



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

Andrew Brooks  
*Director, Ward One*

Tony Norris  
*Director, Ward Two*

Patricia Clarey  
*Director, Ward Three*

Nancy Lewis-Heliotis  
*Director, Ward Four*

Barry Christian  
*Director, Ward Five*

## AGENDA

### BOARD OF DIRECTORS REGULAR MEETING

Monday, February 13, 2023 *at 2:00 P.M.*

Napa County Board of Supervisors Chambers, 1195 Third Street, 3rd floor, Napa, Calif.

Note: this is an in-person meeting, subject to Covid-related regulations (in particular limitations on number of people in room and mask wearing). People may also attend and provide comments via Zoom Conference Call.

### Instructions for Joining Zoom Meeting

#### **Join Zoom Meeting**

<https://us06web.zoom.us/j/88486090093?pwd=U25EZG9ZSGVDYllUanY4YkxxZHQ0Zz09>

Dial by your location

+1 669 900 6833 US (San Jose)

+1 408 638 0968 US (San Jose)

**Meeting ID: 884 8609 0093**

**Passcode: 407251**

Find your local number: <https://us06web.zoom.us/j/88486090093>

## 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

None.

### 4. Administrative Items

- a. Consideration and potential approval of minutes for Board of Directors regular meeting of January 9, 2023.
- b. FY 2022-23 midyear budget review.
- c. Presentation from District Counsel on conflicts of interest, incompatible offices, and the Brown Act.
- d. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff for January 2023.
- e. Review of the District Projects Status Report.

- f. 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 agendized, no action will be taken by the Board on these items unless specifically noted otherwise.*

7. Adjournment



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

Andrew Brooks  
Director, Ward One

Tony Norris  
Director, Ward Two

Patricia Clarey  
Director, Ward Three

Nancy Lewis-Heliotas  
Director, Ward Four

Barry Christian  
Director, Ward Five

# MINUTES

## BOARD OF DIRECTORS REGULAR MEETING

Monday, January 9, 2023 at 2:00 P.M.

Napa County Board of Supervisors Chambers, 1195 Third Street, 3rd floor, Napa, Calif.

1. Call to Order and Roll Call

**Directors Present: Andrew Brooks, Tony Norris, Nancy Heliotas, Barry Christian**

**Directors Excused: Patricia Clarey**

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

2. Public Comment

**None.**

3. Set Matters

**None.**

4. Administrative Items

a. Election of officers.

**Directors elected Tony Norris as Board President and Nancy Heliotas as Board Vice President.**

**BC - AB - TN - NH - PC**

**X**

b. Consideration and potential approval of minutes for Board of Directors regular meeting of December 12, 2022.

**Minutes for the December 12, 2022 regular meeting were approved as presented.**

**BC - NH - AB - TN - PC**

**X**

c. Acceptance of final independent audit for FY 21-22 prepared by Brown Armstrong, Certified Public Accountants.

**Presentation of the independent financial audit of District finances for FY 21-22 by Kyra Purvis and Napa County Auditor-Controller Tracy Schulze. Directors accepted the final independent audit for FY 21-22 as presented.**

**NH - AB - TN - BC - PC**

**X**

d. Informational item on the potential acquisition and preservation of the Walt Ranch property.

**Chris Cahill presented information about the Land Trust of Napa County’s agreement to purchase the Walt Ranch property from the Hall family and the District’s likely involvement in the ultimate ownership and/or management of Walt Ranch. Director Heliotes indicated that she resides near the property and is active on the board of the Circle Oaks Homeowners Association and would likely have to recuse herself from any votes on the project going forward. Report received; No action taken.**

e. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff for December 2022.

**Report presented by Kyra Purvis; No action taken.**

f. Review of the District Projects Status Report.

**Report received; No action taken.**

g. 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

- **Chris Cahill announced that the District has been added to the onboarding and orientation process for incoming County Supervisors, and that he and Kyra Purvis have a meeting scheduled with incoming Supervisors Gallagher and Cottrell to discuss the District's work.**

6. Agenda Planning

- **Director Norris noted that County Counsel will present during the February meeting to discuss the Brown Act and regulations dealing with potential conflicts of interest.**
- **Director Norris noted that there will be future agenda items discussing the details of the Walt Ranch project as they become available.**
- **Kyra Purvis noted that the six month budget review will be added to the February meeting agenda.**

7. Adjournment

SIGNED: \_\_\_\_\_  
Tony Norris, Board President

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

KEY

Vote: AB = Andrew Brooks; TN = Tony Norris; PC = Patricia Clarey; NH = Nancy Heliotes; 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:* February 13, 2023  
*Item:* **4.b**  
*Subject:* Fiscal Year 2022-23 midyear budget review.

### RECOMMENDATION

Receive the report.

### ENVIRONMENTAL DETERMINATION

**Not a project.** This item does not constitute a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### BACKGROUND

In an effort to keep the District budget on track, we have conducted a review of revenue and expenditures for FY 2022-23 Q1 and Q2 (July-December, 2022). This marks the beginning of the budgeting process for next year, giving staff a starting point for drafting next year's budget. It also alerts staff to any adjustment that might be needed. Note that this process provides a general impression of the state of the budget, as not all accounting occurs in real time.

#### **Introduction**

Given continuing challenges, the District will likely end this fiscal year in good financial standing. Revenues are up and expenditures are down, resulting in small surpluses rather than deficits. The 2022-23 budget allowed us to continue to operate our existing parks, but did not provide for new acquisitions, park development, or new staff. Unexpectedly high concessions, detailed below, can't be relied upon in coming years until/unless a pattern is established, so expanding District operations continues to depend on the recovering ToT and grant revenues secured by Staff.

#### **General Operations, Revenue**

Based on the year to date, non-State Park revenues at the close of this fiscal year are anticipated to exceed expectations by approximately \$30,000. The increased revenue is due to two factors: higher concessions at Camp Berryessa (*45500 Concessions*) and higher donations (*47500 Donations and Contributions*). When creating the budget, our revenue projections are based largely on years past, while also considering any shifts anticipated in the coming fiscal year. We also tend to be conservative with revenue projections, lest we plan for more money to come in than actually does. Camp Berryessa's concessions were seriously impacted by the fires and pandemic the last several years, but with group gathering restrictions gone and no largescale fires last summer, reservations were back up; the current trendline looks better than pre-

pandemic numbers. (Of course, at approximately \$50,000 in operating costs and projected \$20,000 in concessions, the park is not self-supporting.)

The District is also likely to exceed projected donations. The iron rangers placed at Moore Creek Park and the Oat Hill Mine Trail are relatively new, so it was not known at the time of budget development how much they might bring in over the course of year. Iron ranger donations exceeded \$10,000 for the 2022 calendar year. Coupled with some large end-of-year donations, we expect to end the fiscal year well above projections.

You will also note that revenues from grants is low for Q1 and Q2 (*47150 Grants*). Given our small staff and the many projects requiring their attention, including recovery from the winter storms, we have not spent as much time on the Coastal Conservancy-funded fuels reduction project at Moore Creek Park as previously projected. We are exploring subcontracting options with our partners that would allow more of that grant money to be spent before the end of the fiscal year.

### **General Operations, Expenditures**

Across all non-State Park units, expenditures are lower than budgeted. In developing the budget, District staff includes funds for all projects we hope to complete in the fiscal year. Some of those projects inevitably don't get completed, due to staff workload/availability, permitting, or other hiccups along the way.

Several large projects were budgeted for but may not be completed (*52360 Construction Services*) this fiscal year. The Suscol Headwaters frog pond, for which there is approximately \$200,000 in restricted funds from Caltrans set aside, is partially built. The build has cost approximately \$15,000 in staff time and materials thus far, but the pond is not functioning as required and needs further work. As such, the remaining Caltrans funds will stay restricted until we can deem the frog pond complete.

It was hoped that the camp host site clean-up and rebuild at Camp Berryessa (destroyed in the LNU Lightning Complex Fire of 2020) would occur this year, but efforts to cost share with the Bureau of Reclamation (on whose land it sits) took many months and were likely, ultimately, fruitless. \$40,000 was included in this fiscal year's budget for that clean-up and rebuild. Staff have received several bids for the clean-up, which will cost approximately \$17,500 and may or may not occur this fiscal year (the attached budget projections assume not). Additional funds will have to be budgeted for the rebuild in the coming fiscal years.

Finally, two major anticipated costs did not come to fruition this year: \$195,000 budgeted for election costs (with three uncontested elections, the cost was \$0) (*52105 Election Services*) and \$40,000 budgeted for an additional part-time analyst, who had pushed her start with the District back to next fiscal year. (Note that you do not see these dollar amounts in the attached budget under "Adopted" because budget adjustments brought before the Board earlier this year removed those costs.)

The end result of increased revenues and decreased expenses is anticipated to be an approximately \$60,000 budget surplus rather than the \$150,000 deficit shown in the original adopted FY2022-23 budget.

### **State Parks, Revenue**

As with General Operations, State Parks revenues are likely to be higher than anticipated, driven by an estimated \$100,000 in concessions over what was budgeted (*45500 Concessions*). Conversely, you will note that donations will be lower than anticipated (*47500 Donations and Contributions*). This line item is where funding from NVSPA sits, which is provided on a reimbursement basis and funds specific projects at the State Parks. As projects NVSPA has agreed to fund are completed, the District receives the funds for project costs. As such, lower revenues from NVSPA do not change the bottom line, because they correspond to lower expenditures (but do, unfortunately, represent work that wasn't able to be completed).

### **State Parks, Expenditures**

Similarly, State Parks expenditures will likely be less than anticipated by the end of the fiscal year. This is accounted for by projects that are unlikely to be completed (*52360 Construction Services* and *53345 Construction Supplies/Material*) and lower than anticipated hazard tree removal costs (*52340 Landscaping Services/52490 Other Professional Services*). As with General Operations, the State Parks budget envisions best case scenario for potential projects, not all of which can be completed, especially with staff's continuing winter storm clean-up efforts.

Together, this increased revenue and decreased expenditures will likely result in a surplus at State Parks of approximately \$100,000, rather than the \$50,000 deficit anticipated in the originally adopted budget.

### **A Note on Salaries**

The majority of District expenditures are personnel costs; of the approximately \$1.98M adopted budget for FY2022-23, \$1.25M is salaries and benefits (*51000 District Salaries and Benefits* and *52100 Administrative Services*). The budget is developed by estimating staff time at each of our park units, general administrative time, and other projects (outreach, potential projects that aren't yet parks, etc.), with those costs distributed across the budgets of each of those parks. However, accounting software requires each staff member to be assigned to a single subdivision, from which their salary and benefit costs are deducted with each payroll. At State Parks, this mostly works, as most State Parks staff work exclusively within the State Parks. This does not work as well on the General Operations side, where staff is assigned to the *Parks – Administration* fund, from which their costs are drawn. The County must then manually move the money to and from the appropriate subdivisions, which is usually done quarterly. With a new software roll out this fall, the moving of Q1 and Q2 staff costs has not yet occurred. As such, most of the park units show little to no costs for District staff salaries (the process is more straightforward for County employees working for Parks). This is currently in process and should be completed in the coming months, providing important information as we develop next year's budget. District staff have had several meetings with the Auditor's office about how best to proceed in budgeting to minimize extra work and maximize transparency. We will keep the Board apprised of any budget methodology changes in the coming months.



