



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

Brad Wagenknecht  
*Director, Ward One*

Ryan Gregory  
*Director, Ward Two*

Patricia Clarey  
*Director, Ward Three*

Nancy Lewis-Heliotis  
*Director, Ward Four*

Barry Christian  
*Director, Ward Five*

## AGENDA

### BOARD OF DIRECTORS REGULAR MEETING

Monday, February 10, 2025 at 2:00 P.M.

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

This is an in-person meeting.

You may also attend and provide comments via Zoom Conference Call.

**Please Note:** Remote participation for members of the public, whether by telephone, Zoom, or any other technology, is provided for convenience only. In the event that the Zoom or other connection is disconnected or malfunctions for any reason, the Board of Directors reserves the right to conduct or to continue a meeting without remote access.

### 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 [info@ncrposd.org](mailto:info@ncrposd.org).

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, Second Floor, 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.

*The Board of Directors of the Napa County Regional Park and Open Space District encourages a respectful dialogue that supports freedom of speech and values diversity of opinion. The Board, staff, and members of the public are expected to be civil and courteous, and to refrain from questioning the character or motives of others participating in the meeting. The District requests that speakers not use threatening, profane, or abusive language which disrupts, disturbs, or otherwise impedes the orderly conduct of a Board meeting. Members of the public may comment on any item on the agenda during Board consideration of the item. The Board President will invite public comment following the staff presentation and prior to final Board deliberations. Each speaker will be allotted time for comment as set by the Board President (generally 3 minutes).*

### 1. Call to Order and Roll Call

### 2. Public Comment

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

### 3. Set Matters

None.

### 4. Administrative Items

- a. Consideration and potential approval of minutes for Board of Directors regular meeting of January 13, 2025.
- b. Consideration and potential approval of a memorandum of understanding formalizing District participation in the Napa Wildfire Resilience Coordinating Group.
- c. Consideration and potential approval of an assignment of purchase agreement with the Land Trust of Napa County, approval of the acquisition of a 523-acre property adjacent to Moore Creek Park (APN Nos. 025-030-010, 025-030-017 & 025-060-005, the “Phinney Addition”), approval of Certificate of Acceptance, and authorization to execute documents.
- d. Consideration and potential nomination of a special district representative and/or alternate representative to the Napa County Treasury Oversight Committee.
- e. Fiscal Year 2024-2025 midyear budget review.
- f. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff for January 2025.
- g. Review of the District Projects Status Report.
- h. Receipt of monthly report for Bothe-Napa Valley State Park, Bale Grist Mill State Historic Park, and Robert Louis Stevenson State Park.

#### 5. Announcements by Board and Staff

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

#### 6. Agenda Planning

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

#### 7. Adjournment



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

Brad Wagenknecht  
*Director, Ward One*

Ryan Gregory  
*Director, Ward Two*

Patricia Clarey  
*Director, Ward Three*

Nancy Lewis-Heliotes  
*Director, Ward Four*

Barry Christian  
*Director, Ward Five*

# MINUTES

## BOARD OF DIRECTORS REGULAR MEETING

Monday, January 13, 2025 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: Brad Wagenknecht, Ryan Gregory, Patricia Clarey, Nancy Heliotes, Barry Christian**

**Staff Present: Chris Cahill, Andrew Brooks, Ryan Ayers**

2. Public Comment

**None.**

3. Set Matters

Administration of the Oath of Office for incoming Director Ryan Gregory.

**Ryan Gregory was formally sworn into office as Director of Ward 2 by District Secretary Ryan Ayers.**

4. Administrative Items

a. Election of officers.

**Directors elected Nancy Heliotes to serve as Board President.**

**PC - BC - BW- RG - NH**

**Directors elected Patricia Clarey to serve as Board Vice President.**

**BW - BC - RG - PC - NH**

b. Consideration and potential approval of minutes for Board of Directors regular meeting of December 9, 2024.

**Minutes for the December 9, 2024 regular meeting were approved as presented.**

**BC - BW - PC - NH - RG**

**A**

c. Acceptance of final independent audit for FY 23-24 prepared by Brown Armstrong, Certified Public Accountants (final audit materials to be distributed at the meeting).

**Following presentation by Napa County Auditor-Controller Tracy Schulze, Directors accepted the audit for FY 23-24 prepared by Brown Armstrong, Certified Public Accountants.**

**BW - RG - PC - NH - BC**

- d. Consideration and potential approval of a District representative to the Napa Valley Vine Trail Coalition Board.

**Report presented by Chris Cahill; Directors appointed Brad Wagenknecht to serve as District representative to the Napa Valley Vine Trail Coalition Board for a term of one year.**

**RG - PC - BW - NH - BC**

- e. Update on the buildout of Suscol Headwaters Park.

**Andrew Brooks presented a report detailing the extensive work already completed on the buildout of Suscol Headwaters Park, as well as planning details for the next phases of construction; No action taken.**

- f. Consideration and potential approval of Resolution 25-01, approving the grant of funds from the State Coastal Conservancy for the Phinney acquisition.

**Report presented by Chris Cahill; Directors approved Resolution 25-01, approving the grant of funds from the State Coastal Conservancy for the Phinney acquisition.**

**BC - RG - BW - PC - NH**

- g. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff for December 2024.

**Report presented by Chris Cahill; No action taken.**

- h. Review of the District Projects Status Report.

**Report presented by Andrew Brooks; No action taken.**

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

**Report presented by Chris Cahill; No action taken.**

#### 5. Announcements by Board and Staff

- **Director Christian announced that the Solano Community Foundation will be hosting the Winged Migration Expo on February first and second at Mare Island in Vallejo.**
- **Chris Cahill noted that there is a letter included in the agenda packet that was sent by the District in support of a vegetation management grant applied for by Napa RCD.**
- **Ryan Ayers announced that the District received a large donation of redwood lumber from Tony McClimans for use in various District projects.**
- **Ryan Ayers announced that the District is hosting an official opening event for the native plant garden at Moore Creek Park on Saturday, January 18, 2025 in partnership with First 5 Napa County.**

#### 6. Agenda Planning

- **Chris Cahill noted that there will be several procedural agenda items coming before the Board related to the Phinney property acquisition.**

#### 7. Adjournment

SIGNED: \_\_\_\_\_  
Nancy Lewis-Heliotas, Board President

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

Vote: BW = Brad Wagenknecht; RG = Ryan Gregory; PC = Patricia Clarey; NH = Nancy Heliotas; 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:* February 10, 2025  
*Item:* **4.b**  
*Subject:* Consideration and potential approval of a memorandum of understanding formalizing District participation in the Napa Wildfire Resilience Coordinating Group.

### RECOMMENDATION

Approve the attached Memorandum of Understanding and direct the General Manager to execute it on behalf of the District.

### 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 the aftermath the 2020 Glass Fire, the Napa RCD convened the Napa County Pre-Fire Coordinating Group, an informal group of scientists, foresters, land managers, farmers, and firefighters who have been meeting monthly to share information and collaborate on fuels management and wildfire mitigation in Napa County. The Open Space District has been a member of the Pre-Fire Coordinating Group from the outset.

The RCD would like to pivot the Pre-Fire Coordinating Group into more of a formal organization going forward; the kind of organization that has a separate existence and can take-on projects or apply for funding on its own. As part of that organizational pivot, the group would be renamed the Napa Wildfire Resilience Coordinating Group.

