



# REGULAR MEETING

## AGENDA

**NAPA COUNTY RESOURCE CONSERVATION DISTRICT**

**1303 Jefferson Street, Suite 500B, Napa, CA 94559**

**Phone: 707-252-4189, Website: <http://naparcd.org/>**

**Thursday**

**June 14, 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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**Executive Director: Lucas Patzek District Secretary: Anna Mattinson**

**District Counsel: Shana Bagley and Susie Altman**

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### GENERAL INFORMATION

The Napa County Resource Conservation District (RCD or District) will hold a regular Meeting on Thursday, June 14, 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 District 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 May 10, 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 May 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**

Update on Erosion Control Plan Review Process and Other Conservation Priorities of Napa County PBES

- Brian Bordona, Napa County PBES

## **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 May**

### **B. Sign Amendment of RCD contract with Sonoma RCD to review LandSmart Plans completed by Napa RCD staff**

RCD requires more assistance from Sonoma RCD to review LandSmart Plans that RCD staff have completed than originally conceived when contract was developed. The amendment changes the maximum compensation allowed under the agreement from \$10,000 to \$20,000. This work is funded by current State Water Board grant related to Reducing Road Related Sediment via LandSmart On-the-Ground.

### **C. Sign Amendment A-1 of RCD contract with State Water Board related to Reducing Road Related Sediment via LandSmart On-the-Ground**

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 April 15, 2020.

### **D. Authorization to sign Amendment No. 4 to Napa County Flood Control and Water Conservation District (FCD) Agreement No. 445(FC)**

This Amendment establishes the scope of work and budget for RCD to provide assistance to FCD in fiscal year 2018/2019. Under this amendment, RCD staff supports FCD with maintenance of the Regional Rainfall and Stream Monitoring System, delivery of the Napa Countywide Stormwater Pollution Prevention Program, and implementation of the Napa River Restoration Projects in the Rutherford and Oakville to Oak Knoll Reaches. Maximum compensation for fiscal year 2018/2019 is \$203,400.

**E. Approval for the Executive Director to register for and attend the California Association of Resource Conservation District’s (CARCD’s) Board Leadership “Boot Camp”**

The RCD “Boot Camp” is being held on September 7-8, 2018 in Oakhurst, CA and is a project of the CARCD. This is a rare opportunity to participate in a program designed to meet the specific needs of RCD leaders. In this training directors will build the confidence that it takes to be successful in the unique work environment of an RCD and meet other RCD leaders doing the same kinds of work. CARCD's Bechtel Foundation capacity building grant pays for the cost of the training (a \$2,000 value per person), so participants only need to pay for their own travel. Directors are also invited to attend.

**5. SET ITEMS OR PUBLIC HEARINGS**

**8:30 A.M. Presentation and adoption of the Fiscal Year 2018/19 budget. Frances**

Frances will present any changes to the draft budget that was presented on May 10, 2018 and public comments will be heard. The public hearing, which commenced on May 10, will be closed and the Board will be requested to adopt a budget for Fiscal Year 2018/19. 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. There are no changes to this budget relative to the draft budget presented in May.

**6. UNFINISHED BUSINESS**

There is no unfinished business scheduled.

**7. NEW BUSINESS**

**A. Review and Discuss District Financial Reports. Anna**

Accounts Receivable and Cash Flow will be presented.

**B. Authorization for the President to sign Agreement with Tuleyome related to Oat Hill Road Assessment Frances**

This Agreement provides RCD a maximum amount of \$12,382.00 from Tuleyome, Inc. to assess Oat Hill Mine Road for sediment delivery and provide treatment recommendations, reporting, and monitoring recommendations. Tuleyome was awarded Measure A Funds from County of Napa through a competitive grant process to complete this work as well as implement a portion of the recommendations. The term of this agreement is June 14, 2018 to June 30, 2020. It is anticipated that the assessment would be performed in 2018.

**C. Authorization for the President to sign Landowner Right of Entry and Right of Construction Agreements with Constellation/Lakoya Vineyard to access property 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 \$80,851. In addition, because covenants run with the land under change of ownership, this Agreement must be notarized by both parties.

**D. Authorization for President to sign Construction Contract with Campbell Grading Inc. to implement road improvements at Constellation/Lakoya Vineyard.** *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 Constellation/Lakoya Vineyard with the RCD's grant with the State Water Resources Control Board. Maximum compensation is \$104,721.00 for labor and expenses. The term of the contract is June 14, 2018 through December 31, 2019.

**E. Discuss Next Steps for Updating District Policy # 2100 to Cover Consensual Romantic or Sexual Relationships.** *Susie*

District policy # 2100 titled "Nepotism" prevents a staff-person from being involved in the selection, appointment, promotion, termination, or other employment status of a close relative. The Directors wish to explore either revising this policy, or creating a new policy, in order to also define the professional relationships between staff-persons engaged in consensual romantic or sexual relationships.

**F. Discuss Potential Mixer between District Directors and Staff.** *Lucas*

A discussion about organizing a meet-and-greet mixer between District directors and staff, including potential dates and locations.

**G. Discuss Press Release and Community Engagement Strategy for the District's New Executive Director.** *Lucas*

A discussion about the media outlets that would be targeted for a press release announcing the hiring of Lucas Patzek as the new Executive Director of the District, and what information should be highlighted in this press release. Also, a discussion of community

leaders and organizations that Lucas should be introduced to in the coming months, and what role the directors wish to have in the community engagement process.

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

- Wild St Helena. June 28. Otters
- Trivia Night featuring Wild Napa topics. July 11 at 7 pm at Hop Creek Pub.
- Wild American Canyon. July 25. Coyotes

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

- Youth Natural Resource Education Programming in Napa County – Eric McKee
- Cannabis Industry Growth and Impact in Napa County
- Napa Valley Community Foundation activities
- Sustainable Groundwater Management Act (Early 2018)
  - 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

**J. Correspondence**

1. General Permit for Vineyard Properties notice for HCV.
2. Newsletter from Riverside-Corona Resource Conservation District.
3. California Special Districts magazine Volume 13, Issue 2.

**8. REPORT FROM EXECUTIVE DIRECTOR, DISTRICT CONSERVATIONIST AND DIRECTORS’ COMMENTS**

Frances and Kelly will give an update on current projects and activities. Board Directors comments and updates may also be given.

**9. ADJOURNMENT**

**FUTURE BOARD MEETING DATES:**

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

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 – Board Meeting 8:00 A.M.

October 11 – Board Meeting 8:00 A.M.