



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, January 3, 2019 at 8:00 A.M.

District President: Gretchen Stranzl McCann **District Vice President:** Jim Lincoln
District Directors: Ashley Anderson Bennett, Rainer Hoenicke, Jon Kanagy, Beth Painter, Bill Pramuk

Executive Director: Lucas Patzek **District Secretary:** Anna Mattinson **District Counsel:** Shana Bagley

GENERAL INFORMATION

The Napa County Resource Conservation District (RCD or District) will hold a regular Meeting on Thursday, January 3, 2019 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 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 December 13, 2018 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 December 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

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. Approve mileage reimbursement rate to match IRS rate of \$0.58.

Beginning on January 1, 2019, the standard mileage rates for the use of a car, van, pickup or panel truck will be: 58 cents per mile for business miles driven (up from 54.5 cents in 2018).

5. SET ITEMS OR PUBLIC HEARINGS

There are no set items or public hearings scheduled.

6. UNFINISHED BUSINESS

There is no unfinished business scheduled.

7. NEW BUSINESS

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

Accounts Receivable and Cash Flow Reports will be presented.

B. Nomination and Election for Officers of the Board. *Gretchen Stranzl McCann*

Officers of the Board are President and Vice President. They serve a term of one year.

Nominations and elections for officer positions occur at the first meeting of each calendar year. In an effort to maintain and encourage effective and active leadership, the Board

President and Board Vice President may serve a maximum of two consecutive one-year terms. The duties and responsibilities of Board Officers can be found in Policy Number 4050.

C. Approval of Associate Director Slate. *Lucas Patzek*

The slate of Associate Directors for consideration includes Dennis Bowker, Geoff Gatto, Joseph Nordlinger, Mayacamas Olds, Mariam Aboudamous, Margaret Woodbury, and Bob Zlomke. The appointment as Associate Director is for a period of one year. The Board of Directors will annually review the assistance provided and may reconfirm appointment. An Associate Director may resign at any time. The full description of the roles and responsibilities of Associate Directors can be found in Policy Number 4040.

D. Appoint members of the Huichica Creek Sustainable Vineyard & Orchard Advisory Committee pursuant to Resolution 2016-07. *Lucas Patzek*

The Huichica Creek Sustainable Vineyard & Orchard Advisory Committee provides input related to the operation and long-term goals of the RCD's program. Staff recommends reappointment of the following individuals to the Committee: Jim Lincoln, Ashley Anderson Bennett, Bill Pramuk, Bob Zlomke, Margaret Woodbury.

E. Reflecting on 2018 RCD Achievements. *Gretchen Stranzl McCann & Lucas Patzek*

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

Lucas Patzek and Wendy Rash will give an update on current projects and activities. Board Directors comments and updates may also be given.

9. ADJOURNMENT

UPCOMING DATES AND EVENTS:

- February 14 – Board Meeting, 8 AM



REGULAR MEETING MINUTES

NAPA COUNTY RESOURCE CONSERVATION DISTRICT

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

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

Thursday, December 13, 2018 at 8:00 A.M.

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

Executive Director: Lucas Patzek **District Secretary:** Anna Mattinson **District Counsel:** Shana Bagley

1. WELCOME, CALL TO ORDER, ROLL CALL

A regular meeting of the Napa County Resource Conservation District was called to order at 8:00 A.M. on Thursday, December 13, 2018, by Board President Gretchen Stranzl McCann.

A. Roll Call

Directors present included Gretchen Stranzl McCann, Jim Lincoln, Ashley Anderson Bennett, Jon Kanagy, Beth Painter, and Bill Pramuk. Associate Directors Margaret Woodbury and Bob Zlomke were present. RCD staff present included Lucas Patzek and Anna Mattinson, and NRCS staff present included Kelly Gin and Chip Bouril.

B. Approval of the Agenda

Approved December 13, 2018 regular meeting agenda.