Napa County Regional Park and Open Space District  
Q2 Actual 2022-23 & Projected 2022-23

**Summary Q2 Actuals FY 2022-23**

	Q2 Actual	Projected 2022-23	Adopted 2022-23	Notes
<b>Revenues</b>				
43790 Other Funding	\$ -	\$ -	\$ -	
43910 County of Napa	\$ 761,453	\$ 761,453	\$ 761,950	
44200 Court Fines	\$ -	\$ -	\$ -	
44300 Forfeitures and Penalties	\$ -	\$ -	\$ -	
45100 Interest	\$ 7,206	\$ 14,412	\$ 9,500	
47150 Other Grants	\$ 8,164	\$ 55,000	\$ 55,000	
45300 Rent - Building/Land	\$ 24,150	\$ 53,800	\$ 53,800	
45500 Concessions	\$ 422,534	\$ 845,068	\$ 733,237	
47400 Insurance Settlement	\$ -	\$ -	\$ -	
47500 Donations and Contributions	\$ 19,638	\$ 105,237	\$ 137,300	
47900 Miscellaneous	\$ -	\$ -	\$ -	
<b>Total Revenues</b>	<b>\$ 1,243,146</b>	<b>\$ 1,834,970</b>	<b>\$ 1,750,787</b>	
<b>Expenses</b>				
51000 District salaries and benefits	\$ 367,009	\$ 730,024	\$ 734,202	
51405 Workers Comp	\$ -	\$ -	\$ 14,177	
51605 OPEB	\$ -	\$ -	\$ 29,694	
52100 Administration Services	\$ 285,405	\$ 570,810	\$ 555,907	
52105 Election Services	\$ -	\$ -	\$ -	
52125 Accounting/Auditing Services	\$ 4,457	\$ 15,315	\$ 18,000	
52130 Information Technology Service	\$ -	\$ 30,105	\$ 30,105	
52131 ITS-Communications Services	\$ -	\$ 3,745	\$ 3,745	
52132 ITS-Records Mgmt Services	\$ -	\$ 22	\$ 22	
52140 Legal Services	\$ 453	\$ 4,810	\$ 8,000	
52325 Waste Disposal Services	\$ 10,939	\$ 21,879	\$ 25,500	
52340 Landscaping Services	\$ -	\$ -	\$ 30,000	
52345 Janitorial Services	\$ -	\$ -	\$ -	
52360 Construction Services	\$ -	\$ 40,000	\$ 279,500	
52382 Sewer Disposal Services	\$ 988	\$ 1,976	\$ 2,500	
52490 Other Professional Services	\$ 11,050	\$ 39,614	\$ 29,585	
52510 Maintenance-B&I-PW Charges	\$ -	\$ 13,105	\$ 13,105	
52520 Maintenance-Vehicles	\$ 1,645	\$ 3,290	\$ 3,500	
52525 Maintenance-Infrastructure/Lan	\$ -	\$ 500	\$ 4,500	
52600 Rents and Leases - Equipment	\$ 1,488	\$ 2,977	\$ 4,500	
52700 Insurance--Liability	\$ 22,875	\$ 27,052	\$ 29,177	
52705 Insurance - Premiums	\$ 1,056	\$ 1,056	\$ 1,040	
52800 Communications/Telephone	\$ 2,853	\$ 5,705	\$ 6,500	
52810 Advertising/Marketing	\$ -	\$ -	\$ 1,200	
52820 Printing and Binding	\$ 831	\$ 1,804	\$ 1,950	
52825 Bank Charges	\$ 365	\$ 194	\$ 300	
52830 Publications & Legal Notices	\$ -	\$ -	\$ -	
52835 Filing Fees	\$ -	\$ -	\$ -	
52840 Permits/License Fees	\$ -	\$ 2,845	\$ 5,768	
52900 Training/Conference Expenses	\$ -	\$ 1,000	\$ 1,000	
52905 Business Travel/Mileage	\$ 1,970	\$ 3,940	\$ 6,050	
52906 Fleet Charges	\$ 3,062	\$ 8,003	\$ 5,500	
53100 Office Supplies	\$ 244	\$ 488	\$ 2,500	
53105 Offices Supplies-Furn & Fixture	\$ -	\$ 200	\$ 350	
53110 Freight/Postage	\$ -	\$ -	\$ -	
53115 Book, Media,Periodicals, Subscrip	\$ -	\$ -	\$ -	
53120 Memberships/Certifications	\$ 7,065	\$ 7,065	\$ 6,752	
53205 Utilities - Electric	\$ 9,112	\$ 18,224	\$ 22,200	
53210 Utilities - Propane	\$ -	\$ -	\$ 650	
53250 Fuel	\$ -	\$ 100	\$ -	
53300 Clothing and Personal Supplies	\$ -	\$ 400	\$ 1,500	
53320 Safety Supplies	\$ -	\$ 400	\$ 500	
53325 Landscaping/Ag Supplies	\$ 64	\$ 128	\$ -	
53330 Janitorial Supplies	\$ 2,485	\$ 4,969	\$ 4,250	
53345 Construction Supplies/Material	\$ 1,697	\$ 7,047	\$ 15,100	
53350 Maintenance Supplies	\$ 9,565	\$ 19,730	\$ 20,100	
53355 Vehicle Repair Supplies	\$ 702	\$ 1,405	\$ -	
53400 Minor Equipment/Small Tools	\$ 6,775	\$ 10,276	\$ 1,500	
53410 Computer Equipment/Accessories	\$ -	\$ 300	\$ 1,000	
53415 Computer Software/Licensing Fe	\$ 165	\$ 1,200	\$ 1,700	
53600 Special Departmental Expense	\$ 42,460	\$ 58,119	\$ 93,465	
53680 Goods for Resale	\$ 1,152	\$ 2,304	\$ 5,000	
54500 Taxes and Assessments	\$ 1,272	\$ 1,772	\$ 1,773	
55100 Land	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 799,205</b>	<b>\$ 1,663,897</b>	<b>\$ 2,023,366</b>	
<b>Expenditures from Designated Reserves</b>	<b>\$ 30,000</b>	<b>\$ 217,000</b>		\$200,000 Suscol frog pond, \$15,000 Dan's Wild Ride, \$2,000 Suscol bench
<b>Capital Savings Set-aside</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>		\$10,000 to vehicle fund, \$15,000 to Cove road repair
<b>Net Surplus (Deficit)</b>	<b>\$ 443,941</b>	<b>\$ 136,073</b>	<b>\$ (120,579)</b>	

Napa County Regional Park and Open Space District

Q2 Actual 2022-23 & Projected 2022-23

**Summary (w/o State Parks) Q2 Actuals FY 2022-23**

	Q2 Actual	Projected 2022-23	Adopted 2022-23
<b>Revenues</b>			
43790 Other Funding	\$ -	\$ -	\$ -
43910 County of Napa	\$ 761,453	\$ 761,453	\$ 760,099
44200 Court Fines	\$ -	\$ -	\$ -
44300 Forfeitures and Penalties	\$ -	\$ -	\$ -
45100 Interest	\$ 5,700	\$ 11,400	\$ 7,000
45300 Rent - Building/Land	\$ 10,950	\$ 27,400	\$ 27,400
45500 Concessions	\$ 10,142	\$ 20,283	\$ 5,000
47150 Other Grants	\$ 8,164	\$ 55,000	\$ 55,000
47400 Insurance Settlement	\$ -	\$ -	\$ -
47500 Donations and Contributions	\$ 14,738	\$ 23,337	\$ 15,000
47900 Miscellaneous	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 811,147</b>	<b>\$ 898,873</b>	<b>\$ 869,499</b>

<b>Expenses</b>			
51000 District Salaries and Benefits	\$ 190,344	\$ 376,694	\$ 404,697
51405 Workers Comp	\$ -	\$ -	\$ 3,396
51605 OPEB	\$ -	\$ -	\$ 7,396
52100 Administration Services	\$ 110,681	\$ 221,363	\$ 188,111
52105 Election Services	\$ -	\$ -	\$ -
52125 Accounting/Auditing Services	\$ 4,457	\$ 15,315	\$ 18,000
52130 Information Technology Service	\$ -	\$ 12,042	\$ 12,042
52131 ITS-Communications Services	\$ -	\$ 683	\$ 683
52132 ITS-Records Mgmt Services	\$ -	\$ 22	\$ 22
52140 Legal Services	\$ 453	\$ 4,810	\$ 8,000
52325 Waste Disposal Services	\$ -	\$ -	\$ 2,500
52340 Landscaping Services	\$ -	\$ -	\$ -
52345 Janitorial Services	\$ -	\$ -	\$ -
52360 Construction Services	\$ -	\$ 30,000	\$ 249,500
52490 Other Professional Services	\$ 8,165	\$ 14,690	\$ 13,585
52510 Maintenance-B&I-PW Charges	\$ -	\$ 13,105	\$ 13,105
52520 Maintenance-Vehicles	\$ -	\$ -	\$ -
52525 Maintenance-Infrastructure/Lan	\$ -	\$ -	\$ 1,500
52600 Rents and Leases - Equipment	\$ 1,001	\$ 2,002	\$ 2,500
52700 Insurance--Liability	\$ 22,875	\$ 23,919	\$ 26,044
52705 Insurance - Premiums	\$ 1,056	\$ 1,056	\$ 1,040
52800 Communications/Telephone	\$ -	\$ -	\$ -
52810 Advertising/Marketing	\$ -	\$ -	\$ 700
52820 Printing and Binding	\$ 141	\$ 424	\$ 450
52825 Bank Charges	\$ -	\$ -	\$ -
52830 Publications & Legal Notices	\$ -	\$ -	\$ -
52835 Filing Fees	\$ -	\$ -	\$ -
52840 Permits/License Fees	\$ -	\$ 2,764	\$ 5,268
52900 Training/Conference Expenses	\$ -	\$ 500	\$ 500
52905 Business Travel/Mileage	\$ 1,935	\$ 3,870	\$ 5,550
52906 Fleet Charges	\$ 160	\$ 2,200	\$ 2,000
53100 Office Supplies	\$ 121	\$ 242	\$ 500
53105 Offices Supplies-Furn & Fixture	\$ -	\$ 200	\$ 200
53115 Book, Media,Periodicals, Subscrip	\$ -	\$ -	\$ -
53120 Memberships/Certifications	\$ 6,933	\$ 6,933	\$ 6,502
53205 Utilities - Electric	\$ 41	\$ 81	\$ 200
53210 Utilities - Propane	\$ -	\$ -	\$ -
53250 Fuel	\$ -	\$ 100	\$ -
53300 Clothing and Personal Supplies	\$ -	\$ 200	\$ 500
53320 Safety Supplies	\$ -	\$ -	\$ -
53330 Janitorial Supplies	\$ 104	\$ 208	\$ 500
53345 Construction Supplies/Material	\$ 533	\$ 883	\$ 1,100
53350 Maintenance Supplies	\$ 4,120	\$ 8,840	\$ 5,100
53400 Minor Equipment/Small Tools	\$ 3,325	\$ 6,015	\$ 500
53410 Computer Equipment/Accessories	\$ -	\$ 300	\$ 500
53415 Computer Software/Licensing Fees	\$ 165	\$ 1,200	\$ 1,200
53600 Special Departmental Expense	\$ 40,801	\$ 55,801	\$ 90,465
53680 Goods for Resale	\$ -	\$ -	\$ -
54500 Taxes and Assessments	\$ 1,272	\$ 1,272	\$ 1,273
55100 Land	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 398,684</b>	<b>\$ 807,735</b>	<b>\$ 1,075,128</b>
<b>Expenditures from Designated Reserves</b>	<b>\$ 30,000</b>	<b>\$ 217,000</b>	\$200,000 Suscol frog pond, \$15,000 Dan's Wild Ride, \$2,000 Suscol bench
<b>Capital Savings Set-aside</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	\$10,000 to vehicle fund, \$15,000 to Cove road repair
<b>Net Surplus (Deficit)</b>	<b>\$ 56,138</b>	<b>\$ (53,629)</b>	

Napa County Regional Park and Open Space District

Q2 Actual 2022-23 & Projected 2022-23

**Summary (w/o State Parks) Q2 Actuals FY 2022-23**

	Q2 Actual	Projected 2022-23	Adopted 2022-23
<b>Revenues</b>			
43790 Other Funding	\$ -	\$ -	\$ -
43910 County of Napa	\$ 761,453	\$ 761,453	\$ 760,099
44200 Court Fines	\$ -	\$ -	\$ -
44300 Forfeitures and Penalties	\$ -	\$ -	\$ -
45100 Interest	\$ 5,700	\$ 11,400	\$ 7,000
45300 Rent - Building/Land	\$ 10,950	\$ 27,400	\$ 27,400
45500 Concessions	\$ 10,142	\$ 20,283	\$ 5,000
47150 Other Grants	\$ 8,164	\$ 55,000	\$ 55,000
47400 Insurance Settlement	\$ -	\$ -	\$ -
47500 Donations and Contributions	\$ 14,738	\$ 23,337	\$ 15,000
47900 Miscellaneous	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 811,147</b>	<b>\$ 898,873</b>	<b>\$ 869,499</b>

