



# REGULAR MEETING

## AGENDA

**NAPA COUNTY RESOURCE CONSERVATION DISTRICT**

**1303 Jefferson Street, Suite 500B, Napa, CA 94559, 707-252-4189**

**Thursday May 10, 2018 8:00 A.M.**

**District President: Gretchen Stranzl McCann**

**Vice President: Jim Lincoln**

**District Directors: Ashley Anderson Bennett, Rainer Hoenicke,  
Jon Kanagy, Beth Painter, Bill Pramuk**

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**Interim Executive Director: Frances Knapczyk District Secretary: Anna Mattinson District Counsel: Susie Altman**

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### GENERAL INFORMATION

The Napa County Resource Conservation District (RCD) will hold a regular Meeting on Thursday, May 10, 2018 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 707-252-4189, ext. 3110. 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 4:00 P.M., except for District Holidays.

**1. WELCOME, CALL TO ORDER, 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 April 12, 2018 regular meeting.

**B. Ratification of District Bills**

The board will review and ratify bills approved by the Executive Director.

**C. Approval of District Bills**

The board will review and consider approval of the District bills for March 2018.

### 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**

Napa County Farm Bureau – Activity Update

- Ryan Kolbas, General Manager, Napa County Farm Bureau

### **4. 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 April**

#### **B. Sign Amendment A-1 of RCD contract with State Water Board related to developing restoration designs for Bale Slough and Bear Creek.**

RCD requested a one-year extension of our contract with SWRCB to allow additional time to complete deliverables and invoicing at the full federally approved indirect cost rate. Project was delayed because of the October 2017 fires. The new expiration date is June 30, 2019.

#### **C. Sign Audit Engagement Letter with Larry Bain, CPA, An Accounting Corporation.**

Pursuant to RCD Agreement No. 2014-03, the engagement letter confirms that Larry Bain, CPA will audit the financial statements of the RCD for fiscal year ending June 30, 2018 in conformity with U.S. generally accepted accounting principles and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of the accounting records and other procedures considered necessary.

### **5. SET ITEMS OR PUBLIC HEARINGS**

#### **8:30 A.M. Presentation of draft budget for fiscal year 2018/19. Frances**

Frances will present the draft budget, which was reviewed by the Finance Committee on May 3, 2018. The public hearing (comment period) will remain open until June 14, 2018 at which time the board will go over any suggested changes and will be requested to approve a final budget. Budgeted revenues are \$1,705,514 (\$310,000 from taxes and interest, \$1,021,414 from intergovernmental agreements, and \$352,400 from other revenues (non-

intergovernmental agreements, sales, donations, and other miscellaneous sources). Budgeted expenses are \$1,795,870 (\$955,465 in salaries and employee benefits, \$785,760 in services, \$54,645 in supplies and other. The balance of revenue, (\$90,356), will come from several carry-forward funds that RCD received in FY 2017-2018.

## **6. UNFINISHED BUSINESS**

There is no unfinished business scheduled.

## **7. NEW BUSINESS**

### **A. Update from Finance Committee Meeting Review and Discuss District Financial Reports. *Anna***

Accounts Receivable, Cash Flow and Quarterly Reports will be presented.

### **B. Adopt revised salary schedule and approve a one-step salary increase for all eligible employees to be effective on June 30, 2018. *Frances***

The Salary Survey Ad-Hoc Committee, Finance Committee and staff recommend that a 2% cost of living adjustment be applied to the existing salary schedule. The Finance Committee and staff further recommend that all eligible employees receive a one-step salary increase to become effective on June 30, 2018 – consideration of the step-increase was outside the purview of the Salary Survey Ad-Hoc Committee. These recommended changes have been incorporated into the draft budget for fiscal year 2018-19.

### **C. Authorization to sign a Resolution requesting the Napa County Board of Supervisors appoint directors to the governing board of the Napa County Resource Conservation District in lieu of election to fill three positions whose terms are expiring. *Frances***

The terms of three directors – Jim Lincoln, Gretchen Stranzl McCann, Beth Painter – expire on November 30, 2018. This resolution officially requests that the Napa County Board of Supervisors appoint (or reappoint) directors to the positions in lieu of election. Subsequently, the County of Napa will post required notifications of the positions.