MOTION: Anderson Bennett; SECOND: Kanagy; AYES: Stranzl McCann, Lincoln, Anderson Bennett, Kanagy, Painter, and Pramuk; NOES: None; ABSENT: Hoenicke; ABSTENSIONS: None. Motion carried.

C. Approval of Meeting Minutes

Approved November 8, 2018 regular meeting minutes.

MOTION: Anderson Bennett; SECOND: Pramuk; AYES: Stranzl McCann, Lincoln, Anderson Bennett, Kanagy, Painter, and Pramuk; NOES: None; ABSENT: Hoenicke; ABSTENSIONS: None. Motion carried.

D. Ratification of District Bills

There were no bills to ratify.

E. Approval of District Bills

Approved bills in the amount of \$106,828.86 (\$102,404.38 regular batch, \$4,424.48 Kaiser, and \$77.18 employee reimbursement).

MOTION: Kanagy; SECOND: Anderson Bennett; AYES: Stranzl McCann, Lincoln, Anderson Bennett, Kanagy, Painter, and Pramuk; NOES: None; ABSENT: Hoenicke; ABSTENSIONS: None. Motion carried.

2. PUBLIC COMMENTS

There were no public comments

3. EDUCATIONAL PRESENTATION

There was no educational presentation.

4. CONSENT CALENDAR

Approved consent calendar.

MOTION: Pramuk; SECOND: Kanagy; AYES: Stranzl McCann, Lincoln, Anderson Bennett, Kanagy, Painter, and Pramuk; NOES: None; ABSENT: Hoenicke; ABSTENSIONS: None. Motion carried.

A. RCD Activity Report for November.

B. Ratify Agreement with 1700 Film.

C. Authorize President to Sign the Agreement with the Sonoma Resource Conservation District (SRCDD) for the Re-Oak North Bay Project.

5. SET ITEMS OR PUBLIC HEARINGS

There are no set items.

6. UNFINISHED BUSINESS

A. Discussion Related to the Program Director and Sustainable Program Manager Positions

Lucas Patzek provided an update on the reclassification process and on the hiring process for the Sustainable Agriculture Program Manager position.

7. NEW BUSINESS

A. Review and Discuss District Financial Reports

Anna Mattinson presented Accounts Receivable and Cash Flow Reports.

B. Discuss Upcoming Events and Possible Director Participation.

- a. 39th Annual EcoFarm Conference, Jan. 23-26, 2019 in Pacific Grove, CA.
- b. Community Wildfire Resiliency Gathering, Feb. 8-10, 2019 in Sea Ranch, CA.
- c. California Small Farm Conference, Feb. 22-23, 2019 in Davis, CA.
- d. 37th Annual Salmonid Restoration Conference, Apr. 23-26, 2019 in Santa Rosa, CA.
- e. Napa County Watershed Symposium, May 16, 2019 in Napa, CA.

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

There was interest in scheduling the following three public presentations in the near future:

- a. Updates from new Ag Commissioner – Humberto Izquierdo
- b. Post Measure C updates – Congressman Mike Thompson’s staff
- c. Napa Valley Community Foundation activities – Terence Mulligan
- d. Re-oaking Initiative – Robin Grossinger

These are other potential agenda/discussion items for future meetings:

- a. Sustainable Groundwater Management Act (Early 2018)
- b. How SGMA accounts for property’s potential for groundwater recharge
- c. Climate Action Plan
- d. Waste Discharge Requirements for Vineyards (Periodic updates on program)
- e. Sonoma RCD Partnership and Programs
- f. Forest Management – cost of tree removal – Possible NRCS Assistance
- g. Backyard Pet Waste Composting – Eric McKee
- h. Land Trust of Napa County – Stewardship Program – Mike Palladini

D. Correspondence.

- a. None

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

Lucas Patzek presented on the following:

- His participation in regional water planning initiatives, including: the North Bay Watershed Association’s Technical Committee, the SF Estuary Partnership’s

Implementation Committee, and the Napa County and Bay Area IRWMP coordination committees.