<b>Expenses</b>			
51000 District Salaries and Benefits	\$ 190,344	\$ 376,694	\$ 404,697
51405 Workers Comp	\$ -	\$ -	\$ 3,396
51605 OPEB	\$ -	\$ -	\$ 7,396
52100 Administration Services	\$ 110,681	\$ 221,363	\$ 188,111
52105 Election Services	\$ -	\$ -	\$ -
52125 Accounting/Auditing Services	\$ 4,457	\$ 15,315	\$ 18,000
52130 Information Technology Service	\$ -	\$ 12,042	\$ 12,042
52131 ITS-Communications Services	\$ -	\$ 683	\$ 683
52132 ITS-Records Mgmt Services	\$ -	\$ 22	\$ 22
52140 Legal Services	\$ 453	\$ 4,810	\$ 8,000
52325 Waste Disposal Services	\$ -	\$ -	\$ 2,500
52340 Landscaping Services	\$ -	\$ -	\$ -
52345 Janitorial Services	\$ -	\$ -	\$ -
52360 Construction Services	\$ -	\$ 30,000	\$ 249,500
52490 Other Professional Services	\$ 8,165	\$ 14,690	\$ 13,585
52510 Maintenance-B&I-PW Charges	\$ -	\$ 13,105	\$ 13,105
52520 Maintenance-Vehicles	\$ -	\$ -	\$ -
52525 Maintenance-Infrastructure/Lan	\$ -	\$ -	\$ 1,500
52600 Rents and Leases - Equipment	\$ 1,001	\$ 2,002	\$ 2,500
52700 Insurance--Liability	\$ 22,875	\$ 23,919	\$ 26,044
52705 Insurance - Premiums	\$ 1,056	\$ 1,056	\$ 1,040
52800 Communications/Telephone	\$ -	\$ -	\$ -
52810 Advertising/Marketing	\$ -	\$ -	\$ 700
52820 Printing and Binding	\$ 141	\$ 424	\$ 450
52825 Bank Charges	\$ -	\$ -	\$ -
52830 Publications & Legal Notices	\$ -	\$ -	\$ -
52835 Filing Fees	\$ -	\$ -	\$ -
52840 Permits/License Fees	\$ -	\$ 2,764	\$ 5,268
52900 Training/Conference Expenses	\$ -	\$ 500	\$ 500
52905 Business Travel/Mileage	\$ 1,935	\$ 3,870	\$ 5,550
52906 Fleet Charges	\$ 160	\$ 2,200	\$ 2,000
53100 Office Supplies	\$ 121	\$ 242	\$ 500
53105 Offices Supplies-Furn & Fixture	\$ -	\$ 200	\$ 200
53115 Book, Media,Periodicals, Subscrip	\$ -	\$ -	\$ -
53120 Memberships/Certifications	\$ 6,933	\$ 6,933	\$ 6,502
53205 Utilities - Electric	\$ 41	\$ 81	\$ 200
53210 Utilities - Propane	\$ -	\$ -	\$ -
53250 Fuel	\$ -	\$ 100	\$ -
53300 Clothing and Personal Supplies	\$ -	\$ 200	\$ 500
53320 Safety Supplies	\$ -	\$ -	\$ -
53330 Janitorial Supplies	\$ 104	\$ 208	\$ 500
53345 Construction Supplies/Material	\$ 533	\$ 883	\$ 1,100
53350 Maintenance Supplies	\$ 4,120	\$ 8,840	\$ 5,100
53400 Minor Equipment/Small Tools	\$ 3,325	\$ 6,015	\$ 500
53410 Computer Equipment/Accessories	\$ -	\$ 300	\$ 500
53415 Computer Software/Licensing Fees	\$ 165	\$ 1,200	\$ 1,200
53600 Special Departmental Expense	\$ 40,801	\$ 55,801	\$ 90,465
53680 Goods for Resale	\$ -	\$ -	\$ -
54500 Taxes and Assessments	\$ 1,272	\$ 1,272	\$ 1,273
55100 Land	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 398,684</b>	<b>\$ 807,735</b>	<b>\$ 1,075,128</b>
<b>Expenditures from Designated Reserves</b>	<b>\$ 30,000</b>	<b>\$ 217,000</b>	\$200,000 Suscol frog pond, \$15,000 Dan's Wild Ride, \$2,000 Suscol bench
<b>Capital Savings Set-aside</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	\$10,000 to vehicle fund, \$15,000 to Cove road repair
<b>Net Surplus (Deficit)</b>	<b>\$ 56,138</b>	<b>\$ (53,629)</b>	

Q2 Actual 2022-23 & Projected 2022-23

**Moore Creek Park**

Subdivision: 8501000 - Parks-Moore Creek

	Q2 Actual	Projected 2022-23	Adopted 2022-23	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 21,726	\$ 21,726	\$ 22,226	
44300 Forfeitures and Penalties		\$ -	\$ -	
45300 Rents-Bldgs and Land	\$ 10,950	\$ 21,900	\$ 21,900	
47150 Other Grants	\$ 8,164	\$ 55,000	\$ 55,000	
47500 Donations and Contributions	\$ 2,380	\$ 4,760	\$ 5,000	
<b>Total Revenues</b>	<b>\$ 43,220</b>	<b>\$ 103,386</b>	<b>\$ 104,126</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ 2,663	\$ 1,332	\$ 32,056	
52100 Administration Services	\$ 5,046	\$ 10,092	\$ 23,117	
52325 Waste Disposal Services	\$ -	\$ -	\$ -	
52360 Construction Services	\$ -	\$ -	\$ 2,500	
52490 Other Professional Services	\$ 1,710	\$ 3,420	\$ 2,485	
52525 Maintenance-Infrastructure/Lan	\$ -	\$ -	\$ -	
52600 Rents and Leases - Equipment	\$ 1,001	\$ 2,002	\$ 2,500	
52705 Insurance - Premiums	\$ -	\$ -	\$ -	
52800 Communications/Telephone	\$ -	\$ -	\$ -	
52820 Printing and Binding	\$ 112	\$ 224	\$ 250	
52840 Permits/License Fees	\$ -	\$ -	\$ 2,480	
52905 Business Travel/Mileage	\$ 955	\$ 1,910	\$ 3,000	
53100 Office Supplies	\$ -	\$ -	\$ -	
53205 Utilities - Electric	\$ -	\$ -	\$ -	
53250 Fuel	\$ -	\$ -	\$ -	
53345 Construction Supplies/Materials	\$ 117	\$ 233	\$ 500	
53350 Maintenance Supplies	\$ 3,284	\$ 6,568	\$ 2,500	
53400 Minor Equipment/Small Tools	\$ 2,590	\$ 5,180	\$ 500	
53600 Special Departmental Expense	\$ -	\$ -	\$ 15,465	
54500 Taxes and Assessments	\$ 1,272	\$ 1,272	\$ 1,273	
<b>Total Expenditures</b>	<b>\$ 18,750</b>	<b>\$ 32,233</b>	<b>\$ 88,626</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 24,470</b>	<b>\$ 71,153</b>	<b>\$ 15,500</b>	

**Oat Hill Mine Trail**

Subdivision: 8501001 - Parks-Oat Hill Mine Trail

	Q2 Actual	Projected 2022-23	Adopted 2022-23	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 30,398	\$ 30,398	\$ 30,398	
47500 Donations and Contributions	\$ 788	\$ 1,577	\$ -	
<b>Total Revenues</b>	<b>\$ 31,186</b>	<b>\$ 31,975</b>	<b>\$ 30,398</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ -	\$ -	\$ 3,390	
52100 Administration Services	\$ 968	\$ 1,936	\$ 16,849	
52360 Construction Services	\$ -	\$ -	\$ -	
52490 Other Professional Services	\$ -	\$ -	\$ -	
52820 Printing and Binding			\$ -	
52905 Business Travel/Mileage	\$ 48	\$ 95	\$ 100	
53100 Office Supplies	\$ -	\$ -	\$ -	
53345 Construction Supplies/Material	\$ -	\$ -	\$ -	
53350 Maintenance Supplies	\$ -	\$ -	\$ 100	
53600 Special Departmental Expense	\$ -	\$ -	\$ 10,000	
55100 Land	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 1,016</b>	<b>\$ 2,031</b>	<b>\$ 30,439</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 30,171</b>	<b>\$ 29,943</b>	<b>\$ (41)</b>	

Q2 Actual 2022-23 & Projected 2022-23

**Napa River and Bay Trail**

Subdivision: 8501002 - Parks-Napa River and Bay Trail

	Q2 Actual	Projected 2022-23	Adopted 2022-23	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 3,383	\$ 3,383	\$ 3,383	
47500 Donations and Contributions	\$ -	\$ -	\$ -	
<b>Total Revenues</b>	<b>\$ 3,383</b>	<b>\$ 3,383</b>	<b>\$ 3,383</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ -	\$ -	\$ 2,633	
52100 Administration Services	\$ 601	\$ 1,202	\$ 549	
52325 Waste Disposal Services	\$ -	\$ -	\$ -	
52360 Construction Services	\$ -	\$ -	\$ -	
52490 Other Professional Services	\$ -	\$ -	\$ -	
52820 Printing and Binding	\$ -	\$ -	\$ -	
52905 Business Travel/Mileage	\$ 29	\$ 59	\$ 100	
53345 Construction Supplies/Materials	\$ -	\$ -	\$ -	
53350 Maintenance Supplies	\$ -	\$ -	\$ 100	
53600 Special Departmental Expense	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 630</b>	<b>\$ 1,261</b>	<b>\$ 3,382</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 2,753</b>	<b>\$ 2,122</b>	<b>\$ 1</b>	

Q2 Actual 2022-23 & Projected 2022-23

**Camp Berryessa**

Subdivision: 8501003 - Parks-Camp Berryessa

	Q2 Actual	Projected 2022-23	Adopted 2022-23	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 81,792	\$ 81,792	\$ 81,792	
45500 Concessions	\$ 10,142	\$ 20,283	\$ 5,000	
<b>Total Revenues</b>	<b>\$ 91,934</b>	<b>\$ 102,075</b>	<b>\$ 86,792</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ -	\$ -	\$ 5,668	
52100 Administration Services	\$ 675	\$ 1,350	\$ 3,000	
52325 Waste Disposal Services	\$ -	\$ -	\$ 2,500	
52360 Construction Services	\$ -	\$ -	\$ 40,000	
52490 Other Professional Services	\$ 2,155	\$ 4,310	\$ 1,500	
52525 Maintenance-Infrastructure/Lan	\$ -	\$ -	\$ 1,500	
52810 Advertising/Marketing	\$ -	\$ -	\$ -	
52820 Printing and Binding	\$ -	\$ -	\$ -	
52840 Permits/License Fees	\$ -	\$ -	\$ -	
52905 Business Travel/Mileage	\$ -	\$ -	\$ 250	
52906 Fleet Charges	\$ -	\$ -	\$ -	
53100 Office Supplies	\$ -	\$ -	\$ -	
53205 Utilities - Electric	\$ 41	\$ 81	\$ 200	
53330 Janitorial Supplies	\$ 104	\$ 208	\$ 500	
53345 Construction Supplies/Material	\$ -	\$ -	\$ -	
53350 Maintenance Supplies	\$ -	\$ 100	\$ 500	
53400 Minor Equipment/Small Tools	\$ 735	\$ 735	\$ -	
53600 Special Departmental Expense	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 3,709</b>	<b>\$ 6,784</b>	<b>\$ 55,618</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 88,224</b>	<b>\$ 95,291</b>	<b>\$ 31,174</b>	

Q2 Actual 2022-23 & Projected 2022-23

**Berryessa Vista**

Subdivision: 8501004 - Parks-Berryessa Vista

	Q2 Actual	Projected 2022-23	Adopted 2022-23	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 527	\$ 527	\$ 527	
<b>Total Revenues</b>	<b>\$ 527</b>	<b>\$ 527</b>	<b>\$ 527</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ -	\$ -	\$ 527	
52100 Administration Services	\$ 188	\$ 375	\$ -	
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>\$ 188</b>	<b>\$ 375</b>	<b>\$ 527</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 339</b>	<b>\$ 152</b>	<b>\$ -</b>	



Q2 Actual 2022-23 & Projected 2022-23

**Napa River Ecological Reserve**

Subdivision: 8501005 - Parks-Napa River Ecological Rs

	Q2 Actual	Projected 2022-23	Adopted 2022-23	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 16,579	\$ 16,579	\$ 16,578	
<b>Total Revenues</b>	<b>\$ 16,579</b>	<b>\$ 16,579</b>	<b>\$ 16,578</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ -	\$ -	\$ 9,479	
52100 Administration Services	\$ 188	\$ 375	\$ 549	
52325 Waste Disposal Services	\$ -	\$ -	\$ -	
52340 Landscaping Services	\$ -	\$ -	\$ -	
52490 Other Professional Services	\$ 2,500	\$ 6,000	\$ 6,000	
52800 Communications/Telephone	\$ -	\$ -	\$ -	
52820 Printing and Binding	\$ -	\$ -	\$ -	
52905 Business Travel/Mileage	\$ 58	\$ 115	\$ 250	
53350 Maintenance Supplies	\$ 52	\$ 105	\$ 300	
53600 Special Departmental Expense	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 2,798</b>	<b>\$ 6,595</b>	<b>\$ 16,578</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 13,781</b>	<b>\$ 9,984</b>	<b>\$ -</b>	

