



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

Andrew Brooks
Director, Ward One

Tony Norris
Director, Ward Two

Patricia Clarey
Director, Ward Three

Nancy Lewis-Heliotas
Director, Ward Four

Barry Christian
Director, Ward Five

AGENDA

BOARD OF DIRECTORS REGULAR MEETING

Monday, May 8, 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.
You may also attend and provide comments via Zoom Conference Call.

Instructions for Joining Zoom Meeting

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General Information

Agenda items will generally be considered in the order indicated below, except for Set Matters, which will be considered at the time indicated. Agenda items may from time to time be taken out of order at the discretion of the President.

Requests for disability related modifications or accommodations, aids, or services may be made to the Secretary's office no less than 48 hours prior to the meeting date by contacting 707.299.1377.

Prior to action on any item, the Board President will ask for comments from any member of the audience. After receiving recognition from the President, give your name, address, and your comments or questions. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the President.

State law requires agency officers (Directors and Officers) to disclose, and then be disqualified from participation in, any proceeding involving a license, permit, or other entitlement for use, if the officer has received from any participant in the proceeding an amount exceeding \$250 within the prior 12 month period. State law also requires any participant in a proceeding to disclose on the record any such contributions to an agency officer.

All materials relating to an agenda item for an open session of a regular meeting of the Board of Directors which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the NCRPOSD Office at 1195 Third Street, Suite 210, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or County staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code §§6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

1. Call to Order and Roll Call

2. Public Comment

In this time period, anyone may address the Board of Directors regarding any subject over which the Board has jurisdiction but which is not on today's posted agenda. In order to provide all interested parties an opportunity to speak, time limitations shall be at the discretion of the President. As required by Government Code, no action or discussion will be undertaken on any item raised during this Public Comment period.

3. Set Matters

2:00 pm Consideration and release of draft budget for FY 2023-2024 for public review and comment to June 5, 2023.

4. Administrative Items

- a. Consideration and potential approval of minutes for Board of Directors regular meeting of April 10, 2023.
- b. Consideration and potential approval of revisions to the Purchasing Manual to increase General Manager purchasing authority to \$52,020 consistent with AB 2137 (Mayes, 2018).
- c. Consideration and potential approval of a deed restriction on Suscol Headwaters Park as required by the State of California, Department of Parks and Recreation, pursuant to District receipt of a Regional Park Program grant.

- d. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff for April 2023.
- e. Review of the District Projects Status Report.
- f. Receipt of monthly report for Bothe-Napa Valley State Park, Bale Grist Mill State Historic Park, and Robert Louis Stevenson State Park.

5. Announcements by Board and Staff

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

6. Agenda Planning

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

7. Adjournment



STAFF REPORT

By: Kyra Purvis
Date: May 8, 2023
Item: **3**
Subject: Consideration and release of draft budget for FY 2023-24 for public review and comment to June 5, 2022.

RECOMMENDATION

Review draft budget for FY 2023-24 and release for public comment until the regular meeting of the Board of Directors on June 5, 2023.

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

The primary source of revenue for the District's non State Park operations is the annual County grant, which is based on a percentage of County Transient Occupancy Tax revenues. The District then leverages that base funding at approximately a 3 to 1 ratio with grants and donations to acquire land and deliver capital projects like new trails. It is, however, near impossible to write a grant that will cover day-to-day operations of park facilities once built, so we are reliant on the County grant to pay staff, buy and maintain tools and vehicles, and keep the lights on at the district Front Office.

County TOT revenues dropped precipitously during the Covid-19 pandemic and were further affected by fires, especially the Glass Fire in the fall of 2020. After several years of a very lean budget, the TOT has returned to near pre-pandemic levels. Additionally, in April 2023, the Napa County Board of Supervisors voted to increase the District's share of the TOT, from 60 percent to 80 percent of the Special Projects Fund (now renamed the Community Investment Fund). Between the recovered TOT and the new formula, the County grant to the District for Fiscal Year 2023-24 comes to a projected \$1,380,789. This represents a significant increase over the +/- \$750,000 funding "floor" we have been subsisting on over the last two fiscal years and will allow us to fund new capital projects and hire additional field staff to maintain our parks and open spaces.

In addition to the increased funding from the County, we also expect to receive significant funds through two major grants: a Coastal Conservancy grant, administered through the Napa RCD, for fuel reduction at Moore Creek Park; and a California Department of Parks and Recreation grant for the development of Suscol Headwaters Park.

Assuming a County grant level of \$1,380,789, along with nearly \$380,000 in anticipated grant reimbursements for the coming fiscal year, the attached draft budget proposes total revenues of \$2,737,627 and total expenditures of \$2,844,103 for FY2023-24. As the Board is aware, the budget actually reflects two separate operations, whose funds do not comingle: the State Parks operation, which covers Bothe-Napa Valley State Park, the Bale Grist Mill, and Robert Louis Stevenson State Park; and the rest of the operation, which covers all other park units and District administration. As such, the remainder of this report will discuss the two separately.

The non-State Parks side of the operation is expected to have \$1,861,480 in revenue and \$1,857,235 in expenditures, resulting in a \$44,246 surplus that would be added to our existing reserves at the close of the fiscal year. The State Park operation is expected to have \$955,145 in revenue and \$986,896 in expenditures, leading to a small deficit of \$31,724. The overage will at the State Park would be covered by operation reserves of \$731,459 (projected).

Increased Funding

The increase in County funding for FY2023-24 will enable to District to fulfill existing plans that were tabled during the lean years. This includes several major adds:

- Staff, etc.: the District plans to hire two additional field staff to help manage District lands. Our single existing ranger is kept very busy managing current parks, a workload that is only expected to increase with wildfires and winter storms on the uptick. The coming five years may result in an additional four parks to operate (Suscol Headwaters Park, Mayacamas Park, some portion of Walt Ranch, and a new trail or linear park at Old Howell Mountain). The District needs more staff to do this successfully, including ranger staffing seven days a week. Two new rangers are expected to cost approximately \$175,000 (salary and benefits).

New field staff will require new vehicles, likely meaning internal combustion 4x4 trucks, as offroad-capable electric trucks remain cost prohibitive. Consistent with the District's 2019 "A Commitment to Address Climate Change" resolution, which calls on us (ambitiously) to double our fleet fuel economy by the close of FY23/24, the draft budget also includes funds to purchase a used hybrid or electric vehicle for the primarily on-road use of front office staff. Note that approximately \$30,000 of these vehicle costs will be covered by the vehicle replacement funds the District has been setting aside over several years specifically for this purpose.

We also plan to hire a part-time management analyst to assist with everyday financial operations of the District and other administrative tasks; that position is currently budgeted at 14 hours per week. The Board approved the salary table for this position at our last meeting (April, 2023). The draft budget likewise assumes an increase in Assistant General Manager hours from 0.65FTE (full time equivalent) to 0.8FTE and the conversion of that position from a District employee to a County employee contracted to the District, underfilling the 1FTE County position left vacant when its previous occupant became District General Manager in 2021. We will also continue to employ the part-time Operating Engineer (salary table approved by the Board in March 2023) to continue to construct trails at Suscol. His work is reimbursed by the RPP grant.

- Suscol Headwaters Park Development: While the roughly \$1.17M grant from the State for development of the park will cover much of our plans, costs have increased significantly since estimating funding needs in the grant application. As such, the District is anticipating about \$40,000 in non-grant reimbursed costs associated with park development this fiscal year and the Board should expect to see additional District-funded capital expenditures at Suscol Headwaters in the out years. It is worth noting, however, that we are partnering with Redwood Trails Alliance to explore additional grant opportunities for the build out of that park.

- Mayacamas Park Planning and Staging Area Improvements: The District owns approximately 225 acres of land in the Mayacamas Mountains off Dry Creek Road. We have a draft trail plan for the park and have spent the last several years discussing logistics concerning staging area development. We plan to continue this planning and engineering in the coming fiscal year, focusing on the design of drainage improvements and potentially of a pedestrian suspension bridge to cross Dry Creek. Given the time spent by staff planning the park, as well as managing the land and having volunteer events, we also intend to begin construction of a staging area on the “Kateley Finger”. This could also serve as a staging area for fire personnel during a wildfire, in an area lacking such facilities. We estimate costs of these activities at \$125,000.
- Old Howell Mountain Road: The County has indicated a desire convert the currently closed portion of Old Howell Mountain Road to a trail operated by the District. It is very early in the planning process, but we have included \$50,000 in the *Other Projects* subdivision for potential planning and development of the new trail.

Grant Funds, Restricted Reserves, and Savings Funds

In addition to the usual expenditures covered by the County grant, there are several other pots of money that will be utilized in the coming fiscal year: grants, restricted reserves, and saving funds. Approximately \$55,000 worth of staff time, equipment, and subcontracting will be covered by the State Coastal Conservancy grant to reduce fire risk at Moore Creek Park. We’re also expected to receive about \$320,000 of the California Department of Parks and Recreation Regional Park Program grant, which will cover trail construction and purchase of the easement from the Napa Sanitation District for the parking lot and access trail.

We also plan use restricted reserves to cover approximately \$30,000 in staff time for continued development of the Suscol Headwaters frog pond; a \$15,000 donation from the Ridge Trail, designated for development of Dan’s Wild Ride, to fund the trail reroute required by the CEQA process that concluded this year; and \$10,000 of the Moore Creek Capital Reserve to fill the pool (rather than spend at least \$40,000 to fix the pool). (Note that, due to depreciation, Moore Creek’s capital reserve is added to every year by \$12,000-\$14,000. This coming fiscal year, \$10,000 is planned be used and \$12,003 is planned to be added due to depreciation.)

Finally, for several years the District has been setting aside money each year for projects that we are unable to fund with one year’s annual budget. This year, we plan to set aside \$15,000 for the eventual repair of the road that leads to the Cove, bringing that savings fund up to \$45,000. As noted above, we also plan to use \$30,000 of our accumulated vehicle replacement savings fund.

Paying for Staff

As noted above, the budget includes revenues and expenditures for the State Parks operation and the non-State Parks operation. Each staff member is assigned to either the State Park subdivision or the General Fund subdivision, depending on where they spend the majority of their time. The financial software used by the District/the County draws the entirety of each staff members salary from only the subdivisions to which the staff member is assigned (either General Fund or State Parks). You will see these costs in the General Fund and State Park subdivision budgets, in line item 51000 – *District Salaries and Benefits*. This is a useful number to see total staff costs.

However, very few permanent regular staff spend 100 percent of their time at the State Park or on general administration (General Fund). As such, we budget staff time across all subdivisions in order to reflect the true cost of each park and of general administration. The cost of this staff time must therefore be transferred from the General Fund and State Park to the subdivisions. You will see these transfer in line item

49900 – *Intrafund Transfer In* and 57900 – *Intrafund Transfer Out*. These transfers allow the total expenditures at each subdivision to actually reflect the staff effort anticipated at each.

County Overhead Charges

The District pays the County overhead charges for their services related to communications, ITS, workers compensation, property management, general liability, records management, and retiree benefits. Unfortunately, these overhead charges increased almost across the board this year by about 10 percent overall. We split the costs of these overheads between the General Fund and State Parks, as appropriate.

