



Agenda Date: 6/19/2007  
Agenda Placement: 6P

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

---

**TO:** Board of Supervisors  
**FROM:** Michael Stoltz for Robert Peterson - Director  
Property Management  
**REPORT BY:** Kimberly Payne, Staff Services Analyst I , 259-8603  
**SUBJECT:** Professional Service Contract for Maintenance of Napa River Ecological Reserve

---

### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign an agreement with Joaquin's Landscaping Service for a maximum of \$10,684 for the term July 1, 2007 through June 30, 2008, with an automatic renewal provision, to provide maintenance, landscaping and trash removal services at the Napa River Ecological Reserve.

### **EXECUTIVE SUMMARY**

Periodic inspections by Public Works and Conservation, Development and Planning Department staff over the past year have revealed an ongoing pattern of graffiti, extensive littering, and occasional illegal dumping and automobile break-ins. These problems are most acute in the summer months when warm weather attracts large numbers of users to the Reserve. The Reserve is one of the few places where the public has access to the Napa River north of the City of Napa. The intensity of use in the summer requires at least weekly cleaning of the area between the parking lot and the River. The condition of the property, particularly during the warmer months of the year, raises health and safety concerns for the State and the County and for those who access the Reserve.

It is recommended that weekly cleanup and trash services be provided at the Reserve in order to abate health and safety concerns, add to the visual value of the Reserve, and maintain compliance with the intent of the Memorandum of Understanding (MOU) between the State of California, Department of Fish and Game, and the County of Napa.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes

Where is it budgeted?	Property Management
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of this Professional Services Agreement will improve the condition and safety of the Napa River Ecological Reserve during the summer months when it experiences maximum use.
Is the general fund affected?	Yes
Future fiscal impact:	The Professional Service Agreement includes an automatic renewal clause for future fiscal years.
Consequences if not approved:	Board action will help mitigate health and safety concerns related to heavy usage during the summer months and resultant trash/refuse accumulation.
Additional Information:	The Agreement calls for two levels of maintenance at the Reserve; weekly routine services for trash and graffiti removal at the rate of \$682 monthly (\$8,184 annually), and Special Services at the rate of \$55 hourly for annual weed abatement and mowing not to exceed \$2,500.

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is a project and is exempt from CEQA pursuant to the CEQA Guidelines, Section 15301--Existing Facilities, since this is for routine maintenance and operation of an existing facility with no change in type or intensity of use.

### **BACKGROUND AND DISCUSSION**

The Napa River Ecological Reserve property is owned by the California State Department of Fish and Game and is managed jointly by Fish and Game and the County. This real property is located in the unincorporated area of Napa County between the city of Napa and the Town of Yountville, off the Yountville Crossroad and is more formally defined on the document recorded on May 24, 1976 as document number CA 2853 in Volume 996, pages 788-791 in the Official Records of Napa. The Napa River Ecological Reserve was acquired by the State of California via deed from John V. Lawley Jr et al in May, 1976. The original Agreement between the County and Fish and Game for maintenance of the Reserve was executed in 1977 with an expiration date in 2002. On December 10, 2002, a revised Memorandum of Understanding was executed on December 10, 2002, wherein the goals and mutual responsibilities were defined. The stated purpose of the MOU are to:

- | Cooperate in the operation and maintenance of the Reserve
- | Preserve the beauty of the Reserve;
- | Enhance the Reserve by development of fish and wildlife habitat; and
- | Provide recreation use

The County, through funds granted by the Wildlife Conservation Board, improved the property with a paved parking lot with perimeter boulders, leased a portable latrine, placed trash containers, and a metal vehicle gate at the entrance. The State provided wooden identification signage, a multi-sided information kiosk, levee improvements and gravel for the initial trail stretch. The MOU stipulated that the Department of Fish and Game would be responsible for maintaining the land on the far side of the Napa River while the County of Napa would be responsible for maintenance of the parking lot and the area up to the River. The MOU defined the required

maintenance by the County as the following: "County maintenance responsibilities shall include, but not be limited to, maintaining aforementioned improvements and any additional improvements developed by County in good repair and free of unsightly conditions and debris accumulation." In October 2005, the MOU was amended to further define the terms and conditions with respect to cancelation of the agreement. The term of the MOU remains as October 11, 2005 - December 9, 2017.

It is recommended that weekly cleanup and trash removal services be provided in order to abate health and safety concerns, add to the visual value of the Reserve, and maintain compliance with the intent of the Memorandum of Understanding (MOU). Golden Gate Landscaping, a specialist in selective weed abatement and wetlands/open space preservation, was contacted to provide a bid. It declined to bid indicating that it would be more appropriate for a local contractor to provide this service. Joaquin's Landscaping Service was then contacted as it has been providing satisfactory landscaping services for the Silverado Community Services District for over ten years. The award of this agreement on a sole source basis is based upon the need for a local vendor with specialized experience, and the fact that the other potential local vendor did not have an interest in bidding.

The staff of the Public Works and Conservation, Development and Planning Departments, together with staff of the Napa County Regional Park and Open Space District, will be researching alternative solutions for the continued maintenance of this property in the future. Possible options include, but would not be limited to, adoption of the site by a business, school or community group.

The County also contracts with United Site Services of San Jose to provide a portable bathroom unit on the site, which includes servicing and graffiti abatement on the unit.

#### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi