



**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, April 10, 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/81650202223?pwd=azlxMHV2OUpJVW5ETm5uU1pBQUhjdz09>

Dial by your location

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

Meeting ID: 816 5020 2223

Passcode: 036609

Find your local number: <https://us06web.zoom.us/j/kuOeyef6T>

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 March 13, 2023.
- b. Presentation on the Wetlands Ecology Center by Janelle Sellick, Executive Director of the American Canyon Community and Parks Foundation.
- c. Consideration and potential approval of Agreement 23-07, with the County of Napa and the Napa Valley Vine Trail Coalition for routine maintenance of the St Helena to Calistoga segment of the Vine Trail.
- d. Consideration and potential revision of the District salary table to add the Management Analyst job classification.

- e. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff for March 2023.
- f. Informational item on the County Grant, Board of Supervisors April 4, 2023 action on the Community Investment Fund (formerly Special Projects Fund), and initial staff discussions regarding Old Howell Mountain Road (oral report).
- g. Review of the District Projects Status Report.
- h. Receipt of monthly report for Bothe-Napa Valley State Park, Bale Grist Mill State Historic Park, and Robert Louis Stevenson State Park.

5. Announcements by Board and Staff

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

6. Agenda Planning

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

7. Adjournment



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, March 13, 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: Tony Norris, Patricia Clarey, Nancy Heliotas, Barry Christian

Directors Excused: Andrew Brooks

Staff Present: Chris Cahill, Kyra Purvis, Ryan Ayers

2. Public Comment

None.

3. Set Matters

None.

4. Administrative Items

- a. Consideration and potential approval of minutes for the Board of Directors regular meeting of February 13, 2023.

Minutes for the February 13, 2023 regular meeting were approved as presented.

BC - NH - TN - PC - AB

X

- b. Consideration and potential approval of a proposal by the Land Trust of Napa County that the District accept the assignment of an existing conservation easement on the Mead Ranch, located at 3023 and 3029 Atlas Peak Road, Napa (Napa County Assessor’s Parcel Numbers 032-550-030, 032-550-031, 039-010-001, 039-010-003, and 039-080-004).

Directors approved proposal by the Land Trust of Napa County that the District accept the assignment of an existing conservation easement on the Mead Ranch as presented.

NH - BC - TN - PC - AB

X

- c. Consideration and potential revision of the District salary table to add the Operating Engineer (Landscape) job classification.

Directors approved the requested amendment to the Salary Table as presented.

BC - PC - TN - NH - AB

X

d. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff for February 2023.

Report presented by Kyra Purvis; No action taken.

e. Review of the District Projects Status Report.

Report presented by Chris Cahill; No action taken.

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

Report received; No action taken.

5. Announcements by Board and Staff

- **Director Christian announced that the Napa Earth Day event will be held on Sunday April 23, 2023 at Oxbow Commons.**

6. Agenda Planning

- **Director Norris noted that the maintenance contract for the northern segment of the Vine Trail is expected to appear on the April agenda.**
- **Chris Cahill noted that there may be an agenda item in April related to a part time analyst position.**

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 Helioles; BC = Barry Christian

The maker of the motion and second are reflected respectively in the order of the recorded vote.

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



STAFF REPORT

By: Chris Cahill
Date: April 10, 2023
Item: **4.c**
Subject: Consideration and potential approval of Agreement 23-07, with the County of Napa and the Napa Valley Vine Trail Coalition for routine maintenance of the St Helena to Calistoga segment of the Vine Trail.

RECOMMENDATION

1. Find the action categorically exempt under CEQA.
2. Approve Agreement 23-07.

ENVIRONMENTAL DETERMINATION

Categorically Exempt. The operation and/or maintenance of existing trails is exempt from the application of the California Environmental Quality Act (CEQA) under State CEQA Guidelines, Class 1 (*Existing Facilities*) and the Napa County Regional Park and Open Space District’s Local CEQA Guidelines, Class 1, Sub 3 (*Existing Facilities – Operation and Maintenance Activities*). There are no unusual circumstances associated with the routine maintenance proposed in the subject agreement that would cause it to have a significant effect on the environment.

BACKGROUND

As the Board is surely aware, District staff have been in talks with the County of Napa and the Vine Trail Coalition about possible District maintenance of the St Helena to Calistoga section of the Vine Trail since 2020, when John Woodbury was General Manager. The history of the collaboration goes back even farther, to 2015, when the Board of Directors voiced an interest in potentially managing or maintaining the entire run of the Vine Trail, and to 2009, when the District entered into an MOU with the Vine Trail Coalition to “support the construction and operation of the Vine Trail” (quoting an October 2018 District staff report).

Over the years, early ideas about having a unified operator and maintainer of the entire Vallejo to Calistoga run of the Vine Trail have fallen by the wayside. The current situation has the City of Napa maintaining the section from Kennedy Park north to Yountville and the Town of Yountville maintaining the “Yountville Mile.”

As the Vine Trail Coalition and their partners at the County of Napa and the Napa Valley Transportation Authority race to completion on the latest segment, a 5.6 mile run from the St Helena city limits, through Bothe Napa Valley State Park, terminating at the Calistoga city limits,

there was a need to secure an operator for that section. The right of way in question is mostly located in the unincorporated county (4.95 miles), with a shorter but still significant section running through the State Park. County Public Works does not have the staff or the capacity to do day-to-day routine maintenance on a recreational trail, so eyes quickly turned to the District which, as operator of the Napa Valley State Parks and their 0.65 miles of Vine Trail corridor, has metaphorical skin in the game.

The current District Board and management inherited an informal commitment to taking on the maintenance of what we'll call the Up Valley Vine Trail segment and a cost structure that involved the County of Napa and the Vine Trail coalition jointly funding day-to-day maintenance of the trail to the tune of \$14,668.50 a mile (in 2022 dollars). This is a mileage rate which was set by the authoritative *Napa Valley Vine Trail Maintenance Draft White Paper* in 2014 and which has been adjusted annually for inflation ever since. It's also the rate at which the City of Napa is reimbursed by the Vine Trail and the County for the City-maintained Napa to Yountville segment in the unincorporated county.

So, with a commitment to doing the work and a rate of pay for the work both taken as a given, District staff went forth to define what the work itself actually was... and who would actually do it.

What the work actually is.

Succinctly, the work is "routine maintenance" and routine maintenance is defined in Exhibit B of the attached agreement. Anything not included in Exhibit B, so for instance the need to repave the trail at some point in the future, or dealing with large oak trees that might fall across the trail, is not routine maintenance. Responsibility for non-routine maintenance would be retained by the owner of the underlying right-of-way, with some commitment to funding support from the Vine Trail Coalition.

Who would actually do it.

Routine Vine Trail maintenance would be added to the responsibilities of NCRPOSD staff working at the State Park and revenue from the contract (initial estimates would have the District making a \$20,000 to \$30,000 annual profit on the contract once start-up costs of approximately \$70,000 to \$90,000 are capitalized) would accrue to the State Parks operation. Our State Parks staffers are clearly well located to do the work and, conceptually at least, maintaining the Vine Trail will become another way to provide steady revenue to the Bothe operation. The proposed agreement likewise supports our existing staffing model, which utilizes more full-time permanent staff than the traditional seasonal employee-intensive National Park Service or California State Parks model.