State Parks

The State Parks, which continue to rapidly recover from decreased revenues resulting from the pandemic and wildfires, propose \$955,145 in revenue and \$986,869 in expenditures for FY2023-24. We expect concessions to hold steady next year, as 2022-23 reflects a solid visitor year without fire or pandemic-related reductions. Note that the Donations/Contributions line item is a placeholder and subject to revision in the coming weeks. This funding is support from the Napa Valley State Parks Association. A funding request proposal was submitted to the NVSPA board, but the board has not yet considered the request. Once NVSPA votes, this line item will be adjusted to reflect approved funding and a budget adjustment will be brought before this Board. This generally will not affect the bottom line, however, because projects that rely on NVSPA funding will not occur if not funded.

In addition to concessions and NVSPA, significant revenue is anticipated through a new contract with the County and the Vine Trail Coalition for the District to take over a new segment of the Vine Trail that runs through Bothe-Napa Valley State Park and surrounding areas. Existing State Park staff will perform routine maintenance on the Vine Trail, which is expected to bring in nearly \$40,000 in revenue in the coming fiscal year. (This number anticipates the contract being finalized and work beginning by the third quarter of FY2023-24.) This revenue is expected to be nearly \$75,000 annually in coming years, with built-in increases for inflation.

The upcoming Vine Trail contract, in addition to utilizing State Park staff at other park units, has helped to decrease next year's anticipated deficit to \$31,724. In the short term, spending down reserves is acceptable. Going forward, however, we will need to either increase revenues, increase support from our non-profit partners, or decrease costs at the State Park to bring our operations into structural balance.

The Attached Draft Budget

The detailed draft budget for FY 2023-24 is attached. Also included are actual revenues and expenses for FY 2022-23 through the end of the third quarter and projected revenues and expenses for the full fiscal year. The first two pages of the budget document are summaries: one for all District operations, and one for the District's non-State Parks General Operations, followed by a summary of restricted and unrestricted fund balances. The remaining worksheets are for each of the budget subdivisions that the District uses to track expenses.

Napa County Regional Park and Open Space District
Q3 Actual 2022-23 & Draft 2023-24
Summary

	Q3 Actual	Projected 2022-23	Draft 2023-24
Revenues			
43790 Other Funding	\$ -	\$ -	\$ -
43910 County of Napa	\$ 760,279	\$ 761,453	\$ 1,380,789
44200 Court Fines	\$ -	\$ -	\$ -
44300 Forfeitures and Penalties	\$ -	\$ -	\$ -
45100 Interest	\$ 12,867	\$ 17,156	\$ 17,000
47150 Other Grants	\$ 31,883	\$ 129,750	\$ 377,691
45300 Rent - Building/Land	\$ 39,106	\$ 52,306	\$ 53,400
45500 Concessions	\$ 532,687	\$ 721,877	\$ 730,000
47400 Insurance Settlement	\$ -	\$ -	\$ -
47500 Donations and Contributions	\$ 41,474	\$ 113,385	\$ 163,747
47900 Miscellaneous	\$ -	\$ -	\$ -
Total Revenues	\$ 1,418,297	\$ 1,795,927	\$ 2,722,627

Expenses			
51000 District salaries and benefits	\$ 533,420	\$ 708,622	\$ 921,260
51405 Workers Comp	\$ -	\$ -	\$ 28,443
51605 OPEB	\$ -	\$ -	\$ 13,474
52100 Administration Services	\$ 391,383	\$ 540,638	\$ 747,989
52105 Election Services	\$ 1,212	\$ 1,212	\$ -
52125 Accounting/Auditing Services	\$ 9,813	\$ 17,351	\$ 18,000
52130 Information Technology Service	\$ -	\$ 30,105	\$ 50,742
52131 ITS-Communications Services	\$ -	\$ 3,745	\$ 2,214
52132 ITS-Records Mgmt Services	\$ -	\$ 22	\$ 32
52140 Legal Services	\$ 673	\$ 5,690	\$ 8,000
52325 Waste Disposal Services	\$ 19,843	\$ 26,458	\$ 27,000
52340 Landscaping Services	\$ -	\$ -	\$ 15,000
52345 Janitorial Services	\$ -	\$ -	\$ -
52360 Construction Services	\$ 4,685	\$ 60,000	\$ 387,500
52382 Sewer Disposal Services	\$ 1,976	\$ 2,635	\$ 2,500
52490 Other Professional Services	\$ 32,427	\$ 65,555	\$ 169,256
52510 Maintenance-B&I-PW Charges	\$ -	\$ 13,105	\$ 15,525
52520 Maintenance-Vehicles	\$ 1,823	\$ 2,431	\$ 3,000
52525 Maintenance-Infrastructure/Lan	\$ -	\$ 500	\$ 3,000
52600 Rents and Leases - Equipment	\$ 2,315	\$ 3,086	\$ 5,500
52700 Insurance--Liability	\$ 27,052	\$ 28,096	\$ 26,174
52705 Insurance - Premiums	\$ 1,056	\$ 1,056	\$ 1,200
52800 Communications/Telephone	\$ 4,000	\$ 5,333	\$ 6,500
52810 Advertising/Marketing	\$ -	\$ -	\$ 700
52820 Printing and Binding	\$ 1,297	\$ 1,848	\$ 1,450
52825 Bank Charges	\$ 590	\$ 430	\$ 300
52830 Publications & Legal Notices	\$ -	\$ -	\$ -
52835 Filing Fees	\$ -	\$ -	\$ -
52840 Permits/License Fees	\$ 302	\$ 3,147	\$ 3,287
52900 Training/Conference Expenses	\$ -	\$ 1,000	\$ 4,000
52905 Business Travel/Mileage	\$ 3,215	\$ 4,888	\$ 5,850
52906 Fleet Charges	\$ 3,987	\$ 7,245	\$ 6,000
53100 Office Supplies	\$ 1,612	\$ 2,149	\$ 2,000
53105 Offices Supplies-Furn & Fixture	\$ -	\$ 200	\$ 1,200
53110 Freight/Postage	\$ -	\$ -	\$ -
53115 Book, Media,Periodicals, Subscrip	\$ -	\$ -	\$ -
53120 Memberships/Certifications	\$ 7,065	\$ 7,065	\$ 7,183
53205 Utilities - Electric	\$ 16,724	\$ 22,299	\$ 26,200

NCRPOSD Draft Budget FY23-24
SUMMARY

	Q3 Actual	Projected 2022-23	Draft 2023-24
53210 Utilities - Propane	\$ 705	\$ 940	\$ 1,500
53250 Fuel	\$ 74	\$ 100	\$ -
53300 Clothing and Personal Supplies	\$ -	\$ 400	\$ 1,500
53320 Safety Supplies	\$ -	\$ 400	\$ 500
53325 Landscaping/Ag Supplies	\$ 64	\$ 85	\$ 14,500
53330 Janitorial Supplies	\$ 2,578	\$ 3,438	\$ 4,250
53345 Construction Supplies/Material	\$ 5,836	\$ 10,874	\$ 23,100
53350 Maintenance Supplies	\$ 12,366	\$ 20,004	\$ 20,100
53355 Vehicle Repair Supplies	\$ 873	\$ 1,164	\$ 1,500
53400 Minor Equipment/Small Tools	\$ 33,816	\$ 35,447	\$ 85,500
53410 Computer Equipment/Accessories	\$ -	\$ 300	\$ 1,200
53415 Computer Software/Licensing Fe	\$ 320	\$ 1,200	\$ 1,200
53600 Special Departmental Expense	\$ 43,870	\$ 57,346	\$ 72,500
53680 Goods for Resale	\$ 5,472	\$ 7,296	\$ 7,500
54500 Taxes and Assessments	\$ 1,272	\$ 1,772	\$ 1,773
55100 Land	\$ -	\$ -	\$ 82,000
Total Expenditures	\$ 1,173,715	\$ 1,706,676	\$ 2,829,103
Expenditures from Designated Reserves		\$ 30,000	\$ 55,000
Capital Savings Set-aside		\$ 25,000	\$ 15,000
Net Surplus (Deficit)	\$ 244,581	\$ 94,251	\$ (66,476)

Napa County Regional Park and Open Space District
Q3 Actual 2022-23 & Draft 2023-24
Summary (w/o State Parks)

	Q3 Actual	Projected 2022-23	Draft 2023-24
Revenues			
43790 Other Funding	\$ -	\$ -	\$ -
43910 County of Napa	\$ 760,279	\$ 761,453	\$ 1,380,789
44200 Court Fines	\$ -	\$ -	\$ -
44300 Forfeitures and Penalties	\$ -	\$ -	\$ -
45100 Interest	\$ 10,081	\$ 13,442	\$ 14,000
45300 Rent - Building/Land	\$ 20,706	\$ 25,906	\$ 27,000
45500 Concessions	\$ 17,442	\$ 34,883	\$ 30,000
47150 Other Grants	\$ 31,883	\$ 129,750	\$ 377,691
47400 Insurance Settlement	\$ -	\$ -	\$ -
47500 Donations and Contributions	\$ 24,789	\$ 31,700	\$ 17,000
47900 Miscellaneous	\$ -	\$ -	\$ -
Total Revenues	\$ 865,181	\$ 997,134	\$ 1,846,480

Expenses			
51000 District Salaries and Benefits	\$ 275,332	\$ 364,504	\$ 563,662
51405 Workers Comp	\$ -	\$ -	\$ 6,826
51605 OPEB	\$ -	\$ -	\$ 3,369
52100 Administration Services	\$ 122,249	\$ 181,792	\$ 368,698
52105 Election Services	\$ 1,212	\$ 1,212	\$ -
52125 Accounting/Auditing Services	\$ 9,813	\$ 17,351	\$ 18,000
52130 Information Technology Service	\$ -	\$ 12,042	\$ 20,297
52131 ITS-Communications Services	\$ -	\$ 683	\$ 1,107
52132 ITS-Records Mgmt Services	\$ -	\$ 22	\$ 32
52140 Legal Services	\$ 673	\$ 5,690	\$ 8,000
52325 Waste Disposal Services	\$ 2,087	\$ 2,783	\$ 3,000
52340 Landscaping Services	\$ -	\$ -	\$ -
52345 Janitorial Services	\$ -	\$ -	\$ -
52360 Construction Services	\$ -	\$ 50,000	\$ 382,500
52490 Other Professional Services	\$ 10,911	\$ 40,631	\$ 145,826
52510 Maintenance-B&I-PW Charges	\$ -	\$ 13,105	\$ 15,525
52520 Maintenance-Vehicles	\$ -	\$ -	\$ -
52525 Maintenance-Infrastructure/Lan	\$ -	\$ -	\$ 1,500
52600 Rents and Leases - Equipment	\$ 1,827	\$ 2,436	\$ 4,000
52700 Insurance--Liability	\$ 23,919	\$ 24,963	\$ 24,000
52705 Insurance - Premiums	\$ 1,056	\$ 1,056	\$ 1,200
52800 Communications/Telephone	\$ -	\$ -	\$ -
52810 Advertising/Marketing	\$ -	\$ -	\$ 700
52820 Printing and Binding	\$ 532	\$ 827	\$ 450
52825 Bank Charges	\$ -	\$ -	\$ -
52830 Publications & Legal Notices	\$ -	\$ -	\$ -
52835 Filing Fees	\$ -	\$ -	\$ -
52840 Permits/License Fees	\$ 302	\$ 3,066	\$ 2,787
52900 Training/Conference Expenses	\$ -	\$ 500	\$ 2,500
52905 Business Travel/Mileage	\$ 2,920	\$ 4,494	\$ 5,550
52906 Fleet Charges	\$ 203	\$ 2,200	\$ 2,000
53100 Office Supplies	\$ 607	\$ 809	\$ 500
53105 Offices Supplies-Furn & Fixture	\$ -	\$ 200	\$ 200
53115 Book, Media,Periodicals, Subscrip	\$ -	\$ -	\$ -
53120 Memberships/Certifications	\$ 6,933	\$ 6,933	\$ 6,933
53205 Utilities - Electric	\$ 41	\$ 54	\$ 200
53210 Utilities - Propane	\$ -	\$ -	\$ -
53250 Fuel	\$ 74	\$ 100	\$ -
53300 Clothing and Personal Supplies	\$ -	\$ 200	\$ 500

