



AGENDA

NAPA COUNTY RESOURCE CONSERVATION DISTRICT

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

Thursday

December 10, 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, December 10, 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 November 12, 2015 regular 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 November 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

Joseph Nordlinger will give a presentation on activities of the Mt. Veeder Fire Safety Council.

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 November.

B. NRCS Activity Report for November

6. SET ITEMS OR PUBLIC HEARINGS

There are no set items.

7. UNFINISHED BUSINESS

There is no unfinished business.

8. NEW BUSINESS

A. Review and Discussion of District Financial Reports *Anna*

Anna will present the Accounts Receivable and Cash Flow reports.

B. Report on CARCD Annual Conference. Jim Lincoln

C. Discussion and possible adoption of revised salary schedule to add position of Office Manager with associated salary ranges and to eliminate salary steps 7 and 8

for the positions of District Administrator and Executive Director, to become effective on January 2, 2016. Leigh

This action will create a new position at the RCD entitled, Office Manager. The new position will acquire some of the responsibilities of the District Administrator and the bookkeeping responsibilities of the Accounting Technician. The positions of District Administrator, Bookkeeper, and Accounting Technician will remain vacant and may be terminated in the future. Professional accounting and finance services, only needed periodically, will be contracted out to an independent contractor. The requested action also establishes a pay schedule for the Office Manager that matches the current pay schedule of the Accounting Technician, bold items shown below reflect the requested changes:

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Accounting Tech	28.30	29.43	30.61	31.83	32.79	33.77	None	None
Office Manager	28.30	29.43	30.61	31.83	32.79	33.77	None	None
District Administrator	31.30	32.87	34.51	35.89	37.32	38.82	39.98	41.18
Executive Director	47.71	49.14	50.62	52.13	53.07	55.31	56.97	58.68

D. Appoint new Standing Finance Committee member. Leigh

With the resignation of Carolyn Ferris Parker, a vacancy has opened in the committee. We need a Director or Associate Director to join the finance committee. Existing committee members are Jim Lincoln and Maya Olds.

E. Authorize President to sign Professional Services Agreement with Alta Mesa Group, LLC to provide financial and accounting services to the RCD for the remainder of the fiscal year. Leigh

The term of this Agreement is January 1, 2016 through June 30, 2016 with maximum compensation of \$xx. During this time Jim Gladfelter, Alta Mesa Group, will provide services to the RCD including monthly closing, quarterly reporting, and indirect cost allocation planning. Near the end of the agreement term, services provided and RCD needs will be evaluated and another agreement extending the term of service and establishing a flat monthly compensation rate may be considered.

F. Update on vineyard management services at Huichica Creek Vineyard and possible direction to staff. Leigh

G. Reminder about required trainings: harassment prevention and ethics. Leigh

H. Discuss Upcoming Events and Possible Director Participation. Leigh

1. Napa RCD to sponsor Napa Green Drinks on February 2, 2016! We're looking for a house to host so that we can have wine.

I. Correspondence

1. Natural History Magazine – Gretchen Hayes article “Waterways in Wine Country”
2. Letter from USDA about Outstanding Team/Partnership Awards

9. ADJOURNMENT

UPCOMING DATES AND EVENTS:

January 14 – Board Meeting 8:00 A.M.

February 5 – Finance Meeting TBD

February 11 – Board Meeting 8:00 A.M.

March 10 – Board Meeting 8:00 A.M.

April 14 – Board Meeting 8:00 A.M.

May 12 – Board Meeting 8:00 A.M.