Current estimates would have the Up Valley Vine Trail segment complete sometime in fall 2023. The contract makes it clear that the District can't take over maintenance of the trail on a piecemeal basis, with potentially non-contiguous segments opening up to public use at different times. Once the entire Up Valley segment is complete and opened for public use the contract and our routine maintenance responsibilities will commence. Start up costs, such as the purchase of a towable blower, a vehicle to tow said blower, and a ride-on mower are proposed to be covered out of District reserves and will be budgeted for in FY23/24.

NAPA COUNTY AGREEMENT NO. _____

**NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
AGREEMENT N^o. 23-07**

THIS TRAIL MAINTENANCE AND FUNDING AGREEMENT (“AGREEMENT”) is dated for reference purposes only as of _____, 2023, by and between the NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT, a Special District of the State of California (hereinafter referred to as "DISTRICT"), NAPA COUNTY, a political subdivision on the State of California (hereinafter referred to as “COUNTY”) and the NAPA VALLEY VINE TRAIL COALITION, a California non-profit corporation (hereinafter referred to as the "COALITION"), the three collectively hereafter being referred to as the “PARTIES”.

RECITALS

WHEREAS, the Napa Valley Vine Trail (hereinafter referred to as the “VINE TRAIL”) is a shared-use path that, upon completion, will consist of approximately 47 miles of walking and biking trail in the Napa Valley, from the City of Vallejo through to the City of Calistoga; and

WHEREAS, the Vine Trail between Deer Park Road and Dunaweal Lane is expected to be constructed in 2022 or 2023 along 5.5 miles of real property, as depicted in Exhibit A, which portions of real property are owned or controlled as follows:

1. County owns or has easements over certain real property between Deer Park Road and Big Tree Road, and between Larkmead Avenue and Dunaweal Lane, together consisting of 4.7 miles of the Vine Trail in the location(s) identified as the “County Section” in Exhibit A (the “COUNTY SECTION”); and
2. District has a twenty-year Management Agreement with the State of California to manage the Bothe-Napa Valley State Park and the Bale Mill State Historic Park, through which the Vine Trail travels, consisting of 0.8 miles of trail in the location identified as the “State Park Section” in Exhibit A (the “STATE PARK SECTION” and together with the County Section, the “SUBJECT SEGMENT”); and
3. The Department of Forestry and Fire Protection manages land owned by the State of California adjacent to Bothe-Napa Valley State Park through which the Vine Trail travels, consisting of an additional 0.2 mile of trail, which section is not a subject of this Agreement; and

WHEREAS, the Parties recognize the economic, recreational, and transportation value of the Vine Trail and that the quality of the maintenance on the Subject Segment is important for public safety and enjoyment; and

WHEREAS, County and the Coalition desire that District undertake Routine Maintenance (defined in Section 3 below) along the Subject Segment; and

WHEREAS, the Parties agree that District is the local agency best situated to perform said Routine Maintenance as well as Non-Routine Maintenance (defined in Section 7) on the State Park Section,

and further, that County is the local agency best situated to perform Non-Routine Maintenance, repairs, replacements, or reconstruction on the County Section (the “COUNTY ACTIVITIES”); and

WHEREAS, County and District each possess the necessary equipment, tools, and other supplies and qualified employees or agents needed to perform their respective activities and obligations hereunder; and

WHEREAS, in exchange for District performing the Routine Maintenance on the County and State Park Sections, County and the Coalition will pay District certain amounts annually, as described in more detail in Section 4, and otherwise on the terms and subject to the conditions set forth below.

AGREEMENT

NOW, THEREFORE, THE PARTIES AGREE as follows:

1. **RECITALS.** The foregoing recitals are incorporated into this Agreement as though set forth in full herein.

2. **TERM.** The initial term of this Agreement commences either upon filing of a Notice of Completion for the Subject Segment or upon written consent of the PARTIES at completion of all or part of the SUBJECT SEGMENT and its sanctioned opening for public use (the “COMMENCEMENT DATE”) and, unless terminated earlier in accordance with Section 11, it will expire at the end of the fiscal year ending 5 years from the COMMENCEMENT DATE, whereupon the Agreement will automatically renew for successive one-year terms coinciding with each fiscal year thereafter (each such term, a “RENEWAL TERM” and together with the initial term, the “TERM”) on the terms and conditions then in effect, unless any of the Parties gives each other Party written notice of non-renewal no less than 90 days prior to the end of the then-current Renewal Term. For purposes of this Agreement, “fiscal year” refers to the time period commencing each July 1 and ending June 30 of the following year.

3. **ROUTINE MAINTENANCE ACTIVITIES.** During the Term, District shall be responsible for all routine maintenance along the completed portions of the Subject Segment that are open for public use, including each additional portion thereof upon its opening for public use. The scope of such maintenance activities is set forth in the Scope of Services attached hereto as Exhibit B (the “ROUTINE MAINTENANCE”). Routine Maintenance shall not include any construction or reconstruction of the trail itself; nor shall it include any cleanup of construction-related damage or construction-related debris. Routine Maintenance shall likewise not include those activities addressed at Section 7.

4. **COMPENSATION.** As consideration for District’s performance of Routine Maintenance on the County Section, County and the Coalition shall each compensate the District at a rate of \$7,334.25 (2022 dollars) per mile per annum, for a total rate of \$14,668.50 (2022 dollars) per mile per annum. As consideration for District’s performance of Routine Maintenance on the State Park Section, the Coalition shall compensate the District at a rate of \$7,334.25 (2022 dollars) per mile per annum.

Annual Funding Amount (in 2022 dollars)

	Miles	NVVTC Payment	County Payment	TOTALS
State Park Section	0.65	\$4,790.32	\$0	\$4,790.32
County Section	4.95	\$36,321.62	\$36,321.63	\$72,643.25
TOTALS	5.6	\$41,111.94	\$36,321.63	\$77,433.57

4.1. Annual Rate Adjustment. The compensation amounts established at Section 4 above shall be increased each July 1st by a percentage equal to the percentage change in the Consumer Price Index statistics published by the United States Bureau of Labor Statistics for All Urban Consumers for the San Francisco Bay Area for the preceding calendar year (using the CPI as of February the current year), or the nearest comparable data on local metropolitan changes in the cost of living if such index is no longer published. In no event shall this calculation cause a reduction in compensation below that payable during the preceding year. The proposed adjustment for the following fiscal year shall be presented by the Coalition to County and District on or before the 1st of April of each year for their consent, which consent shall not be unreasonably withheld.

4.2. Timing of First Payment. The first payment shall be due and payable in advance on the COMMENCEMENT DATE. If the first payments are for some period less than a full quarter of a fiscal year, said payments shall be prorated based on the percentage of a fiscal quarter to which they apply.