	Q3 Actual	Projected 2022-23	Draft 2023-24
53320 Safety Supplies	\$ -	\$ -	\$ -
53330 Janitorial Supplies	\$ 104	\$ 139	\$ 500
53345 Construction Supplies/Material	\$ 845	\$ 883	\$ 10,600
53350 Maintenance Supplies	\$ 4,664	\$ 9,735	\$ 5,100
53400 Minor Equipment/Small Tools	\$ 29,036	\$ 30,835	\$ 80,500
53410 Computer Equipment/Accessories	\$ -	\$ 300	\$ 1,200
53415 Computer Software/Licensing Fees	\$ 320	\$ 1,200	\$ 1,200
53600 Special Departmental Expense	\$ 42,211	\$ 55,801	\$ 70,000
53680 Goods for Resale	\$ -	\$ -	\$ -
54500 Taxes and Assessments	\$ 1,272	\$ 1,272	\$ 1,273
55100 Land	\$ -	\$ -	\$ 82,000
Total Expenditures	\$ 539,142	\$ 837,818	\$ 1,842,235
Expenditures from Designated Reserves		\$ 30,000	\$ 55,000
Capital Savings Set-aside		\$ 25,000	\$ 15,000
Net Surplus (Deficit)		\$ 164,316	\$ 44,246

Q3 Actual 2022-23 & Draft 2023-24
Restricted/Unrestricted Funds

	End of FY21-22	End of FY22-23	End of FY23-24	Notes
	Actual	Projected	Proposed	
RESTRICTED FUNDS*				
Moore Creek				
Capital Reserve	\$ 143,716	\$ 155,719	\$ 157,722	Based on \$12,003 depreciation; \$10k spent FY23-24 to demo pool
Restricted donation	\$ -	\$ 15,000	\$ -	\$15,000 Ridge Trail donation in FY20-21 for construction of Dan's Wild Ride
Suscol Headwaters				
Capital Reserve	\$ 201,389	\$ 171,389	\$ 172,648	Restricted money for construction of frog pond
Restricted donation	\$ -	\$ 2,000	\$ 2,000	Ridge Trail donation in FY20-21 for construction of memorial bench
State Parks	\$ 780,052	\$ 731,459	\$ 699,735	
Total Restricted Funds				
without State Parks	\$ 345,105	\$ 344,108	\$ 332,370	
with State Parks	\$ 1,125,157	\$ 1,075,567	\$ 1,032,106	
UNRESTRICTED FUNDS*				
	\$ 1,126,280	\$ 1,220,531	\$ 1,257,427	
Total Restricted and Unrestricted Funds*				
	\$ 2,251,437	\$ 2,296,098	\$ 2,289,533	

*Note that these are estimates and subject to change as Auditor confirms account balances at the end of each fiscal year

Q3 Actual 2022-23 & Draft 2023-24
General Fund--Administration

Subdivision: 8500000 - Parks-Administration

	Q3 Actual	Projected 2022-23	Draft 2023-24	Notes
Revenues				
43790 Other Funding		\$ -	\$ -	
43910 County of Napa	\$ 372,586	\$ 372,586	\$ 341,521	
44200 Court Fines	\$ -	\$ -	\$ -	
45100 Interest	\$ 9,086	\$ 12,115	\$ 12,000	
47150 Other Grants	\$ -	\$ -	\$ -	
47500 Donations and Contributions	\$ 20,327	\$ 23,000	\$ 10,000	
49900 Intrafund Transfers-In	\$ 192,436	\$ 256,581	\$ 450,165	District GF-assigned staff time spent at other parks
Total Revenues	\$ 594,435	\$ 664,282	\$ 813,686	

Expenses				
51000 District Salaries and Benefits	\$ 270,866	\$ 361,155	\$ 523,375	All salary costs for District GF-assigned staff
51405 Workers Comp	\$ -	\$ -	\$ 6,826	
51605 OPEB	\$ -	\$ -	\$ 3,369	
52100 Administration Services	\$ 67,810	\$ 90,414	\$ 121,223	
52105 Election Services	\$ 1,212	\$ 1,212	\$ -	
52125 Accounting/Auditing Services	\$ 9,813	\$ 17,351	\$ 18,000	
52130 Information Technology Service	\$ 12,042	\$ 12,042	\$ 20,297	
52131 ITS-Communications Services	\$ 683	\$ 683	\$ 1,107	
52132 ITS-Records Mgmt Services	\$ 43	\$ 22	\$ 32	
52140 Legal Services	\$ 673	\$ 5,690	\$ 8,000	
52345 Janitorial Services	\$ -	\$ -	\$ -	
52490 Other Professional Services	\$ -	\$ -	\$ -	
52510 Maintenance-B&I-PW Charges	\$ 13,105	\$ 13,105	\$ 15,525	
52520 Maintenance-Vehicles (outside service)	\$ -	\$ -	\$ -	
52700 Insurance--Liability	\$ 23,919	\$ 24,963	\$ 24,000	
52705 Insurance - Premiums	\$ 1,056	\$ 1,056	\$ 1,200	
52810 Advertising/Marketing	\$ -	\$ -	\$ -	
52820 Printing and Binding	\$ 145	\$ 200	\$ 200	
52830 Publications & Legal Notices	\$ -	\$ -	\$ -	
52840 Permits/License Fees	\$ -	\$ -	\$ -	
52900 Training/Conference Expenses	\$ -	\$ 500	\$ 2,500	
52905 Business Travel/Mileage	\$ 184	\$ 245	\$ 300	
52906 Fleet Charges (county service)	\$ 203	\$ 2,200	\$ 2,000	
53100 Office Supplies	\$ 579	\$ 772	\$ 500	
53105 Office Supplies-Furn & Fixture	\$ -	\$ 200	\$ 200	
53115 Book, Media,Periodicals, Subscrip	\$ -	\$ -	\$ -	
53120 Memberships/Certifications	\$ 6,933	\$ 6,933	\$ 6,933	
53250 Fuel	\$ 74	\$ 100	\$ -	
53300 Clothing and Personal Supplies	\$ -	\$ 200	\$ 500	
53345 Construction Supplies/Materials	\$ -	\$ 150	\$ 100	
53350 Maintenance Supplies	\$ 22	\$ 29	\$ 100	
53400 Minor Equipment/Small Tools	\$ -	\$ 100	\$ -	
53410 Computer Equipment/Accessories	\$ -	\$ 300	\$ 1,200	
53415 Computer Software/Licensing Fe	\$ 320	\$ 1,200	\$ 1,200	
53600 Special Departmental Expense	\$ 40,801	\$ 40,801	\$ 55,000	New/used vehicles: truck, hybrid, e-motorcycle
57900 Intrafund Transfer Out	\$ 1,475	\$ 1,967	\$ -	
Total Expenditures	\$ 451,958	\$ 583,589	\$ 813,686	

Net Surplus (Deficit)	\$ 142,477	\$ 80,693	\$ -
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33100 - Available Fund Balance	\$ 1,126,280	\$ 1,257,427
Net Surplus (Deficit)	\$ 80,693	\$ -
33100 - Ending Fund Balance	\$ 1,206,973	\$ 1,257,427
Sweep of Fund Balances	\$ 50,454	

Q3 Actual 2022-23 & Draft 2023-24
Moore Creek Park

Subdivision: 8501000 - Parks-Moore Creek

	Q3 Actual	Projected 2022-23	Draft 2023-24	Notes
Revenues				
43910 County of Napa	\$ 21,726	\$ 21,726	\$ 127,362	
44300 Forfeitures and Penalties		\$ -	\$ -	
45300 Rents-Bldgs and Land	\$ 15,600	\$ 20,800	\$ 21,900	
47150 Other Grants	\$ 31,883	\$ 70,000	\$ 55,000	Coastal Conservancy Grant
47500 Donations and Contributions	\$ 3,338	\$ 4,451	\$ 5,000	
Total Revenues	\$ 72,547	\$ 116,977	\$ 209,262	
Expenses				
51000 District Salaries and Benefits	\$ 4,466	\$ 3,349	N/A	See Intrafund transfer Out (57900)
52100 Administration Services	\$ 5,046	\$ 6,728	\$ 23,117	
52325 Waste Disposal Services	\$ -	\$ -	\$ -	
52360 Construction Services	\$ -	\$ -	\$ 17,500	
52490 Other Professional Services	\$ 2,801	\$ 20,000	\$ 23,000	
52525 Maintenance-Infrastructure/Lan	\$ -	\$ -	\$ -	
52600 Rents and Leases - Equipment	\$ 1,827	\$ 2,436	\$ 4,000	
52705 Insurance - Premiums	\$ -	\$ -	\$ -	
52800 Communications/Telephone	\$ -	\$ -	\$ -	
52820 Printing and Binding	\$ 133	\$ 177	\$ 250	
52840 Permits/License Fees	\$ -	\$ -	\$ -	
52905 Business Travel/Mileage	\$ 1,613	\$ 2,150	\$ 3,000	
53100 Office Supplies	\$ 28	\$ 37	\$ -	
53205 Utilities - Electric	\$ -	\$ -	\$ -	
53250 Fuel	\$ -	\$ -	\$ -	
53345 Construction Supplies/Materials	\$ 117	\$ 233	\$ 10,000	Pool demo, paid for out of Capital Reserve
53350 Maintenance Supplies	\$ 3,780	\$ 7,560	\$ 2,500	
53400 Minor Equipment/Small Tools	\$ 28,302	\$ 30,000	\$ 500	
53600 Special Departmental Expense	\$ 1,410	\$ -	\$ -	
54500 Taxes and Assessments	\$ 1,272	\$ 1,272	\$ 1,273	
57900 Intrafund Transfer Out	\$ 61,183	\$ 81,577	\$ 124,122	
Total Expenditures	\$ 111,976	\$ 155,520	\$ 209,262	
Net Surplus (Deficit)	\$ (39,429)	\$ (38,543)	\$ -	

33100 - Available Fund Balance	\$ 143,716	\$ 155,719
Net Surplus (Deficit)	\$ (38,543)	\$ -
unadjusted ending fund balance	\$ 105,173	\$ 155,719
draw on capital reserve	\$ -	\$ 10,000
add to capital reserve	\$ 12,003	\$ 12,003
year end capital reserve	\$ 155,719	\$ 157,722
to (from) undesignated reserve	\$ (50,546)	