The attached draft Memorandum of Understanding would create the Napa Wildfire Resilience Coordinating Group. Staff very much supports mission of the proposed organization and is committed to the kind of collaboration between natural resource professionals and fire professionals that the new organization would embody. We recommend that the Open Space District sign on to the proposed MOU.

*Last modified: November 21, 2024*

This Memorandum of Understanding (MOU) is made and entered into by and among the signatories (“MEMBERS”).

**I. PURPOSE.** The purpose of this MOU is to establish a Napa Wildfire Resilience Coordinating Group (NWRCG). The MEMBERS desire to work together within the scope of their respective authorities toward a common goal of restoring and maintaining resilient landscapes and creating fire adapted communities in Napa County. The MEMBERS agree that achieving this goal requires collaborative planning and action by the public, private, and non-profit sector organizations that focus on these issues. To the greatest extent possible, MEMBERS commit to working towards this goal by:

- Advancing their knowledge and skills;
- Sharing organizational roles, priorities, and activities, facilitating relationship building and project visibility;
- Identifying opportunities for jointly prioritizing, planning, and implementing fuel treatment projects and community outreach and education efforts;
- Supporting on-the-ground efforts by sharing resources, expertise, and hands-on learning opportunities;
- Overcoming financial and process-based barriers to collaborative efforts, improving efficiencies of project planning and implementation;
- Seeking financial and policy support from federal, state, county, and municipal governments and their leadership;
- Leveraging local, regional, state, and federal partnerships to address critical barriers to project planning and implementation;
- Supporting Community Wildfire Protection Planning and other local and regional fire and forest resilience-related planning efforts.

**II. RESPONSIBILITIES.** It is mutually agreed and understood by the MEMBERS that:



- A. It is understood that collaborative activities will not conflict with each Member's approved plans, mission, and purposes, and will honor each Member's jurisdiction and requirements for approval, permits, and compliance. In support of collaborative activities, members will look for opportunities to work together on joint projects following the principles and methods of best landscape management practices to minimize wildfire impacts on human life and property in the wildland-urban interface and restore natural fire regime patterns in undeveloped areas, and increase the climate and wildfire resilience of native habitats in a manner that is economically and ecologically sound.
- B. MEMBERS agree to:
- i. Manage and utilize collaboration tools for communication, document-sharing, project tracking, and more;
  - ii. Participate in regular meetings to report findings and accomplishments and update priorities;
  - iii. Identify opportunities for collaborating on planning and implementing forest health and fuel treatment projects, and community outreach and education efforts;
  - iv. Identify shared barriers to project planning and implementation and explore solutions collaboratively;
  - v. Identify and participate in knowledge building and hands-on learning opportunities, incorporating the latest science, traditional ecological knowledge, and local knowledge into project prioritization, planning and implementation; Research, prepare applications for, and manage grant funding for projects involving multiple partners;
  - vi. Serve as a resource for local, state, and federal decision-makers.
- C. This MOU may be revised as necessary by execution of a written amendment signed and dated by all MEMBERS. At a minimum, this MOU will be reviewed every two (2) years and revised if necessary. An addition of new parties, or the withdrawal of existing MEMBERS, shall not be considered a modification of this MOU.

- D. Any MEMBER may terminate its participation in this MOU by providing 30 days written notice of its intent to withdraw to all other MEMBERS.
- E. This MOU may be executed in one or more counterparts, each of which shall be deemed an original.
- F. This MOU in no way restricts the involved MEMBERS from participating in similar agreements and/or activities with other public or private agencies, organizations, or individuals.
- G. This MOU is neither a fiscal nor a funds obligation document. Any endeavor involving reimbursement or contribution of funds between the MEMBERS to this instrument will be handled in accordance with applicable laws, regulations, and procedures including those for government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the MEMBERS and shall be independently authorized by appropriate statutory authority. This instrument does not provide such authority.

**IV. TERM.** This MOU shall be effective upon execution of a Signature Page by a minimum of three (3) MEMBERS. This MOU shall remain in effect if a minimum of three (3) MEMBERS are participating.

**V. ENTIRE AGREEMENT.** This agreement is the entire agreement between the MEMBERS. Each party to this agreement acknowledges that no representations, inducements, promises, or agreements have been made by or on behalf of any other party, except as those promises, and agreements contained in it.



## STAFF REPORT

**By:** Chris Cahill  
**Date:** February 10, 2025  
**Item:** 4.c  
**Subject:** Consideration and potential approval of an assignment of purchase agreement with the Land Trust of Napa County, approval of the acquisition of a 523-acre property adjacent to Moore Creek Park (APN Nos. 025-030-010, 025-030-017 & 025-060-005, the “Phinney Addition”), approval of Certificate of Acceptance, and authorization to execute documents.

### RECOMMENDATION

1. Approve the Phinney Addition assignment of purchase agreement with the Land Trust of Napa County.
2. Approve the acquisition of the Phinney Addition for \$1.7M (appraised value \$1.78M) plus closing costs.
3. Approve a Certificate of Acceptance for the Phinney Addition.
4. Authorize the Board President or the General Manager to complete all actions and execute all documents necessary to complete the purchase of the Phinney Addition.

### ENVIRONMENTAL DETERMINATION

**Categorically Exempt.** The acquisition of land or interests in land to create parks is exempt from the application of the California Environmental Quality Act (CEQA) under State CEQA Guidelines, Class 16 (*Transfer of Ownership of Land in Order to Create Parks*) and the Napa County Regional Park and Open Space District’s Local CEQA Guidelines, Class 5, Sub 2 (*Minor Alterations in Land Use Limitations - Acceptance of Interest in Property*). No management plan has been prepared for the subject property. There are no unusual circumstances associated with the acquisition of the subject property that would cause it to have a significant effect on the environment.

### BACKGROUND

The Open Space District and our partners at the Land Trust have been working hard to complete the acquisition of the 523-acre Phinney property by March 30 of this year. The new property is in a key location that will create an unbroken stretch of protected land spanning from the Pacific Union College Demonstration Forest southward all the way to Lake Hennessey. The Phinney Addition will increase the size of Moore Creek Park to over 2,100 acres, connect its 25 mile trail network to the 35 mile Pacific Union College Demonstration Forest network, and allow for 4 new miles of dedicated Bay Area Ridge Trail. It will also protect nearly the entire channel of Moore Creek, from headwaters to mouth.

Grant funding for this project has been awarded by the State Coastal Conservancy and the Metropolitan Transportation Commission (MTC), totaling \$1.7 million. Funding for conservation projects has been particularly challenging over the past few years due to tight state and federal budgets, so securing grants to

cover the full cost of the acquisition is a tremendous success. In this climate, the major grants by MTC (\$1M) and the State Coastal Conservancy (\$700,000) represent real votes of confidence by the funding agencies, both in the conservation value of the project itself and in the capacity of the Open Space District to deliver it.

Because the Land Trust secured the original purchase and sale agreement with the Phinney family, it is necessary to assign the agreement from the Land Trust to the Open Space District. The Land Trust will, at the same time, assign the Coastal Conservancy grant to the District. The MTC grant was made direct to the District, so can be placed straight into escrow.

A Certificate of Acceptance is always required when the District acquires land pursuant to Government Code Section 27281, which states:

*Deeds or grants conveying any interest in or easement upon real estate to a political corporation or governmental agency for public purposes shall not be accepted for recordation without the consent of the grantee evidenced by its certificate or resolution of acceptance attached to or printed on the deed or grant.*

## Assignment And Assumption of Purchase Agreement

This Agreement is made effective as of February 10, 2025 (“**Effective Date**”), by and between Napa County Land Trust, dba The Land Trust of Napa County, a California nonprofit corporation (“**Land Trust**”) and the Napa County Regional Park and Open Space District, a Special District of the State of California (“**District**”) (collectively, “**the Parties**”) and is as follows:

### RECITALS:

- A. Land Trust is the Buyer and The David Phinney and Kimberly I Phinney 2011 Revocable Trust, dated January 31, 2011 (“**Phinney**”), is the Seller in a Real Estate Purchase Agreement, dated June 4, 2024 (“**Purchase Agreement**”);
- B. The Purchase Agreement provides, among other matters, that the Land Trust shall purchase and Phinney shall sell, the real property more particularly described therein, for One Million Seven Hundred Thousand Dollars (\$1,700,00) on or before April 24, 2024;
- C. Land Trust wishes to assign the terms, obligations, conditions and agreements in the Purchase Agreement to the District, and the District agrees to assume such terms obligations, conditions and agreements, all according to the provisions of this Agreement, set forth below.
- D. Now, therefore, the Parties agree as follows:

### AGREEMENT:

1. Assignment and Assumption. The Land Trust hereby assigns all terms, obligations, conditions and agreements in the Purchase Agreement to the District, and the District hereby assumes all such terms, obligations, conditions and agreements. The Purchase Agreement is attached as Exhibit A, and incorporated herein by reference.
2. Funding. The Land Trust shall assign, by separate documentation, the grant it anticipates receiving, in the amount of Seven Hundred Thousand Dollars (\$700,000), from the California Coastal Conservancy, to the District. The District shall either deposit these funds with Placer Title Company of Napa, the designated escrow holder in the Purchase Agreement (“**Title Company**”) upon receipt, or the Land Trust may elect, alternatively, to deposit these funds directly with the Title Company for the benefit of the District. The District shall also deposit the sum of One Million Dollars (\$1,000,000) from the grant it anticipates receiving from the Metropolitan Transportation Commission, with the Title Company, upon receipt of those funds.
3. Prior Obligations. It is understood by the District, in accepting this assignment of the Purchase Agreement, that it is responsible for performing all obligations of the Land Trust in the Purchase Agreement, including, without limitation, the Land Trust’s satisfaction of all conditions and performance of all agreements therein, which have not previously been satisfied or performed by the Land Trust, arising after the Effective Date of this Agreement. As such, the District hereby releases the Land Trust and indemnifies it, from any liabilities set forth in the Purchase Agreement, which may arise

thereafter. The Land Trust, for its part, also hereby releases the District and indemnifies it, from any liabilities set forth in the Purchase Agreement, which may have arisen before the Effective Date of this Agreement.

4. General. This Agreement and the Purchase Agreement consists of the entire agreement between the Parties, and may not be revised or amended without further written documentation signed by both such Parties. This Agreement may be signed in counterparts, each of which shall be deemed an original, and both of which together shall be deemed to be the full agreement of the Parties.

WITNESS the following signatures:

Napa County Land Trust, dba The Land Trust of Napa County

By: \_\_\_\_\_

Doug Parker, CEO

Napa County Regional Park and Open Space District

By: \_\_\_\_\_

Christopher M. Cahill, General Manager



## **STAFF REPORT**

*By:* Chris Cahill  
*Date:* February 10, 2025  
*Item:* **4.d**  
*Subject:* Consideration and potential nomination of a special district representative and/or alternate representative to the Napa County Treasury Oversight Committee.

### RECOMMENDATION

1. Determine whether or not to nominate a special district representative and/or alternate special district representative to the Napa County Treasury Oversight Committee.
2. Select nominee(s).

### 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

Treasurer Bob Minahen is requesting a nominee to the Napa County Treasury Oversight Committee representing the Napa County special districts (like ourselves) that deposit funds in the County Treasury. The Treasury Oversight Committee is constituted pursuant to Government Code §§27131-27137 and empowered to review and monitor the Treasurer's County Investment Policy, order an annual compliance audit, and receive periodic updates on the performance of the treasury pool.

As dictated by State law, one of the Treasury Oversight Committee members is to be a representative of the special districts that are mandated to deposit their funds in the county treasury. In recent times, the special district representative position on the committee has been held by Alfredo Pedroza. Then-Supervisor Pedroza was eligible for the special district position because the Board of Supervisors sits as the board of directors of six of Napa County's nineteen special districts. The Board of Supervisors also has its own designated representative (and alternate) position on the Committee.

With Supervisor Pedroza's recent retirement from elective public office, the special district seat on the Treasury Oversight Committee has become vacant. Treasurer Minahen indicates that the County will likely nominate another sitting member of the Board of Supervisors to fill the special district seat on the Committee. The governing boards of each of the other independent special districts in the county are also being given the opportunity to nominate a representative and/or an alternate. Per Government Code, the special district representative should ultimately be selected by "a majority of the presiding officers of the legislative bodies of the special districts in the county that are required or authorized to deposit funds in the county treasury."

The Napa Open Space District board may nominate a special district representative, an alternate special district representative, both, or make no nomination.

Please review Bob Minahen's February 3, 2025 letter (attached) for additional background information.





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Treasurer – Tax Collector  
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1195 Third St.  
Suite 108  
Napa, CA 94559  
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Fax: (707) 253-4337

Tamie R Frasier  
Treasurer – Tax Collector

February 3, 2025

\*\*\* SENT VIA E-MAIL\*\*\*

Nancy Heliotes, President  
Napa County Regional Parks and Open Space District  
1195 Third Street, 2<sup>nd</sup> Floor  
Napa, CA 94559

RE: Napa County Treasury Oversight Committee Special Districts' Representative

Dear President Heliotes,

Since 2017, Alfredo Pedroza has been the special district representative on the Napa County Treasury Oversight Committee without an alternate member. With Supervisor Pedroza leaving office, the Treasury Oversight Committee is seeking nominations for both the primary and alternate member to represent the special districts who maintain their funds in the Napa County Treasury Pool.

The TOC meets twice a year to review to discuss the County's pooled portfolio of investments, discuss the current market environment and work on changes to the Napa County Investment Policy. The Committee meetings take place in the County Administration Building. The legal requirements of this committee are to review and monitor the County Treasurer's annual Investment Policy and to arrange for an audit of the treasurer's compliance with the investment policy with regard to the pooled investment portfolio. The broader, intended purpose is to give our pool participants greater knowledge of the portfolio and the process under which it is maintained.

The members of the TOC consist of (1) a representative from the Board of Supervisors; (2) the County Auditor; (3) the County Superintendent of Schools; (4) a representative of the Special Districts in the county; (5) a representative of the School Districts in the county, and: (6) a member of the public appointed by the Board of Supervisors.

The relevant law requires the special district representative be "selected by a majority of the presiding officers of the legislative bodies of the special districts in the county that are required or authorized to deposit funds in the county treasury". **Each special district may recommend one nominee for each position (one primary and one alternate), but are not required to do so.** The proposed nominees are subject to prohibited activities regarding campaign contributions, fundraising, and employment in the financial services industry. I am attaching a copy of the full text describing these prohibited activities which we will have each nominee review and confirm their compliance with before being added to the ballot. You may want to "pre-screen" your nominees, as we will have to eliminate any of the recommended persons should they not comply with these requirements.