4.3. Quarterly Payments. Except for the first payment, which is payable as prescribed in Section 4.2, Compensation from County to District and from the Coalition to District shall be payable in equal quarterly installments due on or before the last day of each fiscal quarter, with each such installment being one fourth (1/4) of the annual amount payable by County or the Coalition, as applicable, for that fiscal year. Any unpaid installment outstanding after the fifteenth (15th) day of the next fiscal quarter will be subject to a financing charge of 1.5% per month or major fraction thereof during which such installment remains outstanding.

4.4. Invoicing. District shall prepare quarterly invoices to County and the Coalition (as applicable), including a short description of the Routine Maintenance performed during that quarter, and shall deliver the same to the recipient no later than fifteen (15) days prior to the end of each quarter for payment in accordance with Section 4.3 above.

4.5. Revenue May Accrue to District-Managed State Parks. County hereby acknowledges that the maintenance activities contemplated in this Agreement will largely be managed and/or undertaken by District employees working in the District’s State Parks subdivision. County agrees that revenue from this Agreement may be booked to the State Parks subdivision and spent at the District-managed State Parks irrespective of any formal or informal County policies that may exist mandating that County-derived funding not be spent by District at the State Parks.

5. REPORTING. District shall, at the request of the Coalition or County, submit an annual report to the requestor showing by day what activities were carried out on the Subject Segment during that fiscal year and including labor hours and equipment used.

6. ADOPT-A-TRAIL. The Parties agree that the Coalition shall solicit sponsorships for the maintenance of the Vine Trail through an “Adopt-a-Trail” program (the “PROGRAM”). The Program proceeds will be collected by the Coalition and the Coalition will be entitled to retain 12% of such

proceeds to cover its costs of administering the Program and to fund its ongoing efforts to solicit Adopt-a-Trail donors. The balance of Program proceeds from sponsorships within the Subject Section will be used to offset the costs to maintain such section, with the net proceeds collected from sponsorships of sections within the State Park Section shared equally between District and the Coalition, and the net proceeds collected from sponsorships of trail sections within the County Section shared equally between the County and the Coalition. Within 15 days following the end of each fiscal year during the Term, the Coalition will provide District and County with their respective share of net Program proceeds as described in the preceding sentence accompanied by an annual report documenting the Program sponsorships received during the prior year, the total amount of proceeds received, and the calculation of each of their respective shares.

7. NON-ROUTINE MAINTENANCE. Any maintenance work which is not described in Exhibit B is hereinafter referred to as “NON-ROUTINE MAINTENANCE”.

7.1. County Section. If Non-Routine Maintenance at some point becomes necessary on the County Section, County and the Coalition shall meet and confer to resolve such issues and shall address such work and their respective responsibilities for the cost of such work in good faith.

7.2. State Park Section. District shall be under no obligation to perform any Non-Routine Maintenance. If Non-Routine Maintenance at some point becomes necessary on the State Park Section, and if District at that time still has management responsibility for the relevant State Park, District may, in its sole discretion, meet and confer with the Coalition to discuss such issues and address such work and their respective responsibilities, if any, for the cost of such work in good faith.

This Agreement does not commit the Parties to expending any additional funds beyond those described in Section 4. County, through the Equivalency Requirement for Measure T funding, has a funding source for major maintenance projects on Class 1 bike trails. County shall develop a pavement management plan for the County Section and will consider the use of Measure T funds for projects identified in said plan.

8. EQUIPMENT. District will use its own equipment, tools, cleaning supplies, and personnel as necessary or desirable to perform Routine Maintenance in accordance with the terms of this Agreement and will be responsible for all costs associated therewith.

9. PESTICIDES AND HERBICIDES. District does not have Qualified Pesticide Applicators or Qualified Herbicide Applicators on staff at the time of signing and District does not presently intend to require staff to secure such or similar certifications. The Parties mutually understand and agree that the application of pesticides and/or herbicides is not Routine Maintenance as defined elsewhere in this document.

10. INSURANCE. District, at its sole cost and expense, will maintain in force, at all times during the Term, the following insurance coverage from an insurance company with an AM Best’s rating of A-VIII or better:

10.1. Workers Compensation. Workers’ compensation benefits and coverage in amounts no less than required by law (State Compensation Insurance Fund shall be acceptable) for qualified District employees undertaking Routine Maintenance;

10.2. General Liability. Comprehensive commercial general liability coverage in the

minimum amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate, including but not limited to coverage for bodily injury and property damage; and

10.3. Vehicles. Automobile liability insurance coverage in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate, for bodily injury and property damage.

11. TERMINATION. This Agreement may be terminated at any time by the parties' collective agreement or by any party upon timely notice pursuant to Section 2. In the event that a party materially breaches the terms of this Agreement, the non-breaching party affected by such breach may terminate the Agreement upon 30 days written notice setting forth the nature of the alleged breach, unless the breach is cured within that period or reasonable efforts commenced to cure for breaches that cannot be cured within that 30-day period, whereupon, in either case, this Agreement will not terminate at the end of such period.

12. NO WAIVER. No waiver by any Party of a breach or violation of this Agreement or any right or remedy contained in or granted by the provisions of this Agreement will be effective unless it is in writing and signed by the Party waiving the breach, violation, right, or remedy; nor will the waiver of any breach, violation, right, or remedy be deemed a waiver of any other breach, violation, failure, right, or remedy, whether similar or not similar, nor will any waiver constitute a continuing waiver unless specified in writing.

13. NOTICES. All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested. Any mailed notice, demand, request, consent, approval or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

DISTRICT	COUNTY	THE COALITION
General Manager	Director of Public Works	Executive Director
NCRPOSD	1195 Third Street, Suite 101	NVVTC
1195 Third Street, 2nd Floor	Napa CA 94559	3299 Claremont Way #5
Napa, CA 94559		Napa, CA 94558

14. INDEMNIFICATION & HOLD HARMLESS. To the full extent permitted by law, District, County, and the Coalition shall each defend, indemnify and hold harmless each other as well as their respective officers, agents and employees from any claims, suits, proceedings, loss or liability, including reasonable attorney's fees, for personal injury (including death) or damage to property (collectively, "CLAIMS AND LOSSES"), arising out of or connected with any acts or omissions of that Party or its officers, agents, employees, volunteers, or other contractors or their subcontractors, when performing any activities or obligations required of that party under this Agreement, except to the extent such Claims or Losses are caused by the breach of the indemnified party's obligations under this Agreement or the negligence or willful misconduct of the indemnified party or that of its employees or agents. Each Party shall notify the other Parties immediately in writing of any Claims and Losses subject to this Section 14, and the Parties shall cooperate with each other in the investigation and disposition of such Claims and Losses, provided that nothing shall require a Party to disclose any documents, records or communications that are protected under peer review privilege, attorney-client privilege, or attorney work product privilege. The Parties' obligations under this Section 14 shall survive and continue in

full force and effect after the expiration or earlier termination of this Agreement for Claims and Losses arising from acts or omissions occurring prior to expiration or termination of this Agreement.

