \$2,000. Fuel management activities, focused on removing invasive broom and funded by a grant by the County Ag Commissioner are ongoing in the upper reaches of the park. Rick closed out remaining funds in our CCNB grant by brushing most of the remaining Madrone Trail corridor with the CCNB crew.

### **Napa River Ecological Reserve**

*Manage public access and improve habitat for this State-owned property*

The District has been maintaining the parking lot and front meadow since 2008, after assuming a responsibility that had previously been handled by the County. Staff recently discovered that the agreement between the District and the California Department of Fish and Wildlife, authorizing this partnership, expired at the end of 2017. Staff has approached CDFW about renewing the agreement, and continues to wait patiently for a decision from CDFW. In a telling sign of what can happen in unmanaged public open spaces, someone attempted to fell a young oak tree with a shotgun and perhaps a dozen rifled slugs in late December 2021. We have retained a number of casings as evidence. We have removed the porta-potty from the parking lot, both to reduce management costs (on a property that we no longer have an agreement to manage) and to mitigate some of the ongoing trash issues that have been associated with it.

### **Oat Hill Mine Trail**

*Various improvements to the historic Oat Hill Mine Road.*

The District opened 8 miles of the historic Oat Hill Mine Road as a non-motorized trail in 2007 with the assistance of 130+ volunteers from Volunteers for Outdoor California. Cleanup of mercury contamination north of the opened section of trail, led by Tuleyome, was partly but not fully successful, delaying when the northern section of the road leading to Lake County can be completed. A 40 acre Randy Lee Johnson property along the route of the trail was donated in December 2014. Volunteers have over the years done extensive erosion control and vegetation clearing projects. The first 1.3 miles of the trail was bulldozed as a result of CalFire efforts to suppress the October 2017 wildfires, and this was extended further while fighting the 2020 Glass fire. Nearly all of the forest along the first 4 miles of the trail out of Calistoga burned in the Glass fire. Visitation at OHMT has been very high since mid-March of 2020. 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. Staff has cleared the trail of downed trees and the trail is open between Calistoga and Holm's place. Repairs to the Aetna Springs trailhead kiosk as well as replacement of wayfinding signs that burned in the 2020 fires are now underway.

### **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; while this transfer was supported by BLM staff, the formal approval was delayed because of property title issues between BLM and BOR. By the time these issues were resolved personnel and priorities had changed at BLM, and the transfer application is stalled. The District completed the donation to the District of a small, 0.2 acre property that provides critical access to the northeast corner of the property. Prescribed burns were attempted for Spanish Valley in 2019 and 2020, but both had to be cancelled due to a combination of permit delays and uncooperative weather. Shortly after the 2020 prescribed burn was cancelled, the LNU Fire burned the entire valley. The district in the spring of 2020 completed the donation of a conservation easement over Spanish Valley to the Land Trust. The Lake Berryessa Estates Property Owners Association in June 2020 retained an attorney to help them develop an agreement

between the District and the Association authorizing the Association to manage and enforce regulations for use of the campground and boat launch areas of Crystal Flats and Stone Corral. The current President for the Association reached out to District staff just before the LNU fire, indicating a willingness to restart discussions about an agreement between the two. However, the LNU fire put those discussions on hold, and staff efforts in February and March of 2021 to reach out to the Association have not been responded to.

### **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, but 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. In October 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. However, the State never completed the application. Legislation introduced by Senator Wolk in January 2016 to authorize us to purchase the property 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; that planning process has apparently not progressed. SB 20 by Senator Dodd was approved in 2019, which again authorizes the State to sell Skyline Park to the District and/or county for the sole purpose of it continuing to be a public park. The Governor in late 2019 issued an Executive Order directing the State use surplus State Lands to develop affordable housing, and included 20 acres of Skyline Park as surplus land that could be used for this purpose, which complicates our efforts to purchase the 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. District staff began meeting with the State of California (Departments of General Services and State Hospitals) in July 2020 to discuss the purchase of Skyline Park pursuant to SB 20, but in October DGS informed the District they were too busy to work on this until early 2021. DGS in February 2021 assigned state staff to work on the appraisal of the property in anticipation of selling it; District staff is now in receipt of proposed appraisal instructions and has asked that they be revised to include a whole-park option. The District in 2019 obtained a TBID grant of \$20,000 to assist Skyline Park 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; the work was completed in the fall of 2019. 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; despite repeated efforts over two years, this project is still waiting for DGS approval and there has been no movement. Skyline Park staff in the fall of 2020 completed the repair and hardening of a stretch to the Skyline Trail above Lake Marie so that it can be used year-round. This trail is currently the only way to access Suscol Headwaters Park. The reconstructed trail is now largely done and it is a truly impressive piece of work.

