



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

# AGENDA

**When:** Wednesday, September 23, 2020 at 2:00 P.M.

**Where:** Tele/videoconference

Jim Lincoln <b>President</b>	Ashley Anderson Bennett <b>Vice President</b>	Rainer Hoenicke <b>Director</b>	Jon Kanagy <b>Director</b>	Beth Painter <b>Director</b>	Bill Pramuk <b>Director</b>	Gretchen Stranzl McCann <b>Director</b>
Lucas Patzek <b>Executive Director</b>	Anna Mattinson <b>District Secretary</b>	Shana Bagley <b>District Counsel</b>	Tracy Schulze <b>Auditor-Controller</b>			

### GENERAL INFORMATION

The Napa County Resource Conservation District ("Napa RCD" or "District") will hold a regular meeting of its Board of Directors on Wednesday, September 23, 2020 at 2:00 P.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. You can participate in the meeting as follows:

Via Zoom videoconference at:

<https://us02web.zoom.us/j/2237373265?pwd=cTBkYVFOOUt0cnZvQTNFT21GVmN5QT09>

Meeting ID: 223 737 3265

Passcode: 1303

Via teleconference at:

669-900-9128, Meeting ID: 223 737 3265

We will accept written public comments received by 5 P.M. on Tuesday, September 22, 2020 sent by email to [Lucas@NapaRCD.org](mailto:Lucas@NapaRCD.org), and we will provide time for oral public comments at the meeting. 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@naparcd.org](mailto:anna@naparcd.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://naparcd.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 August 13, 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 August 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. EDUCATIONAL PRESENTATION

There is no educational presentation.

## 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 Professional Services Agreement 2020-50 with The School Garden Doctor.**

Napa RCD desires to contract with The School Garden Doctor to manage all aspects of student and teacher evaluation related to the LandSmart Youth Stewards – Salmon to Sanctuary project. The contract amount will total \$7,200 and the term will be August 1, 2020 to August 31, 2021. The sources of funding for this contract are grants awarded to the Napa RCD by the California Coastal Commission and NOAA.

**B. Authorize the President to Execute the Amendment to the Office Lease.**

Napa RCD entered into an office lease with Theodore L. Edwards, LLC for the premises at 1303 Jefferson Street, Napa, CA 94559 in 2002 and has signed 3-year extensions since then. Our current lease expires November 30, 2020. The current amendment would extend our lease from December 1, 2020 to November 30, 2021, and the monthly lease rate will remain fixed at \$2,250 for full service, including utilities and janitorial services, for that term. In 2021 we will renegotiate the lease in coordination with NRCS as they are slated to renew their lease then.

**C. Authorize Resolution Number 2020-03.**

Napa RCD desires to apply to the California Department of Conservation's ("DOC's") 2020 Sustainable Groundwater Management Watershed Coordinator Program. The procedures established by DOC require an authorizing resolution from our governing body that evidences authority to submit the application and, if awarded funding, to enter into and perform under the terms of the grant agreement.

**D. Authorize the President to Execute Two Right of Entry Agreements for York Creek Work.**

Napa RCD desires to gain access to property owned by the Carlin Family Trust and James Stone to conduct stream channel assessments and topographic surveys of York Creek under our agreement with the City of St. Helena.

**5. NEW BUSINESS**

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

Accounts Receivable and Cash Flow Reports will be presented.

**B. Discuss and Potentially Take Action on Policy Updates.** *Lucas Patzek & Shana Bagley*

Staff recommends that the following five existing policies be revised:

1. Policy Title: Authorities of the Executive Director (Policy Number: 3015)
2. Policy Title: Professional Development, Conference Attendance, Travel and Reimbursement (Policy Number: 2055)
3. Policy Title: Cell phone usage and reimbursement (Policy Number: 2275)
4. Policy Title: Nepotism (Policy Number: 2100)
5. Policy Title: Harassment Prevention (Policy Number: 2820)

Staff recommends that the following new policy be adopted:

1. Policy Title: Official Use of Social Media Sites (Policy Number: 2710)

**C. Goodbye to Jonathan Koehler.** *Jonathan Koehler & Lucas Patzek*

Jonathan Koehler is leaving the Napa RCD after 19 years of service to our community and organization. During his tenure, Jonathan has had an out-sized influence on the direction and quality of our biological programs, and has been a go-to resource for all in Napa

County. He will be greatly missed, and we wish him all the best in his new position at the Marin Municipal Water District. His last day at the Napa RCD will be September 25th.

**D. Reclassify “Biologist” Classification, Update Salary and Step Schedule.** *Lucas Patzek*  
Staff requests that the Board of Directors authorize amending the approved FY 2020-21 Level and Step Schedule such that the position title “Biologist” is replaced with “Environmental Scientist” with no other changes being made to salary step levels.

**E. Discussing 2020 Wildfire Recovery Effort by Napa RCD and USDA.** *Wendy Rash & Lucas Patzek*

USDA Farm Service Agency and the Natural Resources Conservation Service (NRCS) are partnering with Napa RCD to offer technical and financial assistance to farm, ranch, or rural properties burned in the 2020 wildfires. Lucas Patzek (Napa RCD District Manager) and Wendy Rash (USDA-NRCS District Conservationist) will discuss how they plan to deliver this assistance.

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

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

## **7. ADJOURNMENT**