



AGENDA

NAPA COUNTY RESOURCE CONSERVATION DISTRICT

1303 Jefferson Street, Suite 500B, Napa, CA 94559, 707-252-4188

Thursday June 11, 2015 8:00 A.M.

District President: Beth Painter Vice President: Jon Kanagy
District Directors: Ashley Anderson Bennett, Rainer Hoenicke,
Gretchen Stranzl McCann, Jim Lincoln, Bill Pramuk

Executive Director: Leigh Sharp District Secretary: Kathleen Edson District Counsel: Susie Altman

GENERAL INFORMATION

The Napa County Resource Conservation District (RCD) will hold a regular Meeting on Thursday, June 11, 2015 at 8:00 A.M. The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available through the Secretary of the Board. Requests for disability related modifications or accommodations, aids or services must be made to the RCD office no less than 72 hours prior to the meeting date by contacting 707-252-4188, ext. 100 (707-252-4219 FAX). Time for public commentary will be provided prior to Consent Calendar. Time limitations for individual speakers may be set at the discretion of the Chair. All materials relating to the agenda are available for public inspection at the District Office Monday through Friday, between the hours of 8:00 A.M. and 5:00 P.M., except for District Holidays.

1. WELCOME AND CALL TO ORDER BY CHAIR, 8:00 A.M. ROLL CALL The meeting is to be called to order and roll call taken at 8:00 A.M.

A. Roll Call

The District Secretary will take attendance.

B. Approval of Meeting Minutes.

The Board will consider approval of minutes from the May 14, 2015 regular meeting and the May 21, 2015 special meeting.

C. Ratification of District Bills.

There are no bills for ratification this month.

D. Approval of District Bills

The board will review and consider approval of the District bills for May 2015.

2. PUBLIC COMMENTS

In this time period anyone may comment to the Board regarding any subject over which the district has jurisdiction. No comments will be allowed involving any subject matter scheduled for hearing, action, or discussion as part of the current agenda other than to request discussion on a specific consent item. Individuals are requested to limit their comment to three minutes. No action will be taken by the Board as a result of any item presented at this time.

3. EDUCATIONAL PRESENTATION

Scott Silva, recipient of the 2015 Directors' Scholarship Award, will meet the board.

4. REPORT FROM EXECUTIVE DIRECTOR, DISTRICT CONSERVATIONIST AND DIRECTORS' COMMENTS Leigh and Rita will give an update on current projects and activities. Board Directors comments and updates may also be given.

5. CONSENT CALENDAR

All items on the consent calendar are considered ministerial or non-substantive and subject to a single motion approval. With the concurrence of the Chair, a Board member may request discussion of an item on the consent calendar.

A. RCD Activity Report for May.

B. NRCS Activity Report for May.

C. Authorization for President to sign agreement with City of Napa for professional services to assist Water Division with water conservation education and outreach.

Similar to past years, this agreement provides maximum compensation of \$15,000 for fiscal year 2015-2016 to the RCD for our services related to assisting with water conservation education and outreach. Specific events and activities include: Vintage High School Rain Garden, garden tour, training for landscape professionals, water-wise landscape trainings, and youth education.

D. Authorization for President to sign Joint Powers Agreement with County of Napa Department of Public Works to support the Watershed Information & Conservancy Council and to assist with groundwater education.

This Agreement provides maximum annual compensation of up to \$65,000 to RCD to assist Napa County Department of Public works with implementation of the Watershed Information and Conservancy Council (WICC) Strategic Plan and with outreach and training related to groundwater and water use efficiency. Activities in support of the WICC Strategic Plan include but are not limited to: development and distribution of watershed education materials; coordination of conservation workshops, field days, symposiums, presentations and community events; youth education, and other related tasks. The term of this

agreement will automatically renew for an additional year at the end of each fiscal year unless either party gives appropriate notice.

E. Authorization for President to sign Joint Powers Agreement with County of Napa Planning, Building and Environmental Services to support Erosion Control Plan review.

This Agreement provides maximum annual compensation of up to \$150,000 to RCD to assist Napa County Department of Planning, Building, and Environmental Services with review of erosion control plans, associated pre-plan technical assistance, and post-approval field visits. The Agreement also leaves open the opportunity to provide assistance with storm water inspections of residential and commercial developments during rain events. The term of this agreement will automatically renew for an additional year at the end of each fiscal year unless either party gives appropriate notice.

F. Authorization for President to sign Professional Services Contract with Marin Agricultural Land Trust (MALT) for RCD to implement LandSmart Conservation Planning in Napa County.

This contract provides maximum compensation of \$150,000 to RCD to develop and facilitate implementation of LandSmart Conservation Plans in Napa County. The term of the contract is through September 30, 2017. Funds that support the contract are from the Natural Resources Conservation Service (NRCS) Regional Conservation Partnership Program (RCPP).

G. Authorization for President to sign Professional Service Agreement with Charles Pillon, Certified Professional Accountant to assist RCD staff with fiscal year 2014-2015 financial audit.