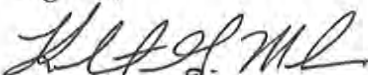
I am hereby soliciting your nominations for the Special Districts' primary and alternate representatives to the TOC for the term ending March 31, 2029. Once the nominations are received and we have confirmed the nominees comply with the requirements as described within this letter, we will compile a ballot for you to complete and return.

I would like to put the final slate of members on the Board of Supervisor's agenda in March. I will, therefore, need your response to this request with your nominations (with e-mail and/or telephone contacts) as soon as possible, but no later than **February 17, 2025**. Please respond by return e-mail to [bob.minahen@countyofnapa.org](mailto:bob.minahen@countyofnapa.org) or [samuel.ross@countyofnapa.org](mailto:samuel.ross@countyofnapa.org).

We anticipate getting the ballot created and distributed within a few days after receipt of the nominations, reflecting a final return date within 7 - 10 days.

Thank-you for your immediate attention to this matter. Please feel free to contact me if you have questions.

Regards,



Robert G. Minahen  
Treasurer-Tax Collector

### **Treasury Oversight Committee Member Prohibited Activities**

In accordance with California Government Code Regulations: Chapter 5, Article 6 sections:

27132.1 - An Oversight Committee member may not be employed by an entity that has contributed to the campaign of a candidate for the office of local treasurer or contributed to the campaign of a candidate to be a member of a legislative body of any local agency that has deposited funds in the county treasury in the previous three years or during the period that the employee is a member of the Oversight Committee.

27132.2 - An Oversight Committee member may not directly or indirectly raise money for a candidate for local treasurer or a member of the governing board of any local agency that has deposited funds in the county treasury while a member of the Oversight Committee.

27132.3- An Oversight Committee member may not secure employment with, or be employed by, bond underwriters, bond counsel, security brokerages or dealers, or with financial services firms during the period that the person is a member of the committee or for one years after leaving the Oversight Committee.

27137- An Oversight Committee member shall not direct individual investment decisions, select individual investment advisors, brokers, or dealers or impinge on the day to day operations of the County treasurer.



## **STAFF REPORT**

*By:* Barb Ruffino and Chris Cahill  
*Date:* February 10, 2025  
*Item:* **4.e**  
*Subject:* Fiscal Year 2024-2025 midyear budget review.

### RECOMMENDATION

Receive the report.

### ENVIRONMENTAL DETERMINATION

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

### BACKGROUND

In an effort to keep the District budget on track, we have conducted a review of revenue and expenditures for the first two quarters of FY 2024-25 (July-December, 2024). This marks the beginning of the budgeting process for next year, creating a jumping-off point for the drafting of next fiscal year's budget. It also alerts staff to any mid-year adjustments that might be called for. Note that this process provides a general impression of the state of the budget, as not all accounting occurs in real time.

#### **Introduction**

The General Operations side of the District budget will likely end this fiscal year on-budget or slightly better than budgeted. While we do plan to complete the acquisition of the Turkovich property this spring, spending some \$500,000 into the fund balance, those funds were set-aside in previous years for that purpose. We would expect to see the non-allocated General Operations fund balance at about \$1M at the end of the current fiscal year, which is a comfortable operating reserve equivalent to roughly one-year's operating expenses.

On the State Parks side of the budget, we are doing slightly better than budgeted at the half year point. Unfortunately, the FY 2024-25 budget has us spending the State Park operating reserve down to +/\$500,000, or roughly 6 months of operating expenses. Doing better than budgeted, in this case, is likely to mean a State Park operation with a \$520,000 fund balance instead of \$500,000.

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

Based on the year to date, General Operations (non-State Park) revenues at the close of this fiscal year are anticipated to be slightly higher than anticipated. The increased revenue is due mainly to an increased transfer-in (49900 Intrafund Transfer-In) for revenue pulled from the fund balance to offset the Vine Trail capital assets as well as the Turkovich property acquisition in Other Projects.

The District is also likely to exceed projected donations and revenue for interest earned on the fund balance.

### **General Operations, Expenditures**

Across all non-State Park units, expenditures are lower than budgeted in most subdivisions. Salary costs are lower than budgeted due to a vacant ranger position. There are a few exceptions to this including General Admin Memberships, Computer Equipment and in Camp Berryessa we are seeing higher expenditures due to a septic panel repair as well as electrical panel replacement. There is a large savings related to budget associated with election costs. When we prepared the fiscal year budget, we had to budget for fully loaded election costs and will see a substantial savings as all elections were not contested. In developing the budget, District staff includes funds for all projects we hope to complete in the fiscal year. Some of those projects inevitably don't get completed, due to staff workload/availability, permitting, or other hiccups along the way.

There was an increase in budget for the Vine Trail subdivision for the acquisition of capital asset items that were budgeted, but not acquired, in Fiscal Year 2023-24. This increase was offset by a transfer of funds from the fund balance.

Within the next few months, we plan to acquire the Turkovich property. We have \$250,000 budgeted this fiscal year for this land acquisition and will also pull \$500,000 from the fund balance. This money has been put aside over the last few years for this acquisition.

The end result is anticipated to be a reduction in fund balance in approximately \$500,000. The General Operations available fund balance at the start of Fiscal Year 2024-25 was \$1,676,541.

### **State Parks, Revenue**

State Parks revenues are likely to be slightly lower than anticipated due mostly to delayed revenue regarding the Vine Trail contract. Billing for this will start in January 2025 but the end result will still be lower than originally budgeted for 2025-25 due to the delay. Concessions revenue is running slightly higher than budgeted at 56% at the mid-year point.

### **State Parks, Expenditures**

State Parks expenditures will likely be slightly below or close to the budgeted expenditures by the end of the fiscal year. Salary expenditures look to be running slightly low at this point and at this point the only expense that was not anticipated was a furnace replacement in the amount of \$8,000. All other expenditure accounts seem to be running fairly close to the budgeted target.

The 2024-25 State Park budget was prepared showing a projected year end deficit of \$135,000. Based on the six month revenue & expenditures we can project that this will be fairly close to accurate. The result of this will likely result in the use of the fund balance of approximately \$120,000 by the end of fiscal year 2024-25. The State Park fund balance was \$631,252 as of July 1, 2024.



**STAFF REPORT**

By: Chris Cahill and Barb Ruffino  
Date: February 10, 2025  
Item: **4.f**  
Subject: Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff for January 2025.

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 \$53,060.40, provided that all such expenditures are subsequently reported to the Board of Directors. Section III.A.(8) of the By-laws authorizes the General Manager to apply for grants and receive donations, subject to reporting such actions to the Board of Directors.

Attached is a report showing all District expenditures for **January 2025**. All Cal-Card purchases are itemized in the financial report.