Q3 Actual 2022-23 & Draft 2023-24
Oat Hill Mine Trail

Subdivision: 8501001 - Parks-Oat Hill Mine Trail

	Q3 Actual	Projected 2022-23	Draft 2023-24	Notes
Revenues				
43910 County of Napa	\$ 30,398	\$ 30,398	\$ 7,605	
47500 Donations and Contributions	\$ 1,124	\$ 2,249	\$ 2,000	
Total Revenues	\$ 31,522	\$ 32,647	\$ 9,605	
Expenses				
51000 District Salaries and Benefits	\$ -	\$ -	N/A	See Intrafund transfer Out (57900)
52100 Administration Services	\$ 1,810	\$ 3,620	\$ 6,623	
52360 Construction Services	\$ -	\$ -	-	
52490 Other Professional Services	\$ -	\$ -	-	
52820 Printing and Binding	\$ 225	\$ 450	-	
52905 Business Travel/Mileage	\$ 130	\$ 260	\$ 100	
53100 Office Supplies	\$ -	\$ -	-	
53345 Construction Supplies/Material	\$ -	\$ -	-	
53350 Maintenance Supplies	\$ -	\$ -	\$ 100	
53600 Special Departmental Expense	\$ -	\$ -	-	
55100 Land	\$ -	\$ -	-	
57900 Intrafund Transfer Out	\$ 2,640	\$ 3,520	\$ 2,782	
Total Expenditures	\$ 4,805	\$ 7,850	\$ 9,605	
Net Surplus (Deficit)	\$ 26,718	\$ 24,797	\$ -	
33100 - Available Fund Balance	\$ -	\$ -	\$ -	
Net Surplus (Deficit)	\$ 24,797	\$ -	\$ -	
33100 - Ending Fund Balance	\$ 24,797	\$ -	\$ -	
to (from) undesignated reserve	\$ 24,797	\$ -	\$ -	

Q3 Actual 2022-23 & Draft 2023-24
Napa River and Bay Trail

Subdivision: 8501002 - Parks-Napa River and Bay Trail

	Q3 Actual	Projected 2022-23	Draft 2023-24	Notes
Revenues				
43910 County of Napa	\$ 3,383	\$ 3,383	\$ 25,207	
47500 Donations and Contributions	\$ -	\$ -	\$ -	
Total Revenues	\$ 3,383	\$ 3,383	\$ 25,207	
Expenses				
51000 District Salaries and Benefits	\$ -	\$ -	N/A	See Intrafund transfer Out (57900)
52100 Administration Services	\$ 601	\$ 1,202	\$ 928	
52325 Waste Disposal Services	\$ -		\$ -	
52360 Construction Services	\$ -		\$ -	
52490 Other Professional Services	\$ -	\$ -	\$ -	
52820 Printing and Binding	\$ -		\$ -	
52905 Business Travel/Mileage	\$ 29	\$ 59	\$ 100	
53345 Construction Supplies/Materials	\$ -		\$ -	
53350 Maintenance Supplies	\$ -		\$ 100	
53600 Special Departmental Expense	\$ -		\$ -	
57900 Intrafund Transfer Out	\$ 914	\$ 1,218	\$ 24,079	
Total Expenditures	\$ 1,544	\$ 2,479	\$ 25,207	
Net Surplus (Deficit)	\$ 1,839	\$ 904	\$ -	
33100 - Available Fund Balance	\$ -	\$ -	-	
Net Surplus (Deficit)	\$ 904	\$ 904	-	
33100 - Ending Fund Balance	\$ 904	\$ 904	-	
to (from) undesignated reserve	\$ 904			

Q3 Actual 2022-23 & Draft 2023-24
Camp Berryessa

Subdivision: 8501003 - Parks-Camp Berryessa

	Q3 Actual	Projected 2022-23	Draft 2023-24	Notes
Revenues				
43910 County of Napa	\$ 80,618	\$ 81,792	\$ 57,547	
45500 Concessions	\$ 17,442	\$ 34,883	\$ 30,000	
Total Revenues	\$ 98,060	\$ 116,675	\$ 87,547	
Expenses				
51000 District Salaries and Benefits	\$ -	\$ -	N/A	See Intrafund transfer Out (57900)
52100 Administration Services	\$ 764	\$ 1,527	\$ 3,364	
52325 Waste Disposal Services	\$ 2,087	\$ 2,783	\$ 3,000	
52360 Construction Services	\$ -	\$ -	\$ 40,000	
52490 Other Professional Services	\$ 2,310	\$ 3,080	\$ 3,100	
52525 Maintenance-Infrastructure/Lan	\$ -	\$ -	\$ 1,500	
52810 Advertising/Marketing	\$ -	\$ -	\$ -	
52820 Printing and Binding	\$ -	\$ -	\$ -	
52840 Permits/License Fees	\$ -	\$ -	\$ -	
52905 Business Travel/Mileage	\$ 62	\$ 83	\$ 250	
52906 Fleet Charges	\$ -	\$ -	\$ -	
53100 Office Supplies	\$ -	\$ -	\$ -	
53205 Utilities - Electric	\$ 41	\$ 54	\$ 200	
53330 Janitorial Supplies	\$ 104	\$ 139	\$ 500	
53345 Construction Supplies/Material	\$ 312	\$ -	\$ -	
53350 Maintenance Supplies	\$ -	\$ 100	\$ 500	
53400 Minor Equipment/Small Tools	\$ 735	\$ 735	\$ -	
53600 Special Departmental Expense	\$ -	\$ -	\$ -	
57900 Intrafund Transfer Out	\$ 16,206	\$ 21,607	\$ 35,132	
Total Expenditures	\$ 22,620	\$ 30,108	\$ 87,547	
Net Surplus (Deficit)	\$ 75,440	\$ 86,567	\$ -	
33100 - Available Fund Balance	\$ -	\$ -	\$ -	
Net Surplus (Deficit)	\$ 86,567	\$ -	\$ -	
33100 - Ending Fund Balance	\$ 86,567	\$ -	\$ -	
to (from) undesignated reserve	\$ 86,567			

Q3 Actual 2022-23 & Draft 2023-24
Berryessa Vista

Subdivision: 8501004 - Parks-Berryessa Vista

	Q3 Actual	Projected 2022-23	Draft 2023-24	Notes
Revenues				
43910 County of Napa	\$ 527	\$ 527	\$ 659	
Total Revenues	\$ 527	\$ 527	\$ 659	
Expenses				
51000 District Salaries and Benefits	\$ -	\$ -	N/A	See Intrafund transfer Out (57900)
52100 Administration Services	\$ 365	\$ 487	-	
52490 Other Professional Services	\$ -	-	-	
52820 Printing and Binding	\$ -	-	-	
52905 Business Travel/Mileage	\$ -	-	-	
53345 Construction Supplies/Materials	\$ -	-	-	
53600 Special Departmental Expense	\$ -	-	-	
55100 Land	\$ -	-	-	
57900 Intrafund Transfer Out	N/A	N/A	\$ 659	
Total Expenditures	\$ 365	\$ 487	\$ 659	
Net Surplus (Deficit)	\$ 162	\$ 40	-	
33100 - Available Fund Balance	\$ -	\$ -	-	
Net Surplus (Deficit)	\$ 40	\$ -	-	
33100 - Ending Fund Balance	\$ 40	\$ -	-	
to (from) undesignated reserve	\$ 40	\$ -	-	

Q3 Actual 2022-23 & Draft 2023-24
Napa River Ecological Reserve

Subdivision: 8501005 - Parks-Napa River Ecological Rs

	Q3 Actual	Projected 2022-23	Draft 2023-24	Notes
Revenues				
43910 County of Napa	\$ 16,579	\$ 16,579	\$ 25,722	
Total Revenues	\$ 16,579	\$ 16,579	\$ 25,722	
Expenses				
51000 District Salaries and Benefits	\$ -	\$ -	N/A	See Intrafund transfer Out (57900)
52100 Administration Services	\$ 188	\$ 375	\$ 662	
52325 Waste Disposal Services	\$ -	\$ -	\$ -	
52340 Landscaping Services	\$ -	\$ -	\$ -	
52490 Other Professional Services	\$ 4,000	\$ 6,000	\$ 6,000	
52800 Communications/Telephone	\$ -	\$ -	\$ -	
52820 Printing and Binding	\$ -	\$ -	\$ -	
52905 Business Travel/Mileage	\$ 111	\$ 223	\$ 250	
53350 Maintenance Supplies	\$ 94	\$ 189	\$ 300	
53600 Special Departmental Expense	\$ -	\$ -	\$ -	
57900 Intrafund Transfer Out	\$ 3,574	\$ 4,766	\$ 18,510	
Total Expenditures	\$ 7,968	\$ 11,553	\$ 25,722	
Net Surplus (Deficit)	\$ 8,611	\$ 5,026	\$ -	
33100 - Available Fund Balance	\$ -	\$ -	\$ -	
Net Surplus (Deficit)	\$ 5,026	\$ -	\$ -	
33100 - Ending Fund Balance	\$ 5,026	\$ -	\$ -	
to (from) undesignated reserve	\$ 5,026			

Q3 Actual 2022-23 & Draft 2023-24
Vine Trail

Subdivision: 8501006 - Parks-Vine Trail

	Q3 Actual	Projected 2022-23	Draft 2023-24	Notes
Revenues				
43910 County of Napa	\$ 8,202	\$ 8,202	\$ 86,676	
Total Revenues	\$ 8,202	\$ 8,202	\$ 86,676	
Expenses				
51000 District Salaries and Benefits	\$ -	\$ -	N/A	See Intrafund transfer Out (57900)
52100 Administration Services	\$ 2,777	\$ 3,703	\$ 2,351	
52905 Business Travel/Mileage		\$ -	\$ -	
53400 Minor Equipment/Small Tools	\$ -	\$ -	\$ 80,000	Equipment for new maintenance contract
57900 Intrafund Transfer Out	\$ 275	\$ 367	\$ 4,325	
Total Expenditures	\$ 3,052	\$ 4,070	\$ 86,676	
Net Surplus (Deficit)	\$ 5,150	\$ 4,132	\$ -	
33100 - Available Fund Balance	\$ -	\$ -	\$ -	
Net Surplus (Deficit)	\$ 4,132	\$ 4,132	\$ -	
33100 - Ending Fund Balance	\$ 4,132	\$ 4,132	\$ -	
to (from) undesignated reserve	\$ 4,132	\$ 4,132	\$ -	

Q3 Actual 2022-23 & Draft 2023-24
Woodbury Preserve (Formerly Putah Creek)

Subdivision: 8501007 - Parks-Woodbury Properties

	Q3 Actual	Projected 2022-23	Draft 2023-24	Notes
Revenues				
43910 County of Napa	\$ 6,842	\$ 6,842	\$ 4,997	
47900 Miscellaneous	\$ -	\$ -	\$ -	
Total Revenues	\$ 6,842	\$ 6,842	\$ 4,997	
Expenses				
51000 District Salaries and Benefits	\$ -	\$ -	N/A	See Intrafund transfer Out (57900)
52100 Administration Services	\$ 1,851	\$ 2,468	\$ 1,423	
52360 Construction Services	\$ -	\$ -	\$ -	
52490 Other Professional Services	\$ -	\$ -	\$ -	
52840 Permits/License Fees	\$ 302	\$ 302	\$ 307	
52905 Business Travel/Mileage	\$ 55	\$ 110	\$ 500	
53345 Construction Supplies/Materials	\$ -	\$ -	\$ -	
53350 Maintenance Supplies	\$ -	\$ -	\$ -	
53600 Special Dept Expense	\$ -	\$ -	\$ -	
54500 Taxes and Assessments	\$ -	\$ -	\$ -	
57900 Intrafund Transfer Out	\$ 1,087	\$ 1,449	\$ 2,767	
Total Expenditures	\$ 3,295	\$ 4,330	\$ 4,997	
Net Surplus (Deficit)	\$ 3,547	\$ 2,512	\$ -	
33100 - Available Fund Balance	\$ -	\$ -	\$ -	
Net Surplus (Deficit)	\$ 2,512	\$ -	\$ -	
33100 - Ending Fund Balance	\$ 2,512	\$ -	\$ -	
to (from) undesignated reserve	\$ 2,512	\$ -	\$ -	