15. ATTORNEYS' FEES. In the event that any of the Parties commences legal action of any kind or character to enforce the provisions of this Agreement or obtain damages for breach thereof, the prevailing party in such action will be entitled to an award of its costs and reasonable attorneys' fees incurred in connection with such action.

16. NO THIRD PARTY BENEFICIARIES. Nothing in this Agreement will be construed to create any rights in third parties and the Parties do not intend to create such rights.

17. AUTHORITY TO CONTRACT. County, the Coalition, and District warrant that they are legally permitted to and otherwise have the authority to enter into and perform their respective obligations under this Agreement.

18. RELATIONSHIP OF THE PARTIES. The relationship between and among the Parties is solely that of independent contractors, and none of the Parties shall be construed to be a partner, joint venturer, employee, agent, representative, or participant of the other Party for any purpose. None of the Parties shall have any right or authority to assume or to create any obligation or responsibility, express or implied, on behalf of or in the name of the other party or to bind the other party in any manner.

19. AMENDMENT/MODIFICATION. Except as specifically provided herein, this Agreement may be modified or amended only in writing and signed by all Parties.

20. INTERPRETATION; GOVERNING LAW; VENUE. This Agreement will be governed by and interpreted under the laws of the State of California, resolving any ambiguities and questions of the validity of specific provisions so as to give maximum effect to the Agreement's purpose. Venue for any legal action filed by any Party for the purpose of interpreting or enforcing any provision hereof will be in the Superior Court of California, County of Napa, for state court actions, or the Northern District of California for federal court actions.

21. SEVERABILITY. If any term, provision, covenant, condition, or restriction of this Agreement is held by a court of competent jurisdiction to be unlawful, invalid, void, unenforceable, or not effective, the remainder of this Agreement will remain in full force and effect and will in no way be affected, impaired, or invalidated.

22. INVALIDITY. Should any provision in this Agreement be deemed invalid or unenforceable, the remainder of the Agreement will not be affected and each term and condition in this Agreement will be valid and enforceable to the extent permitted by law.

23. ENTIRE AGREEMENT. This Agreement contains the entire agreement among the Parties relating to the rights granted and the obligations assumed hereunder. Any oral representations or modifications concerning this Agreement are of no force or effect except as documented in a subsequent modification in writing, signed by the party to be charged.

24. BINDING EFFECT. This Agreement will be binding upon and inure to the benefit of the PARTIES, their respective heirs, executors, successors-in-interest, and assigns.

25. ASSIGNMENT. None of the Parties may assign its rights or obligations under this Agreement

without the express prior written consent of the other Party, which consent will not be unreasonably withheld if the prospective assignee agrees in writing to assume the assigning Party's obligations under this Agreement in full.

26. COUNTERPARTS. This Agreement may be executed by the Parties in counterparts, each of which shall be deemed an original, and all of which when together shall constitute one and the same instrument.

(Signatures to follow)

IN WITNESS WHEREOF, this Agreement was executed by the parties hereto effective as of the last date of execution below.

NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT, a special district of the State of California

Chris Cahill, its General Manager

<p style="text-align: center;">APPROVED AS TO FORM Office of District Counsel</p> <p>By: _____ Name: Deputy County Counsel</p> <p>Date: _____, 2023</p>	<p style="text-align: center;">APPROVED BY THE NAPA COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT BOARD OF DIRECTORS</p> <p>Processed By: _____ Name: District Secretary</p> <p>Date: _____, 2023</p>	<p style="text-align: center;">ATTEST: District Secretary</p> <p>By: _____ Name:</p> <p>Date: _____, 2023</p>
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NAPA VALLEY VINE TRAIL COALITION,
a California non-profit corporation

COUNTY OF NAPA, a political subdivision of
the State of California

Shawn Casey-White, Executive Director

Belia Ramos, Chair, Board of Supervisors

<p style="text-align: center;">APPROVED AS TO FORM Office of County Counsel</p> <p>By: _____ Name: Deputy County Counsel</p> <p>Date: _____, 2023</p>	<p style="text-align: center;">APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Processed By: _____ Name: Deputy Clerk of the Board</p> <p>Date: _____, 2023</p>	<p style="text-align: center;">ATTEST: Clerk of the Board of Supervisors</p> <p>By: _____ Name:</p> <p>Date: _____, 2023</p>
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EXHIBIT A

Trail Map

EXHIBIT B

**Scope of Work
Routine Maintenance Activities**

Small motorized utility vehicles and street/parking lot sweeping equipment are allowed. Vehicle speed is limited to 15 mph; operating must use hazard lights, must yield to trail users at all times, and must pull off trail to perform stationary work.

ROUTINE MAINTENANCE	
<i>Description</i>	<i>Frequency</i>
<ul style="list-style-type: none"> • Dispose of trash, recycling, and pet waste from collection containers; supply replacement liners and/or plastic bags for litter, recycling, and pet waste collection containers. 	Twice weekly
<ul style="list-style-type: none"> • Inspect the Vine Trail and report any hazards or safety concerns to the designated contact person for each jurisdiction. 	Twice Weekly
<ul style="list-style-type: none"> • Pick up and dispose of litter and debris on the trail 	Twice Weekly
<ul style="list-style-type: none"> • Sweep (if paved), vacuum (if paved), or blow (if paved or Park Tread) trail surface and remove and dispose of accumulated leaves, sediment, or other debris and litter <ul style="list-style-type: none"> → Cleaning equipment must not leave an accumulation of debris on the side of the trail. 	Twice Weekly
<ul style="list-style-type: none"> • Trim/mow grasses and prune shrubs adjacent to the Vine Trail to keep trail surface clear. <ul style="list-style-type: none"> → Grass and weeds within ten feet (10') of either side of the trail or to the width of the trail right-of-way, whichever is widest, to be trimmed to four inches (4") or shorter → Grass Trimmings may be left in place to mulch; other trimmings shall be removed and disposed of. 	Monthly or as needed
<ul style="list-style-type: none"> • Water trees planted as part of the Vine Trail project adjacent to the Vine Trail Revisit need for watering annually until established. 	Twice Monthly through November 2030
<ul style="list-style-type: none"> • Pressure wash rest areas and shelter(s). Clean mile markers, trail rules and interpretive signs 	Monthly
<ul style="list-style-type: none"> • Remove, clean or paint over graffiti on or within 10' of the Vine Trail or within the easement area. To include trail surface, signage and amenities (excludes public art) 	Within 72 hours of occurrence
<ul style="list-style-type: none"> • Repair and maintain irrigation drip lines, emitters, and/or sprinklers if installed as part of project 	As needed



STAFF REPORT

By: Chris Cahill
Date: April 10, 2023
Item: **4.d**
Subject: Consideration and potential revision of the District salary table to add the Management Analyst job classification.

RECOMMENDATION

Approve the requested amendment to the Salary Table.