### **D. Authorization to sign Agreement with Horizon Water & Environment to provide weed management plan design and permitting services for the Pope Creek Weed Management Project. *Frances***

This Agreement, in the amount of \$94,143, provides funds to Horizon Water & Environment to assist RCD in finalizing Pope Creek Weed Management Plan and completing environmental review and permitting for the Plan. The term of the agreement ends on October 31, 2020 and funds for the agreement are available through an existing contract with County of Napa.

### **E. Authorization for President to sign Agreement with Environmental Science Associates, Inc. (ESA) for ESA to provide restoration plan design services for the Sulphur Creek Fish Passage Barrier Removal Project. *Frances***

This Agreement, in the amount of \$35,300, provides funds to ESA to assist RCD in assessing and developing conceptual restoration designs for Sulphur Creek Fish Passage Barrier Removal. The term of the agreement ends on June 30, 2019 and funds for the agreement are available through an existing grant Napa Valley Community Foundation, and donations from Gasser Foundation and private landowners.

**F. Authorization for the President to sign Landowner Right of Entry and Right of Construction Agreements with Land Trust of Napa County (LTNC) to access LTNC's Foote Preserve for purposes of implementing rural road improvements.** *Frances*

This Right of Entry and Right of Construction Agreement provides RCD employees, agents and contractors the right to enter private property for the purpose of completing a sediment reduction / unpaved road improvement project. The owner commits to a monitoring and maintenance plan to ensure continued sediment reduction benefits from the project and further commits to a maximum cash match of \$30,870. In addition, because covenants run with the land under change of ownership, this Agreement must be notarized by both parties.

**G. Authorization for President to sign Construction Contract with Campbell Grading Inc. to implement road improvements at LTNC's Foote Preserve.** *Frances*

Through a competitive bidding process, Campbell Grading Inc., a licensed contractor in the State of California, presented the lowest cost bid to implement road improvements at the Foote Preserve with the RCD's grant with the State Water Resources Control Board. Maximum compensation is \$54,749.00 for labor and expenses. The term of the contract is May 10, 2018 through December 31, 2019.

**H. Staffing updates.** *Frances*

**I. Discuss Upcoming Events and Possible Director Participation.** *Frances*

- SOD Blitz. UCCE Building. May 19.
- 8<sup>th</sup> Annual Bay Friendly Garden Tour. May 20.
- Water Board's Vineyard Permit Meeting. Napa Library. May 29
- Napa Fire Resiliency Workshop. Location TBD. May 30.
- Wild Napa. Beavers. Napa Library. June 13.
- LandSmart Workshop. June 13.
- Trivia Night featuring Wild Napa topics. July 11. Hop Creek Pub.

**J. Identify possible agenda/discussion items for future meeting(s).**

- Napa County Planning Department – Vineyard development in Napa County in recent past and near future – Brian Bordona
- Cannabis growth and impact in Napa County

- Napa Valley Community Foundation activities
- Sustainable Groundwater Management Act
  - How SGMA accounts for property's potential for groundwater recharge
- Climate Action Plan
- Garrett Allen, CDFW
- Waste Discharge Requirements for Vineyards (Periodic updates on program)
- Sonoma RCD Partnership and Programs
- Forest Management –Cost of tree removal – Possible NRCS Assistance
- Backyard Pet Waste Composting – Eric McKee
- Re-oaking Initiative – Robin Grossinger
- Land Trust of Napa County – Stewardship Program – Mike Palladini

#### **K. Correspondence**

1. California Native Plant Society Fire Recovery Guide
2. Building a New Community for Special Districts
3. The Crush – California Association of Winegrape Growers Newsletter (4/2018)
4. The Lay of the Land – Newsletter of Solano RCD – Spring 2018
5. California Rangeland News – Spring 2018
6. National Association of Conservation Districts – Annual Report
7. Napa County Farm Bureau Grower Advocate – Spring 2018

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

#### **9. ADJOURNMENT**

#### **FUTURE BOARD MEETING DATES:**

June 14, 2018 – Board Meeting 8:00 A.M.

July 5, 2018 – HCV Advisory Committee Meeting 8:00 A.M.

July 12, 2018 – Board Meeting 8:00 A.M.

August 2 – Finance Committee Meeting 9:00 A.M.

August 9 – Board Meeting 8:00 A.M.

September 13, 2018 – Board Meeting 8:00 A.M.

October 4, 2018 – HCV Advisory Committee Meeting 8:00 A.M.

October 11, 2018 – Board Meeting 8:00 A.M.