

# AGENDA



## Napa County Resource Conservation District Regular Meeting of the Board of Directors

**When:** Thursday, May 14, 2020 at 8:00 A.M.

**Where:** Tele/videoconference

Jim  
Lincoln  
**President**

Ashley Anderson  
Bennett  
**Vice President**

Rainer  
Hoenicke  
**Director**

Jon  
Kanagy  
**Director**

Beth  
Painter  
**Director**

Bill  
Pramuk  
**Director**

Gretchen Stranzl  
McCann  
**Director**

Lucas Patzek  
**Executive Director**

Anna Mattinson  
**District Secretary**

Shana Bagley  
**District Counsel**

Tracy Schulze  
**Auditor-Controller**

### GENERAL INFORMATION

The Napa County Resource Conservation District (RCD or District) will hold a regular meeting of its Board of Directors on Thursday, May 14, 2020 at 8:00 A.M. Under the Governor's Executive Orders N-25-20 and N-29-20, which suspend some requirements of the Brown Act (Gov. Code § 54950, et seq.) in an effort to mitigate the impact of COVID-19, this meeting will be held only via videoconference and teleconference. The public may participate in the meeting remotely via Zoom videoconference at:

<https://zoom.us/j/332821538?pwd=cmp4eUxHNEl1UGJxWFpoTGIZRENIZz09> (Meeting ID: 332 821 538, Password: 322739), or via teleconference at: 669-900-9128, Meeting ID: 332 821 538. We will only accept written public comments received by 5 P.M. on Wednesday, May 13, 2020. All comments must be sent by email to [Lucas@NapaRCD.org](mailto:Lucas@NapaRCD.org). All comments will be considered a public record and will be put into the meeting record. Requests for disability related modifications or accommodations, aids or services must be made to the District office no less than 24 hours prior to the meeting date by contacting 707-690-3110, [anna@naparc.org](mailto:anna@naparc.org). 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. The agenda is available online at: <http://naparc.org/>

### 1. CALL TO ORDER, ROLL CALL

- A. Roll Call** – The meeting is to be called to order by the Chair at 8:00 A.M., and the District Secretary will take attendance.
- B. Approval of the Agenda** – The Board will consider approval of the agenda for this meeting.
- C. Approval of Meeting Minutes** – The Board will consider approval of minutes from the April 9, 2020 regular meeting.

**D. Ratification of District Bills** – The Board will review and ratify bills approved by the Executive Director.

**E. Approval of District Bills** – The Board will review and consider approval of the District bills for April 2020.

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

8:15 A.M.

### **A. Presentation of Draft Fiscal Year 2020-2021 Budget.** *Lucas Patzek*

Lucas will present the draft budget, which was reviewed by the Finance Committee on May 12, 2020. The public hearing (comment period) will remain open until June 11, 2020. On this date the Board of Directors will go over any suggested changes and will consider adoption of a final budget. Budgeted revenues are \$2,119,162 (\$349,500 from taxes and interest, \$1,341,576 from intergovernmental agreements, and \$428,086 from other revenues (non-intergovernmental agreements, sales, donations, and other miscellaneous sources). Budgeted expenses are \$2,177,901 (\$1,290,875 in salaries and employee benefits, \$789,360 in services, and \$97,666 in supplies and other. We are projecting a fund balance surplus in FY 2019-2020 which will more than cover the projected fund balance deficit of \$58,739 in FY 2020-2021.

## **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. Authorize the President to Execute Agreement with National Association of Conservation Districts (NACD).**

The Napa RCD was awarded a Technical Assistance grant on behalf of a joint proposal by Napa and Lake County RCDs for \$216,285. This grant will provide an additional year of funding for forestry specialist positions in the two counties and will also provide for some technical assistance to grape growers in Napa County. Napa RCD will administer the grant and subcontract with Lake RCD. Napa RCD's portion of this grant is \$153,885.