Q2 Actual 2022-23 & Projected 2022-23

**Vine Trail**

Subdivision: 8501006 - Parks-Vine Trail

	Q2 Actual	Projected 2022-23	Adopted 2022-23	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 8,202	\$ 8,202	\$ 8,202	
<b>Total Revenues</b>	<b>\$ 8,202</b>	<b>\$ 8,202</b>	<b>\$ 8,202</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ -	\$ -	\$ 2,699	
52100 Administration Services	\$ 1,934	\$ 3,868	\$ 5,488	
52905 Business Travel/Mileage		\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 1,934</b>	<b>\$ 3,868</b>	<b>\$ 8,187</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 6,268</b>	<b>\$ 4,334</b>	<b>\$ 15</b>	

Q2 Actual 2022-23 & Projected 2022-23

**Putah Creek**

Subdivision: 8501007 - Parks-Putah Creek

	Q2 Actual	Projected 2022-23	Adopted 2022-23	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 6,842	\$ 6,842	\$ 6,842	
47900 Miscellaneous	\$ -	\$ -	\$ -	
<b>Total Revenues</b>	<b>\$ 6,842</b>	<b>\$ 6,842</b>	<b>\$ 6,842</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ -	\$ -	\$ 4,384	
52100 Administration Services	\$ 1,288	\$ 2,576	\$ 1,646	
52360 Construction Services	\$ -	\$ -	\$ -	
52490 Other Professional Services	\$ -	\$ -	\$ -	
52840 Permits/License Fees	\$ -	\$ -	\$ 307	
52905 Business Travel/Mileage	\$ 55	\$ 110	\$ 500	
53345 Construction Supplies/Materials	\$ -	\$ -	\$ -	
53350 Maintenance Supplies	\$ -	\$ -	\$ -	
53600 Special Dept Expense	\$ -	\$ -	\$ -	
54500 Taxes and Assessments	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 1,343</b>	<b>\$ 2,686</b>	<b>\$ 6,837</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 5,499</b>	<b>\$ 4,156</b>	<b>\$ 5</b>	

Q2 Actual 2022-23 & Projected 2022-23

State Parks

Subdivision: 8501008 - Parks-State Parks

	Q2 Actual	Projected 2022-23	Adopted 2022-23	Notes
<b>Revenues</b>				
43790 Other Funding	\$ -	\$ -	\$ -	
45100 Interest	\$ 1,506	\$ 3,012	\$ 2,500	
45300 Rent - Building/Land	\$ 13,200	\$ 26,400	\$ 26,400	
45500 Concessions	\$ 412,392	\$ 824,785	\$ 728,237	
47500 Donations and Contributions	\$ 4,900	\$ 81,900	\$ 122,300	
47900 Miscellaneous	\$ -	\$ -	\$ -	
<b>Total Revenues</b>	<b>\$ 431,998</b>	<b>\$ 936,097</b>	<b>\$ 879,437</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ 176,665	\$ 353,330	\$ 329,505	
52100 Administration Services	\$ 174,724	\$ 349,447	\$ 367,796	
52130 Information Technology Service	\$ -	\$ 18,063	\$ 18,063	
52131 ITS-Communications Services	\$ -	\$ 3,062	\$ 3,062	
52132 ITS-Records Mgmt Services	\$ -	\$ -	\$ -	
52325 Waste Disposal Services	\$ 10,939	\$ 21,879	\$ 23,000	
52340 Landscaping Services	\$ -	\$ -	\$ 30,000	
52360 Construction Services	\$ -	\$ 10,000	\$ 30,000	
52382 Sewer Disposal Services	\$ 988	\$ 1,976	\$ 2,500	
52490 Other Professional Services	\$ 2,885	\$ 24,924	\$ 16,000	
52520 Maintenance-Vehicles (outside services)	\$ 1,645	\$ 3,290	\$ 3,500	
52525 Maintenance-Infrastructure/Lan	\$ -	\$ 500	\$ 3,000	
52600 Rents and Leases - Equipment	\$ 488	\$ 975	\$ 2,000	
52700 Insurance - Liability	\$ -	\$ 3,133	\$ 3,133	
52800 Communications/Telephone	\$ 2,853	\$ 5,705	\$ 6,500	
52810 Advertising/Marketing	\$ -	\$ -	\$ 500	
52820 Printing and Binding	\$ 690	\$ 1,380	\$ 1,500	
52825 Bank Charges	\$ 365	\$ 194	\$ 300	
52840 Permits/License Fees	\$ -	\$ 81	\$ 500	
52900 Training/Conference Expenses	\$ -	\$ 500	\$ 500	
52905 Business Travel/Mileage	\$ 35	\$ 70	\$ 500	
52906 Fleet Charges (county services)	\$ 2,902	\$ 5,803	\$ 3,500	
53100 Office Supplies	\$ 123	\$ 245	\$ 2,000	
53105 Offices Supplies-Furn & Fixture	\$ -	\$ -	\$ 150	
53110 Freight/Postage	\$ -	\$ -	\$ -	
53120 Memberships/Certifications	\$ 132	\$ 132	\$ 250	
53205 Utilities - Electric	\$ 9,071	\$ 18,142	\$ 22,000	
53210 Utilities - Propane	\$ -	\$ -	\$ 650	
53250 Fuel	\$ -	\$ -	\$ -	
53300 Clothing and Personal Supplies	\$ -	\$ 200	\$ 1,000	
53320 Safety Supplies	\$ -	\$ 400	\$ 500	
53325 Landscaping/Ag Supplies	\$ 64	\$ 128	\$ -	
53330 Janitorial Supplies	\$ 2,381	\$ 4,761	\$ 3,750	
53345 Construction Supplies/Material	\$ 1,164	\$ 6,164	\$ 14,000	
53350 Maintenance Supplies	\$ 5,445	\$ 10,889	\$ 15,000	
53355 Vehicle Repair Supplies	\$ 702	\$ 1,405	\$ -	
53400 Minor Equipment/Small Tools	\$ 3,451	\$ 4,261	\$ 1,000	
53410 Computer Equipment/Accessories	\$ -	\$ -	\$ 500	
53415 Computer Software/Licensing Fe	\$ -	\$ -	\$ 500	
53600 Special Departmental Expense	\$ 1,659	\$ 2,318	\$ 3,000	
53680 Goods for Resale	\$ 1,152	\$ 2,304	\$ 5,000	
54500 Taxes and Assessments	\$ -	\$ 500	\$ 500	
<b>Total Expenditures</b>	<b>\$ 400,521</b>	<b>\$ 856,162</b>	<b>\$ 948,238</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 79,934</b>	<b>\$ (68,801)</b>		

Q2 Actual 2022-23 & Projected 2022-23

**Suscol Headwaters**

Subdivision: 8501009 - Parks-Suscol Headwaters Pres

	Q2 Actual	Projected 2022-23	Adopted 2022-23	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 25,042	\$ 25,042	\$ 25,042	
45100 Interest	\$ 551	\$ 1,102	\$ 2,000	
45300 Rent - Building/Land	\$ -	\$ 5,500	\$ 5,500	
47150 Other grants	\$ -	\$ -	\$ -	
45500 Concessions	\$ -	\$ -	\$ -	
47500 Donations and Contributions	\$ -	\$ 2,000	\$ -	
<b>Total Revenues</b>	<b>\$ 25,593</b>	<b>\$ 33,644</b>	<b>\$ 32,542</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ -	\$ -	\$ 3,709	
52100 Administration Services	\$ 7,200	\$ 14,399	\$ 5,488	
52360 Construction Services	\$ -	\$ 30,000	\$ 202,000	
52490 Other Professional Services	\$ 841	\$ -	\$ -	
52820 Printing and Binding	\$ -	\$ -	\$ -	
52840 Permits/License Fees	\$ -	\$ 2,764	\$ 2,480	
52905 Business Travel/Mileage	\$ 78	\$ 155	\$ 350	
53345 Construction Supplies/Materials	\$ 416	\$ 500	\$ 500	
53350 Maintenance Supplies	\$ 262	\$ 524	\$ -	
53600 Special Departmental Expense	\$ -	\$ -	\$ -	
54500 Taxes and Assessments	\$ -	\$ -	\$ -	
55100 Land	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 8,796</b>	<b>\$ 48,343</b>	<b>\$ 214,527</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 16,797</b>	<b>\$ (14,699)</b>	<b>\$ (9,985)</b>	

Q2 Actual 2022-23 & Projected 2022-23

**Amy's Grove**

Subdivision: 8501010 - Parks-Amy's Grove

	Q2 Actual	Projected 2022-23	Adopted 2022-23	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 79,391	\$ 79,391	\$ 79,391	
45500 Concessions	\$ -		\$ -	
47500 Donations and Contributions	\$ -	\$ -	\$ -	
<b>Total Revenues</b>	<b>\$ 79,391</b>	<b>\$ 79,391</b>	<b>\$ 79,391</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ -	\$ -	\$ 836	
52100 Administration Services	\$ 3,897	\$ 7,794	\$ 8,231	
52325 Waste Disposal Services	\$ -	\$ -	\$ -	
52360 Construction Services	\$ -	\$ -	\$ 5,000	
52490 Other Professional Services	\$ 960	\$ 960	\$ 3,600	
52600 Rents and Leases - Equipment	\$ -	\$ -	\$ -	
52820 Printing and Binding	\$ -	\$ -	\$ -	
52840 Permits/License Fees	\$ -	\$ -	\$ -	
52905 Business Travel/Mileage	\$ 464	\$ 929	\$ 700	
52906 Fleet Charges	\$ -		\$ -	
53100 Office Supplies	\$ -	\$ -	\$ -	
53250 Fuel	\$ -		\$ -	
53345 Construction Supplies/Materials	\$ -	\$ -	\$ -	
53350 Maintenance Supplies	\$ -	\$ 500	\$ 1,000	
53400 Minor Equipment/Small Tools	\$ -		\$ -	
53600 Special Department Expense	\$ -	\$ 15,000	\$ 15,000	Road repair fund
54500 Taxes and Assessments	\$ -		\$ -	
55100 Land	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 5,322</b>	<b>\$ 25,183</b>	<b>\$ 34,367</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 74,069</b>	<b>\$ 54,208</b>	<b>\$ 45,024</b>	

Q2 Actual 2022-23 & Projected 2022-23

**Cedar Roughs/Smittle Creek**

Subdivision: 8501011 - Parks-Cedar Roughs

	Q2 Actual	Projected 2022-23	Adopted 2022-23	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 13,971	\$ 13,971	\$ 13,971	
47500 Donations and Contributions	\$ -	\$ -	\$ -	
<b>Total Revenues</b>	<b>\$ 13,971</b>	<b>\$ 13,971</b>	<b>\$ 13,971</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ -	\$ -	\$ 13,241	
52100 Administration Services	\$ 188	\$ 375	\$ 549	
52325 Waste Disposal Services	\$ -	\$ -	\$ -	
52360 Construction Services	\$ -	\$ -	\$ -	
52490 Other Professional Services	\$ -	\$ -	\$ -	
52840 Permits/License Fees	\$ -	\$ -	\$ -	
52820 Printing and Binding	\$ 29	\$ -	\$ -	
52905 Business Travel/Mileage	\$ 112	\$ 224	\$ -	
53350 Maintenance Supplies	\$ -	\$ -	\$ -	
53600 Special Departmental Expense	\$ -	\$ -	\$ -	
54500 Taxes and Assessments	\$ -	\$ -	\$ -	
55100 Land	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 328</b>	<b>\$ 599</b>	<b>\$ 13,790</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 13,643</b>	<b>\$ 13,372</b>	<b>\$ 181</b>	


Q2 Actual 2022-23 & Projected 2022-23

**Other Projects**

Subdivision: 8501090 - Parks-Other Projects

	Q2 Actual	Projected 2022-23	Adopted 2022-23	Notes
<b>Revenues</b>				
43910 County of Napa	\$ 101,014	\$ 101,014	\$ 101,014	
47150 Other Grants	\$ -	\$ -	\$ -	
47500 Donations and Contributions	\$ -	\$ -	\$ -	
<b>Total Revenues</b>	<b>\$ 101,014</b>	<b>\$ 101,014</b>	<b>\$ 101,014</b>	
<b>Expenses</b>				
51000 District Salaries and Benefits	\$ -	\$ -	\$ 4,770	
52100 Administration Services	\$ 20,744	\$ 41,488	\$ 20,693	
52490 Other Professional Services	\$ -	\$ -	\$ -	
52800 Communications/Telephone	\$ -	\$ -	\$ -	
52810 Advertising/marketing		\$ -	\$ -	
52820 Printing and Binding	\$ -	\$ -	\$ -	
52905 Business Travel/Mileage		\$ -	\$ -	
53100 Office Supplies	\$ -	\$ -	\$ -	
53115 Books/Media/Periodicals/Subsc	\$ -	\$ -	\$ -	
53120 Memberships/Certifications	\$ -	\$ -	\$ -	
53300 Clothing and Personal Supplies	\$ -	\$ -	\$ -	
53350 Maintenance Supplies	\$ 500	\$ 1,000	\$ 500	
53415 Computer Software/Licencing Fee			\$ -	
53600 Special Departmental Expense	\$ -	\$ -	\$ -	
55100 Land	\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ 21,244</b>	<b>\$ 42,488</b>	<b>\$ 25,963</b>	
<b>Net Surplus (Deficit)</b>	<b>\$ 79,770</b>	<b>\$ 58,526</b>	<b>\$ 75,051</b>	






A Tradition of Stewardship  
A Commitment to Service

## THE BROWN ACT


Government Code sections 54950-54963



Hon. Ralph M. Brown,  
Modesto Assemblyman from 1943-1961  
Author of California's first "Sunshine Act"

Prepared for NCRPOSD by  
C. Apallas, Deputy County Counsel  
[2.13.2023]

The Brown Act—Open Meetings for Local Legislative Bodies




## PURPOSE OF THE BROWN ACT

Local agency decision-making bodies,  
including advisory committees, must  
conduct their business in  
open and public meetings  
to assure that the local decision-making  
process is  
observable by the public.