ENVIRONMENTAL DETERMINATION

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

BACKGROUND

Under the District’s Personnel Manual, the Board approves any permanent regular positions, by title, through the allocation process and is responsible for adopting salary schedules for all District job classifications. The development and approval of job descriptions, the approval of temporary/extra help positions, and the ultimate hiring of employees into permanent regular or temporary positions are responsibilities of the General Manager.

In this particular case, the General Manager has created a new flexibly staffed job classification, Management Analyst, which is defined in the attached position description and could be filled with either a temporary/extra help employee or with a permanent employee. A flexibly staffed classification is one which can be filled at one of several levels, depending on the experience and qualifications of the selected employee. In this case, the position has a Management Analyst I level, which is the entry-level position requiring a relevant bachelor’s degree and no experience, and a Management Analyst II level, which is the more senior position and would require a number of years of increasingly responsible experience.

While the new Management Analyst classification has “management” in the title, it is not a management position. The Management Analyst supports District leadership in a wide range of budgeting, grant management, financial management, and human resources activities. The class specification has been written to allow it to be filled either as a temporary or a permanent position. We are not, however, asking the Board to allocate a permanent position at this time, so for the moment the position could only be filled with an extra help employee.

The proposed Management Analyst salary scale is keyed to the largely similar Staff Services Analyst I/II position with the County of Napa. The position description was drafted with an eye to that Napa County Staff Services Analyst position as well as a Management Analyst position in the service of the Midpeninsula Regional Open Space District.

Since the District was first created in 2007, Napa County PBES (the Department of Planning, Building, and Environmental Services) has provided us with analyst support on a fee-for-service basis. Our longtime PBES analyst is hoping to retire in June of this year and has voiced an interest in working part time for the District after her retirement. This is, for a number of reasons, a great opportunity for the District. It will allow us to secure a very experienced and capable employee; it will minimize our exposure to the learning curve that necessarily comes with a new County employee tackling what is a very complicated, technical, and fussily detail-oriented job; and it shouldn't appreciably increase our costs, as we previously had to reimburse the County for the work.

Management Analyst

Payroll Job Code - _____

SALARY RANGE

Management Analyst I

Step 1	Step 2 (1/2)	Step 3 (1/2)	Step 4	Step 5	Step 6
\$39.64	40.63	41.62	43.70	45.89	48.19

Management Analyst II

Step 1	Step 2 (1/2)	Step 3 (1/2)	Step 4	Step 5	Step 6
\$43.55	44.64	45.73	48.02	50.42	52.94

DESCRIPTION

The Management Analyst, under direct or general supervision, provides administrative, budgetary, grant, human resources, and work-flow support to assigned District projects and programs; analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analyses, feasibility studies, and evaluations for assigned projects and programs; develops, summarizes, and maintains administrative and fiscal records; fosters cooperative working relationships among District operational units; acts as liaison with various community, public, and regulatory agencies; and performs other administrative and non-administrative work as required.

DISTINGUISHING CHARACTERISTICS

This is a flexibly staffed FLSA exempt classification in the service of the Napa County Regional Park and Open Space District. Positions at the Management Analyst II level are normally filled by advancement from the Management Analyst I level requiring two years of experience at the I level and after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class. When filled from the outside, the employee is required to have three years of prior related experience that allows the employee to meet the qualification standards for the Management Analyst II level.

Management Analyst I: This is the entry-level class in the Management Analyst series. Initially under close supervision, incumbents with basic professional administrative support experience perform analytical and technical work. As experience is gained, assignments become more

varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Management Analyst II: This is the journey-level class in the Management Analyst series. Incumbents develop and implement policies and procedures for a variety of projects and programs, including budget administration, contract administration, grants administration, management analysis, and program evaluation. Incumbents support the work of senior District staff by conducting day-to-day administrative support activities and by providing a professional-level resource for organizational, managerial, and operational analyses and studies. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations and may involve frequent contact with the public. Positions at this level are distinguished from the Management Analyst I level by performance of the full range of duties as assigned, working independently, and exercising a higher level of judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the District.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by assigned supervisory or management personnel.

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

EXPERIENCE AND EDUCATION

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

Management Analyst I

Experience:

No related experience is required.

Education:

Equivalent to graduation from college with major course work in business administration, public administration, systems analysis, accounting, or a related field. (Responsible experience

performing a variety of analytical work, which includes the independent research, analysis, and preparation of reports, in any of the following areas: administrative, management, personnel, fiscal, budgetary, or data processing may be substituted for the required education on a year-for-year basis.)

Management Analyst II

Experience:

Three years of experience performing administrative management, personnel, fiscal, budgetary, staff development, or data processing analysis work, including the preparation of recommendations and reports, or two years of experience as a Management Analyst I.

Education:

Equivalent to graduation from college with major course work in business administration, public administration, systems analysis, accounting, or related field. (Responsible higher level experience performing a variety of difficult analytical work, which includes the independent research, analysis, and preparation of reports, in any of the following areas: administrative, management, personnel, fiscal, budgetary, or data processing may be substituted for the required education on a year-for-year basis.)

Management Analyst I/II

License or Certificate:

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

EXAMPLE OF DUTIES:

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

Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the District or assigned project or program.

Plans, oversees, and administers highly complex programs and projects; develops and manages budgets; directs aspects of legal and regulatory compliance; participates on various program and/or project committees internally and/or externally.

Serves as a liaison to employees, public and private organizations, community groups, the media, and other organizations; provides information and assistance to the public regarding assigned programs and projects; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.

Participates in program evaluation and the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations regarding staffing, equipment, and facility needs.

Conducts a variety of analytical and operational studies regarding District and programmatic activities, including complex financial, budget, procedural, operational, or administrative issues or questions; identifies and evaluates alternatives, makes and justifies recommendations, and assists with the implementation of changes after approval; prepares comprehensive policy and procedure manuals and technical records and reports.

Maintains accurate records and files; develops storage of records and retention schedules.

Ensures assigned areas are in compliance with Federal, State, local, and District laws, regulations, policies, and professional practices.

Coordinates and performs professional-level administrative and programmatic work in such areas as recruitment and selection, job analysis and classification, compensation, training and development, and employee relations.

Consults with supervisors regarding personnel related issues, needs, and services; counsels employees on human resources programs, policies, and processes; explains program provisions, procedures, and eligibility requirements; and assists employees with forms and human resources documents.

Coordinates and performs professional administrative work in grants administration and reporting, including researching, evaluating, and recommending government (Federal, State, and local), corporate, and foundation grant funding opportunities relative to District programs, projects, and services, writing grant applications, preparing budgets, and interpreting funding agency regulations and requirements.

Ensures grant compliance, coordinates reporting requirements and meeting associated deadlines, and serves as the primary interface between the District and the granting agencies.

Participates in and oversees the development and administration of District budgets; monitors revenues and expenditures; develops revenue projections, cash flow analyses, and cost containment strategies; identifies and recommends resolutions for budgetary problems.

Coordinates and performs professional-level administrative and programmatic work in procurement and contracts administration; develops, reviews, approves, negotiates, and administers contract content and terms; coordinates review of contract documents with legal

counsel; oversees the bid process for District contracts; ensures contractor/vendor compliance with provisions.

Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, other agencies, and representatives of various organizations.

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

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

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

TYPICAL QUALIFICATIONS

KNOWLEDGE OF:

Project and/or program management, analytical processes, and report preparation techniques;

Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures. Research and reporting methods, techniques, and procedures;

Principles and practices of contract administration and evaluation, human resources administration, grants administration, budget administration, and sound financial management policies and procedures;

Operations and functions of the District and its facilities, programs, policies, and procedures;

Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility;

Modern office practices, methods, computer equipment, and computer applications related to work, including word processing and spreadsheet software;

Principles and procedures of record keeping and reporting;

English usage, spelling, vocabulary, grammar, and punctuation;

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

SKILL TO:

Communicate effectively and persuasively, both orally and in writing;

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

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

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

Maintain confidentiality of sensitive information;

Maintain organized and accurate records;

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

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

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

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

ABILITY TO:

Travel to different sites and locations within the District;

Work evenings, weekends, and holidays when necessary;

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

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

Visit outdoor locations with exposure to sun, inclement weather, temperature extremes, and other natural hazards;

Interact with sometimes upset staff and/or public and private representatives in interpreting and enforcing District policies and procedures;

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

NOTE:

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

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

REV DATE *3.15.23* CMC, SALARY BOARD APPROVED _____, POSITION BOARD ALLOCATED ON _____ AT _____ POSITIONS.



STAFF REPORT

By: Kyra Purvis and Chris Cahill
Date: April 10, 2023
Item: **4.e**
Subject: Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff for March 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 March 2023. Also included with the report is the District credit card statement.

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

- | | |
|------------------------|---|
| Agreement 23-04 | Contract with Redwood Trails alliance for construction of the Perdida Trail at Suscol Headwaters Park (not to exceed \$49,900) |
| Agreement 23-05 | Contract with Kevin Smallman for equipment rental for construction of the Zane Trail at Suscol Headwaters Park (not to exceed \$30,785) |
| Agreement 23-06 | Contract with the California Dept of Parks and Recreation for the Regional Parks Program grant (revenue, not to exceed \$1.17M) |

Grants and donations for March:

Online donations	\$1,487.62
Iron Ranger Donations	\$652.21

PARKS & OPEN SPACE DISTRICT -MARCH 2023 EXPENSE REPORT

Gen Admin Dept - 85000-00

Date	Account Name	Description	Vendor Name	Amount
3/7/2023	Computer Software	Zoom 1/23 and 2/23	Us Bank National Association	\$ 29.98
3/7/2023	Computer Software	Google 2/23	Us Bank National Association	\$ 12.57
3/7/2023	Computer Software	Constant contact-email service 2/23	Us Bank National Association	\$ 61.75
3/21/2023	Administration Services	Cust #157650 2/23 Volunteer FED LVL	Department Of Justice	\$ 45.00
3/21/2023	Health Insurance Premiums	Kaiser Premium 4/23	Kaiser Permanente	\$ 2,805.06
3/7/2023	Accounting Services	#PARK 21-07 Park District Audit	Brown Armstrong Accounting	\$ 3,200.00

Moore Creek Dept - 85010-00

Date	Account Name	Description	Vendor Name	Amount
3/14/2023	Special Department Expense	100 x Canvas Tote Bags	707 Promotions	\$ 346.21
3/2/2023	Maintenance Supplies	5 x 4x1 chlorine, x6 shockwave	Dons Swimming Pool Center	\$ 195.03
3/2/2023	Other Professional Services	Septic Alarm Service Call - Moore Creek 2/25/23	Mccollum General Engineering	\$ 405.75
3/2/2023	Maintenance Supplies	cup hooks and gallon oil - moore creek	Central Valley Builders	\$ 23.05
3/2/2023	Maintenance Supplies	Silicone, Bolts & Screws	Central Valley Builders	\$ 26.39
3/15/2023	Small Tools	Chipper & battery	Napa Power Equipment	\$ 25,711.61
3/21/2023	Special Department Expense	#PARK 20-03 3/23 Portable Toilet	Johnny On The Spot	\$ 214.73
3/7/2023	Special Department Expense	#PARK 20-03 2/23 Portable Toilet	Johnny On The Spot	\$ 193.95
3/7/2023	Other Professional Services	#PARK 14-02 Monthly sampling 3/23	Heritage Systems, Inc	\$ 128.33

Oat Hill Mine Trail - 85010-01

Date	Account Name	Description	Vendor Name	Amount
3/21/2023	Printing and Binding	Oat Hill Map - 03/10/23	Frye's Printing Inc	\$ 116.21

CAMP BERRYESSA 85010-03

Date	Account Name	Description	Vendor Name	Amount
3/14/2023	Other Professional Services	Lab Order Y021134 Camp Berryessa -	Caltest Analytical Labs	\$ 55.00
3/14/2023	Waste Disposal Services	Garbage Service - 11/2021	Berryessa Garbage Service	\$ 100.10
3/14/2023	Waste Disposal Services	Garbage Service - 12/2021	Berryessa Garbage Service	\$ 57.20
3/14/2023	Waste Disposal Services	Garbage Service - 1/31/22	Berryessa Garbage Service	\$ 57.20
3/14/2023	Waste Disposal Services	Garbage Service - 2/28/22	Berryessa Garbage Service	\$ 114.40
3/14/2023	Waste Disposal Services	Garbage Service - 3/22	Berryessa Garbage Service	\$ 57.20
3/14/2023	Waste Disposal Services	Garbage Service - 4/22	Berryessa Garbage Service	\$ 57.20
3/14/2023	Waste Disposal Services	Garbage Service - 5/22	Berryessa Garbage Service	\$ 243.10
3/14/2023	Waste Disposal Services	Garbage Service 6/22	Berryessa Garbage Service	\$ 114.40
3/14/2023	Waste Disposal Services	Garbage Service - 7/22	Berryessa Garbage Service	\$ 228.80
3/14/2023	Waste Disposal Services	Garbage Service - 8/22	Berryessa Garbage Service	\$ 536.50
3/14/2023	Waste Disposal Services	Garbage Service - 9/22	Berryessa Garbage Service	\$ 126.10
3/14/2023	Waste Disposal Services	Garbage Service - 10/22	Berryessa Garbage Service	\$ 183.30
3/14/2023	Waste Disposal Services	Garbage Service - 11/22	Berryessa Garbage Service	\$ 126.10
3/14/2023	Waste Disposal Services	Garbage Service - 2/23	Berryessa Garbage Service	\$ 85.80

NRER - 85010-05

Date	Account Name	Description	Vendor Name	Amount
3/7/2023	Other Professional Services	#PARK 18-02 2/23 Litter Abatement	Napa Valley Support	\$ 500.00