Q3 Actual 2022-23 & Draft 2023-24
Suscol Headwaters

Subdivision: 8501009 - Parks-Suscol Headwaters Pres

	Q3 Actual	Projected 2022-23	Draft 2023-24	Notes
Revenues				
43910 County of Napa	\$ 25,042	\$ 25,042	\$ 222,199	
45100 Interest	\$ 996	\$ 1,327	\$ 2,000	
45300 Rent - Building/Land	\$ 5,106	\$ 5,106	\$ 5,100	
47150 Other grants	\$ -	\$ 59,750	\$ 322,691	State RPP grant
45500 Concessions	\$ -	\$ -	\$ -	
47500 Donations and Contributions	\$ -	\$ 2,000	\$ -	
Total Revenues	\$ 31,144	\$ 93,226	\$ 551,990	
Expenses				
51000 District Salaries and Benefits	\$ -	\$ -	N/A	See Intrafund transfer Out (57900)
52100 Administration Services	\$ 16,208	\$ 21,610	\$ 125,554	
52360 Construction Services	\$ -	\$ 50,000	\$ 200,000	Trail construction, paid for by grant
52490 Other Professional Services	\$ 841	\$ 10,591	\$ 38,726	
52810 Advertising/Marketing	\$ -	\$ -	\$ 700	
52820 Printing and Binding	\$ -	\$ -	\$ -	
52840 Permits/License Fees	\$ -	\$ 2,764	\$ 2,480	
52905 Business Travel/Mileage	\$ 159	\$ 213	\$ 350	
53345 Construction Supplies/Materials	\$ 416	\$ 500	\$ 500	
53350 Maintenance Supplies	\$ 268	\$ 358	\$ -	
53600 Special Departmental Expense	\$ -	\$ -	\$ -	
54500 Taxes and Assessments	\$ -	\$ -	\$ -	
55100 Land	\$ -	\$ -	\$ 82,000	Purchase Napa San easement
57900 Intrafund Transfer Out	\$ 44,842	\$ 59,789	\$ 101,679	
Total Expenditures	\$ 62,734	\$ 145,824	\$ 551,990	
Net Surplus (Deficit)	\$ (31,590)	\$ (52,599)	\$ -	
33100 - Available Fund Balance				
	\$ 201,389	\$ 203,389		
Net Surplus (Deficit)	\$ (52,599)	\$ -		
Restricted donation	\$ 2,000	\$ 2,000		
33100 - Ending Fund Balance	\$ 150,790	\$ 172,648		
to (from) undesignated reserve	\$ (52,599)			

Q3 Actual 2022-23 & Draft 2023-24
Mayacamas (Amy's Grove, The Cove)

Subdivision: 8501010 - Parks-Amy's Grove

	Q3 Actual	Projected 2022-23	Draft 2023-24	Notes
Revenues				
43910 County of Napa	\$ 79,391	\$ 79,391	\$ 279,488	
45500 Concessions	\$ -		\$ -	
47500 Donations and Contributions	\$ -	\$ -	\$ -	
Total Revenues	\$ 79,391	\$ 79,391	\$ 279,488	
Expenses				
51000 District Salaries and Benefits	\$ -	\$ -	N/A	See Intrafund transfer Out (57900)
52100 Administration Services	\$ 3,897	\$ 7,794	\$ 24,122	
52325 Waste Disposal Services	\$ -	\$ -	\$ -	
52360 Construction Services	\$ -	\$ -	\$ 125,000	Staging area construction
52490 Other Professional Services	\$ 960	\$ 960	\$ 25,000	Park planning/engineering services
52600 Rents and Leases - Equipment	\$ -	\$ -	\$ -	
52820 Printing and Binding	\$ -	\$ -	\$ -	
52840 Permits/License Fees	\$ -	\$ -	\$ -	
52905 Business Travel/Mileage	\$ 464	\$ 929	\$ 700	
52906 Fleet Charges	\$ -		\$ -	
53100 Office Supplies	\$ -	\$ -	\$ -	
53250 Fuel	\$ -		\$ -	
53345 Construction Supplies/Materials	\$ -	\$ -	\$ -	
53350 Maintenance Supplies	\$ -	\$ 500	\$ 1,000	
53400 Minor Equipment/Small Tools	\$ -		\$ -	
53600 Special Department Expense	\$ -	\$ 15,000	\$ 15,000	Cove road repair fund
54500 Taxes and Assessments	\$ -		\$ -	
55100 Land	\$ -	\$ -	\$ -	
57900 Intrafund Transfer Out	\$ 21,777	\$ 29,036	\$ 88,666	
Total Expenditures	\$ 27,099	\$ 54,219	\$ 279,488	
Net Surplus (Deficit)	\$ 52,292	\$ 25,172	\$ -	
33100 - Available Fund Balance	\$ 7,686	\$ -	\$ -	
Net Surplus (Deficit)	\$ 25,172	\$ -	\$ -	
33100 - Ending Fund Balance	\$ 32,858	\$ -	\$ -	
to (from) undesignated reserve	\$ 32,858			

**Q3 Actual 2022-23 & Draft 2023-24
Cedar Roughs/Smittle Creek**

Subdivision: 8501011 - Parks-Cedar Roughs

	Q3 Actual	Projected 2022-23	Draft 2023-24	Notes
Revenues				
43910 County of Napa	\$ 13,971	\$ 13,971	\$ 4,287	
47500 Donations and Contributions	\$ -	\$ -	\$ -	
Total Revenues	\$ 13,971	\$ 13,971	\$ 4,287	
Expenses				
51000 District Salaries and Benefits	\$ -	\$ -	N/A	See Intrafund transfer Out (57900)
52100 Administration Services	\$ 188	\$ 375	\$ 2,937	
52325 Waste Disposal Services	\$ -	\$ -	\$ -	
52360 Construction Services	\$ -	\$ -	\$ -	
52490 Other Professional Services	\$ -	\$ -	\$ -	
52840 Permits/License Fees	\$ -	\$ -	\$ -	
52820 Printing and Binding	\$ 29	\$ -	\$ -	
52905 Business Travel/Mileage	\$ 112	\$ 224	\$ -	
53350 Maintenance Supplies	\$ -	\$ -	\$ -	
53600 Special Departmental Expense	\$ -	\$ -	\$ -	
54500 Taxes and Assessments	\$ -	\$ -	\$ -	
55100 Land	\$ -	\$ -	\$ -	
57900 Intrafund Transfer Out	\$ 1,784	\$ 2,378	\$ 1,349	
Total Expenditures	\$ 2,112	\$ 2,977	\$ 4,287	
Net Surplus (Deficit)	\$ 11,859	\$ 10,994	\$ -	
33100 - Available Fund Balance	\$ -	\$ -	\$ -	
Net Surplus (Deficit)	\$ 10,994	\$ -	\$ -	
33100 - Ending Fund Balance	\$ 10,994	\$ -	\$ -	
to (from) undesignated reserve	\$ 10,994			

Q3 Actual 2022-23 & Draft 2023-24
Other Projects

Subdivision: 8501090 - Parks-Other Projects

	Q3 Actual	Projected 2022-23	Draft 2023-24	Notes
Revenues				
43910 County of Napa	\$ 101,014	\$ 101,014	\$ 197,520	
47150 Other Grants	\$ -	\$ -	\$ -	
47500 Donations and Contributions	\$ -	\$ -	\$ -	
Total Revenues	\$ 101,014	\$ 101,014	\$ 197,520	
Expenses				
51000 District Salaries and Benefits	\$ -	\$ -	N/A	See Intrafund transfer Out (57900)
52100 Administration Services	\$ 20,744	\$ 41,488	\$ 60,644	
52490 Other Professional Services	\$ -	\$ -	\$ 50,000	Old Howell Mountain Rd
52800 Communications/Telephone	\$ -	\$ -	\$ -	
52810 Advertising/marketing		\$ -	\$ -	
52820 Printing and Binding	\$ -	\$ -	\$ -	
52905 Business Travel/Mileage		\$ -	\$ -	
53100 Office Supplies	\$ -	\$ -	\$ -	
53115 Books/Media/Periodicals/Subsc	\$ -	\$ -	\$ -	
53120 Memberships/Certifications	\$ -	\$ -	\$ -	
53300 Clothng and Personal Supplies	\$ -	\$ -	\$ -	
53350 Maintenance Supplies	\$ 500	\$ 1,000	\$ 500	
53415 Computer Software/Licencing Fee			\$ -	
53600 Special Departmental Expense	\$ -	\$ -	\$ -	
55100 Land	\$ -		\$ -	
57900 Intrafund Transfer Out	\$ 54,568	\$ 72,758	\$ 86,376	
Total Expenditures	\$ 75,812	\$ 115,246	\$ 197,520	
Net Surplus (Deficit)	\$ 25,202	\$ (14,232)	\$ -	
33100 - Available Fund Balance	\$ -	\$ -	\$ -	
Net Surplus (Deficit)	\$ (14,232)	\$ -	\$ -	
33100 - Ending Fund Balance	\$ (14,232)	\$ -	\$ -	
to (from) undesignated reserve	\$ (14,232)			

Q3 Actual 2022-23 & Draft 2023-24

State Parks

Subdivision: 8501008 - Parks-State Parks

	Q3 Actual	Projected 2022-23	Draft 2023-24	Notes
Revenues				
43790 Other Funding	\$ -	\$ -	\$ 38,717	Vine Trail contract beginning midyear
45100 Interest	\$ 2,785	\$ 3,714	\$ 3,000	
45300 Rent - Building/Land	\$ 18,400	\$ 26,400	\$ 26,400	
45500 Concessions	\$ 515,245	686,994	\$ 700,000	
47500 Donations and Contributions	\$ 16,685	81,685	\$ 146,747	
47900 Miscellaneous	\$ -	-	\$ -	
49900 Intrafund Transfers-In	\$ 18,172	\$ 24,229	\$ 40,281	SP-assigned Staff time spent in other subdivisions
Total Revenues	\$ 571,288	\$ 823,022	\$ 955,145	