### **Smittle Creek**

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

The District completed purchase of this property in December 2015. 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. 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.) US Geological Survey in 2017 placed a seismic monitoring station on the property. 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 cleanup project was held in October of 2018, more than filling a 30 yard dumpster with debris. Our volunteer caretaker for this property has made repairs to the dirt roads and the perimeter fencing. Staff in January 2020 flagged a route for the proposed new trail access into the property from Reclamation's Smittle Creek Day Use Area parking lot, and a botanist has been retained to conduct a floristic survey this winter and spring. Kyra Purvis 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 also continues to work with Reclamation on an agreement to authorize the public to use their Smittle Creek Day Use Area parking lot to access our property. All of Smittle Creek burned in the August 2020 fires. The entry gate and fence the District shares with Reclamation was burned; a temporary fix has been made, but further work will be needed. Staff has had initial discussion with County Public Works about including access improvements at Smittle in a larger grant application aimed at funding work on Knoxville-Berryessa Road. It would apparently make the County's road grant application more attractive to funders and would of course mean new District money for opening the park (if the grants come through). The County expects to hear whether or not it has been shortlisted for the grant sometime in mid to late summer 2021. If award of the grant seems likely we would potentially have most of our development costs funded, but would unfortunately need to slow progress on the property to mesh up with the more measured pace of Federal funded transportation projects.

### **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 for human consumption from the Bale Mill were unsuccessful. In 2014 the District started the process of extending the District's 5 year Operating Agreement and including RLS in the agreement, that new 20 year agreement was signed in April 2020. The District repaired the Silverado House at RLS, which a District employee now rents and maintains. The District is working with the Vine Trail on the proposed alignment of the Vine Trail through Bothe. As noted elsewhere, visitation at Robert Louis Stevenson State Park has been very high in the wake of the Covid-19 pandemic. Between March and June of 2020 staff and volunteers monitored the parking lot off Highway 29 during peak times to assist the influx of new users. The majority of Bothe State Park burned in September's Glass Fire, though none of the buildings were damaged. More detail on current activities are contained in a separate Parks Report for Bothe, Bale and RLS.



## **Suscol Headwaters Preserve**

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

The purchase of the Preserve was completed in November, 2017. The one remaining improvement to satisfy funding requirements is the construction of a California red legged frog (CRLF) breeding pond and various habitat improvements focused on, but not exclusively in, the pond area. A reserve fund has been set aside to do the work, but the actual work has been delayed while design and construction details are worked out. Most of the property 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. The District hired local trail builder Kevin Smallman to help with trail corridor planning and spent May 10 and 11 of 2019 hiking and flagging the property. A Use Permit for Suscol Headwaters Park was approved by the County Planning Commission in February 2020 and the northern portion of the property is now officially open to the public via Skyline Park. In July of 2015 the board of the Napa Sanitation District approved an easement option agreement which would allow us to construct a trail and trailhead parking lot on the eastern and southern edges of their Kelly Road treated water spray field property. However, that alignment is not ideal, so alternate access routes and staging areas have been pursued. 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. Kyra has obtained conceptual agreement from another property owner on revising the access easement through their property to facilitate construction of a staging area on North Kelly Road rather than along Kirkland Ranch Road, and has drafted a grant deed that will accomplish this. The Napa Sanitation District Manager has indicated support for the location and design for such a staging area off North Kelly Road and a trail leading to the park following the western and northern edge of their treated water spray field. District staff has prepared and submitted to Napa San draft easement language for their review and approval. Chris met with REMBA's Executive Director on the property in early July 2020 to discuss funding opportunities and partnerships that may allow some new singletrack trails to be constructed at Suscol Headwaters. Rick and Ryan in spring 2020 installed signage in hopes of dissuading the public from riding off trail, especially in the area of the knob at the very top of the park, because of the erosion that it causes. Our partners at REMBA have been on-site, beginning to tight flag some of the trail alignments in hope of beginning construction this winter/spring. REMBA has also been fundraising to support their work, as the District unfortunately has no funds available for trail building at Suscol at this time. We have begun installing the Park Boundary signs promised to the adjoining property owner along our eastern property line. Kyra and Supervisor Ryan Gregory were interviewed on site by Doug McConnell in late May as part of his Open Road series on NBC Bay Area. The segment focuses on the ongoing expansion of the Ridge Trail and is expected to air on July 18<sup>th</sup>.