- His plan for a community wildfire resiliency needs assessment.
- The near-term plan for the ad hoc Policy Advisory Committee.
- The need for Directors to complete the Local Agency Ethics and Sexual Harassment Prevention trainings by the end of the calendar year and provide the RCD with certificates of completion.
- Key programmatic activity updates: monthly volunteer watershed cleanups plan, the completion of the storm drain outfall monitoring activity, the publication of the annual fisheries monitoring report, LandSmart planning and coordination activities, and NV Give! Guide.

Kelly Gin presented on the following:

- The passage of the new Farm Bill.
- Activities related to the development of Forest Management Plans in the Mt. Veeder area.

9. ADJOURNMENT

Motion to end this meeting at 9:05 A.M.

MOTION: Lincoln; SECOND: Pramuk; AYES: Stranzl McCann, Lincoln, Anderson Bennett, Kanagy, Painter, and Pramuk; NOES: None; ABSENT: Hoenicke; ABSTENSIONS: None.
Motion carried.

Respectfully submitted,

Anna Mattinson, District Secretary

(Recording #89)



IRS issues standard mileage rates for 2019

IR-2018-251, December 14, 2018

WASHINGTON — The Internal Revenue Service today issued the 2019 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2019, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 58 cents per mile driven for business use, up 3.5 cents from the rate for 2018,
- 20 cents per mile driven for medical or moving purposes, up 2 cents from the rate for 2018, and
- 14 cents per mile driven in service of charitable organizations.

The business mileage rate increased 3.5 cents for business travel driven and 2 cents for medical and certain moving expense from the rates for 2018. The charitable rate is set by statute and remains unchanged.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, except members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Notice-2019-02](#).

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously. These and other limitations are described in section 4.05 of [Rev. Proc. 2010-51](#).

[Notice 2019-02](#), posted today on [IRS.gov](#), contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

Page Last Reviewed or Updated: 14-Dec-2018

Project	Balance	Monies	Invoice	Balance	Monies	Invoices
Accounts		Received	for		Received	For
Receivable		November	November		December	December
CARCD	2,167.88			2,167.88	2,167.88	
Careros	0.00		1,255.44	1,255.44		
City of Napa WTRCON	5,506.42	1,715.03		3,791.39	3,213.80	
County Bio Monit	17,822.38	1,799.07		16,023.31	3,794.68	
County JPA	24,164.51	8,455.18	16,113.93	31,823.26	15,709.33	
DOC Capcity	13,468.65			13,468.65		
DWR WUE	13,642.58			13,642.58		
FCD	46,625.65	28,221.34	13,276.46	31,680.77		
LTNC Roads	2,236.39	839.23		1,397.16	513.76	
MCRCD CDFA	11,009.34			11,009.34		
SCC Oaks	5,106.50			5,106.50		
SRCD MIL	35,201.64			35,201.64		
SWRCB Bale Slough	16,346.96		918.34	17,265.30		
SWRCB LS Roads	4,122.18	1,153.31	47,911.37	50,880.24		
WICC	6,275.21	1,838.96	5,885.18	10,321.43	4,555.93	
Biological Support	2,502.89			2,502.89		
NRCS Contribution Agmt	7,983.25			7,983.25		
Measure A: Pope Creek	5,032.01	4,666.18		365.83		
San Mateo RCD	1,478.40			1,478.40		
Measure A Tuleyome	1,549.28			1,549.28		
City of St. Helena York	-		7,080.85	7,080.85		
	222,242.12			265,995.39		

Balance	Notes
-	
1,255.44	
577.59	
12,228.63	2 invoices
16,113.93	1 invoices
13,468.65	1 invoices
13,642.58	1 invoices
31,680.77	2 invoices
883.40	
11,009.34	1 invoices
5,106.50	Retention
35,201.64	Very Long Turnaround
17,265.30	
50,880.24	2 invoices/1 Large
5,765.50	
2,502.89	
7,983.25	2 invoices
365.83	
1,478.40	
1,549.28	
7,080.85	
236,040.01	