Grants and donations for **January**:

**Online Donations**

**Iron Ranger Donations**

Moore Creek Park	\$345.55
Oat Hill Mine Trail	\$168

**PARKS & OPEN SPACE DISTRICT -JANUARY 2025 EXPENSE REPORT**

**Gen Admin Dept - 85000-00**

Date	Account Name	Description	Vendor Name	Amount
1/3/2025	Computer Software	11/24 Google	Us Bank National Association	\$ 7.20
1/3/2025	Computer Software	1/25 Zoom	Us Bank National Association	\$ 15.99
1/3/2025	Computer Software	Constant Contact annual subscription	Us Bank National Association	\$ 408.80
1/3/2025	Maintenance Supplies	Adapter	Us Bank National Association	\$ 22.62
1/3/2025	Fleet Charges	Fuel-subaru	Us Bank National Association	\$ 30.00
1/14/2025	Rents/Leases-Equipment	12/24 Printer Lease	Kyocera Document Solutions	\$ 61.49
1/14/2025	Rents/Leases-Equipment	10/24 Printer Lease	Kyocera Document Solutions	\$ 61.49
1/21/2025	Rents/Leases-Equipment	1/25 Printer Lease Cust #1055081439	Kyocera Document Solutions	\$ 61.49
1/21/2025	Health Insurance Premiums	2/25 Kaiser Premium	Kaiser Permanente	\$ 3,215.41
1/28/2025	Maintenance Supplies	Hardware	Zeller's & Clarks Ace Hardware	\$ 5.11
1/28/2025	Maintenance Supplies	Keys	Zeller's & Clarks Ace Hardware	\$ 96.78
1/28/2025	Maintenance Supplies	Wood screw	Zeller's & Clarks Ace Hardware	\$ 14.00

**Moore Creek Dept - 85010-00**

Date	Account Name	Description	Vendor Name	Amount
1/2/2025	Rents/Leases-Equipment	12/24 Portable Toilet	Johnny On The Spot	\$ 220.69
1/2/2025	Maintenance Supplies	Wood seat, flush valve, gloves	Central Valley Builders	\$ 47.50
1/2/2025	Maintenance Supplies	Credit invoice-return white wood seat	Central Valley Builders	\$ (20.55)
1/2/2025	Maintenance Supplies	Magnetic cabinet catch	Central Valley Builders	\$ 26.87
1/2/2025	Other Professional Services	1/25 Monthly water sampling	Heritage Systems, Inc	\$ 128.33
1/21/2025	Rents/Leases-Equipment	1/25 Portable Toilet	Johnny On The Spot	\$ 226.66
1/28/2025	Maintenance Supplies	50to1 Premix Fuel, 5gal	Napa Power Equipment	\$ 164.84

**Camp Berryessa 85010-03**

Date	Account Name	Description	Vendor Name	Amount
1/3/2025	Janitorial Supplies	Cleaning supplies-CB	Us Bank National Association	\$ 92.98
1/9/2025	Waste Disposal Services	12/24 Garbage-Camp Berryessa	Berryessa Garbage Service	\$ 23.50

**NRER - 85010-05**

Date	Account Name	Description	Vendor Name	Amount
1/9/2025	Other Professional Services	12/24 Litter Abatement	Napa Valley Support	\$ 500.00

**State Park - 85010-08**

Date	Account Name	Description	Vendor Name	Amount
1/2/2025	Other Professional Services	Lab Order #Z120689-Bale Mill	Caltest Analytical Labs	\$ 136.00
1/2/2025	Communications/Telephone	11/10/24-12/9/24 Internet	At&T	\$ 315.98
1/2/2025	Maintenance Supplies	Distilled water, epoxy	Silverado Ace Hardware	\$ 17.21
1/2/2025	Maintenance Supplies	Marking chalk, coupling, earplugs	Central Valley Builders	\$ 111.55
1/2/2025	Landscaping Services	Bothe Tree Removal	Pacific Tree Care	\$ 10,188.50
1/2/2025	Utilities-Electric	11/13-12/12/24 Account #4831406953-4	Pacific Gas & Electric	\$ 1,706.60
1/2/2025	Utilities-Electric	11/12/24-12/11/24 Acct #9051730227-0	Pacific Gas & Electric	\$ 174.67
1/2/2025	Utilities-Electric	11/12/24-12/11/24 Acct #6781840750-3	Pacific Gas & Electric	\$ 303.83
1/2/2025	Utilities-Electric	11/12/24-12/11/24 Acct #6765403114-4	Pacific Gas & Electric	\$ 51.70
1/2/2025	Utilities-Electric	11/12/24-12/11/24 Acct #2172831822-7	Pacific Gas & Electric	\$ 175.91
1/2/2025	Utilities-Electric	11/12/24-12/11/24 Acct #1869012498-9	Pacific Gas & Electric	\$ 1,737.81
1/2/2025	Waste Disposal Services	12/24 Bothe garbage service	Upper Valley Disposal	\$ 2,536.17
1/3/2025	Goods for Resale	Visitor Center books	Us Bank National Association	\$ 211.12
1/3/2025	Training Expense	Water Operator Courses	Us Bank National Association	\$ 207.00
1/3/2025	Office Supplies	Bothe office supplies	Us Bank National Association	\$ 165.66
1/3/2025	Sewer Disposal Services	Septic Pumping-Bothe	American Sanitation	\$ 1,050.00
1/9/2025	Other Professional Services	2/1/25-4/30/25 Alarm Bothe	Bay Alarm Company	\$ 284.28

1/9/2025	Other Professional Services	Lab Order #Z121214-Bothe	Caltest Analytical Labs	\$ 113.00
1/9/2025	Maintenance Supplies	Trowel, gate valve, ant bait	Silverado Ace Hardware	\$ 72.89
1/9/2025	Communications/Telephone	11/28/24-12/27/24 Phone	At&T	\$ 32.88
1/9/2025	Goods for Resale	Visitor Center store souvenirs	Wild Republic	\$ 167.82
1/14/2025	Other Professional Services	Lab Order #Z121215 - Bothe	Caltest Analytical Labs	\$ 81.00
1/16/2025	Goods for Resale	T-shirts for gift store	Thurston - Printing	\$ 1,005.84
1/16/2025	Communications/Telephone	12/10/24-1/9/25 Internet	At&T	\$ 315.98
1/16/2025	Maintenance Supplies	Vinegar, shop towels	Silverado Ace Hardware	\$ 39.84
1/21/2025	Health Insurance Premiums	2/25 Kaiser Premium	Kaiser Permanente	\$ 2,924.39
1/21/2025	Other Professional Services	Alarm service Call-Bale Mill	Bay Alarm Company	\$ 395.00
1/21/2025	Maintenance Supplies	Wheelbarrow tube	Silverado Ace Hardware	\$ 11.84
1/21/2025	Communications/Telephone	12/13/24-1/12/25 Alarm	At&T	\$ 151.44
1/21/2025	Other Professional Services	Plumbing service call	Shaw Plumbing	\$ 230.00
1/28/2025	Maintenance Supplies	Moth trap, mice bait, safety glasses	Steves Hardware	\$ 77.89
1/28/2025	Maintenance Supplies	Chlorine	Leslie's Swimming Pool	\$ 152.50
1/28/2025	Utilities-Electric	12/12/24-1/12/25 Acct #2172831822-7	Pacific Gas & Electric	\$ 161.51
1/28/2025	Utilities-Electric	12/12/24-1/12/25 Acct #6765403114-4	Pacific Gas & Electric	\$ 55.26

**Suscol Headwaters - 85010-09**

Date	Account Name	Description	Vendor Name	Amount
1/14/2025	Waste Disposal Services	.Yardwaste Load-Suscol	Valley Recycling	\$ 410.00
1/14/2025	Maintenance Supplies	Rope	Zeller's & Clarks Ace Hardware	\$ 10.76
1/14/2025	Maintenance Supplies	Rope	Zeller's & Clarks Ace Hardware	\$ 16.15
1/16/2025	Maintenance Supplies	Chain loop, bar oil	Napa Power Equipment	\$ 100.16
1/16/2025	Maintenance Supplies	Mark chalk spray	Zeller's & Clarks Ace Hardware	\$ 23.68