## **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 an MOU with the Vine Trail Coalition to provide assistance as requested by the Coalition in receiving funds, preparing plans and environmental documents, and constructing and operating the

trail. The District, the Bay Area Ridge Trail, the San Francisco Bay Trail and the Vine Trail Coalition prepared a joint Case Statement for the combined trail network for fundraising purposes. Over the years the District has submitted numerous letters of support for Vine Trail grant applications. 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 in 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. 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 NVRTA 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 in March 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. At the request of the Vine Trail Coalition, staff is exploring with the County whether to take on the eventual maintenance of the section between Calistoga and St. Helena, with the costs to be paid 50/50 by the County and the Coalition. A similar agreement between the County, the City of Napa and the Vine Trail was approved by the County Board of Supervisors in January 2021.

### **Completed Projects**

#### **Amy's Grove**

*Donation of 50 acres along Dry Creek and Wing Creek, donation of 9 acres immediately to the north, and purchase of 164 acres to the north of that.*

The donation of approximately 50 acres of open space from the Chamberlain family to the District closed in December 2015. An additional 9 acres was donated to the District by the Kateley family in 2019. The District also completed the purchase of another 164 acres from the Chamberlain family in 2019.

#### **Bay Area Ridge Trail Realignment**

In December of 2012 the Bay Area Ridge Trail Council approved the proposed realignment of the Ridge Trail through Napa County as requested by the District.

#### **Bay Area Ridge Trail Napa-Solano Ridge Trail Loop**

The Bay Area Ridge Trail Council obtained a donated easement from the Tuteur family and constructed a section of Bay Area Ridge Trail adjacent to Skyline Park. In March 2018 the Ridge Trail Council transferred the easement to the District, and with the support of the Tuteur family revised the easement to facilitate an extension of the trail south onto the District's Suscol Headwaters Preserve.

#### **Bay/River Trail - American Canyon to Napa Phase I**

*Phase One - Eucalyptus Drive to Green Island Road.*

Constructed approximately 5 miles of Class I bicycle and pedestrian path in the vicinity of American Canyon along the Napa River was completed in April 2012, in partnership with the City of American Canyon, Department of Fish and Game and Napa Vallejo Waste Management Authority. A formal opening ceremony was held June 2, 2012.

*Phase Two - Pond 10.*

DFW surfaced the existing levee with gravel and opened the gate to the public in spring 2015.

*Phase Three - Soscol Ferry Road to Napa Pipe*

Completed construction in spring of 2015 of 0.7 miles between Soscol Ferry Road and the Napa Pipe property in the Napa Valley Corporate Park.

**Berryessa Peak Trail**

*Obtain right of way and construct trail to provide public access to extensive federal lands on Blue Ridge and to Berryessa Peak.*

Obtained donated trail easement from the Ahmann family to close gaps between existing public lands on Blue Ridge. A Negative Declaration and Use Permit hearing was approved December 16, 2009 by the County Planning Commission. An Operations and Management Plan was approved by the property owner and the District. BLM's biologist inspected the alignment on September 17, 2011. The trail was constructed over the course of two years using volunteer crews, and continues to be maintained by volunteers (mostly provided by Tuleyome and Yolo Hiker)

**Berryessa Vista Acquisition**

Purchase of 224 acres from the Land Trust of Napa County for use as a public park completed in early 2008 using State Prop 12 funds.

**Cedar Roughs/Smittle Creek**

Purchase of 443 acres of land that will provide public access to Cedar Roughs from the Smittle Creek Day Use Area closed in December 2015.

**Connolly Ranch**

Construction of patio, restrooms and cooking facilities completed in 2008 using State Prop 12 funds.

**The Cove at Mt Veeder**

The acquisition of 164 acres from the Girl Scouts was completed in December 2017.

**Historic ROW Analysis**

Staff has completed a comprehensive review of historic rights-of-way, and is now focusing attention on those that have greatest potential.