Estimated Cash Available AS OF

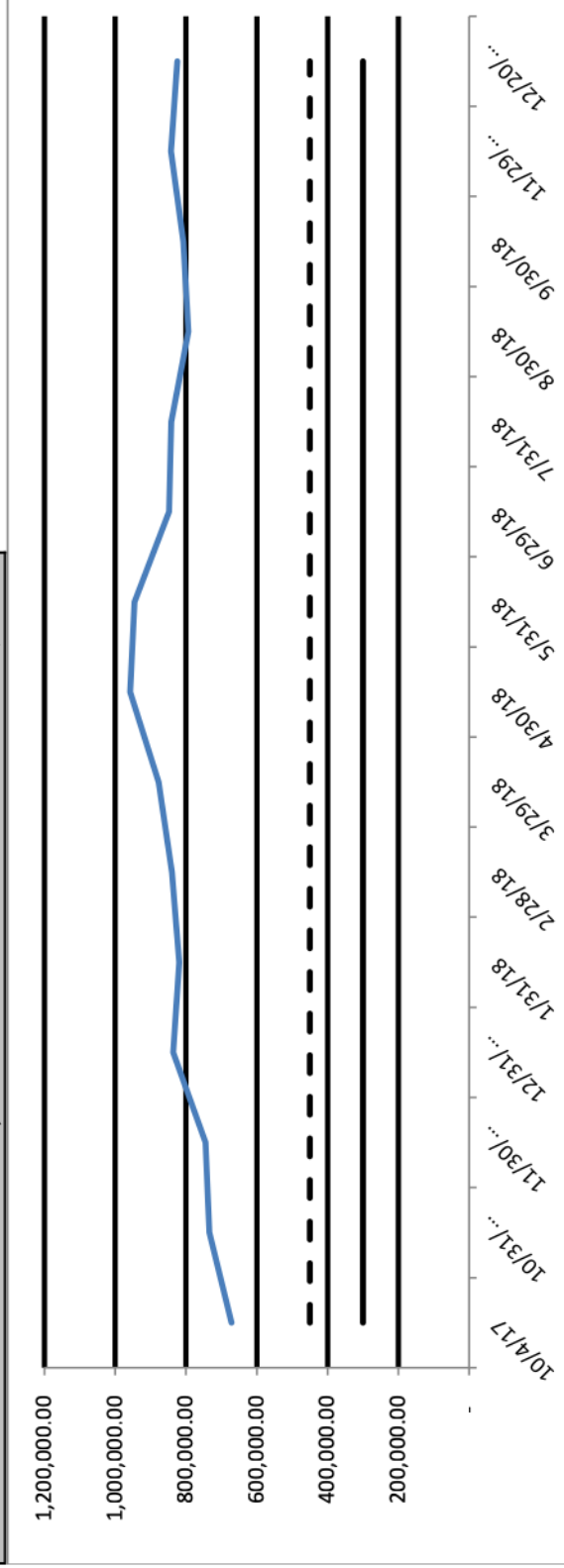
CASH AVAILABLE	12/20/2018	\$	824,540.93
ACCOUNTS RECEIVABLE		\$	236,040.01
CASH AVAILABLE + ACCOUNTS RECEIVABLE		\$	1,060,580.94
Current Liabilities (estimated)			
Payroll ending	12/20/2018		30,668.10
Accrued Vacation	12/14/2018		22,756.47
Accrued Sick	12/14/2018		29,188.46
Current Batch (estimated)	12/20/2018		7,000.00
Deferred Revenue(earmarked)		\$	76,359.69
TOTAL		\$	165,972.72

NET CASH AVAILABLE (including accounts receivable & current liability)		\$	894,608.22
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	* Deferred Rev.	Received
8,075.00	Napa Valley Vintners RST	2/14/2018
22,985.14	Sulpher Creek Project	6/30/2017
43,816.46	Gamble Foundation	8/15/2018
1,483.09	Rotary	3/9/2018

76,359.69 Total

* All of the deferred revenue listed above falls under the Other Grants category in the budget.



