



**Napa County Regional Park
and Open Space District**

Harold Kelly
Director Ward One

Tony Norris
Director Ward Two

Guy Kay
Director Ward Three

Dave Finigan
Director Ward Four

Myrna Abramowicz
Director Ward Five

AGENDA

BOARD OF DIRECTORS REGULAR MEETING

Monday July 12, 2010 2:00 P.M.
1195 Third Street, Third Floor, Napa, CA 94559

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.

The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available through the District Secretary. Requests for disability related modifications or accommodations, aids, or services may be made to the Secretary's office no less than 48 hours prior to the meeting date by contacting (707) 259-8603.

Any member of the audience desiring to address the District on a matter on the Agenda, please proceed to the rostrum and, 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 Supervisors 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 Conservation, Development and Planning Department Office at 1195 Third Street, Suite 210, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 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 sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

1. Call to Order and Roll Call

2. Public Comment

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

3. Set Matters

2:10 P.M. Presentation by the City of American Canyon, and direction to staff, regarding City request for District to hold a conservation easement on the Clark Ranch West property northwest of the intersection of Eucalyptus Road and Wetlands Edge Drive.

4. Administrative Items

- A. Consideration of and potential approval of Minutes of Board of Directors meeting of May 10, 2010 and June 14, 2010.
- B. Consideration and potential approval of professional services agreement to conduct surveys and tests and prepare plans for the proposed Moore Creek Park.
- C. Receipt of report on expenditures, encumbrances, donations and grants approved by the General Manager.
- D. Consideration of and potential approval of response to the 2009-2010 County Grand Jury report.
- E. Review of the District Projects Status Report.

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. No action will be taken by the Board other than whether and when to agendaize such matters, unless specifically noted otherwise.

7. Adjournment



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MINUTES

BOARD OF DIRECTORS SPECIAL MEETING

Monday May 10, 2010 2:00 P.M.
1195 Third Street, Third Floor, Napa, CA 94559

1. Call to Order and Roll Call

Meeting was called to order by President Abramowicz.
Directors Finigan, Kelly, Kay, Norris and Abramowicz were present.

2. Public Comment

Barry Christenson provided the district with the book *Managing Mountain Biking* and discussed possible conflicts on trails between hikers, bikers and equestrian users.

3. Set Matters

2:05 p.m.. Presentation by Napa County Tobacco Advisory Board regarding smoking in District parks.

Jim Tennant gave the presentation and requested that the Park District adopt a Smoke Free Ordinance in our local parks.

2:30 pm Presentation by Bob Russell on behalf of the Napa County Transportation Planning Agency regarding the draft climate action plan for Napa County

Bob Russell gave the report.

4. Administrative Items

A. Consideration of and potential approval of Minutes of Board of Directors' meeting of March 8, 2010.

Minutes were approved as presented.
GK-TN-DF-HK-MA

B. Public Hearing to receive comments on and consideration and potential actions on the District's proposed Moore Creek Park comprised of 673 acres owned by the District and 970 acres owned by the City of Napa on the north side of Lake Hennessey, including:

- a. authorization for General Manager to apply for a County Use Permit to develop and operate Moore Creek Park.
 - b. Adoption of a Mitigated Negative Declaration pursuant to the California Environmental Quality Act.
 Directors voted to extend the public comment period to June 14, 2010. No action was taken.
 TN-GK-DF-HK-MA
- C. Consideration and potential approval of the acceptance of a non-motorized public access easement from VCC-Napa LLC, and authorization for the Board President to execute a Certificate of Acceptance pursuant to California Government Code Section 27281, for a section of the Napa River and Bay Trail within the Napa Valley Corporate Park (APN# 046-630-007).
 Directors voted to Authorize Board President to execute a Certificate of Acceptance for a public access easement on parcel APN# 046-630-007.
 HK-DF-GK-TN-MA
- D. Consideration and potential action on Segments 7 and 8 of the Napa River and Bay Trail between Anselmo Court and Soscol Ferry Road, including:
- a. Receipt of report on professional services contract for preparation of engineering specifications and bid documents and
 - b. Approval of Resolution authorizing application for and receipt of grant funds.
 Directors received the report and voted to approve the resolution.
 TN-GK-HK-DF-MA
- E. Consideration of and potential authorization for Board President to execute agreement with the California Department of Fish and Game for the construction and operation of the Napa River and Bay Trail along the eastern perimeter of the former salt plant site to the north and south of Green Island Road.
 Directors voted to authorize Board President to execute an agreement with the California Department of Fish and Game for the construction and operation of the Napa River and Bay Trail between City of American Canyon property west of Eucalyptus Drive and Fagan Marsh north of Green Island Road.
 HK-GK-DF-TN-MA
- F. Receipt of report and potential direction to staff regarding budget projections for FY 2009-10 and FY 2010-11.
 Directors received the report and directed staff to move forward as proposed.
- G. Consideration of and potential action on the State Parks and Wildlife Conservation Trust Fund Act of 2010.
 Directors approved a motion indicating District endorsement of the initiative.
 DF-TN-HK-GK-MA

- H. Consideration of and potential adoption of position on AB 2279 (Evans) authorizing the sale of Skyline Park from the State to the County of Napa.