Expenses				
51000 District Salaries and Benefits	\$ 258,088	\$ 344,118	\$ 357,598	All Salary costs for SP-assigned staff
51405 Workers Comp	\$ -	\$ -	\$ 21,617	
51605 OPEB			\$ 10,106	
52100 Administration Services	\$ 269,134	\$ 358,846	\$ 379,292	
52130 Information Technology Service	\$ 18,063	\$ 18,063	\$ 30,445	
52131 ITS-Communications Services	\$ 683	\$ 3,062	\$ 1,107	
52132 ITS-Records Mgmt Services	\$ -	\$ -	\$ -	
52325 Waste Disposal Services	\$ 17,756	\$ 23,675	\$ 24,000	
52340 Landscaping Services	\$ -	\$ -	\$ 15,000	
52360 Construction Services	\$ 4,685	\$ 10,000	\$ 5,000	
52382 Sewer Disposal Services	\$ 1,976	\$ 2,635	\$ 2,500	
52490 Other Professional Services	\$ 21,515	\$ 24,924	\$ 23,430	
52520 Maintenance-Vehicles (outside services)	\$ 1,823	\$ 2,431	\$ 3,000	
52525 Maintenance-Infrastructure/Lan	\$ -	\$ 500	\$ 1,500	
52600 Rents and Leases - Equipment	\$ 488	\$ 650	\$ 1,500	
52700 Insurance - Liability	\$ 3,133	\$ 3,133	\$ 2,174	
52800 Communications/Telephone	\$ 4,000	\$ 5,333	\$ 6,500	
52810 Advertising/Marketing	\$ -	\$ -	\$ -	
52820 Printing and Binding	\$ 765	\$ 1,020	\$ 1,000	
52825 Bank Charges	\$ 590	\$ 430	\$ 300	
52840 Permits/License Fees	\$ -	\$ 81	\$ 500	
52900 Training/Conference Expenses	\$ -	\$ 500	\$ 1,500	
52905 Business Travel/Mileage	\$ 295	\$ 393	\$ 300	
52906 Fleet Charges (county services)	\$ 3,784	\$ 5,045	\$ 4,000	
53100 Office Supplies	\$ 1,005	\$ 1,340	\$ 1,500	
53105 Offices Supplies-Furn & Fixture	\$ -	\$ -	\$ 1,000	
53110 Freight/Postage	\$ -	\$ -	\$ -	
53120 Memberships/Certifications	\$ 132	\$ 132	\$ 250	
53205 Utilities - Electric	\$ 16,684	\$ 22,245	\$ 26,000	
53210 Utilities - Propane	\$ 705	\$ 940	\$ 1,500	
53250 Fuel	\$ -	\$ -	\$ -	
53300 Clothing and Personal Supplies	\$ -	\$ 200	\$ 1,000	
53320 Safety Supplies	\$ -	\$ 400	\$ 500	
53325 Landscaping/Ag Supplies	\$ 64	\$ 85	\$ 14,500	
53330 Janitorial Supplies	\$ 2,474	\$ 3,299	\$ 3,750	
53345 Construction Supplies/Material	\$ 4,991	\$ 9,991	\$ 12,500	
53350 Maintenance Supplies	\$ 7,702	\$ 10,269	\$ 15,000	
53355 Vehicle Repair Supplies	\$ 873	\$ 1,164	\$ 1,500	

	Q3 Actual	Projected 2022-23	Draft 2023-24	Notes
53400 Minor Equipment/Small Tools	\$ 4,780	\$ 4,613	\$ 5,000	
53410 Computer Equipment/Accessories	\$ -	\$ -	\$ -	
53415 Computer Software/Licensing Fe	\$ -	\$ -	\$ -	
53600 Special Departmental Expense	\$ 1,659	\$ 1,546	\$ 2,500	
53680 Goods for Resale	\$ 5,472	\$ 7,296	\$ 7,500	
54500 Taxes and Assessments	-	\$ 500	\$ 500	
57900 Intrafund Transfer Out	\$ 2,068	\$ 2,758	\$ -	GF-assigned staff time spent at State Park
Total Expenditures	\$ 655,388	\$ 871,615	\$ 986,869	
Net Surplus (Deficit)		\$ (48,593)	\$ (31,724)	
33100 - Available Fund Balance		\$ 780,052	\$ 731,459	
Net Surplus (Deficit)		\$ (48,593)	\$ (31,724)	
33100 - Ending Fund Balance		\$ 731,459	\$ 699,735	

Staff	Hourly Rate	Burdened Rate ¹	Target Hours	Annual Cost	hours check	GF	MC	OHMT	NRBT	CB	BV	NRER	VT	PC	SH	AG	CR	OP	SP	target check	
COUNTY PERMANENT																					
Canill	\$ 71.59	\$ 92.84	2,080	\$ 193,101	2,080	\$ 74,269	\$ 13,926	\$ 1,393	\$ 928	\$ 1,393	\$ -	\$ 464	\$ 1,857	\$ 928	\$ 46,418	\$ 9,284	\$ 464	\$ 23,209	\$ 18,567	\$ 193,101	
Purvis	\$ 66.02	\$ 98.92	1,664	\$ 164,603	1,664	\$ 39,568	\$ 4,946	\$ 198	\$ -	\$ 495	\$ -	\$ 198	\$ 495	\$ 495	\$ 79,136	\$ 14,838	\$ 2,473	\$ 19,784	\$ 1,978	\$ 164,603	
Beach	\$ 32.98	\$ 49.25	2,080	\$ 102,441	2,080	\$ -	\$ -	\$ 1,182	\$ -	\$ 739	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,113	\$ 100,521	\$ 102,441	
Jessen	\$ 32.98	\$ 56.04	2,080	\$ 116,558	2,080	\$ -	\$ -	\$ 897	\$ -	\$ 739	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 739	\$ 102,549	\$ 116,558	
Jordan	\$ 46.82	\$ 73.85	2,080	\$ 153,611	2,080	\$ 7,385	\$ -	\$ 2,954	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 141,794	\$ 153,611	
COUNTY EXTRA HELP																					
Joeloe Clark	\$ 17.69	\$ 19.00	300	\$ 5,700	300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,800	\$ 1,900	\$ 5,700
Millers collectively	AVG \$ 30.02	\$ 30.02	399	\$ 11,976	399	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,982	\$ 11,982	
County Subtotal				\$ 747,989		\$ 121,223	\$ 18,872	\$ 6,823	\$ 928	\$ 3,364	\$ -	\$ 662	\$ 2,351	\$ 1,423	\$ 125,554	\$ 24,122	\$ 2,937	\$ 60,644	\$ 372,292	\$ 747,995	
DISTRICT PERMANENT																					
Fessenden	\$ 40.36	\$ 48.12	2,080	\$ 100,096	2,080	\$ 4,812	\$ 39,942	\$ 962	\$ 241	\$ 481	\$ 241	\$ 9,625	\$ 481	\$ 1,203	\$ 241	\$ 38,499	\$ 722	\$ 2,647	\$ -	\$ 100,096	
Ayers	\$ 53.33	\$ 61.69	2,080	\$ 128,513	2,080	\$ 24,676	\$ 9,753	\$ 617	\$ 617	\$ 308	\$ -	\$ 308	\$ 1,542	\$ 308	\$ 6,786	\$ 8,328	\$ -	\$ 75,569	\$ -	\$ 128,513	
Ranger 2	\$ 34.85	\$ 41.84	2,080	\$ 87,027	2,080	\$ 2,092	\$ 27,196	\$ 209	\$ 23,012	\$ 209	\$ 209	\$ 209	\$ 1,883	\$ 209	\$ 23,012	\$ 8,368	\$ -	\$ 418	\$ -	\$ 87,027	
Ranger 3	\$ 34.85	\$ 41.84	2,080	\$ 87,027	2,080	\$ 2,092	\$ 36,919	\$ 837	\$ 209	\$ 418	\$ 209	\$ 8,368	\$ 418	\$ 1,046	\$ 209	\$ 33,472	\$ 628	\$ 2,301	\$ -	\$ 87,027	
Ardozome	\$ 33.03	\$ 38.76	2,080	\$ 80,614	135	\$ -	\$ 969	\$ -	\$ -	\$ 388	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,876	\$ 75,381	\$ 80,614	
Clark	\$ 40.36	\$ 51.72	2,080	\$ 107,569	15	\$ -	\$ -	\$ -	\$ -	\$ 776	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,793	\$ 107,569	
Clark	\$ 33.03	\$ 39.12	2,080	\$ 81,380	876	\$ -	\$ -	\$ 156	\$ -	\$ 32,552	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,565	\$ 47,106	\$ 81,380	
DISTRICT EXTRA HELP																					
Pursett	\$ 18.89	\$ 20.29	490	\$ 9,942	490	\$ -	\$ 9,942	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,942	
Ruffino	\$ 50.57	\$ 54.31	728	\$ 39,538	728	\$ 39,538	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,538	
Smolinjan	\$ 75.77	\$ 81.38	500	\$ 40,691	500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,691	
Fog pond crew collectively	MAX \$ 68.31	\$ 68.31	450	\$ 30,741	450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,741	
Millers collectively	AVG \$ 29.18	\$ 29.18	599	\$ 17,479	599	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,473	
Park aides collectively	AVG \$ 21.31	\$ 21.31	5,202	\$ 110,644	5,202	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,644	
Districts Subtotal				\$ 921,260		\$ 12,113	\$ 73,210	\$ 124,122	\$ 2,782	\$ 24,079	\$ 35,132	\$ 659	\$ 18,510	\$ 4,325	\$ 27,677	\$ 101,679	\$ 88,666	\$ 1,349	\$ 86,376	\$ 377,598	\$ 921,254
Grand Total				\$ 1,669,250		\$ 12,113	\$ 194,433	\$ 142,993	\$ 9,405	\$ 25,007	\$ 38,497	\$ 659	\$ 19,172	\$ 6,676	\$ 4,190	\$ 227,234	\$ 112,788	\$ 4,287	\$ 147,020	\$ 736,890	\$ 1,669,250

Employee based at State Park
 1 Fully burdened hourly rate, includes salary, group insurance, PERS, FICA, other retirement, workers' comp (for permanent regular)

All District SP Staff \$ 357,598 SP District Salaries and Benefits
 District SP Staff time elsewhere \$ 40,281 SP Intrafund transfer in
 District GF Staff at SP \$ - SP Intrafund transfer out
 All District GF Staff \$ 523,375 GF District Salaries and Benefits
 District GF Staff time elsewhere \$ 450,165 GF Intrafund transfer in



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, April 10, 2023 at 2:00 P.M.

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

1. Call to Order and Roll Call

Directors Present: Andrew Brooks, Tony Norris, Patricia Clarey, Nancy Heliotas, Barry Christian
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 Board of Directors regular meeting of March 13, 2023.

Minutes for the March 13, 2023 regular meeting were approved as presented.
BC - NH - TN - PC - AB

- b. Presentation on the Wetlands Ecology Center by Janelle Sellick, Executive Director of the American Canyon Community and Parks Foundation.

American Canyon Community and Parks Foundation Executive Director Janelle Sellick presented an overview of the Wetlands Ecology Center project. No action taken.

- 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.

Directors approved 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 as presented, with the understanding that the work will be done by District's State Parks staff and revenue will be kept within the State Parks operation, and that the equipment will be purchased using the general operations budget such that the District will own it for any future projects.

NH - AB - TN - PC - BC

A A

d. Consideration and potential revision of the District salary table to add the Management Analyst job classification.

Directors approved revision of the District salary table to add the Management Analyst job classification as presented.

BC - NH - TN - PC - AB

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

Report presented by Kyra Purvis; No action taken.

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).

Report presented by Chris Cahill; No action taken.

g. Review of the District Projects Status Report.

Report presented by Chris Cahill; No action taken.

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

Report received; No action taken.