~

**The Brown Act Applies to YOU**




## Park District

NCRPOSD was created under Public Resources Code Division 5 and consists of 5 members.

QUORUM = 3 of 5 Directors must be present in order to conduct a District Board meeting.

ACTION ITEM: Approval of 3 Directors.



## WHO MUST COMPLY?

- ✓ Governing body of a local agency
- ✓ ADVISORY COMMITTEES (with exceptions)
- ✓ Standing committees of legislative body with either:
  - (a) continuing subject matter jurisdiction or
  - (b) a fixed schedule set by formal action

NOT: an ad hoc subcommittee with less than 3 Directors and with a temporary duration. HOWEVER: The meetings are subject to the notice, agenda, and public participation requirements if the committee has the responsibility of providing advice concerning budgets, audits, contracts, and personnel matters to and upon request of the District Board.



## AGENDAS

### Must:

- post in a location freely accessible to members of the public.
  - state time and place of meeting and a brief general description of each item of business to be transacted or discussed.
  - state ADA accessibility
  - the address where non-confidential materials may be obtained.
- 



## ITEMS NOT ON THE AGENDA

### No action can be taken ... except

- ✓ Majority (3) decides there is an emergency situation pursuant to Government Code section 54956.5.
  - ✓ 2/3 of the Directors (4) present vote that immediate action is needed and the need came to Board's attention after agenda was posted. (*Regular meetings only.*)
- 



## RIGHTS OF THE PUBLIC

- ✓ The public may address matters on the agenda  
Before or during consideration of the item, public must be given an opportunity to comment on the item.
  - ✓ When a member of the public raises an issue that is not on the agenda, the item may be briefly responded to BUT NO ACTION CAN BE TAKEN.
  - ✓ Documents distributed at a meeting are public records, unless otherwise exempted under the Public Records Act.
- 



## BROWN ACT MEETINGS

### MEETING = Congregation of majority (3):

- ✓ Same time and place,
- ✓ To hear, discuss, or deliberate,
- ✓ Agency business.

Meetings are gatherings where action is taken or where deliberations occur.

DELIBERATIONS = collective decision-making, collective acquisition of facts, OR exchange of facts before ultimate decision

---



## WHEN THE BROWN ACT DOES NOT APPLY

Meetings of other legislative bodies (e.g., *POSD Directors attending a BOS meeting*)

Conferences open to the public (e.g. *annual association conferences*)

Social/ceremonial events (e.g. *football games, wedding, retirement party, etc.*)

**BUT . . . DON'T DISCUSS POSD BUSINESS!**

---



## REQUIREMENTS FOR MEETINGS

### Location

- ✓ Within POSD jurisdiction

### Agenda

- ✓ Except emergency meetings, all meetings must have an agenda posted in advance (Regular – 72 hours, Special – 24 hours).

### Open and public

- ✓ All persons must be permitted to attend, no secret ballots, no secret meetings.

### No conditions on attendance

- ✓ Cannot require sign-in or charge for attendance.
- 



## Closed Sessions

- All portions of each meeting are either open or closed
  - Open – **open** and accessible to **all** members of the public
  - Closed – **not** open to **any** members of the public
    - May allow staff in if necessary
- 



## Closed Sessions

- Closed session only allowed when justified by specific statute
    - Cannot justify based on sensitive, controversial, or embarrassing material
  - Requirements for closed session:
    - Agenda notice – with description
    - Oral announcement prior
    - Report after
  - Confidential – No disclosure of closed session information unless authorized
-



## NO Serial Meetings

You cannot conduct a series of communications of any kind,  
 \*directly or through personal intermediaries  
 or technological devices (*text, e-mail, social media*)  
 \* that ultimately involves a majority (3)  
 \* to discuss, deliberate, or take action on POSD business  
 \* without a noticed, agendaized meeting

**SERIAL MEETINGS ARE PROHIBITED**



## Chain Meetings

One Director talks to another Director who then talks to another Director. Frequently happens with forwarded emails or shared social media posts.

Director A talks to Director B,  
 Director B talks to Director C  
 Director C talks to Director D  
 about the same topic .



## Hub and Spoke Meetings

One person acts as the center and communicates with the other Directors.

Director A talks to Director B...  
 Director A talks to Director C  
 Director A talks to Director D

about the same topic



## CYBERSPACE MEETINGS

Blog or social media comments, sharing photos, articles, or comments might turn into a discussion among the POSD Directors and be considered a meeting in violation of the Brown Act.

**DO NOT DISCUSS POSD BUSINESS ON SOCIAL MEDIA**



## Gov't Code 54952.2

A member of the legislative body shall not respond directly to any communication on an internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted, or shared by any other member of the legislative body.

---



## 2021 Brown Act Amendment

A Director may communicate on social media platforms to:

- Answer questions;
- Provide information to the public;
- Or solicit information from the public.

BUT Directors cannot use the platform to discuss official business amongst themselves.

- A Director cannot comment on another Director's post.
- This includes posts, comments, likes, and even EMOJIS 😊

---



## Platforms

- Applies to social media platforms that are open and accessible to the public:
    - Twitter
    - Facebook
    - Instagram
    - NextDoor
    - Reddit
    - Mastodon
- 



## Examples

- ▶ Like or smile emoji on constituent's post **OK**
  - ▶ Like or smile emoji on District/Agency/Committee's platform **OK**
  - ▶ Share District post about upcoming volunteer event **OK**
  - ▶ Member 1 comments on Member 2's post about District business **NO**
  - ▶ Like or smile emoji on other member's post about district business **NO**
  - ▶ Member 1 shares a District post and Member 2 comments **NO**
  - ▶ Member 1 and Member 2 comment about an up coming SF Giants game **LIKELY OK as long as baseball is not the business of the District**
  - ▶ Member 1 posts about a District matter, a constituents comments on the post, then Member 2 replies to the public comment –**UNCLEAR** but could be interpreted as chain meeting. **AVOID**
-



## Best Practices

- ▶ DO NOT comment on/react to other Member's comments/reactions/pages concerning District/Committee business
- ▶ AVOID the potential for a violation
- ▶ AVOID the appearance of a violation
- ▶ Violations are not limited to violations listed here as new factual scenarios arise and courts review them

**IF YOU AREN'T SURE, DON'T POST**



## ELECTRONIC MESSAGES

A series of text messages (or emails) sent to Directors during a meeting are not allowed because members of the public are not privy to the content of the message.

**A group text or email containing 3 Directors that relates to deliberations = a Brown Act violation.**

Text messages and e-mails could be considered a public record.



## WHAT IS ALLOWED?

Individual contacts between a Director and any other person is permitted.

Directors have the right to confer with constituents, advocates, consultants, and colleagues.

**HOWEVER, individual contacts about POSD business CANNOT be done in stages for what would be prohibited in one step.**



## Penalties & Remedies

Penalties and Remedies provided by the Legislature to combat violations of the Act include:

- Criminal penalties.
- Civil injunctive relief.
- Award of attorney's fees.
- Actions taken (preliminary or final) in violation of Brown Act may be declared null and void by a court.



## Penalties & Remedies



It is a misdemeanor to attend a meeting where action is taken that violates the Brown Act and the Director intends to deprive the public of information to which the Director knows or has reason to know the public is entitled.

Misdemeanor is punishable by imprisonment in county jail and/or fine not to exceed \$1,000.



## PUBLIC MEETINGS ARE OPEN MEETINGS

“The people of this state do not yield their sovereignty to the agencies which serve them.

The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know.

The people insist on remaining informed so that they may retain control over the instruments they have created.”

- former Assemblyman William T. Bagley

\* \* \*



## CONFLICTS OF INTEREST



## Conflicts of Interest

- General rule
- Conflicts During Your Work
  - 8 Flavors of Conflict
  - What to Do When a Conflict Exists
  - Penalties and Enforcement
- Disclosing Financial Interests
  - Conflict of Interest Code
  - Form 700
  - Categories
- Differences between Acting and Reporting
- Legal Requirements vs. Ethics



## The Law

- Political Reform Act
    - Govt. Code secs. 81000, *et seq.*
  - Fair Political Practices Commission regulations
    - 2 Cal. Code of Regulations secs. 18110, *et seq.*
  - Other sections of Government Code and Penal Code
    - E.g., Govt. Code sec. 1090, *et seq.*
  - Common law (case law)
- 



## Acting vs. Reporting

- Two conflict of interest legal requirements:
    - Acting – Conflicts arising while performing your job
    - Reporting – Disclosing financial interests on the FPPC Form 700
  - Similar but different
    - Requirements for each are different
    - Reporting does not necessarily mean conflict (and vice versa)
- 



## General Rule

- No **public official** at any level of state or local government shall **make, participate** in making or in any way attempt to use their official position to **influence a governmental decision** in which the official knows or has reason to know they have a **financial interest**.
    - Govt. Code sec. 87100
- 



## Definitions

- “Public Official”
    - Any member, officer, employee, or consultant of a local agency and any division (including committee) of the local agency
  - “Financial Interest”
    - The first 7 of the 8 flavors of conflict apply when they affect you or your immediate family (spouse and/or dependent children):
 

1) Business Entity	5) Donor/Gift
2) Investment	6) Personal Finances
3) Real Property	7) Self-Dealing
4) Source of Income	8) Unfair Judge
-





## Definitions (con't)

- “Making” a governmental decision
    - Authorizing or directing any action, voting, appointing, or obligating the POSD to a course of action
  - “Participating” in a governmental decision
    - Provide information, opinion, or recommendation without significant intervening review
  - “Influencing” a governmental decision
    - Advocating a position with the purpose of affecting the decision
- 



## Financial Interests

- 7 Flavors of Financial Interests
    - 1) Business Entity
    - 2) Investments
    - 3) Real Property
    - 4) Source of Income
    - 5) Donor/Gift
    - 6) Personal Finances
    - 7) Self-Dealing
  - These will return in the “reporting” section
- 



## 1) Business Entities

- Financial interest if **holding position of leadership** with a business
  - Applies whether paid or unpaid
  - Examples:
    - Director
    - Officer
    - Partner
    - Trustee
    - Position of management
- 



## 2) Investments

- Financial interest if:
    - Business entity: Investment of **\$2,000 or more** by **official or official’s immediate family**
    - Property: Ownership of **10% or more** by **official or official’s immediate family**
  - Examples:
    - Stocks
-



### 3) Real Property

- Financial interest if:
    - Investment of **\$2,000 or more** by **official or official's immediate family**
    - Certain **leases**, generally worth \$2,000 or more
  - Assumed to be involved in decision if:
    - Within 500 feet of location of project
  - Ownership assumed to be \$2,000 or more
  - Planning decisions especially can affect value, rights, etc.
- 