Directors voted to adopt a motion of support for AB 2279 (Evans) declaring as surplus the property containing Skyline Wilderness park and authoring its sale to the County of Napa.
TN-GK-DF-HK-MA

- I. Review of the District Projects Status Report.

John Woodbury gave the report with discussions on Bay Area Ridge Trail, Berryessa Estates, Blue Ridge - Berryessa Peak Trail, Moore Creek, River to Ridge Trail, Rector Ridge and South Napa Wetlands.

- J. Receipt of report on expenditures, encumbrances, donations and grants approved by the General Manager

John Woodbury gave the report.

5. Announcements by Board and Staff

- Director Myrna Abramowicz reported that she had received an invitation to the Farm Bureau VIP Reception.
- Director Guy Kay announced that he will be meeting with the CEO of Rails to Trails and will give the Board an update at the next meeting.
- Director Dave Finigan announced that he will be speaking about the District at the SIRS meeting.

6. Agenda Planning

7. Adjournment

Meeting was adjourned to the Regular Park & Open Space District Meeting of June 14, 2010.

MYRNA ABRAMOWICZ, Board President

ATTEST:

MELISSA GRAY
District Secretary

Key

Vote: HK = Harold Kelly; TN = Tony Norris; GK = Guy Kay; DF = David Finigan; MA = Myrna Abramowicz

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



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MINUTES

BOARD OF DIRECTORS REGULAR MEETING

Monday June 14, 2010 2:00 P.M.
1195 Third Street, Third Floor, Napa, CA 94559

1. Call to Order and Roll Call

Meeting was called to order by President Abramowicz.
Directors Finigan, Kelly, Kay, Norris and Abramowicz were present.

2. Public Comment

None

3. Set Matters

3:00 pm. A. Public Hearing and consideration and potential action regarding proposed District budget for Fiscal Year 2010-11 (see item 4.G for staff report)
President Abramowicz opened the public hearing. There were no public comments, and she closed the hearing. The Directors unanimously approved the recommended budget for FY 2010-11.

4. Administrative Items

A. Consideration of and potential approval of Minutes of Board of Directors meeting of May 10, 2010. (POSTPONED TO JULY MEETING)
No action taken.

B. Consideration of and direction to staff regarding the project description for the District's proposed Moore Creek Park comprised of 673 acres owned by the District and 970 acres owned by the City of Napa on the north side of Lake Hennessey.
Directors received public comment, and provided direction to staff on the questions discussed and related to the project description, indicating continued support for including camping and designing it to serve as broad a cross section of the Napa community as

possible. President Abramowicz appointed an *ad hoc* committee consisting of Directors Kay and Norris to work with staff in evaluating options.

- C. Consideration of and direction to staff regarding potential policy on smoking in parks and trails owned and/or managed by the District.
Directors directed staff to draft a policy indicating that smoking in parks and trails owned and/or managed by the District is generally prohibited, with specific restrictions or exceptions tailored to the circumstances related to each park or trail.
- D. Consideration of and potential adoption of position on AB 1962.
Directors voted to approve a motion supporting AB 1962 (Chesbro) related to regional park districts accepting irrevocable offers of dedication.
GK-TN-HK-DF-MA
- E. Consideration and potential approval of professional services contract with Gallina LLP, Certified Public Accountants, in an amount not to exceed \$5,250 to perform the independent financial audit of the District for fiscal year 2009-10.
Directors voted to approve the proposed professional services contract for preparation of the District's independent financial audit for FY 2010-11
DF-GK-TN-HK-MA
- F. Receipt of report on expenditures, encumbrances, donations and grants approved by the General Manager
John Woodbury gave the report.
- G. Consideration of and potential action on adjustments to the District budget for Fiscal Year 2009-10.
Directors unanimously approved the recommended budget adjustments for FY 2009-10.
- H. Consideration of and potential appointment of Board Ad Hoc Committee to develop response to the 2009-2010 County Grand Jury report (no staff report)
Directors Dave Finigan and Guy Kay will draft a response for Board discussion at the July 12, 2010 meeting.
- I. Review of the District Projects Status Report.
John Woodbury gave the report with discussions on Moore Creek, Oat Hill Mine Trail, River to Ridge Trail and Skyline Park.

5. Announcements by Board and Staff

- Director Guy Kay announced that the City of Calistoga is reworking a bike plan to connect to the Oat Hill Mine Trail to the Vine Trail.
- Director Tony Norris announced that he will be retiring from the City of Richmond August 1, 2010 and will be a more available resource to the Board.
- Director Myrna Abramowicz announced that she will be a speaker at the River to Bay Trail ribbon cutting.
- Director Myrna Abramowicz announced that she was interviewed as a Board member of the District for an article for the Yountville Sun and Napa Valley Life.

6. Agenda Planning

There will be a presentation at the July 12, 2010 meeting regarding Clark Ranch West.

7. Adjournment

Meeting was adjourned to the Regular Park & Open Space District Meeting of July 12, 2010.