**Linda Falls Conservation Easement**

Conservation easement accepted in spring 2008 from Land Trust of Napa County to provide additional protection for this 39 acre property, which is owned by the land trust. The easement was revised and

expanded in 2016 to cover the entire Linda Falls property owned by the Land Trust. This is a continuation of a long-term project for the district and land trust to hold easements over each other's properties to protect against unforeseen circumstances that could threaten the conservation values of the properties.

### **Master Plan Development and Updates**

The Master Plan for 2008-2013 was approved in January 2009. It was updated in 2011 and again in 2019.

### **Moore Creek Open Space Park**

Acquisition of 673 acres in the Moore Creek Watershed completed in December 2008. The City of Napa subsequently approved an agreement with the District to incorporate approximately 900 acres of City of Napa Lake Hennessey watershed lands into Moore Creek Park.

### **Napa River Ecological Reserve Improvements & Restoration**

Parking area paved, and rock barrier installed to control vehicular access in 2007. Trash enclosure constructed and entry signs restored by volunteers in 2008. Deteriorated kiosk and interpretive panels removed in 2008. The District in July 2008 assumed the County's role in managing the preserve under the joint management agreement with DFG. A new maintenance contract with the non-profit organization Options 3 was started in January 2009. A multi-year project resulted in the removal of the bulk of the invasive teasel that had taken over the 5 acre meadow at the entrance to the Reserve, and the construction of a short native plant interpretive trail. In doing this work, several thousand students received a day of environmental education about native and invasive plants and riparian ecology.

### **Napa River Flood Control Easement**

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

### **Newell Preserve Improvements**

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

### **Oat Hill Mine Trail**

The Oat Hill Mine Trail was formally opened in May Of 2008, after a major volunteer work party doing signage installation, brush removal and erosion control. The District in 2008 applied to BLM for a non-fee transfer to the District of a 40 acre parcel at Maple Springs on the Oat Hill Mine Trail; BLM in April 2016 indicated they did not want to transfer this parcel, so the District's application has been dropped.

### **River to Ridge Trail**

Lot line adjustment to legalize River to Ridge Trail as constructed (it had encroached on private property in two locations). Animal silhouettes along the entryway fence illustrating the types of birds and mammals that can be found in the area were installed by an Eagle Scout candidate in 2008. A new information kiosk was installed at the entrance in December 2008 as part of a Boy Scout project. In 2011 volunteers made some drainage improvements.

### **Skyline Park Road and Trail Improvements**

Erosion control work on Lake Marie Road, and paving of campground loop road, completed in 2007 using State Prop 12 funds. The District and the Skyline Park Citizens Association have continued to cooperate on various trail maintenance projects.

### **Skyline Park Concessionaire Agreement Renewal**

District staff negotiated renewal of concessionaire agreement on behalf of the County in 2010, 2015 and 2020. The renewal involved changes to the fee schedule and amendments to and approval of sub agreements with three non-profit partner organizations.

### **Skyline Park Facility Improvements**

The proposals for a second greenhouse (from CNPS) and a covered equestrian arena (from Skyline Riders) were approved by the Department of General Services and by the County Board of Supervisors. The sponsors of these projects however ended up not pursuing either project.

### **Suscol Headwaters Preserve Acquisition**

Acquisition of 709 acres of the former Kirkland Ranch in two phases was completed in November 2017.

### **Trinchero/Putah Creek Open Space Acquisition**

The donation by the Trinchero family of 2,500 acres of open space (Spanish Valley, Crystal Flats and Stone Corral) was completed on December 29, 2010. A related granting of an access easement to the Lake Berryessa Resort Improvement District was completed in mid-January 2011.

### **Wild Lake Ranch**

The District participated in the development of a strategic plan for the property, together with other public lands in the area, that was led by the Land Trust of Napa County. The land trust has decided, at least for the near term, to manage the Wildlake-Duff property itself.

## **Deferred/Cancelled Projects**

### **Milliken Reservoir Trails and Picnic Area Feasibility Study**

The feasibility study to *construct approximately 3 miles of Bay Area Ridge Trail plus additional feeder and loop trails, along with a staging and picnic area* within the City of Napa's Milliken Watershed was completed and accepted by the Board of Directors in 2009. The Napa City Council in November, 2009 approved city staff recommendation to hold off on considering the Milliken Reservoir trails project until the Lake Hennessey Unit of Moore Creek Park is completed.