### 4) Source of Income

- Financial interest if:
    - **Actual** or **promised**
    - **\$500 or more** in aggregate over 12 months
  - Spouse income is shared
    - Half of spouse's income counts as yours
  - Business with 10% ownership
    - Individual clients count as source of income if your share is \$500 or more
  - Includes loans not from commercial lending institution (bank)
  - Campaign contributions for a different office
- 



### 4) Source of Income (con't)

- Examples:
    - Spouse employed by winery
      - Winery is source of income for your share
    - Freelance work for Client A for \$200, then freelance work for Client B for \$600, then freelance work for Client A again for \$400
      - Client B is source of income
      - Client A is also source of income because total is more than \$500
- 



### 4) Source of Income (con't)

- Examples:
    - Ownership of 25% of business
      - Any client who pays \$2,000 or more is source of income (\$500 is 25% of \$2,000)
    - Contribution to campaign for other office
      - Any contributors of \$500 or more would be a source of income to your *current* office
-



## 5) Donor/Gift

- Financial interest if:
    - **\$500 or more** in aggregate over 12 months to **official or official's immediate family**
  - Anything received that you did not pay for or provide equal compensation and not otherwise available to general public
  - Exceptions (not gifts):
    - Informational material
    - Family members
    - Neighborliness
    - Long-term personal friends
- 



## 6) Personal Finances

- Financial interest if:
    - Monetary impact of **\$250 or more** on personal finances of **official or official's immediate family**
  - Examples:
    - Increasing fees on permits held by family
    - Changing zoning requirements to prohibit/allow home business
    - Code violation forgiveness
- 



## 7) Self-Dealing

- Financial interest if:
    - **Contracting** with any entity in which the **official or official's immediate family** has a "financial interest"
  - "Financial interest" for purposes of self-dealing is slightly different than financial interests discussed
    - Generally, almost any financial connection
  - Many considerations, exceptions, and limitations
- 



## 7) Self-Dealing (con't)

- Examples:
    - Contracting with company owned by spouse
    - Official is primary shareholder of contractor
    - Payment to official contingent on contract approval
    - Contract dependent on separate deal involving official
-



## 8) Unfair Judge

- All have a right to a fair judge when appearing before a decisionmaker for a specific issue (“quasi-judicial” or “adjudicatory”)
  - Unfair circumstances:
    - **Personal interest** in the outcome
    - **Extra information** which causes you to make up your mind outside of the hearing
  - Does not have to be financial
- 



## 8) Unfair Judge (con't)

- Examples:
    - New development would block view from your house
    - Decisionmaker wrote anonymous op-ed opposing the project, then openly supported the appeal
    - Decision-making body purposely ignores its own rules and procedures during the hearing
- 



## Dealing with Conflicts

- If a conflict exists, you cannot:
    - Make the decision
    - Participate in making the decision
    - Influence the decision
  - You must:
    - Not perform any work on the project or issue
    - Avoid influencing the decision outside of a meeting by refraining from discussing
- 



## Exceptions

- “Public Generally” Exception
    - Not disqualified from making, participating, or influencing if financial interest would be affected in same way as public generally
      - Requires analysis of specific interest at issue and number of others who would be affected
  - “Legally Required Participation” Exception
    - Only applies to decision-making bodies.
-



## Penalties

- Enforcing agencies
  - **Fair Political Practices Commission (FPPC)**
  - Attorney General
  - District Attorney
- Penalties
  - Nullification
  - Criminal prosecution
  - Fines of up to \$10,000 per offense
  - Attorney's fees
  - Personal and political embarrassment



## Disclosing Financial Interests

- Political Reform Act and FPPC regulations require both:
  - Recusal when there is an actual conflict
  - Disclosure of personal financial income and assets that could be affected by your work
- Definitions are similar but requirements are different



## County Conflict of Interest Code

- Gov. Code sec. 87300 requires the POSD to create a Conflict of Interest Code (COIC)
- COIC must:
  - Identify every employee, by position, whose personal financial interests *might* be affected by their work
  - Designate which specific financial interests might be affected
  - Require the employee to disclose those designated financial interests
  - Be updated regularly – update coming soon!



**CALIFORNIA FORM 700** STATEMENT OF ECONOMIC INTERESTS COVER PAGE A PUBLIC DOCUMENT

DATE INITIAL FILING RECEIVED: \_\_\_\_\_

PLEASE TYPE OR PRINT IN INK.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

---

**1. Office, Agency, or Court**

Agency Name (Do not use acronyms) \_\_\_\_\_

Division, Board, Department, District, if applicable \_\_\_\_\_ Your Position \_\_\_\_\_

• If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: \_\_\_\_\_ Position: \_\_\_\_\_

---

**2. Jurisdiction of Office (Check at least one box)**

State  Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)

Multi-County  County of \_\_\_\_\_

City of \_\_\_\_\_  Other \_\_\_\_\_

---

**3. Type of Statement (Check at least one box)**

Annual: The period covered is January 1, 2020, through December 31, 2020.  Leaving Office: Date Left \_\_\_\_\_ (Check one circle.)

-OR-

The period covered is \_\_\_\_\_ through \_\_\_\_\_  The period covered is January 1, 2020, through the date of leaving office.

Assuming Office: Date assumed \_\_\_\_\_  The period covered is \_\_\_\_\_ through the date of leaving office.

Candidate: Date of Election \_\_\_\_\_ and office sought, if different than Part 1 \_\_\_\_\_

---

**4. Schedule Summary (must complete) Total number of pages including this cover page: \_\_\_\_\_**

**Schedules attached**

Schedule A-1 - Investments - schedule attached  Schedule C - Income, Loans, & Business Positions - schedule attached

Schedule A-2 - Investments - schedule attached  Schedule D - Income - Gifts - schedule attached

Schedule B - Real Property - schedule attached  Schedule E - Income - Gifts - Travel Payments - schedule attached

-OR-  None - No reportable interests on any schedule



## Form 700

- Form 700 is long, but your disclosures might be short
  - COIC designates a category for each employee
  - Category determines what you need to include on the Form 700.
- 



## Form 700

- Lots of exemptions
    - Ex.: Personal residence; income from other government agencies; gifts from family members; minimum dollar amount
  - Form 700 stored and kept by County Elections Division
    - Public record
  - Enforcement
    - Fines for late filers
    - FPPC can bring enforcement action against any failure to file or violation
- 



## Acting vs. Reporting

- Acting applies to all financial interests, regardless of what you put on Form 700
    - If actual conflict while doing your job, you must recuse
  - Reporting on Form 700 is disclosure only
    - Unless the financial interest is actually involved in some way, does not require recusal
- 



## Getting Help

- FPPC advice
    - 1-866-ASK-FPPC (1-866-275-3772); [www.fppc.ca.gov](http://www.fppc.ca.gov)
  - Chris Apallas [Chris.Apallas@countyofnapa.org](mailto:Chris.Apallas@countyofnapa.org) (no legal advice but can help locate FPPC guidance)
  - Always seek legal advice upon recognizing a potential conflict
    - Recusal may not be enough in some situations
    - Even exceptions and conflicts that seem easy to determine could have significant legal implications
-



## Law vs. Ethics

- Legal requirements provide *minimum*
  - Personal ethics require more
    - Appearances matter
  - Public servants owe a higher duty
    - Basic duty of loyalty and honesty to public served
    - Duty breached when personal interests are motivating factor of official's actions
- 



## Incompatible Offices

### Incompatible Offices.

- Gov. Code Section 1099 codifies the common law prohibition against the holding of "incompatible offices."
  - Restricts the ability of public officials to hold two different public offices simultaneously if the offices have overlapping and conflicting public duties.
  - Pursuant to Section 1099, a person may not simultaneously hold two public offices if: either of the offices exercises a supervisory, auditing, or removal power over the other office or body, there is a significant clash of duties or loyalties between the offices, or there are public policy considerations that make it improper.
  - The consequence of holding an incompatible office is that the person is "deemed to have forfeited the first office upon acceding to the second." (Gov. Code Section 1099(b).)
-



## **STAFF REPORT**

By: Kyra Purvis  
Date: February 13, 2023  
Item: **4.d**  
Subject: Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff for January 2023

### 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 \$51,000, 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 January 2023. Also included with the report is the District credit card statement.

Grants and donations for January:

<b>Online donations</b>	\$195
<b>Iron Ranger Donations</b>	\$424



**PARKS & OPEN SPACE DISTRICT - JANUARY 2023 EXPENSE REPORT**

**Gen Admin Dept - 85000-00**

Date	Account Name	Description	Vendor Name	Amount
1/4/2023	Computer Software	Google 12/22	Us Bank National Association	\$ 18.00
1/4/2023	Computer Software	Zoom 12/22	Us Bank National Association	\$ 14.99
1/4/2023	Office Supplies	Plaques	Us Bank National Association	\$ 103.41
1/4/2023	Fuel	Fuel-Tacoma	Us Bank National Association	\$ 73.50
1/12/2023	Office Supplies	Black/white name plates and magnets	Napa Valley Engraving	\$ 354.53

**Moore Creek Dept - 85010-00**

Date	Account Name	Description	Vendor Name	Amount
1/3/2023	Maintenance Supplies	5-32 File 3 Pack - 12/16/22	Napa Power Equipment	\$ 21.53
1/4/2023	Rents/Leases	Portable Toilet 12/22	Johnny On The Spot	\$ 202.80
1/4/2023	Special Department Expense	Tshirts	Us Bank National Association	\$ 1,039.24
1/12/2023	Printing	Signs - 1/4/23	The Copy Corner	\$ 20.66

**NRER - 85010-05**

Date	Account Name	Description	Vendor Name	Amount
1/4/2023	Other Professional Services	Litter Abatement 12/22	Napa Valley Support	\$ 500.00

**Woodbury Preserve 85010-07**

Date	Account Name	Description	Vendor Name	Amount
1/23/2023	Permit/License Fees	Water Rights 22/23 #L0018173948	California State Board	\$ 302.01

**State Park - 85010-08**

Date	Account Name	Description	Vendor Name	Amount
1/3/2023	Maintenance Supplies	Toilet gasket, ring wax	Steves Hardware	\$ 11.89
1/3/2023	Other Professional Services	Lab Order X120683 Bale Grist - 12/13/22	Caltest Analytical Lab	\$ 70.00
1/3/2023	Other Professional Services	Lab Order X120682 Bothe - 12/13/22	Caltest Analytical Lab	\$ 70.00
1/3/2023	Goods for Resale	8 pallets of firewood 10/31/22	V&V Firewood Inc.	\$ 1,920.00
1/3/2023	Utilities-Electric	Electric 11/14/22 - 12/12/22	Pacific Gas & Electric	\$ 1,170.50
1/3/2023	Maintenance Supplies	Engine oil, sheetrock supplies	Central Valley Builders	\$ 77.42
1/3/2023	Maintenance-Vehicles	Wipers, sport trail	O.K. Tire Store	\$ 177.21
1/3/2023	Utilities-Electric	Electric & Gas 11/15/22 - 12/13/22	Pacific Gas & Electric	\$ 624.28
1/3/2023	Utilities-Electric	Electric 11/14/22 - 12/12/22	Pacific Gas & Electric	\$ 116.28
1/3/2023	Utilities-Electric	Electric 11/14 - 12/12/22	Pacific Gas & Electric	\$ 44.05
1/3/2023	Utilities-Electric	Electric Charges 11/14/22 - 12/12/22	Pacific Gas & Electric	\$ 218.90
1/4/2023	Office Supplies	Journals	Us Bank National Association	\$ 63.34
1/4/2023	Office Supplies	Office Depot-Supplies	Us Bank National Association	\$ 818.73
1/4/2023	Maintenance Supplies	Capacitor	Us Bank National Association	\$ 39.55
1/12/2023	Communications	Phone 11/28/22 - 12/27/22	At&T	\$ 26.74
1/12/2023	Vehicle Repair Supplies	Hich pin and ball mount	Brown's Auto Parts	\$ 32.52
1/23/2023	Sewer Disposal Service	Septic Pumping 1/23	American Sanitation	\$ 988.00
1/23/2023	Waste Disposal Service	Garbage Service 12/22	Upper Valley Disposal	\$ 2,181.34
1/23/2023	Communications	12/13/22-1/12/23 Alarm BAN #9391066581	At&T	\$ 128.85

**Other Projects 85010-90**

Date	Account Name	Description	Vendor Name	Amount
1/12/2023	Printing	Signs - 1/4/23	The Copy Corner	\$ 12.20