5. Announcements by Board and Staff

- **Chris Cahill announced that the 4H camp that has historically been housed at Las Posadas State Forest was in need of a new location for this year and will be staged at Eco Camp Berryessa.**
- **Director Christian announced that the Earth Day Napa celebration will be held on Sunday, April 23, 2023 at Oxbow Commons from 11:00am-4:00pm.**
- **Chris Cahill announced that the annual District celebration will be held on Thursday, May 18, 2023 at the social hall at Skyline Wilderness Park.**

6. Agenda Planning

Kyra Purvis noted that the draft budget will be before the Board during the May meeting.

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 Helioetes; 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: May 8, 2023
Item: **4.b**
Subject: Consideration and potential approval of revisions to the Purchasing Manual to increase General Manager purchasing authority to \$52,020 consistent with AB 2137 (Mayes, 2018).

RECOMMENDATION

Amend the District Purchasing Manual as proposed.

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

In September 2018 then-Governor Brown signed Assembly Bill 2137 (Mayes) into law, revising and expanding the Public Resources Code purchasing authorization for Park and Open Space Districts like ours. It was one in a series of iterative changes to that section of law, which increased GM purchasing authority from \$10,000 (in some cases), to \$25,000 in all cases, to \$50,000 for some Park Districts, and finally to \$50,000 with a built-in 2% per annum COLA for all Park Districts. In 2021 the Board revised our By-Laws and Purchasing Manual to increase General Manager purchasing authority to \$50,000. Today's item would enact the allowed annual 2% increase to raise the purchasing limit to \$52,020.

Because Public Resources Code Sec 5549 includes the magic language, "the General Manager may bind the district... without advertising" the proposed changes would at the same time increase the limit for projects that do not require formal public bid under State contracting law up to \$52,020, streamlining our ability to do construction projects in an efficient and cost effective manner.



STAFF REPORT

By: Kyra Purvis
Date: May 8, 2023
Item: **4.c**
Subject: Consideration and potential approval of a deed restriction on Suscol Headwaters Park as required by the State of California, Department of Parks and Recreation, pursuant to District receipt of a Regional Park Program grant.

RECOMMENDATION

1. Find that the proposed action is exempt for the California Environmental Quality Act.
2. Approve the deed restriction and designate the General Manager to sign all necessary documents.

ENVIRONMENTAL DETERMINATION

Categorically exempt. The proposed action is exempt from CEQA pursuant to Section 15307 of 14 California Code of Regulations Sec. 15307 (State CEQA Guidelines) (*Actions by Regulatory Agencies for Protection of Natural Resources*).

BACKGROUND

The Regional Park Program grant that is funding development of Suscol Headwaters Park requires the recordation of a deed restriction on the park property prior to release of any grant funds. The deed restriction restricts the title to the property, safeguarding the property for purposes described in the grant for the duration of the contract performance period. This limits activities allowed on the park property to those consistent with the awarded grant, namely trail development and recreational use. The deed restriction will be in effect until June 30, 2052.

While required by the grant program, the deed restriction will not change anything about how Suscol Headwaters is developed or operated. The deed restriction will simply reinforce our existing plans and protections for the property.

RECORDING REQUESTED BY:
California Department of Parks and Recreation
Office of Grants and Local Services

WHEN RECORDED MAIL TO:
Office of Grants and Local Services
PO Box 942896
Sacramento, CA 94296-0001
Attn: Kevin Glaudel

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

DEED RESTRICTION

I. WHEREAS Napa County Regional Park and Open Space District (hereinafter referred to as "Owner(s)") is the recorded owner of the real property described in Exhibit A, attached and incorporated herein by reference (hereinafter referred to as the "Property"); and

II. WHEREAS, the California Department of Parks and Recreation (hereinafter referred to as "DPR") is a public agency created and existing under the authority of section 5001 of the California Public Resources Code (hereinafter referred to as the "PRC"). And

III. WHEREAS, Owner(s) (or Grantee) applied to DPR for grant funds available pursuant to the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All of 2018 Parks Bond Act, Regional Park Program for the following project: Improve and Expand Suscol Headwaters Park; acquire approximately 5 acres for a trailhead, parking and access point; and construct 14 miles of a new multi-use trail network on the Property (hereinafter referred to as "Project"); and

IV. WHEREAS, on July 1, 2022, DPR's Office of Grants and Local Services conditionally approved Grant RG-28-001, (hereinafter referred to as "Grant") the Project; and

V. WHEREAS, but for the imposition of the Deed Restriction condition of the Grant, the Grant would not be consistent with the public purposes of the 2018 Parks Bond Act, Regional Park Program and the funds that are the subject of the Grant could therefore not have been granted; and

VI. WHEREAS, Owner(s) has/ve elected to comply with the Deed Restriction of the Grant, so as to enable Owner(s), to receive the Grant funds and perform the work described in the Grant;

NOW, THEREFORE, in consideration of the issuance of the Grant funds by DPR, the undersigned Owner(s) for himself/herself/themselves and for his/her/their heirs, assigns, and successors-in-interest, hereby irrevocably covenant(s) with DPR that the condition of the grant (set forth at paragraph(s) 1 through 5 and in Exhibit B hereto) shall at all times on and after the date on which this Deed Restriction is recorded constitute for all purposes covenants, conditions and restrictions on the use and enjoyment of the Property that are hereby attached to the deed to the Property as fully effective components thereof.

1. DURATION. (a) This Deed Restriction shall remain in full force and effect and shall bind Owner(s) and all his/her/their assigns or successors-in-interest for the period running from July 1, 2022 through June 30, 2052.

2. TAXES AND ASSESSMENTS. It is intended that this Deed Restriction is irrevocable and shall constitute an enforceable restriction within the meaning of a) Article XIII, section 8, of the California Constitution; and b) section 402.1 of the California Revenue and Taxation Code or successor statute. Furthermore, this Deed Restriction shall be deemed to constitute a servitude upon and burden to the Property within the meaning of section 3712(d) of the California Revenue and Taxation Code, or successor statute, which survives a sale of tax-deeded property.

3. RIGHT OF ENTRY. DPR or its agent or employees may enter onto the Property at times reasonably acceptable to Owner(s) to ascertain whether the use restrictions set forth above are being observed.

4. REMEDIES. Any act, conveyance, contract, or authorization by Owner(s) whether written or oral which uses or would cause to be used or would permit use of the Property contrary to the terms of this Deed Restriction will be deemed a violation and a breach hereof. DPR may pursue any and all available legal and/or equitable remedies to enforce the terms and conditions of this Deed Restriction up to and including a lien sale of the property. In the event of a breach, any forbearance on the part of

DPR to enforce the terms and provisions hereof shall not be deemed a waiver of enforcement rights regarding any subsequent breach.

5. SEVERABILITY. If any provision of these restrictions is held to be invalid, or for any reason becomes unenforceable, no other provision shall be affected or impaired.

Dated: _____, 20 ____

Business Name (if property is owned by a business): _____

Owner(s) Name(s): _____

Signed: _____

PRINT/TYPE NAME & TITLE OF ABOVE
(GRANTEE'S AUTHORIZED REPRESENTATIVE)

Signed: _____

PRINT/TYPE NAME & TITLE OF ABOVE
(ADDITIONAL SIGNATURE, AS REQUIRED)

****NOTARY ACKNOWLEDGEMENT ON THE NEXT PAGE****

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____ before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)



STAFF REPORT

By: Kyra Purvis
Date: May 8, 2023
Item: **4.d**
Subject: Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff for April 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 April 2023. Also included with the report is the District credit card statement.

Agreement 23-03, Amdt 1 Contract amendment with Colliers Valuation & Advisory Services for additional appraisal services for access easement adjacent to Suscol Headwaters Park (additional \$750)

Grants and donations for March:

Online donations	
ReLeaf	\$615.00
Moore Creek Shirts	\$283.20
<u>Spring Trails Challenge</u>	<u>\$1,349.58</u>
TOTAL	\$2,247.78
 Iron Ranger Donations	 \$1,432.75

PARKS & OPEN SPACE DISTRICT -APRIL 2023 EXPENSE REPORT

Gen Admin Dept - 85000-00

Date	Account Name	Description	Vendor Name	Amount
4/5/2023	Computer Software	Google 3/23	Us Bank National Association	\$ 6.00
4/5/2023	Computer Software	Zoom 3/23	Us Bank National Association	\$ 15.99
4/5/2023	Computer Software	Constant Contact-Annual fee email service	Us Bank National Association	\$ 378.00
4/5/2023	Computer Software	Constant Contact-3/23 email service	Us Bank National Association	\$ 61.75
4/17/2023	Health Insurance Premiums	Kaiser 5/23 Cust #9756163204	Kaiser Permanente	\$ 2,805.06

Moore Creek Dept - 85010-00

Date	Account Name	Description	Vendor Name	Amount
4/4/2023	Maintenance Supplies	Chain Loop and Fuel	Napa Power Equipment	\$ 190.70
4/5/2023	Maintenance Supplies	Cust #460 Drill bit, screw	Zeller's & Clarks Ace Hardware	\$ 33.38
4/5/2023	Office Supplies	Tshirt shipping	Us Bank National Association	\$ 32.40
4/10/2023	Maintenance Supplies	Towing and Hitch Supplies	Central Valley Builders	\$ 129.67
4/17/2023	Permit/License Fees	DMV Renewal Yamaha	State Of California	\$ 54.00
4/18/2023	Maintenance Supplies	Chain Loop Supplies	Napa Power Equipment	\$ 90.65
4/18/2023	Maintenance Supplies	5 Gal Premix	Napa Power Equipment	\$ 150.84
4/24/2023	Other Professional Services	#PARK 22-10 French Broom Removal Jan-Mar 2023	Sonoma Ecology Center	\$ 14,611.92
4/24/2023	Other Professional Services	PARK 22-10 French Broom Removal 3/23	Sonoma Ecology Center	\$ 2,540.00
4/24/2023	Rents & Leases	#PARK 20-03 Portable Toilet 4/23	Johnny On The Spot	\$ 207.81

CAMP BERRYESSA 85010-03

Date	Account Name	Description	Vendor Name	Amount
4/5/2023	Other Professional Services	Backflow testing	All Pro Backflow Inc	\$ 190.00
4/5/2023	Janitorial Supplies	TP & Garbage Bags	Us Bank National Association	\$ 61.36
4/10/2023	Other Professional Services	Lab Order Y031001 Camp Berryessa - 3/20/23	Caltest Analytical Labs	\$ 55.00
4/10/2023	Waste Disposal Services	Garbage Service - March 2023	Berryessa Garbage Service	\$ 200.20

NRER - 85010-05

Date	Account Name	Description	Vendor Name	Amount
4/5/2023	Other Professional Services	#PARK 18-02 3/23 Litter Abatement	Napa Valley Support	\$ 500.00

Woodbury Preserve 85010-07

Date	Account Name	Description	Vendor Name	Amount
4/4/2023	Permit/License Fees	2022 Water Assessment FY 22/23	Mbk Engineers	\$ 6.40