### **Montesol West**

The District had the opportunity to purchase 1,254 acres west of Highway 29 adjacent to Robert Louis Stevenson State Park. The area's conservation values were protected through an easement negotiated by the Trust for Public Land and now held by the Land Trust of Napa County. Purchase of fee title would permit the area to be used for public recreation. The District prepared and obtained a Habitat Conservation Program grant that, together with a Moore Foundation grant obtained by the Trust for Public Land, would fully fund the purchase. Public outreach to Middletown area residents in 2017 were positively received. Unfortunately, the option expired at the end of February without TPL exercising it, because we were unable to provide the type of liability insurance the seller wanted to protect his interest in carbon credits that they had sold to the State over timber located on the property.

### **Rector Ridge/Stags Leap Ridge Trail**

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

CEQA on this project was completed several years ago, the project concept was approved by the District Board, and was positively viewed by the Veterans Home administration. However, subsequent changes and controversies within the Department of Veterans Affairs undid the progress we had made. The area in question also involves the Department of Fish and Wildlife, since they have an easement to allow hunters to use the area; the Department was initially supportive of the District pursuing a formal trail through the property, but personnel changes within their Department means their review also needs to be restarted. Finally, with the approval of the Go North alignment of the Bay Area Ridge Trail, this segment of trail is no longer part of the officially proposed alignment for the Ridge Trail. For all these reasons, this project is deferred until other District priorities are under control.

### **Vallejo Lakes**

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

Discussions between the District, the Land Trust of Napa County, the County of Solano and the Solano Land Trust indicate a common desire to work together to purchase this property adjacent to Skyline Park. The City Council of the City of Vallejo officially authorized staff to pursue surplussing of the property, and hired an appraiser to prepare an estimate of the property's fair market value, but this was never released. The District GM, together with the County of Solano EO, in February 2012 each sent letters to the City of Vallejo formally expressing interest in the property and requesting notification per state law of any planned surplussing of the property. Sale of the property by the City has been delayed because of complications related to questions about how best to supply water to residents in Green Valley. Staff from the District and its partners met with the Vallejo City Manager in April 2014; the surplussing process has become more complicated and the City does not anticipate any action in the near future. Staff had a very interesting meeting with City of Vallejo water division staff and a tour of Lake Curry in late May. The Lake Curry property can only be described as a jewel, and the City of Vallejo would clearly like to divest it, but doesn't know how to do this. Solano County in 2015 investigated the feasibility of acquiring the lakes and managing their water supplies; as part of this investigation they expressed interest in partnering with the District to manage public recreational access, but no decisions were made. Further progress on this project depends on the City of Vallejo and Solano County; the District cannot do more until they decide what direction to head.



## **STAFF REPORT**

By: Jason Jordan  
Date: June 14, 2021  
Item: **4.d**  
Subject: May 2021 State Park Report for Bothe- Napa Valley SP, Robert Louis Stevenson SP and Bale Grist Mill SHP.

- Park Status
  - **Bothe Napa Valley SP**- The campground remains busy.
  - **Bale Mill SHP**- Remains closed, staff planning and cleaning for reopening.
  - **Robert Louis Stevenson SP**- Visitation leveling out as temperatures increase.
- The Bothe campground returned to normal May occupancy with a spike for Memorial Day Weekend.
- The third Saturday hike this month was on May 15<sup>th</sup> and focused on fire ecology. The hike highlighted different burn areas and intensities within Bothe SP. This was the first in-person hike since last spring and had 10 participants attend. Staff and participants alike were excited to get back to in-person programming.
- A camp host was enlisted to help in the campground as we enter the busy season.
- Staff completed the majority of the grass and vegetation cutting in park areas and structure protection at all three parks as well as Camp Berryessa.
- Seasonal Park aids were hired and began training in the kiosk. Lifeguard training was held over the course of 2 weekends to train new guards and re-certify existing guards.
- Annual pool and grounds cleaning were completed prior to the pool reopening on May 29<sup>th</sup>. COVID protocols were revised for the 2021 season.
- The flume and gate repair project at the mill was completed.
- A miller Training/ meeting was held at the mill to discuss modified operations for reopening and give millers a chance to operate the mill with the new waterwheel.
- Staff continues cleanup efforts of the Bale Mill grounds, inside of mill and granary buildings and removal of the large oak tree that was cut down this fall. These efforts continue to get the mill ready for reopening.

- Annual fire extinguisher testing and service was completed for State Parks and Camp Berryessa.
- A baby screech owl was rescued and brought to an avian rescue facility in American Canyon.