P.O. BOX 6343  
FARGO ND 58125-6343



ACCOUNT NUMBER [REDACTED]  
STATEMENT DATE 01-25-2023  
AMOUNT DUE \$1,021.21  
NEW BALANCE \$1,021.21  
PAYMENT DUE ON RECEIPT



000000539 01 SP 0.600 106481652202461 P

NAPA OPEN SPACE DISTRICT  
ATTN CHRISTOPHER CAHILL  
1195 THIRD STREET  
SECOND FLOOR  
NAPA CA 94559-3048

AMOUNT ENCLOSED  
\$

Please make check payable to\*U S. Bank\*

U.S. BANK CORPORATE PAYMENT SYSTEMS  
P.O. BOX 790428  
ST. LOUIS, MO 63179-0428

[REDACTED] 000102121 000102121

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

NAPA OPEN SPACE DIST	Previous Balance	Purchases And Other Charges	Cash Advances	Cash Advance Fees	Late Payment Charges	Credits	Payments	New Balance
[REDACTED] Company Total	\$2,170.76	\$1,021.21	\$0.00	\$0.00	\$0.00	\$0.00	\$2,170.76	\$1,021.21

CORPORATE ACCOUNT ACTIVITY

NAPA OPEN SPACE DISTRICT				TOTAL CORPORATE ACTIVITY	
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
01-17	01-14	74798263017000000000162	PAYMENT - THANK YOU 00000 C	2,170.76	PY

NEW ACTIVITY

CHRISTOPHER M CAHILL		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]		\$0.00	\$1,021.21	\$0.00	\$1,021.21

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-02	01-01	24204293001003232989762	GOOGLE LLC GSUITE NAPAOUT 650-2530000 CA	18.00
01-06	01-05	24247603006000976099786	2ND WIND PRINTING INC 707-578-9463 CA	24.61
01-12	01-11	24692163011100416595266	AMZN MKTP US*TI11J75T3 AMZN.COM/BILL WA	269.35
01-13	01-12	24692163012100919777196	AMZN MKTP US*M99CS59U3 AMZN.COM/BILL WA	53.80
01-13	01-12	24692163012101114420178	AMAZON.COM*RK8ZS5903 AMZN.COM/BILL WA	118.51

<b>CUSTOMER SERVICE CALL</b>  800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	[REDACTED]		PREVIOUS BALANCE	2,170.76
<b>SEND BILLING INQUIRIES TO:</b> U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335	STATEMENT DATE	DISPUTED AMOUNT	PURCHASES & OTHER CHARGES	1,021.21
	01/25/23	.00	CASH ADVANCES	.00
	<b>AMOUNT DUE</b>		CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
	<b>1,021.21</b>		CREDITS	.00
PAYMENTS			2,170.76	
		ACCOUNT BALANCE	1,021.21	



Company Name: NAPA OPEN SPACE DISTRICT
Corporate Account Number: [REDACTED]
Statement Date: 01-25-2023

NEW ACTIVITY					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
01-16	01-13	24692163013101779851468	AMZN MKTP US*0G81P97W3 AMZN.COM/BILL WA		59.01
01-19	01-19	24943003019206694601945	BUGGIES UNLIMITED 904-421-3003 FL		137.89
01-24	01-22	24943013023010190268644	THE HOME DEPOT #0637 FAIRFIELD CA		312.12
01-25	01-24	24492153024852859593418	VINYLDISORD 866-723-3726 CA		27.92

Department: 00000 Total: \$1,021.21  
Division: 00000 Total: \$1,021.21



## Projects Status Report

February 13, 2023

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

*An 8+ mile recreational trail. Phase 2-B--Pond 10 to Napa Pipe.*

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. Rick and Chris inspected the segment north of Soscol Ferry Road in mid-June and noticed some damage to the stabilized quarry fines tread due to work by Napa San in their easement. Their contractor has committed to repairing the trail to at least the preexisting condition at project completion. Because the construction project requires excavation in and around a manhole in the middle of the trail, the Butler Bridge segment is currently closed to protect public safety. Post-construction work on rehabilitating the tread of the trail was completed shortly after Thanksgiving and it is once again open and useable. Staff cleaned wasps out of viewing pipes and bird poop off of interpretive signs on the Wetlands Edge Trail. On July 29<sup>th</sup> the Napa StoryWalk had its grand opening in American Canyon, turnout was light, probably

due to the 4:00PM on Friday afternoon timing, but those who attended had a wonderful time. In early February 2023 the County of Napa began the extended process of updating its Airport Land Use Compatibility Plan (or ALUCP), a document that is relevant to the District because adopted policies could impact our ability to someday complete the Napa River Trail, which would run through the Airport Land Use Compatibility planning area. District staff inspected the entire trail from American Canyon to Fagan Marsh in late January and has had initial conversations with the County planners running the project. We will be keeping an eye on the interests of future trail development in the area.

### **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. Land Trust conservation easement monitoring which occurred in late 2021 indicated there is still some OHV trespass happening on the property.

### **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. The Board hopefully saw the excellent article on the Cove in the Napa Register on July 31, in which Rick and Ryan featured prominently. We have been working with a Girl Scout on a Gold Award project (roughly equivalent to the Eagle Scout process in Boy Scouting) rebuilding camp facilities at the Cove, including shade structures and the like. We now have 8 new benches and three new cook stands along with temporary signage indicating the names and locations of the previous camping areas. Ultimately the temporary signage will be replaced by routed or burned wood signs. Chris and Kyra are meeting with representatives of Merryvale Vineyards, the new owner of the property directly to our west, in early November to discuss potential shared interests in the area. Merryvale is potentially interested in the possibility of a long-term vineyard lease on one of the three Cove parcels. The parcel in question was previously leased out as vineyard land by the Girl Scouts, but for whatever reason no vineyard was ever developed. Staff and volunteers have been working on route-finding and extending flagging on the summit trail. We have been in contact with mountain lion researchers from Audubon Canyon Ranch and given them permission to access sites through the Cove. In mid-November Rick dropped a large Douglas fir located near the previous camp fire area which survived the fire then gave up the fight this summer. Staff visited the property during the height of the December/January storms and were glad to find that erosion was mostly in check, probably due to the soaking but not flashy nature of the weather systems.

## **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. The County's thoughtful and carefully worded appeal was submitted to FEMA in late June. Since June 15 we have hosted boy scouts, girl scouts, and the Stonebridge dads. Camp Berryessa has had a few groups use it in August, September and October. Groups are starting to make reservations for the 2022 calendar year, with the first reservation occurring in January. We continue to await results of the County's appeal of the FEMA denial of federal cleanup support for the burned caretaker's residence. Staff from the Bureau of Reclamation have reached out to say they have some money available for post-fire cleanup that they may be able to use to help us with the remains of the caretaker's cottage. Details on that are light at this point, but it's a promising turn of

events. We will be meeting with local BOR management in late March to discuss the rebuilding of the camp host location as well as potential federal funding opportunities for the work. As the world opens back up, spring and summer bookings are coming in hot and heavy. We have three bids for cleaning up the burned caretaker site, ranging from \$17,500 to \$33,750. The Bureau of Reclamation is looking into whether or not they can reimburse us for the work out of their fire recovery funding and they're likewise hectoring FEMA about getting some final determination on the County's appeal of the FEMA/CalOES denial of funding for cleanup work at the EcoCamp. BOR has indicated that they can contribute +/- \$20K to the cleanup effort, we await their internal review for approval to proceed. The BOR has secured funding to remediate some, or maybe even much, of the camp host site as part of a project to upgrade electrical infrastructure around the Lake post-fire. They will even be project managing the construction work itself and construction is slated to begin this month. It has yet to be determined how much site cleanup will be included in that project. One of our employees was trapped behind a large Grey pine which dropped across the access driveway while she was at the camp, Rick Fessenden and his chainsaw once more to the rescue. Sarah Clark took it upon herself to source and install two replacement tent cabin storm doors in late January.

### **Mayacamas Preserve and Amy's Grove**

*Planning and permits for public use of the Mayacamas Preserve, of which Amy's Grove is part.*

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 Kateley acquisitions the Mayacamas Preserve; Amy's Grove



will be a named part of the park. As of early July we have recommenced demolition and cleanup activities at the Kateley donation. We have been working on clearing downed trees and brush blocking ranch roads to improve fire access and prepare for the eventual opening of the park. Unfortunately, in late July we discovered that a trespasser had been practicing their chainsawing on the property and dropped at least one living tree. Staff has been doing extensive vegetation management and fuels reduction, along with scouting and mapping in support of the development of an eventual park plan. Rick and Ryan hosted a number of additional volunteer projects focused on clearing remaining debris on the Kateley donation. Rick reports that the water in Dry Creek has been running very high, which is a good reminder that without some sort of bridge Mayacamas and Amy's Grove will be seasonally inaccessible. We are scouting for bridge locations and beginning to think about permitting and costs if we went that route. Also, the location of the proposed parking lot on the Kateley donation has gotten quite mucky, so drainage improvements of some kind will be necessary there if we are going to develop it into a parking lot. The January and early February Diablo wind events resulted in extensive tree fall in previously burned areas, with Bay laurel seeing the brunt of the damage. We have begun initial planning work on opening the Mayacamas Preserve and Amy's Grove to the public; the trailbuilder who did the initial alignment work for the Suscol Headwaters trail system has contracted to do similar work at Mayacamas, which is a great outcome. Staff met with Ryan Gregory on-site in early April to get his experienced civil engineer's advice on parking lot logistics and the possibility of building a pedestrian bridge over Dry Creek. Neighboring property owners have been mowing the meadow portion of the Amy's Grove property with District permission to mitigate fire risks this summer and fall. We had 15 volunteers from Opus One out to pull broom at Mayacamas on June 2<sup>nd</sup>. Chris and Kyra completed a full wetfoot survey of Dry Creek from property boundary to property boundary in late May and discovered a number of useful and interesting things, including pools as deep as 8 feet and the remnants of a creek-spanning suspension bridge. We also did an initial planning survey of Amy's Grove and Mayacamas with trail guru Kevin Smallman. John Woodbury (as a volunteer) and Chris spent some time in the creek in late June working on engineering questions related to bridge construction. Rick and Ryan hosted a volunteer project to clear invasive broom near the potential suspension bridge site on July 16<sup>th</sup>, 10 volunteers attended. On October 8 we once again hosted volunteers on the Kateley finger, removing woody debris and doing fuels management. Kevin Smallman made a last visit to the property to finalize our trail planning project. We had a substantial number of tree blowdowns in December and January and are just beginning the work of cleaning up.

### **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. 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. 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. 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. 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. The Dan's Wild Ride use permit application was filed with the County in early September 2021. We hope to get to County approval this calendar year. As noted in their recent comment letter, CalFire is concerned that a portion of the proposed trail (this is a section that uses an existing deeded access drive) is located on Las Posadas property. We are working with the Land Trust to survey or otherwise establish that the trail and driveway are not located on State land. We have completed inspections of the trail network at Moore Creek after the 100+ year storm of October 24<sup>th</sup> 2021 and though there are a number of trees down, the trails themselves held up remarkably well. On February 3<sup>rd</sup> Rick, Kyra, and Chris met with staff of the RCD to begin work on a Vegetation Treatment Plan funded by a major Coastal Conservancy fire readiness grant. The North Bay Bohemian annual readers' poll has named Moore Creek Park the best hiking park in Napa County for 2022. We have closed the Conn Peak Spur Trail until at least mid-June, due to its proximity to an active Bald eagle nest. The Board of Supervisors adopted a resolution establishing new no-parking zones at the end of Conn Valley Road in late July, 2022. Conn Peak Trail has been reopened as our neighborhood eagle family finally finished nesting and Ryan and a crew of volunteers installed a new bench. We have been getting a lot of fire mitigating vegetation management done up-canyon from the Ranch House, averaging more than 40 person-hours a week, all funded by the RCD/Coastal Conservancy fire grant. Construction of the Redux Trail is well underway, with all construction work completed by Redwood Trails Alliance and funded by private donations; construction on Redux, up slope of the Moore Creek ranch road has been requiring the occasional closure of the road for safety reasons. Heavy rain and winds throughout the holiday period have kept Rick and his chainsaws busy through December 2022 and into the New Year. Construction of Redux Trail, and the associated occasional closure of the ranch road (Moore Creek Trail) continues. The Moore Creek/Dan's Wild Ride use permit minor modification is expected to go before the Zoning administrator for a public hearing in February or March, 2023.