**Mayacamas 85010-10**

Date	Account Name	Description	Vendor Name	Amount
1/21/2025	Other Professional Services	Cove Trail Design-Progress Invoice	Smallman, Kevin	\$ 6,000.00



## Projects Status Report

February 10, 2025

### **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 29<sup>th</sup> the Napa StoryWalk had its grand opening in American Canyon, turnout was light, probably due to the 4:00PM on Friday afternoon timing, but those who attended had a wonderful time. In early February 2023 the County of Napa began the extended process of updating its Airport Land Use Compatibility Plan (or ALUCP), a document that is relevant to the District because adopted policies could impact our ability to someday complete the Napa River Trail, which would run through the Airport Land Use Compatibility planning area. District staff inspected the entire trail from American Canyon to Fagan Marsh in late January and has had initial conversations with the County planners running the project. Chris, Ryan, and Jessica 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 Napa StoryWalk will be in residence in American Canyon at Wetlands Edge Park for the month of August. Staff inspected the segment between Suscol Ferry Road and Anselmo Court in August 2024 in response to a Vine Trail request for \$167k in planning funds and found the segment to be not only planned but constructed and in good, operable, ADA-compliant shape. King tides in December resulted in flooding and significant debris accumulation along parts of the trail. Rick Fessenden and super-volunteer Wayne Grout got the trail cleaned up along with some help from an anonymous local who had raked much of the debris into piles.

### **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 early 2023 indicated the property is in good shape. Staff has lifted the closure on the property we put in place after the LNU Fire. With lake levels being what they now are the property is only accessible by boat.

### **The Cove at Mt. Veeder**

*Conversion of a former Girl Scout camp into a park 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. Staff worked with a forester to develop a plan for salvage logging to (a) remove hazardous dead trees in the campground area and (b) repair/improve the access road into the site. Doug

McConnell (NBC's Open Road) segment on The Cove (and Suscol Headwaters), comparing the effects of the fires in each location and lessons learned, was aired on Sunday June 24, 2018. Salvage logging commenced in late May, 2018 and was completed during the week of July 23<sup>rd</sup> followed by the logger completing his clean-up and erosion control operations. Road rebuilding is complete. A State Employment Development Department funded crew of 4 (using fire emergency job training funds) started work on April 2, 2019 and continued through the end of 2019 chipping of much of the remaining woody debris and cutting larger logs into rounds for eventual splitting for firewood. In July 2019 we worked with our salvage logging contractor on improvements to the gravel driveway to make it more useable to visitors in 2WD vehicles. Staff hiked the property extensively in February of 2019, trying among other things to relocate the old trails, but most have been destroyed by the 2017 fires and resulting erosion. The Mt Veeder Fire Safe Council secured a grant to fund fuel reduction work along the Mayacamas ridge on and near the Cove, and cleared downed and standing-dead trees along our ridgetop fire road. We have paused work on developing a new potable water system and septic system on the site while we reconsider our priorities in light of District finances, and the timeframe in which we think regular ongoing (as opposed to occasional special event-style) public camping will actually be desirable on the property once again. The Americorps team in January and February of 2021 constructed just under a half mile of new trail running up the ridge and towards Mount Veeder from the Cove bowl; it is much more gradual than the old trails (the old trail was 25-30%, new trail is about 9%). The Turkovich acquisition (Hirth/Turkovich to Land Trust) closed in August and the Purchase and Sale Agreement between the Land Trust and the District was executed on August 30, 2023. We have three years to complete the purchase. Staff filed a General Plan Consistency Determination request with the Napa County Planning Director on November 29 regarding the Turkovich acquisition. While the District no longer needs to secure County land use approvals for our parks, we are still obligated to check in with the County on General Plan consistency. The County formally determined that the Turkovich acquisition was consistent with the General Plan on December 12, 2023. Staff executed a license agreement with the Land Trust allowing us to do initial surveying work, etc on the former Turkovich property. Kevin Smallman made a preliminary trail planning visit to The Cove and Turkovich in May and found the ground travel difficult due to downed trees and post-fire growth. We have partnered with the California Climate Action Corps to do vegetation management and clear old jeep roads across the Cove and Turkovich properties. An operator will be provided by the Climate Action Corps and the District will rent equipment for their use. August's volunteer day is focused on vegetation management to restore administrative entry to the Turkovich property. Vegetation management/fire abatement work and preliminary trail planning work is slated to begin at year's end. Trail planning work is now significantly underway at the Cove despite very challenging conditions (lots of brushy regrowth). Staff discovered a small slide on one of the roads in Turkovich which will need to be cleaned up to make it passable by vehicles. The property has otherwise handled the winter weather well.

### **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. The EcoCamp has been closed to the public since mid-March 2020 due to the pandemic. 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. 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. Napa County 4H successfully hosted their summer camp July 9 – 14, 2023 and campers reportedly thoroughly enjoyed the new location. This was one of the largest groups to utilize the facility for this duration and staff is evaluating infrastructure needs for groups this size at the camp. 4H summer camp will be relocating to Enchanted Hills for the 2024 season, keeping the Bay Area 4H camp tradition alive and located in Napa County. This is a great outcome and staff is very thankful to Lighthouse for the Blind for their help and support in making the move work. September 2024: Repair for failed electrical panel is contracted and should be completed this month. January 2025: Income: \$1,900, Number of Users: 78 total (69 adults, 9 children). A Bothe camp host is planning to camp host at Camp B from March to May this year.

### **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. 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. Several volunteer work parties have since made even further progress on tearing down old buildings and salvaging the materials that can be reused. 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. 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. 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. Staff hosted the first public opening of the Mayacamas Preserve/Amy's Grove on September 16, and the event was a success. Francis and Beth Chamberlain sponsored two cameras to be placed on property for mountain lion tracking (via Audobon Canyon Ranch's program out of Sonoma County).

### **Moore Creek Park**

*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. 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 Board of Supervisors adopted a resolution establishing new no-parking zones at the end of Conn Valley Road in late July, 2022. The Dan's Wild Ride use permit modification was

approved on March 22<sup>nd</sup>, 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. 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. Staff met with the Napa County DPW and their landscape architect to discuss tree planting in the area of the main parking lot to mitigate off-site tree removal resulting from a County bridge replacement project on Chiles Creek. The County would be responsible for watering the trees and would cover all costs. A native plant garden is being developed adjacent to the main parking lot in partnership with Napa County First 5 and with funding from First 5's climate initiative. The early February 2024 wind storm resulted in a great many downed oaks and a lot of required clean-up by staff. The water pressure pump at the Ranch House failed in mid-February and was replaced by Oakville Pump on an emergency basis. Volunteers built a split-rail fence around the native plant garden at the March workday and it really adds a sense of place to the entrance. Redwood Trails Alliance completed work on Washing Machine Trail with the help of some District volunteers and it's now open for use. RTA hosted a ribbon-cutting event for donors and users for the recently-completed Washing Machine Trail on 8/3/24. Staff toured the Phinney property with our State Coastal Conservancy grant administrator and Land Trust partners in order to familiarize SCC with the property and the area. Electrical panel at the Bussey house has been replaced by Buzz Electric, not only very expediently but also slightly under his quoted price. Both State Coastal Conservancy and the Metropolitan Transportation Commission awarded us grants and the Phinney acquisition will add 523 acres to Moore Creek Park. Final details will be buttoned up by spring 2025. Trails weathered the ~15 inches of late November rain surprisingly well with only minimal impacts. Although the trails are holding up well to winter weather and use, staff continues to be busy managing wind/rain-felled trees and drainage-related trail issues in Moore Creek and throughout our parks. Redwood Trails Alliance is hosting a volunteer day to install signage (both temporary and permanent) in the northern reaches of the park. Phinney property acquisition continues apace (as evidenced by board action earlier in this meeting).