Napa County Resource Conservation District

POLICY MANUAL

POLICY TITLE: Duties and Responsibilities of Board Officers

POLICY NUMBER: 4040

4040.1 Officers of the Board are President and Vice President. The President of the Board of Directors shall serve as Chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

4040.2 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of that meeting.

4040.3 Duties of the President during Meetings of the Board

The president shall preside over and conduct all meetings of the Board of Directors, and shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including the following:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the Board in its proper order
3. Enforce the Board's policies in relation to the order of business and the conduct of meetings
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
5. Explain what the effect of a motion would be if it is not clear to every member
6. Restrict discussion to the question when a motion is before the Board
7. Rule on parliamentary procedure
8. Put motions to a vote, and state clearly the results of the vote

4040.4 Other Responsibilities of the President of the Board

1. Sign all instruments, act, and carry out stated requirements and the will of the Board
2. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law
3. Coordinate the preparation of meeting agendas with the Executive Director
4. Confer with the Executive Director or designee on crucial matters which may occur between Board of Directors meetings
5. Be a Spokesperson for the Board
6. Perform other duties as authorized by the Board

4040.5 Election of and Terms for Officers

Board Officers serve a term of one year. Nominations and elections for officer positions occur at the first meeting of each calendar year. In an effort to maintain and encourage effective and active leadership, the Board President and Board Vice President may serve a maximum of two consecutive one-year terms.

Napa County Resource Conservation District

POLICY MANUAL

POLICY TITLE: Associate Directors

POLICY NUMBER: 4050

Mission: The District's mission is to empower the community to voluntarily conserve, protect, and restore natural resources in a landscape that supports agriculture, urban areas, and wild spaces. To this end, the District provides technical assistance, educational programs, monitoring programs and funding sources to help land managers improve their conservation practices.

4050.1 To help fulfill the District's mission and round out its professional needs, Directors solicit assistance from agencies, organizations, and individuals. Individuals may assist the District by participating in District programs, volunteering with the District, serving on a standing or ad-hoc advisory committee, and/or by becoming an Associate Director.

The Board of Directors may appoint Associate Directors under the following procedures and conditions:

4050.2 Application: Any person 21 years of age or older is eligible to serve as an Associate Director by appointment of the Board of Directors. To be appointed, the individual must have a sincere interest in resource conservation and be willing to commit the time needed to perform assigned duties or tasks (generally less than 2 hours per month is required). Appointment as an Associate Director is also encouraged for those eligible registered voters who wish to become full Directors. The Board may also seek Associate Directors to fulfill specific tasks.

4050.3 Appointment: A notification of appointment will be adopted and included in the minutes of the appropriate Board of Directors meeting after review of the applicant's qualifications. Associate Directors serve at the will and pleasure of the Board.

4050.4 Term of Office: The appointment as Associate Director is for a period of one year. The Board of Directors will annually review the assistance provided and may reconfirm appointment. An Associate Director may resign at any time.

4050.5 Meeting Attendance: Associate Directors, like full Directors, are expected to attend District meetings at least quarterly, and they are encouraged to attend annual and long-range planning meetings. An Associate Director will function as a non-voting advisory resource to the Board. Associate Directors who are not able to fulfill this expectation or to provide significant support to the Board or staff in other ways are expected to reconsider their commitment and inform the Board of their intentions.

4050.6 Duties and Expectations: Associate Directors are expected to support and represent the District above and beyond monthly Board meetings. Each Associate Director should plan to represent the District at a minimum

of one association meeting per year and should also make an effort to attend local RCD sponsored tours or watershed symposiums and generally be an ambassador for the RCD in the community. Association meetings and Annual Directors Events may include but are not limited to:

- CARCD Annual Convention – Held in November at a location that moves around the State. This meeting usually lasts two to four days.
- Bay-Delta Regional Meetings – Held in April and October at a Bay-Delta area location. These meeting are usually half day and followed by a tour.
- Day-in-the-Capitol – Held in May in Sacramento. Usually half day.
- Directors Event or Tour – This half day event is usually on a Friday in mid- to late- April. It is not held on years when the Watershed Symposium is held.
- Watershed Symposium – Held every other year. This event focuses on a variety of watershed topics and usually attracts a large number of local residents and resource professionals.