State Park - 85010-08

Date	Account Name	Description	Vendor Name	Amount
3/21/2023	Printing & Binding	2 Kiosk Signs/1 closed sign - 3/15/23	The Copy Corner	\$ 37.71
3/21/2023	Maintenance Supplies	2 Gal Paint	The Paint Works	\$ 67.80
3/21/2023	Communications	Alarm - 2/13/23- 3/12/23	At&T	\$ 128.85
3/21/2023	Other Professional Services	Lab Order Y011275 Bothe	Caltest Analytical Labs	\$ 50.00
3/21/2023	Other Professional Services	Lab Order Y011276 Bale Grist	Caltest Analytical Labs	\$ 50.00
3/21/2023	Maintenance Supplies	Misc HW Items (bulb, valve garden supp)	Steves Hardware	\$ 87.83
3/21/2023	Maintenance Supplies	Tape & Bleach	Steves Hardware	\$ 20.55
3/14/2023	Utilities-Propane	185.5 gallon propane	Ferrellgas, Lp	\$ 705.36
3/14/2023	Goods for Resale	8 Pallets Firewood - 2/28/23	V&V Firewood Inc.	\$ 2,400.00
3/2/2023	Utilities-Electric	Electric 1/13/23 - 2/13/23	Pacific Gas & Electric	\$ 642.73
3/2/2023	Utilities-Electric	Electric 01/12/23 - 02/12/23	Pacific Gas & Electric	\$ 1,348.87
3/2/2023	Maintenance Supplies	Heavy Duty plastic funnel	Silverado Ace Hardware	\$ 5.38
3/2/2023	Maintenance Supplies	2 4x4x10 press treat brown	Central Valley Builders	\$ 38.91
3/7/2023	Maintenance Supplies	Porcelain socket	Silverado Ace Hardware	\$ 7.21
3/7/2023	Communications	Phone 1/28/23- 2/27/23	At&T	\$ 27.24
3/7/2023	Waste Disposal Services	Disposal Service - Feb 2023	Upper Valley Disposal	\$ 2,181.34
3/7/2023	Other Professional Services	Lab Order Y021034 Bale Grist	Caltest Analytical Labs	\$ 77.00
3/7/2023	Other Professional Services	Lab Order Y021033 Bothe	Caltest Analytical Labs	\$ 77.00
3/7/2023	Other Professional Services	Lab Order Y021032 Bothe	Caltest Analytical Labs	\$ 55.00
3/7/2023	Other Professional Services	Lab Order Y021188 Bale Grist	Caltest Analytical Labs	\$ 55.00
3/7/2023	Construction Supplies	Roofing Panel	Us Bank National Association	\$ 59.22
3/7/2023	Maintenance Supplies	Replacement bed covers	Us Bank National Association	\$ 335.17
3/7/2023	Construction Supplies	Rollup door-shed	Us Bank National Association	\$ 1,051.71
3/21/2023	Construction Supplies	Shamrock gravel-Bothe State Park	Calmat Co DbA Shamrock	\$ 983.35
3/21/2023	Other Professional Services	Donaldson Way-Bothe 3/14/23 Trip #14228	Napa Valley Unified	\$ 522.50
3/21/2023	Health Insurance Premiums	Kaiser Premium 4/23	Kaiser Permanente	\$ 2,425.69

Other Projects 85010-90

Date	Account Name	Description	Vendor Name	Amount
3/2/2023	Maintenance Supplies	1 green tarp	Central Valley Builders	\$ 16.14



P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 03-27-2023
AMOUNT DUE \$1,144.95
NEW BALANCE \$1,144.95
PAYMENT DUE ON RECEIPT



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

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
Company Total	\$1,550.40	\$1,144.95	\$0.00	\$0.00	\$0.00	\$0.00	\$1,550.40	\$1,144.95

CORPORATE ACCOUNT ACTIVITY

NAPA OPEN SPACE DISTRICT				TOTAL CORPORATE ACTIVITY
Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-24	03-22	[REDACTED]	PAYMENT - THANK YOU 00000 C	1,550.40 PY
				\$1,550.40 CR

NEW ACTIVITY

CHRISTOPHER M CAHILL		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$1,144.95	\$0.00	\$1,144.95
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
02-28	02-27	[REDACTED]	AMZN MKTP US*HD9MW0900 AMZN.COM/BILL WA	77.57	
03-01	02-28	[REDACTED]	AMZN MKTP US*HD2HV11R1 AM AMZN.COM/BILL WA	83.46	
03-01	02-28	[REDACTED]	AMZN MKTP US*HD4VE31Q2 AMZN.COM/BILL WA	55.72	
03-01	02-28	[REDACTED]	AMZN MKTP US*H527U5OLO AMZN.COM/BILL WA	53.83	
03-02	03-01	[REDACTED]	GOOGLE GSUITE_NAPAOUTDOO 650-2530000 CA	6.00	

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

[REDACTED]

ACCOUNT SUMMARY

STATEMENT DATE 03/27/23
DISPUTED AMOUNT .00

PREVIOUS BALANCE	1,550.40
PURCHASES & OTHER CHARGES	1,144.95
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	.00
PAYMENTS	1,550.40
ACCOUNT BALANCE	1,144.95

AMOUNT DUE

1,144.95

SEND BILLING INQUIRIES TO:
U.S. Bank National Association

C/O U.S. Bancorp Purchasing Card Program
P.O. Box 6335
Fargo, ND 58125-6335



Company Name: NAPA OPEN SPACE DISTRICT
Corporate Account Number: [REDACTED]
Statement Date: 03-27-2023

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-02	03-01	24492153060868876901397	SHIRTMAX 404-352-4774 GA	108.45
03-02	03-01	24692163060102791194681	AMZN MKTP US*H57FL1ZH0 AMZN.COM/BILL WA	37.28
03-03	03-02	24137463062001548980761	USPS PO 0510120423 NAPA CA	16.20
03-03	03-02	24707803061017040015383	STAHL8 800-478-2457 MI	46.12
03-03	03-02	24906413061168562082595	EIG*CONSTANTCONTACT.COM 855-2295506 MA	61.75
03-06	03-02	24137463062100511862772	OFFICE DEPOT 1135 800-463-3768 CA	127.02
03-06	03-03	24906413062168683649040	EIG*CONSTANTCONTACT.COM 855-2295506 MA	378.00
03-13	03-10	24431063069083031800189	TARGET.COM * 800-591-3869 MN	61.36
03-17	03-16	24137463076001571336950	USPS PO 0510120423 NAPA CA	16.20
03-27	03-24	24011343083000046203940	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	15.99

Department: 00000 Total: \$1,144.95
 Division: 00000 Total: \$1,144.95



Projects Status Report

April 10, 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 29th 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 23rd 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 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%). The Board hopefully saw the excellent article on the Cove in the Napa Register on July 31, in which Rick and Ryan featured prominently. 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. We saw a significant amount of wet snow in late February/early March, which resulted in major impacts to standing dead trees, along with those that have been limping along since the fires. Thankfully our post-fire salvage logging operation removed most of the damaged trees from the more target rich center of the property. Rick met with neighboring property owners to discuss fixes from the winter rains (and resulting moderate to severe erosion) on our shared gravel road. Initial plans are for the District to provide drain rock and road base and for the neighbors to do the actual tractor work.