### **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. 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. Staff has purchased and installed new metal

native plant signs. We cleared out an uninhabited illegal campsite that appeared at the Eco Reserve in early February. Weed whipping season has begun in earnest at the Eco Reserve and will roll out to other parks as the grass reaches its peak for the year. Thanks to Rick for all the hard work this spring and every spring.

## **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. 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. 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. Replacement trail signs for the Holms-to-Aetna segment of the trail have been ordered to replace the ones lost to fire in 2020. In December, 2023 Jason and the State Parks crew made improvements to drainage on the trail, near the gate and parking area, to address winter erosion and wear and tear. State Parks staff tackled brushing and other trail repairs on Palisades Trail in an effort to keep it in usable condition. Directional signage was installed on the Aetna side of OHMT at the regular April volunteer project. Eagle Scouts installed new (and more accurately measured!) trail markers between Calistoga and Holm's Place. Staff brushed/scouted Palisades trail and inventoried projects for fall trailwork on Palisades. Two rescues took place on OHMT/Palisades trail in late July. Oat Hill Mine Trail will be closed from Holms' Place to Aetna Springs trailhead during deer season 8/10-9/22. Significant slide in the bottom quarter mile of the trail took place on 2/4/25. Staff will be tending to it as soon as the rains subside somewhat.

## **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. 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. 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. The bicycle skills course was approved by the Board of Supervisors on January 11 and was fully executed in late February. The Redwood Trails Alliance has begun fundraising for the project and the plan is for them to construct the skills course as a voluntary cooperator at no cost to the District. The County of Napa Assistant CEO has taken lead on negotiating the Skyline purchase appraisal with the Department of General Services. Chris participated in an extensive site tour (interestingly including Camp Coombs and the Coombs Ranch Dam canyon) in late March with the appraiser and representatives from the Department of General Services, the State Hospital, and Skyline. The final appraisal is slated to be completed in June. In early May, +/-5 acres of the flat lower portion of Skyline Park was included in a list of potential affordable housing sites presented to the Board of Supervisors by the County's Planning Director. On July 11 the Planning Commission hosted a hearing on the Housing Element that featured much discussion of the Skyline (County staff prefers the term "Imola") public housing site. Ryan has been collaborating with a number of individuals and community organizations to develop a StoryWalk that will be hosted by Skyline Park and Wetlands Edge Park over the next several months. Opening day was at Skyline on July 2<sup>nd</sup> and was attended by many well wishers and dignitaries. 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 Phase 1 environmental analysis is complete and did not identify any serious issues. The pump track is complete and, while not yet formally open to the public, it is getting occasional "soft opening" type use and has proven extremely popular with children and adults alike. We are looking to a potential October grand opening. Redwood Trails Alliance and the Skyline Park Citizens Association are collaborating on hardening the pump track with crushed rock and trail plasticizer, largely using private funds donated by the Clif Family Foundation. This work will greatly decrease both water use and the maintenance work that goes into keeping it in good shape going forward. The District is purchasing fencing and signage materials and the installation work will be completed by District staff. The pump track grand opening was held on December 16, with a great turn out of adult cyclists, kids, and dignitaries. The State has informed Napa County that it is willing to consider selling Camp Coombs, an outcome that District staff has been advocating for several years; the County is pursuing legislation through Senator Dodd's office that would make the sale of Camp Coombs possible. The County hopes that the sale of the remainder of

the Park, minus 5 acres the State wishes to retain for low income public housing, may be completed as early as the first half of 2024. Senator Dodd introduced SB 958 which deletes the specific exemption of Camp Coombs from the Skyline Park purchase authorization, which would make Camp Coombs eligible for purchase as part of Skyline Park. District Staff has been very busy working with County staff on the Camp Coombs purchase. We have been meeting with surveyors at least weekly and will be attending a State Senate Governmental Organization Committee hearing in support of SB 958 in early March. SB958 passed out of committee on March 12<sup>th</sup> and was re-referred to appropriations with a recommendation to consent calendar. Staff visited Camp Coombs with additional County Supervisors and answered questions about the property and the District's role at Skyline and Camp Coombs post-purchase. SB958 passed Senate unanimously and has made it through the Assembly Governmental Organization Committee as of 7/2/24. The State has provided the County with a draft sale agreement for Skyline Park proper and final checks on legal descriptions and deeds are underway as a final step to hopefully completing the sale this summer. SB 958 passed out of state legislature and is headed to Governor Newsom's desk for signature. Governor Newsom signed SB958 and final work now begins to complete the purchase of Camp Coombs immediately following the purchase of Skyline Park. Construction work on the "jail trail" happened on River to Ridge in late September and left the side entrance to Skyline looking much nicer and more welcoming. Skyline Park Citizens Association signed a revised concessionaire's agreement and it's headed to Napa County Board of Supervisors for signature on 12/17/24. Board of Supervisors approved the PSA for skyline park on 12/17 and we're in the due diligence period. Final payment is scheduled for Spring 2025.

## **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. 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). 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.

### **Suscol Headwaters Park**

*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. 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. We have signed a contract with Applied Civil Engineering for design and engineering services for the new Suscol Headwaters parking lot. RTA and District staff have determined that the western end of the Perdida Trail would be better resolved if it crossed over the existing ranch road and made a number of descending switchbacks on District property to the west. That work is well outside the scope of the Perdida contract, so we will be issuing a separate contract for it and awarding it to RTA on a sole-source basis due to the presence of their equipment right there and the ease with which they could pivot to that build from Perdida upon completion. Twenty volunteers worked the Zane Trail on December 9 in a project led by Ryan Ayers and Kevin Smallman from our staff. Ryan met with Napa County Fire in early December to orient them to the vineyard road access to Suscol. There were several volunteer trail building events on the Zane Trail, led by Kevin Smallman of our staff, in early January. We have a draft of the construction site plan from the engineer for the parking lot. We are hoping to have initial parking lot plans and a legal

description of the parking lot and trail easement done in draft and ready for Napa San approval in April. RTA returned to Suscol Headwaters to finish work on Chance the Cowboy and to complete Perdida Connector. Staff submitted requests for bids for three additional trail segments, Chance West, Suscol Ridge South, and Amphitheater. RTA is building in Suscol and was awarded an additional bid for Chance West Trail. Two additional bids were awarded to Johnson Trails. Additional construction is complete on Amphitheater and Suscol Ridge South trails and RTA is wrapping up Chance West. On June 24<sup>th</sup>. Staff installed temporary directional signage to help users navigate the newly opened trails which are already proving to be very popular. Construction and planning work continues at Suscol with RTA slated to wrap up construction on Chance West Trail this month. Frog pond liner is slated to be installed by staff and volunteers this month. Frog pond liner is installed thanks to staff and volunteers and our partners at Skyline Park. Escrow is opened on the easement purchase, CEQA is launched for phase 2, another invoice went to OGALS and a slate of bids is queued and ready to send to potential contractors for this season's trail construction. Planning work for parking lot construction is underway and we expect to launch formal bid for that work around the new year in anticipation of summer 2025 parking lot construction. Staff received comments from Ca Dept of Fish and Wildlife on Phase 2 CEQA and integrated those comments into a revised document whose comment period ends 12/7/24. Trailbuilding work in phase 1 continues while staff and volunteers are keeping existing trails clear and in good shape. Escrow closed on the acquisition of the Napa San trailhead easement on December 2 and we are now the proud owners of .75 acres of sprayfield, or sprayfield easement. Staff removed several trees along North Kelly Road in December and a final Eucalyptus is slated for removal in January in anticipation of a summer 2025 parking lot build. Biosurveying is slated to begin in spring in advance of parking lot and trail construction in phase 2 this spring and summer. RTA has finished construction of Chance West trail in the northern part of the park. Preconstruction surveys are under contract and we're on track to get bid out for parking lot construction in advance of this summer's construction window.