Similar to last year, this agreement provides maximum compensation of \$1,500 to Charles Pillon, CPA to assist RCD staff with the fiscal year 2014-2015 financial audit. Assistance will include items such as: fiscal year end closing, reconciling QuickBooks with PeopleSoft, reconciling financial awards with QuickBooks entries and balances, and assisting with communication between RCD and the independent auditor.

6. SET ITEMS OR PUBLIC HEARINGS

8:15 Consideration of a Final Budget for Fiscal Year 2015-2016

The Public hearing from the May 14, 2015 board meeting regarding the proposed budget remains open. The Board will consider adoption of a final budget setting operational expenses and revenues for 2015-2016. Operating expenses total \$1,418,200. Operating revenues total \$1,418,200. No changes have been made to the draft budget since it was presented in May. The Board will close the public hearing and take action to adopt a final budget.

7. OLD BUSINESS

There is no Old Business.

8. NEW BUSINESS

A. Review and Discussion of District Financial Reports and Report on Fixed Asset List. Anna/Leigh

Anna will present the Accounts Receivable and Cash Flow financial reports. She will also report on the District's fixed asset list.

B. Review Balance Sheet and Identify any Nonspendable, Restricted, Committed, Assigned or Unassigned funds.

In compliance with GASB Statement 54 on Fund Balance Reporting the RCD is required to report to the board before the fiscal year end on the identification of funds in any of the above listed fund balance categories in the balance sheet. All of our funds (currently estimated at \$790,725) are in the unassigned category at this time. Pending vineyard updates and finalization of the strategic fund development strategy, we may request that some funds be assigned or committed for HCV vineyard development or particular needs to implement a fund development strategy.

C. Presentation and certification of RCD Indirect Cost Rate Proposal for fiscal year 2015/2016

Each year the RCD develops an indirect cost rate proposal (previously indirect cost allocation plan) to recoup indirect costs through billable rates of staff. The indirect cost rate proposal is developed by the Executive Director, reviewed and approved by the Office of the Napa County Auditor-Controller, and reviewed by the RCD Finance Committee. Federal regulations require that the indirect cost rate proposal include a certification signed by the Board of Directors. This indirect cost rate proposal will cover the term July 1, 2015 through June 30, 2016.

D. Authorize signing of Resolution No. 2015-04 to Amend the RCD's Conflict of Interest Code. Kathleen

Every two years the District has the opportunity to amend its Conflict of Interest Code to reflect any changes in staff positions and titles. Kathleen has been working with the RCD's Technical Assistance Representative at the Fair Political Practices Commission on the necessary documents and changes. The resolution, amended conflict of interest code, designated positions and designated categories are included in the board materials.

E. Presentation and adoption of RCD Annual Plan 2015/2016.

RCD staff prepared an annual work plan for fiscal year 2015-16 that is consistent with the RCDs Strategic Plan and the proposed annual budget. The annual work plan identifies significant tasks that are expected to occur through the year and also provides a short summary of new and/or discontinued work as compared to the previous fiscal year.

F. Discussion and Possible Adoption of the Following Policies: 2009 Performance Evaluation for the Executive Director; 2010 Performance Evaluations for District Employees; 2055 Professional Development, Conference Attendance, Travel and Reimbursement; 4010 Code of Ethics. Kathleen

These policies have been reviewed by staff, the finance committee and/or the Ad Hoc Policy Review Committee.

G. Review, discussion and possible action regarding Associate Director Application.

Bob Zlomke, retired RCD employee and hydrologist, is interested in becoming an Associate Director and has submitted an application for consideration. Bob is very committed to and interested in the work of the RCD and his involvement would be a huge asset to our staff.

H. Update and discussion regarding Huichica Creek Sustainable Demonstration Vineyard. Leigh

A special board meeting was held in May to discuss potential new ideas that could be implemented at the vineyard property. The intent of the discussion, which will be ongoing, is to guide development of a strategic plan for the vineyard that would include replanting, incorporation of additional conservation practices, and potentially additional uses of portions of the property to meet RCD and community needs and interests.

I. Correspondence

1. State of the San Francisco Estuary Conference announcement 9/17-18
2. CSDA Conference 9/21-24
3. Resource – NACD publication
4. The Crush newsletter
5. California Coastal Monitoring Program for Salmon and Steelhead
6. Coastal Hazards Adaptation Resiliency Group Strategic Brief
7. Notice about Los Carneros Water District Pipeline construction (Napa San)
8. California Watershed Coalition

9. ADJOURNMENT

UPCOMING DATES AND EVENTS:

June 28 – Bay Friendly Garden Tour

July TBD – Lose Your Lawn Workshop – American Canyon

July TBD – Laundry to Landscape Workshop

July 9 - Board Meeting 8:00 A.M.

August 13 - Board Meeting 8:00 A.M.

September 10 - Board Meeting 8:00 A.M.