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. 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. 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. Bookings for the spring and summer are coming in at a good clip. Reclamation has begun work on the camp host site electrical rehabilitation and Sarah has been working to repair tent cabins, which are starting to show some signs of age in what is a tough environment.

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 2nd. 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 16th, 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 24th 2021 and though there are a number of trees down, the trails themselves held up remarkably well. On February 3rd 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 scheduled to go before the Zoning administrator for a public hearing on March 22, 2023. Sonoma Ecology Center has been making great progress with French broom mapping and removal as part of the Agricultural Commissioner's grant for noxious weed removal. The Dan's Wild Ride use permit modification was approved on March 22nd, against the objections of two neighbors (one of whom was a representative of CalFire's Las Posadas forest) who were concerned about the adequacy of our parking lots on busy weekend days. Almost like clockwork, as the sun came out and the rains dried up our usual wildflower season peak demand is hitting and the parking lots were full on Sunday April 1st. Rick and Chris are looking on to filling a large pothole which has opened up in the main parking lot over the winter. We are hosting a major VoCal volunteer event on the weekend of April 15th with hopes of nearly completing the Yip Trip (formerly Madrone) Trail.

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. Staff has not had a chance to make it to the top of OHMT for a post-snow inspection, but based on what we've seen elsewhere on the eastern ridgetops (for instance in Angwin and the PUC Forest) we expect a mess.

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 30th; 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. In early April the US Forest Service will be accessing the Woodbury Preserve to complete monitoring on research plots within our properties.

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 2nd 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 Roughs Wilderness, but accessed via Smittle Creek.) US Geological Survey in 2017 placed a seismic monitoring station on the property. The State Fish and Wildlife Game Warden for this area has been most helpful in patrolling the property looking for illegal poaching. A well-attended volunteer cleanup project was held in October of 2018, more than filling a 30 yard dumpster with debris. Our volunteer caretaker for this property has made repairs to the dirt roads and the perimeter fencing. Staff in January 2020 flagged a route for the proposed new trail access into

the property from Reclamation's Smittle Creek Day Use Area parking lot, and a botanist has been retained to conduct a floristic survey this winter and spring. Kyra Purvis is working on the CEQA analysis and on putting together a use permit application to the County of Napa to open Smittle Creek to the public. Kyra also continues to work with Reclamation on an agreement to authorize the public to use their Smittle Creek Day Use Area parking lot to access our property. All of Smittle Creek burned in the August 2020 fires. The entry gate and fence the District shares with Reclamation was burned; a temporary fix has been made, but further work will be needed. Staff has had initial discussion with County Public Works about including access improvements at Smittle in a larger grant application aimed at funding work on Knoxville-Berryessa Road. It would apparently make the County's road grant application more attractive to funders and would of course mean new District money for opening the park (if the grants come through). The County expects to hear whether or not it has been shortlisted for the grant sometime in mid to late summer 2021. If award of the grant seems likely we would potentially have most of our development costs funded, but would unfortunately need to slow progress on the property to mesh up with the more measured pace of Federal funded transportation projects. 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 6th; 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 18th. 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 24th 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. We have contracted with an appraiser to appraise the fair market value of the parking lot and trail easement across the Napa Sanitation District Lands; the appraisal is expected in April. The informal request for bids for construction of the Perdida Trail (in the northern part of the property) went out in February and we will select a contractor in the coming weeks. Napa Sanitation District is currently reviewing the draft parking lot plans. Jake Rugyt will conduct his spring botanical survey on the southern portion of the property this month and deliver a complete botanical report in April as well. We have signed contracts with Redwood Trails Alliance for construction of the Perdida Trail and with Kevin Smallman for equipment rental for construction of the Zane Trail, as well as the grant agreement with the State. Colliers is proceeding with the appraisal of the trail and parking lot easement on Napa San land. Kyra and Chris also met with Napa San engineers to discuss the layout of the proposed parking lot, and our engineers are proceeding with an orientation that works with Napa San's continued ranch operations surrounding the parking lot. Jake Rugyt has completed his botanical report for the Phase II portion of the property.

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 24th 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. We expect the District-County-Vine Trail Up Valley maintenance agreement to be before the Board of Supervisors for final adoption on April 18th.

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: April 10, 2023
Item: **4.h**
Subject: March 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 and trail use was dampened by rain and cold weather.

Bale Mill SHP- Visitation remains slow at the Mill with a slight uptick as weather improved.

Robert Louis Stevenson SP- Visitation picking up on clear dry weekends. There was continued interest for access to snow during February storms.

PARK UPDATES

- There were three field trips held at the Mill in March. St Johns and Napa Valley Language Academy had a total of 127 students in attendance.
- There were two field trips at Bothe in March, with two cancelled due to park closure and weather. A total of 82 students and 25 adults participated in the programs.
- The 3rd Saturday Hike this month was scheduled for the Woodbury Preserve in Spanish Valley to look at wildflowers. The hike was unfortunately postponed due to weather.
- Staff has managed runoff, cleared trees and made repairs to park trails between storms. Snow, wind and heavy rains have caused substantially above average tree fall on the trails.
- A volunteer event was held at Bothe on March 11th for much needed assistance cleaning up trails from numerous storms. The event was originally planned for the Palisades Trail at RLS but due to rain, access wasn't possible. Twenty hearty volunteers cleared Spring, Ritchey Canyon and Upper Ritchey trails of downed trees and brushed trail in the pouring rain.
- Due to wet winter, revenues are down 40-45% for the 3rd quarter.
- Staff spent considerable time in March cleaning out the Visitor Center, filing and moving workstations downstairs in preparation for NVSPA funded and managed building repairs.
- On March 18th, Enviro-Sports Inc held their annual Wine Country Marathon amateur run (10K, Half and Full Marathon) on the Bothe trail system. Approximately 180 people participated in the

different events. Staff worked to clear and ready trails from storm and the course was modified to avoid Spring Trail.

- NVSPA hosted a fencing lesson for a group at the Mill as part of the 2022 Auction, which was well received.
- State Parks ordered a park closure from March 27-29th over concern for high winds associated with the latest storm. All incoming reservations were notified the day of arrival and informed of cancellation by park staff. Campers in the park were informed they had to leave. All revenue for that time was refunded to campers.
- Jessica participated in another ACCPF Watershed Explored program in American Canyon on March 22nd in cooperation with Napa RCD, Napa Solano Audubon, Suscol Intertribal Council, and American Canyon Wastewater Treatment. There were 65 students and 14 adults in attendance.
- PG&E completed the gas line replacement to the Visitor Center and Wright House after several weather delays. Follow-up site cleanup and pavement repair will be pursued with State Parks.
- A group of volunteers with support of park staff cleared the road to Turks Head at RLS.
- New mill hosts arrived and were trained in Granary operations. Two new sets of camp hosts arrived in April and are being trained on campground operations.
- A permit application was submitted to Napa County Public Health for the Bothe Pool Resurfacing project.