## **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. Staff 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. Groundbreaking for the St Helena to Calistoga Vine Trail segment took place on May 24<sup>th</sup> at the State Park. Tony Norris and Jason Jordan represented the District. The NCRPOSD/Vine Trail/County of Napa Up Valley Vine Trail maintenance agreement was approved by the Board of Supervisors in June and is now (finally) fully executed. Paving of the Vine Trail through the State Park is now complete, but associated work needed to actually open the Trail to the public is now slated to be finished in Spring 2024. State Parks staff, who will be managing maintenance on the Vine Trail are doing market research on the equipment needed to actually do the work, with an eye to purchasing in early 2024. Signs have been installed on-trail identifying that the Vine Trail is not yet open to the public but use continues to be very enticing due to the fresh pavement. Maintenance contract is in its final stages as the segment readies for opening later in June 2024; construction is back on inside Bothe as of 6/3/24, preparing to install Park Tread. Celebrations for the opening of the St. Helena to Calistoga segment are planned for the 8/17 weekend. Vine Trail St. Helena to Calistoga segment is opened and traffic through Bothe has been a steady stream both on weekends and weekdays. Staff is slated to begin maintenance on the St. Helena to Calistoga segment in January and final preparations are underway to complete punchlist and identify any last construction-related issues. Discussions about Vine Trail construction and ongoing maintenance continue as the last construction punch list items are debated. Winter rains exposed several design-related drainage issues and other challenges with the trail surface.

### **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 current President for

the Association reached out to District staff just before the LNU fire, indicating a willingness to restart discussions about an agreement between the two. However, the LNU fire put those discussions on hold, and staff efforts in February and March of 2021 to reach out to the Association have not been responded to. Field inspection completed on August 30<sup>th</sup>; Spanish Valley looks surprisingly good given burn intensity. Less tree mortality than would be expected thus far. We have discovered what looks to be an illegal small scale mining operation on one corner of the Crystal Flats property. Staff removed all of the mining material in early December. Inexplicably, it had already been smashed by some unknown party, perhaps a claim jumper? 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. 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 were contacted by a neighboring property owner who had concerns about a large Gray pine on our property in mid-May. Staff is getting bids to have it removed. In the last months we've additionally been contacted about two large oaks located on our property that neighbors have concerns about, we'll be up to inspect those as well. Staff is securing quotes for the removal of the trees, the large Gray pine will likely be expensive. We received a weed abatement notice from Napa County Fire for a small undeveloped residential property in Berryessa Estates, which served as a useful reminder to current staff that we owned such a property. The Fire Marshal retracted the abatement notice, which was issued pursuant to Napa County Code Sec 8.36.060, following a conversation about the District's *Save Lafayette Trees* exemption. District staff weed whipped the abated parcel in mid-November. Two large hazard trees adjacent neighboring properties were removed in May 2024.

## 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.

### **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.

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.

#### **Suscol Headwaters Preserve Acquisition**

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

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

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

#### **Wild Lake Ranch**

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

### **Deferred/Cancelled Projects**

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

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

#### **Montesol West**

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

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

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

CEQA on this project was completed several years ago, the project concept was approved by the District Board, and was positively viewed by the Veterans Home administration. However, subsequent changes and controversies within the Department of Veterans Affairs undid the progress we had made. The area



in question also involves the Department of Fish and Wildlife, since they have an easement to allow hunters to use the area; the Department was initially supportive of the District pursuing a formal trail through the property, but personnel changes within their Department means their review also needs to be restarted. Finally, with the approval of the Go North alignment of the Bay Area Ridge Trail, this segment of trail is no longer part of the officially proposed alignment for the Ridge Trail. For all these reasons, this project is deferred until other District priorities are under control.

### **Vallejo Lakes**

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

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



## **STAFF REPORT**

By: Jason Jordan  
Date: February 10, 2025  
Item: **4.h**  
Subject: Monthly report for Bothe-Napa Valley State Park, Bale Grist Mill State Historic Park, and Robert Louis Stevenson State Park.

### PARK STATUS

**Bothe Napa Valley SP-** Camping numbers lower in January with exception of MLK weekend, hiking numbers low.

**Bale Mill SHP-** Visitation continues to be light.

**Robert Louis Stevenson SP-** Higher use on clear weekends.

### PARK UPDATES

- Vine Trail Update:
  - Staff has started maintenance contract on Vine Trail in January with NOC filed.
  - Working with county/NVTA to document and address outstanding design and drainage issues, and ways to complete punch list items.
  - Interpretation panels have been installed along trail.
- Kerry Brackett's Eco fitness hike was held on the 11<sup>th</sup> with a larger group.
- Staff met with Wappo representatives and the landscape architect to review landscape plans and planned garden improvement plans.
- Rec Hall Update: State Parks completed preliminary soil sampling on January 14<sup>th</sup>. Summit Engineering and county health staff completed soil sampling and county inspection on January 22<sup>nd</sup>. This will allow further progress on Septic System engineering planning.
- A meeting was held with PG&E management on a request for removal of cut trees in front country and better wood management practices.
- The interpretive team reviewed three proposals submitted in response to the RFP for developing an Interpretive Master Plan for the Napa State Parks. The team continues to meet and strengthen in-house knowledge and materials to provide the eventual contractor.
- Staff attended and presented at annual NVSPA retreat on January 11<sup>th</sup> to discuss a variety of topics for 2025.

- Environmental Education:
  - One field trip was held at the Mill in January. A total of 30 students from Petaluma participated in the tour.
- The 3<sup>rd</sup> Saturday Hike this month was at Moore Creek Park on January 18<sup>th</sup> featuring the Valentine Vista Trail. Seven participants were in attendance.
- Staff continues to seek prevailing wage bids for emergency repairs of a section of the Wright House roof. Without responsive bidders, we are pursuing potential scope modifications with State Parks.
- An Electric Vehicle Charger was installed by a contractor at the Visitor Center for NOSD fleet vehicles.
- Staff met with State Parks about Concession contract process and have resumed communications with local bike shops about interest in a bike rental concession.
- Staff reviewed and commented on the draft CEQA document for the Day Use Bridge replacement project tentatively slated for 2027.
- Met with Redwood Trails Alliance about potential Donation of Services Agreement interest for maintenance of RLS and Bothe trails.
- Staff cleared Bothe trail system and part of RLS/OHM after holiday storms. Unfortunately, more winds followed with more storms on the way. Staff is working on planning volunteer events in February and March to tackle RLS/Palisades trail.
- Two potential Miller candidates were interviewed in January. Neither have accepted the position offer.
- An annual Special Use permit was renewed for Sonoma Wings Hang-Gliding and Parasailing club.