State Park - 85010-08

Date	Account Name	Description	Vendor Name	Amount
4/4/2023	Utilities - Electric	Electric 2/14/23 - 3/15/23	Pacific Gas & Electric	\$ 379.81
4/4/2023	Other Professional Services	Lab Order Y031305 Bothe - 3/29/23	Caltest Analytical Labs	\$ 55.00
4/4/2023	Other Professional Services	Lab Order Y031304 Bale Grist - 3/29/23	Caltest Analytical Labs	\$ 55.00
4/4/2023	Utilities - Electric	Electric 2/13/23 - 3/14/23	Pacific Gas & Electric	\$ 1,147.78
4/4/2023	Utilities - Electric	Electric 2/13 - 3/14/23	Pacific Gas & Electric	\$ 164.16
4/4/2023	Utilities - Electric	Electric 2/13 - 3/14/2023	Pacific Gas & Electric	\$ 86.69
4/4/2023	Utilities - Electric	Electric Adjustments - 3/21/23	Pacific Gas & Electric	\$ 1.47
4/4/2023	Utilities - Electric	9051730227-0-2/23	Pacific Gas & Electric	\$ 105.67
4/4/2023	Maintenance Supplies	Water Treatment Supplies - 3/27/23	Usa Bluebook	\$ 1,254.11
4/4/2023	Maintenance Supplies	Bar and Chain Oil	Silverado Ace Hardware	\$ 33.14
4/4/2023	Communications	Phone 2/28 - 3/27/2023	At&T	\$ 27.12
4/5/2023	Other Professional Services	Backflow testing	All Pro Backflow Inc	\$ 330.00
4/5/2023	Waste Disposal Services	Dump charge-Appliance/microwave	Clover Flat Landfill	\$ 80.00
4/5/2023	Office Supplies	Office Supplies-Bothe	Us Bank National Association	\$ 127.02
4/5/2023	Special Department Expense	Staff Shirts	Us Bank National Association	\$ 154.57
4/5/2023	Janitorial Supplies	Cleaning Supplies	Us Bank National Association	\$ 91.11
4/5/2023	Office Supplies	Cash Register rolls	Us Bank National Association	\$ 77.57
4/5/2023	Maintenance Supplies	Mower parts, door mats	Us Bank National Association	\$ 139.18
4/10/2023	Special Department Expense	Corn & Berries - 4-4-23	Keith Giusto Bakery	\$ 725.16
4/10/2023	Communications		At&T	\$ 340.07
4/17/2023	Health Insurance Premiums	Kaiser 5/23 Cust #9756163204	Kaiser Permanente	\$ 2,425.69
4/18/2023	Waste Disposal Services	UVD Garbage Service - 3/23	Upper Valley Disposal	\$ 2,181.34
4/18/2023	Other Professional Services	Lab Order Y031306 Bothe 4-6-23	Caltest Analytical Labs	\$ 77.00

4/18/2023	Maintenance Supplies	Cartridge Filter	Filtration Technology	\$ 814.68
4/18/2023	Janitorial Supplies	4 x comet cleanser	Steves Hardware	\$ 12.95
4/18/2023	Communications	Internet 3-10 - 4-9-23	At&T	\$ 340.07

Suscol Headwaters - 85010-09

Date	Account Name	Description	Vendor Name	Amount
4/5/2023	Construction Services	Suscol Headwaters Phase II Design Work	Smallman, Kevin	\$ 12,000.00
4/18/2023	Construction Services	#PARK 22-12 Professional services 12/22-1/23	Applied Civil Engineering	\$ 4,490.00



P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 04-25-2023
AMOUNT DUE \$1,305.54
NEW BALANCE \$1,305.54
 PAYMENT DUE ON RECEIPT



00000504 01 SP 0.600 106481720895612 P

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

AMOUNT ENCLOSED
\$

Please make check payable to*U S. Bank*

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

[REDACTED] 000130554 000130554

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

NAPA OPEN SPACE DIST	Previous Balance	Purchases And Other Charges	Cash Advances	Cash Advance Fees	Late Payment Charges	Credits	Payments	New Balance
[REDACTED]								
Company Total	\$1,144.95	\$1,305.54	\$0.00	\$0.00	\$0.00	\$0.00	\$1,144.95	\$1,305.54

CORPORATE ACCOUNT ACTIVITY

NAPA OPEN SPACE DISTRICT				TOTAL CORPORATE ACTIVITY
				\$1,144.95 CR
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-20	04-17	7479826311000000000549	PAYMENT - THANK YOU 00000 C	1,144.95 PY

NEW ACTIVITY

CHRISTOPHER M CAHILL		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$1,305.54	\$0.00	\$1,305.54
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
03-28	03-27	24137463087001534950316	USPS PO 0510120423 NAPA CA	29.35	
03-31	03-31	24692163090102349345151	XCLUDER 773-315-5795 IL	227.34	
04-03	04-01	24692163091103497456666	GOOGLE *GSUITE NAPAOUT CC@GOOGLE.COM CA	6.00	
04-04	04-03	24692163093105401047463	IN *JOHNNY ON THE SPOT 707-2581640 CA	654.18	
04-04	04-04	24692163094105555613283	AMAZON.COM*HY3EE57W2 AMZN.COM/BILL WA	16.70	

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

[REDACTED]

ACCOUNT SUMMARY

PREVIOUS BALANCE	1,144.95
PURCHASES & OTHER CHARGES	1,305.54
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	.00
PAYMENTS	1,144.95
ACCOUNT BALANCE	1,305.54

STATEMENT DATE 04/25/23
DISPUTED AMOUNT .00

AMOUNT DUE

1,305.54

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: 04-25-2023

NEW ACTIVITY				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-10	04-07	24492153097852152707097	VINYLDISORD 866-723-3726 CA	234.09
04-24	04-22	24431063112083047841505	TARGET.COM * 800-591-3869 MN	37.87
04-25	04-24	24011343114000037080805	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	15.99
04-25	04-24	24431063114083004787137	TARGET.COM * 800-591-3869 MN	84.02

Department: 00000 Total: \$1,305.54
Division: 00000 Total: \$1,305.54



Projects Status Report

May 8, 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. The Board President and General Manager met with CADFW staff on June 12, 2018 to discuss CDFW concerns. Senator Dodd organized a meeting in October with the City of American Canyon, County of Napa and the District in an attempt to move the project forward, and another meeting with District staff and CADFW staff on November 28, 2018. Staff has been working with BCDC to determine whether CDFW plans to impose user fees for people walking on the trail along the edge of the wetlands would be allowed under DFW's permit from BCDC. 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. 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. 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. Chris, Ryan, and Jessica Ardizzone toured the Am Can Parks Foundation's Napa River Eco Center project in late April and had fruitful conversations with ACCPF and Napa RCD staff about the facility and outdoor education generally. The possibility of housing a new NCRPOSD South County ranger at the Eco Center was broached.

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%). 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. Rick has secured rock to complete the fixes.

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. 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. 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.. 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. 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. 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. As noted verbally at the March meeting, Napa County 4H, which recently lost its longtime home at Las Posadas State Forest, has relocated their summer camp to Camp Berryessa.

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. 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. 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 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. 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. The heavy rains of the winter of 2022/2023 evidenced significant drainage issues in the Kateley Finger staging area; it now appears that drainage improvements, potentially even engineered drainage improvements, will be necessary if we are ever to allow regular wintertime vehicular traffic in and out of that area. The local Napa Firewise council is conducting fuel reduction along Dry Creek Road abutting the Mayacamas and Amy's Grove properties and requested authorization from the District to do significant clearing 110 feet from the center line of the road. The District was not comfortable with the level of planned tree removal, so has agreed to a reduced project, which includes removing brush, trees that pose a hazard to the road, and trees </- 6" dbh, and limbing up of trees >6" dbh to reduce ladder fuels. The contractors will avoid areas that are unstable or where clearing could impact the creek. They also kindly agreed to chip much of the debris that remains from the District's own clearing efforts.

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. 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 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. 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. 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. 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. Rick is looking in to filling a large pothole which has opened up in the main parking lot over the winter. The pothole was filled by our resident caretaker and our gatehouse tenants, using donated rock, in mid-April. We have launched a social media campaign to alert visitors about the full parking lots and busy trails they can expect to experience at Moore Creek in a superbloom spring. Redux trail is almost compete.

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. We continue to see some trespassing and illegal camping on this property.

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. 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. 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 installed 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. 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. 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 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. 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 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. We received the appraisal for the easement on Napa Sanitation District property, with an unexpectedly high value. After discussions with the appraiser, they reevaluated their methodology and reduced the fair market value to something much closer to the estimate we included in the grant application. The appraisal has been shared with Napa Sanitation District, and assuming it's acceptable, we will move forward with the purchase and sale agreement. Redwood Trails Alliance is preparing to begin construction of the Perdida Trail. Construction of the Zane trail by Kevin Smallman has begun and is about 30 percent complete at the writing of this report. Kevin held a productive volunteer trail-building event with the Rebobs mountain bike team.

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. Completion of the Up Valley segment is now estimated for very late 2023.

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: May 8, 2023
Item: **4.f**
Subject: April 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 picked up for Spring Breaks and nice weather. Trail use picked up as well with nice weather and wildflower season.

Bale Mill SHP- Visitation was low, with the exception of one weekend.

Robert Louis Stevenson SP- Visitation picking up on clear weekends. PG&E damaged the peak fire road and drainage dips on Mount St Helena while doing emergency repairs to their facilities. The owners/managers of the North Peak are seeking help to get PG&E to repair the road.

PARK UPDATES

- There were three field trips held at the Mill in April. A total of 62 students and 42 adults participated in the programs. There was one medical incident during one of the field trips. A parent felt faint and was taken to the hospital by EMS.
- There were four field trips at Bothe in April. A total of 199 students and 22 adults participated in the programs.
- The 3rd Saturday Hike this month was held at the Woodbury Preserve in Spanish Valley to look at wildflowers. The hike was postponed from March and drew five participants.
- Alila Napa Valley (a high end St Helena hotel) approached the park about a volunteer event that was held on April 27th. A group of six volunteers assisted staff in clearing weeds and annual maintenance of accessible walkways in the day use area.
- The draft State Parks Budget was prepared and sent to the front office in Napa.
- Staff continues cleaning out the Visitor Center and moving furniture ahead of building repairs.
- A Special Event Permit was prepared for Scena Performance to hold their annual Napa Valley Endurance run on Oat Hill Mine, Palisades Trail, and Mnt St Helena Trails. The event was held April 16th, with 183 participants in the different distances. Staffed cleared two large trees that blocked the trail in advance of event.

- State Parks and Cal Fire burned 60 of 350 burn piles that were created along Richey/Vineyard trail in December 2022. State Parks reports the rest will likely be burned next winter.
- Rianda House held a hike for seniors at Bothe in April with 8 participants. They plan to have a monthly outing in May and June.
- A Special Event Permit was issued for Backroads to hold guided hikes at the park in 2023.
- NOSD staff and NVSPA board members staffed booths for the Napa Earth Day event on April 23rd with activities and give away items.
- Volunteer extraordinaire Wayne Grout volunteered several days in April to continue progress on clearing the Upper Richey Trail of post fire ceanothus and poison oak. He also has assisted with weeding in the Native American Plan Garden.
- Two new Millers were hired in April and will start their training in May.
- Park Aide interviews continue with limited success in hiring. All offers made to candidates have been turned down so far this spring/winter.
- Jessica is working with NVSPA on planning for the annual Pancake Breakfast event on May 6th.
- Wildlife Out contractor started rodent exclusion work on the Cabins, thanks to funding from NVSPA.