## **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. In early August we hosted an in-service day for the Justin Siena High School teaching staff in partnership with Chip Bouril focusing on removing invasive oblong leaf spurge. Volunteers collected and properly disposed of fully nine 50-gallon contractor garbage bags of spurge. Mowing season has arrived, Rick reports needing to mow/weed whip the property every few weeks due to the heavy grass growth this winter. The recent wind event resulted in some oak damage that we have been working to buck and clear. Rick has been working with Chip Bouril on rehabbing the nature trail and plant signage at the reserve, as well as dealing with a fresh crop of graffiti.

## **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. John Woodbury (as a volunteer) and Rick have repaired the Aetna side kiosk and replaced the trail map, all of which were damaged in the 2020 fires. Field staff has been focusing on removing dead standing trees that could fall and potentially impact the trail. Tree mortality seems to be increasing as we near a year from last year's fire. The County and the District have been receiving calls from an adjacent property owner who would like to "improve" the trail to make it easier to drive to his property by Jeep. Rick is beginning work on the wintertime replacement of the burned trail signage on the Aetna

side of the OHMT. We are aware that there are a number of trees down blocking the upper section of the OHMT. District State Parks staff are working diligently through the backlog of tree work they've been confronting and hope to get the trail cleared in the near future.

### **Woodbury 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. Field inspection completed on August 30<sup>th</sup>; Spanish Valley looks surprisingly good given burn intensity. Less tree mortality than would be expected thus far. We have discovered what looks to be an illegal small scale mining operation on one corner of the Crystal Flats property. Staff removed all of the mining material in early December. Inexplicably, it had already been smashed by some unknown party, perhaps a claim jumper? The Berryessa Estates Fire Safe Council reached out to the General Manager and was given permission to burn a number of debris piles in and around the marina, all with required CalFire and BAAQMD approvals. District staff has been contacted by LBRID staff, who are concerned that a lack of rainfall this spring could leave Berryessa Estates without a source of drinking water. The General Manager has preliminarily ok'd the use District-owned properties to do hydrogeological assessments in hopes of finding alternate emergency water sources. Proposed exploratory work is focused on the Marina and adjacent to the Crystal Flats access drive. We have likewise given the local Fire Safe Council permission to access our properties to complete planning work on various fuel reduction projects. A two-person experimental aircraft crashed directly adjacent to our Stone Corral property in mid-July, starting a several acre fire. Unfortunately both occupants of the plane perished. The GM has given Napa County permission to do additional exploratory drilling in hopes of finding reliable emergency water for the community of Berryessa Estates. Senator Dodd-funded veg management on our property, planned and undertaken by the local Berryessa Estates Fire Safe Council, is complete for the season. We have been informed that vegetation management across the top of an easement on our property owned by LBRID will be undertaken this winter, the work should have the

effect of creating a significant fire break on the east side of the Berryessa Estates development. The County continues water exploration, in some cases on our properties, in hope of finding a viable backup water source for the community. Annual Land Trust conservation easement monitoring of the Woodbury Preserve occurred in early December.

## **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. Newly appointed County Assistant Executive Officer Becky Craig has been tasked with overseeing the Skyline purchase on the County side and we had a productive discussion with her in late June including John Woodbury, who continues to manage the Skyline appraisal and purchase project for the District as a volunteer. Kyra,

Chris, and Rick spent a day assessing recent overuse damage to the River to Ridge Trail including some trail widening and erosion that is clearly being caused by the growing number of e-bikes. We are working on plans for minor trail improvements that might mitigate the damage going forward and look forward to pulling Skyline Park's extremely competent trail staff into that conversation. The bicycle skills course was approved by the Board of Supervisors on January 11 and was fully executed in late February. The Redwood Trails Alliance has begun fundraising for the project and the plan is for them to construct the skills course as a voluntary cooperator at no cost to the District. The County of Napa Assistant CEO has taken lead on negotiating the Skyline purchase appraisal with the Department of General Services. Chris participated in an extensive site tour (interestingly including Camp Coombs and the Coombs Ranch Dam canyon) in late March with the appraiser and representatives from the Department of General Services, the State Hospital, and Skyline. The final appraisal is slated to be completed in June. In early May, +/-5 acres of the flat lower portion of Skyline Park was included in a list of potential affordable housing sites presented to the Board of Supervisors by the County's Planning Director. On July 11 the Planning Commission hosted a hearing on the Housing Element that featured much discussion of the Skyline (County staff prefers the term "Imola") public housing site. Ryan has been collaborating with a number of individuals and community organizations to develop a StoryWalk that will be hosted by Skyline Park and Wetlands Edge Park over the next several months. Opening day was at Skyline on July 2<sup>nd</sup> and was attended by many well wishers and dignitaries. In early November we co-hosted a Ridge Trail work day on the River to Ridge Trail with partners at Skyline Park. 40 volunteers attended. County of Napa/State of California acquisition negotiations and work continue at a furious pace. Surveyors have been on the property since the week before Thanksgiving and the County has contracted with a geologist to complete a mineral resources report in support of a potential State Lands Commission action to surplus the mineral rights to the County along with fee title. The State was on-site completing a Phase 1 environmental analysis (required to complete the sale to the County) in early February, 2023.

## **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 Roughts 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. Federal DOT funding officials completed a site visit of the Smittle Creek parking area and potential trail improvements in late April, preliminary reports from County DPW indicate it went well and we may be on a path to funding. It appears that there has been some trespassing and poaching on the property during the 2022 deer season, we are in communication with CaDFW wardens about the situation. Rick has posted a new closed to the public sign on the front gate, replacing the one that was stolen during deer season. Rick and the Napa County Sheriff ran an armed trespasser (who purported to be hunting quail) off the property in early November. Great heads-up work by Rick in what was otherwise a fairly iffy situation. The Federal Highway Administration has approved Napa County Public Works' application for the California Federal Lands Access Program to fund work on Knoxville-Berryessa Road near Smittle Creek. Public Works' project includes funding for the Smittle Creek trail, the crossing of Knoxville-Berryessa Road from the existing BOR parking lot, and parking lot rehabilitation.

## **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. Ridge Trail Day occurred on Saturday November 6<sup>th</sup>; volunteers worked to delete and restore a number of switchback-cutting social trails on Mount St Helena. Construction of the Vine Trail section in and near the State Park has been proceeding at a fast clip, with the main struggle being keeping the public off the half-built trail.

## 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>. District staff and volunteers were trained on safe chainsaw use by Rick in an all-day colloquium in mid-July. Kyra did a starring turn along with Supervisor Gregory in an Open Road segment on the Ridge Trail and Suscol Headwaters which aired on NBC Bay Area. Our friends and partners at the Redwood Trails Alliance (formerly REMBA) are currently at work on the property doing corridor clearing in advance of trail construction that may begin as early as this winter. Staff repaired the latch system on the gate between the Tuteur Loop and Suscol headwaters, which sees heavy and sometimes rough use. John Woodbury was out in the field in early February, and again in March and April, working on the



design and (hopefully) future construction of the red legged frog pond. Jeff Alvarez, a renowned Red-legged frog specialist has been working with John on the plans. Kyra finalized and submitted a \$1.2M Prop 68 Regional Park Program grant application to fund development of a N Kelly Road trailhead and the complete Suscol Headwaters trail network. Kyra and Chris conducted a site visit with State grant reviewers on May 24<sup>th</sup> and it went extremely well. They expect to announce grant awards late this summer. We have been awarded the \$1.17M Prop 68 grant to fund the development and opening of Phase 2 of Suscol Headwaters! Now the real work begins. Kyra has begun planning work on the Phase 2 project, Chris has been in extensive conversations with trail building professionals about the site, and it seems like we may be inching towards actually finalizing the easement with NapaSan. Thanks to John Woodbury and the Skyline crew the frog pond is also very near completion. Napa San has approved our trail easement, trail planning work on the property has begun in earnest, and the frog pond has been completed with help from John Woodbury and the Skyline crew. Kyra and Chris (but mostly Kyra) have been working on Suscol with singular focus over the last month: trail and park planning, visiting the site with our consulting trail boss, working on the ins and outs of contracting to complete the trail work, completing a successful RFQ for civil engineering services, working on an RFQ for appraisal services, meeting with permitting agencies, and pushing the grant managers at the State on funding timelines. We have signed a contract with Applied Civil Engineering for design and engineering services for the new Suscol Headwaters parking lot. Trail planning also continues; staff met with Kevin Smallman to check out proposed Phase 2 trails, and Redwood Trails Alliance has been scouting Phase 1 trails. Chris and Kyra met onsite with Applied Civil Engineering to review parking lot design and subsequently received preliminary designs from them. Chris and Kyra also walked some proposed Phase 1 trail alignments with Redwood Trail Alliance.

## **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 NVTA to discuss ways to mitigate the impacts. In Sept 2018 the Vine Trail Coalition requested the District accept an easement to facilitate the trail connection between Kennedy Park and Napa Pipe. Staff met with the Vine Trail and Syar 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. Jason, Chris, and Kyra met with Philip Sales in early July to inspect the St Helena – Calistoga segment and recommence discussions about the District potentially taking over maintenance responsibility for that section. After much thought and research staff has reached a point where we believe we may be able to take over maintenance of the St Helena to Calistoga section without committing to potentially subsidizing the work out of District funds. We are continuing to scope the initial capital outlay for tools and equipment, which will not be insignificant, and are finalizing the terms of a draft 5-year management agreement between ourselves, the County of Napa, and the Vine Trail Coalition. If that proceeds to agreement at the staff level, the Board should expect to see it this fiscal year sometime. A District draft of the proposed management agreement was submitted for County and Vine Trail review in late March. Groundbreaking for the St Helena to Calistoga Vine Trail segment took place on May 24<sup>th</sup> at the State Park. Tony Norris and Jason Jordan represented the District. Chris provided the County and the Vine Trail Coalition with edits on what may well be the final draft of a maintenance agreement for the St Helena to Calistoga Vine Trail section just before Thanksgiving. That agreement will proceed to the NCRPOSD Board for review and potential adoption once staffers at the three agencies have come to final terms. As of late January we seem to be very close to coming to terms with staff of the Vine Trail and Napa County Public Works on a maintenance agreement; a final draft of the contract is presently circling among the lawyers and the District Board may see it for approval as early as April or May of this year.

### **Completed Projects**

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

*Donation of 50 acres along Dry Creek and Wing Creek.*

The donation of approximately 50 acres of open space from the Chamberlain family to the District closed in December 2015.

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

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: February 13, 2023  
Item: **4.f**  
Subject: January 2023 State Park Report for Bothe- Napa Valley SP, Robert Louis Stevenson SP, and Bale Grist Mill SHP.

### PARK STATUS

**Bothe Napa Valley SP-** Overnight occupancy was minimal during January with the storms. Trail use minimal as well.

**Bale Mill SHP-** Visitation remains low.

**Robert Louis Stevenson SP-** Visitation was low with storms, busy last two clear weekends.

### PARK UPDATES

- Pacific Tree Care finished removing the remaining Hazard Trees from 2022 inspection. Awaiting PGE completion of a few remaining trees.
- January rain and wind events caused numerous downed trees in park areas and on the trail systems at all 3 parks. Staff continues to clear trails and park areas and rented a chipper for additional clean up. Water drainage was mostly mitigated although clean up on roads and trails repairs are ongoing. The campground and trails were closed by order of State Parks for two days during the storm with the threat of heavy winds.
- RLS trail system has been partially scouted and cleared although several trees are still down. Heavy rains continued to rut and worsen the Table Rock Trail. Staff is planning trips over the coming weeks and planning a volunteer event in March for Palisades section.
- There was one field trip at the Bale Mill in January for 28 kids and 12 adults.
- The 3rd Saturday Hike this month was at Bothe in partnership with Napa Valley Transit Authority. The hike was a sneak peak of the Vine Trail segment going through the park and discussion of the Calistoga to St Helena Segment. There were 17 adults and 4 kids in attendance.
- Jessica continues to assess and come up with a design and options for the Bale Mill water system challenges.
- A Contract was drafted for resurfacing and drain modification for the Bothe Swimming Pool.



- Representative from the Rianda House have contacted the park about a monthly hiking group. Staff met with them and identified routes and potential for guided hikes.
- Staff is setting up book distribution contract with Ingram for ordering for the Visitor Center and Bale Mill.
- Staff is developing a program line up for this year's State Park Week, including potential partner participation.
- Staff is working on Visitor Center merchandise ordering and Bothe logo development. Working with Ahren on display and merchandise guidance. The Museum part of the visitor center was reorganized and cleaned up in preparation.
- Additional signage was developed and ordered for RLS informational kiosks.
- Staff began construction of a shed at the water tanks to protect the manifold and valves.