MYRNA ABRAMOWICZ, Board President

ATTEST:

MELISSA GRAY
District Secretary

Key

Vote: HK = Harold Kelly; TN = Tony Norris; GK = Guy Kay; DF = David Finigan; MA = Myrna Abramowicz

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



Napa County Regional Park
and Open Space District

STAFF REPORT

Date: July 12, 2010
Agenda Item: 4.B
Subject: Consideration and potential approval of professional services agreement to conduct surveys and tests and prepare plans for the proposed Moore Creek Park.

Recommendation

A recommendation will be provided at the meeting.

Background

Staff issued a request for proposals (RFP) for professional services for Moore Creek on April 26, 2010. The requested scope of services included surveying, civil engineering and architectural work related to proposed improvements for Moore Creek Park. These improvements include widening and paving the entry road up to the staging area, septic and/or gray water treatment related to the proposed camping, and design of the proposed tent cabins, restroom and shower facility. The RFP was sent to every civil engineering and architectural services firm known to have an office in Napa County, as well as similar firms elsewhere who have requested to receive such RFP's. Seven responses were received by the deadline of May 25, 2010.

Subsequent to receipt of the proposals, at staff's request the Board of Directors at its June meeting appointed an *ad hoc* committee consisting of Directors Kay and Norris to work with staff in reviewing the proposed improvements in terms of scope, location and timing. The committee has not completed its deliberations, but staff is recommending to the committee that the District consider continuing going forward with the day use and primitive camping (on the eastern knoll only, not up-canyon) aspects of the park but dropping further consideration of the proposed tent cabins and shower facility at this time. If this approach is adopted by the Board, it would not be until some point after the park has been opened to public day use, and is operating smoothly, that the question of the tent cabins and shower facility would be reconsidered.

To assist the committee in developing its recommendation to the Board, staff recommends going forward with the award of the professional services contract. At the same time, because the tent cabin and shower facilities may end up being dropped from the current proposal, staff has been working to revise the professional services scope of work to ensure that it focuses on those design and technical issues which are relevant for day use and primitive camping, and for helping the committee decide whether to recommend continuing with, deferring or dropping consideration of the tent cabins. Staff is also amending the scope to add design of a new septic system for the existing ranch house so that it meets current County design and setback standards.

At the time of preparation of this agenda report, staff had not completed negotiations with the top ranked professional services team related to the revised scope of work. If these negotiations are complete prior to the Board meeting, staff will at the meeting present a recommendation regarding the award of the professional services contract. If negotiations have not been successfully completed, staff will recommend deferral of this item to a subsequent meeting of the Board.



Napa County Regional Park
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STAFF REPORT

Date: July 12, 2010

Agenda Item: 4.C.

Subject: Receipt of report on expenditures, encumbrances, donations and grants approved by the General Manager

Recommendation

Receive the report.

Background

Section III.A (7) 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 \$10,000 for non-construction purposes and up to \$25,000 for construction purposes, 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. Pursuant to this authorization, the following information is provided to the Board.

<u>Date</u>	<u>Purpose</u>	<u>Source / Recipient</u>	<u>Amount</u>
6/9/2010	OHMT expense reimbursement	JOHN WOODBURY	\$93.71
6/9/2010	Moore Creek maintenance	DEPENDABLE SEPTIC SYSTEMS	\$425.00
6/9/2010	Moore Creek--May expense reimbursement	JOHN WOODBURY	\$204.26
6/15/2010	Moore Creek May expense reimbursement	CJ YIP & ASSOCIATES	\$394.96
6/30/2010	Moore Creek trail planning	CHANDLER & CHANDLER	\$3,532.50
6/30/2010	Moore Creek June expense reimbursement	JOHN WOODBURY	\$87.88
6/9/2010	Moore Creek May transportation reimbursement	JOHN WOODBURY	\$105.00
6/30/2010	Moore Creek June transportation reimbursement	JOHN WOODBURY	\$42.00
6/9/2010	May office expense reimbursement	JOHN WOODBURY	\$96.01
6/21/2010	Legal ad—budget hearing	NAPA VALLEY PUBLISHING	\$107.26
6/30/2010	June Transportation reimbursement	JOHN WOODBURY	\$70.50
6/15/2010	R2R Trail expense reimbursement	CJ YIP & ASSOCIATES	\$636.23



Napa County Regional Park
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STAFF REPORT

Date: June 14, 2010

Agenda Item: 4.D

Subject: Consideration of and potential approval of response to the 2009-2010 Napa County Grand Jury Final Report

Recommendation

Approve the attached response to the recommendations contained in the 2009-10 Napa County Grand Jury Final Report

Background

Each year the Napa County Grand Jury reviews the activities of selected public agencies and issues a report on their findings. The governing board of each agency which is reviewed by the Grand Jury is required to submit a response to the recommendations contained in the Grand Jury report.

On May 24, 2010 the Grand Jury issued its Final Report related to the Napa County Regional Park and Open Space District. At its June 14, 2010 meeting the Board of Directors appointed an *ad hoc* committee consisting of Directors Kay and Finigan to work with staff in reviewing and preparing a response to the Grand Jury report on the District. Attached is a draft response for consideration by the full Board.