**B. Authorize the President to Execute Agreement with the Rebuild NorthBay Foundation (Foundation).**

The Napa RCD applied for a grant to the Foundation for the purpose of developing a brief video and host a series of workshops to educate landowners in the North Bay about cooperative approaches to doing vegetation management in order to mitigate fire fuel buildup. The grant amount is \$17,044 and the grant term is one year.

**C. Authorize the President to Execute Agreement with the Sonoma Resource Conservation District (SRCD).**

The Napa RCD wishes to obtain services from SRCD in order to complete, review, and certify LandSmart Plans for farm and forest properties in Napa County. The specific work to be performed by SRCD will be authorized in advance and in writing by Napa RCD staff, as it will depend on project needs and availability of funding. Funding for these services will come from Napa RCD's fee-for-service programs, as well as from grants and contracts.

**D. Authorize the Executive Director to Execute Agreement with Napa County Farm Bureau (NCFB).**

The NCFB desires to employ the Napa RCD to furnish professional services in connection with the development of plans for Stream Monitoring and BMP Effectiveness Monitoring to be submitted to the San Francisco Bay Regional Water Quality Control Board. The maximum amount of the contract is \$15,000, and it expires on October 1, 2020.

**E. Authorize the Executive Director to Execute Agreement with Heave Ho! Creative (HHC).**

The Napa RCD wishes to obtain design services from HHC to develop a brand guide and refreshed logo, as well as to build report templates for the strategic plan and annual report. The cost is estimated at \$5,000.

## **5. NEW BUSINESS**

**A. Discuss a Donor Cultivation Plan.** *Rainer Hoenicke & Karen Buhr (CARCD)*

CARCD wishes to partner with Napa RCD to develop and implement a donor cultivation plan over the next year to jointly fundraise for both organizations. We will explore strategy and next steps together.

**B. Review and Discuss District Financial Reports.** *Anna Mattinson & Jim Lincoln*  
Quarterly, Accounts Receivable and Cash Flow Reports will be presented.

**C. Approve Amendment No. 1 to RCD Budget for Fiscal Year 2019-20.** *Lucas Patzek & Anna Mattinson*

Based upon review of the third quarter financial report and expectations for the fourth quarter, staff prepared a budget amendment for the current fiscal year. The budget amendment includes several line item adjustments in revenue and expenses. The budget amendment reflects revenues decreasing by \$31,263 from \$2,286,572 to \$2,229,329, and

expenses decreasing by \$133,644 from \$2,185,585 to \$2,029,941. This budget amendment reflects an addition of \$199,388 to the fund balance. The Finance Committee reviewed the draft budget amendment.

**D. Discuss Developments Related to the Huichica Creek Vineyard (HCV).** *Miguel Garcia*

Updates from the HCV Advisory Committee to discuss new approaches to vineyard management to respond to the potential economic impacts of COVID-19.

**E. Discuss Upcoming Events and Possible Director Participation.** *Lucas Patzek*

- a. May – [Bay Friendly Garden Month in Napa County](#) – Virtual.

**F. Identify possible agenda/discussion items for future meeting(s).** *Lucas Patzek*

- a. Presentation about forest health and wildfire preparedness.
- b. Presentation about oaks, including North Bay ReOaking Strategy.
- c. Presentation on urban forestry issues in local municipalities.
- d. A presentation about policy and natural resource program developments occurring in neighboring counties around cannabis. Look at developments in Sonoma County.
- e. More presentations on climate change related activities within local government.
- f. More presentations by RCD staff to highlight specific program and project outcomes.

## **6. REPORT FROM EXECUTIVE DIRECTOR AND DISTRICT CONSERVATIONIST, AND DIRECTORS' COMMENTS**

Lucas Patzek (RCD Executive Director) and Wendy Rash (NRCS District Conservationist) will give an update on current RCD and NRCS projects and activities. Rainer Hoenicke (RCD Director) will give an update on current CARCD projects and activities. Other Directors may also provide comments and updates.

## **7. ADJOURNMENT**