4050.7 Associate Directors may periodically be requested to participate on a Board subcommittee or assist staff through consultation or meeting attendance. Subcommittee work may be related to, but is not limited to the following subjects: public/political outreach, technical and educational programs, finances, personnel, administrative business, and vineyard management. Associate Directors are encouraged to participate in RCD events and programs.

4050.8 Representation: Duties or tasks to be accomplished by Associate Directors are approved by the Board of Directors. Specifically, all Associate Directors' actions and tasks are guided by the Long Range Plan and Annual Work Plan. Associate Directors' activities should complement and reinforce those plans, as directed and approved by the Board of Directors. Associate Directors may represent the District only under specific direction from and to the extent specified by the Board of Directors.

4050.9 Reimbursement: Reimbursement for travel, fees, etc. will be paid by the District when approved by an official quorum of the Board of Directors. Reimbursement will relate to activities and functions specifically requested of the Associate Director by the Board of Directors. This provision applies to full Directors as well as Associate Directors.

4050.10 Orientation: New Associate Directors are encouraged to attend a CARCD (state RCD Association) led orientation workshop. Local orientation will be provided by Directors, Associate Directors, Executive Director and RCD staff.



Napa County Resource Conservation District
1303 Jefferson St., Ste. 500B
Napa, California 94559
Phone: (707) 252-4189

www.naparcd.org

RESOLUTION NO. 2016-07

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA COUNTY RESOURCE CONSERVATION DISTRICT ESTABLISHING A HUICHICA CREEK SUSTAINABLE VINEYARD & ORCHARD ADVISORY COMMITTEE

WHEREAS, the Napa County Resource Conservation District (RCD) is authorized by Public Resource Code 9420 to appoint advisory committees to assist in coordinating conservation programs and activities, and to share information relating to the functions or purposes of the district; and

WHEREAS, the RCD operates a sustainable agriculture demonstration project on RCD owned property in the southern Napa County, hereinafter referred to as “Huichica Creek Sustainable Vineyard & Orchard Demonstration”; and

WHEREAS, pursuant to the foregoing, the Napa County Resource Conservation District (RCD), wishes to form an advisory committee for the purpose of providing input to the operation and long-term goals of the RCD’s Huichica Creek Sustainable Vineyard & Orchard Demonstration property;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The RCD Board hereby establishes a Huichica Creek Sustainable Vineyard & Orchard Advisory Committee to provide input related to the operation and long-term goals of the RCD’s program.
2. The committee shall be composed of members appointed by the RCD Board of Directors each calendar year, in January, or following an unexpected vacancy, as follows:
 - a. No more than three RCD Board Directors;
 - b. Interested Associate Directors; and
 - c. Up to five members of the public with knowledge in sustainable agriculture and property management.
3. A quorum of the committee shall be at least one (1) member from group (a) and two (2) members from groups (a) through (c) of Paragraph 2, above.
4. The Huichica Creek Sustainable Vineyard & Orchard Advisory Committee shall be a standing committee for purposes of the Brown Act (Government Code 54950 et seq.) due to its continuing subject matter jurisdiction, but due to nature of the subject matter, all meetings of the Huichica Creek Vineyard & Orchard Advisory Committee shall be “Special Meetings,” as defined and regulated by the Brown Act.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Directors of the Napa County Resource Conservation District at a regular meeting of the Board held on the 10th day of November, 2016, by the following vote:

AYES:

NOES:

ABSENT:

Signed: _____
Beth Painter, Board President, NCRCD

ATTEST: Anna Mattinson,
Secretary of the Napa County Resource Conservation District
