

AGENDA



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

When: Thursday, June 13, 2019 at 8:00 A.M.

Where: 1303 Jefferson St., Suite 500B, Napa, CA

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

GENERAL INFORMATION

The Napa County Resource Conservation District (RCD or District) will hold a regular meeting of its Board of Directors on Thursday, June 13, 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 707-690-3110, anna@naparc.org. 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 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 May 9, 2019 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 May 2019.

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

John Woodbury, General Manager of Napa Open Space District, will present on the draft Master Plan Update for the District.

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 President to Sign Amendment No. 5 of Napa County Flood Control and Water Conservation District (FCD) Agreement No. 445.

This Amendment establishes the scope of work and budget for RCD to provide assistance to FCD in fiscal year 2019-2020. This agreement provides for RCD to assist FCD with maintenance of the Regional Rainfall and Stream Monitoring System (Regional Monitoring System (“RMS")), to carry out stream gauging work at select RMS sites, to provide other hydrologic monitoring and modeling services, and to support the Napa Countywide Stormwater Pollution Prevention Program (“NCSPPP”). Maximum compensation for fiscal year 2019-2020 is \$213,400.

B. Authorize the Executive Director 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. With this grant the Napa RCD will hire a Resource Conservationist to provide technical advice and planning services for owners of forest lands to facilitate beneficial forest management, watershed fire recovery, fire prevention/preparedness, habitat restoration, and watershed stewardship. Napa RCD will also be able to promote the NRCS Conservation Stewardship Program to farmers. Napa RCD will administer the grant and subcontract with Lake RCD.

C. Approval for the Senior Biologist to register for and attend the 2019 Joint Meeting of the American Fisheries Society and The Wildlife Society in Reno, NV.

RCD's Senior Biologist regularly participates in the American Fisheries Society as a professional member, and wishes to attend their 149th Annual Meeting in Reno, NV on September 29 – October 3, 2019. The meeting is America's largest gathering of fisheries and wildlife scientists.

D. Authorize President to Sign the Construction Contract with Campbell Grading, Inc. for the Sutro Preserve Roads Improvement Project.

The RCD wishes to obtain specialized construction services to implement the Sutro Preserve Roads Improvement Project. The RCD selected Campbell Grading, Inc. for this task through a Request for Proposals conducted according to granting agency requirements. RCD seeks to enter into a contract with Campbell Grading, Inc. for a not-to-exceed amount of \$149,332.81 to deliver these services. This project is being conducted under Agreement D1513202 with the State Water Resources Control Board.

E. Authorize President to Sign the Right-of-Entry and Right-of-Construction Agreement with Land Trust of Napa County for the Sutro Preserve Roads Improvement Project.

The Land Trust seeks RCD's assistance with reducing road-related sediment delivery through unpaved road improvements on its Sutro Preserve property. In order to conduct this work RCD requires a right-of-entry and right-of-construction agreement with the Land Trust. This project is being conducted under Agreement D1513202 with the State Water Resources Control Board.

F. Authorize President to Sign Amendment No. 1 of Construction Contract with Campbell Grading, Inc. for the Constellation Property Roads Improvement Project.

The RCD entered into Contract No. 2018-12 with Campbell Grading, Inc. to receive specialized construction services to implement the Constellation Property Roads Improvement Project. A budget amendment of \$7,704 is needed to cover additional work that resulted from a wet winter season. This project is being conducted under Agreement D1513202 with the State Water Resources Control Board.

5. SET ITEMS OR PUBLIC HEARINGS

8:30 A.M.

A. Adopt revised salary schedule and approve a one-step salary increase for all eligible employees to be effective on July 1, 2019. *Lucas Patzek, Jim Lincoln, and Tracy Schulze*

The Finance Committee and staff recommend that a 2% cost of living adjustment be applied to the existing salary schedule. They further recommend that all eligible employees receive a one-step salary increase to become effective on July 1, 2019. The revised salary schedule includes a new Forester position classification, and includes additional classification levels for the Office Manager and Volunteer & Outreach Coordinator positions. These recommended changes have been incorporated into the draft budget for fiscal year 2019-20.

B. Presentation and adoption of the Fiscal Year 2019-2020 Budget. *Lucas Patzek, Jim Lincoln, and Tracy Schulze*

In accordance with *Policy #3105: Budgetary Control*, a draft budget was reviewed by the District Board Standing Finance Committee and the County's Auditor-Controller at the noticed public meeting in May. The draft budget was amended following the meeting and is recommended for adoption by the District Board. After adoption it will be submitted to the Napa County Auditor Controller's Office before the end of the current fiscal year. Budgeted revenues are \$2,286,572 (\$333,500 from taxes and interest, \$1,538,754 from intergovernmental agreements, and \$414,318 from other revenues (other grants, charges for services, sales, donations, and other miscellaneous sources). Budgeted expenses are \$2,185,585 (\$1,194,050 in salaries and employee benefits, \$899,376 in services, and \$92,159 in supplies and other. The balance of revenue, \$100,987, will be added to the RCD's fund balance.

6. UNFINISHED BUSINESS

There is no unfinished business.

7. NEW BUSINESS

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

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

B. Schedule a Special Meeting of the Board to Celebrate FY 18-19 Accomplishments.

Lucas Patzek

A special meeting of the Board will be scheduled for this Fall to celebrate the Fiscal Year 2018-2019 accomplishments of the District. Staff requests that the Board set a time and location for this meeting based on input from Directors, Associate Directors, and staff.

C. Discussion About and Potential Appointment of New Member(s) to the Standing Finance Committee and Ad Hoc Policy Advisory Committee. *Lucas Patzek*

D. Extend Term of Ad Hoc Policy Advisory Committee Through the End of FY 2019-2020.

Lucas Patzek

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

- a. Fundamentals of Soil Workshop, June 30, 2019 in Suisun City, CA.
- b. BC Wine Grape Council's 17th Enology & Viticulture Conference, July 15-17, 2019 in Penticton BC, Canada.
- c. 74th Annual CARCD Conference, November 12-15, 2019 in Redding, CA.

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

- a. Napa Communities Firewise Foundation – Countywide CWPP and new strategic direction.
- b. Sustainable Solano efforts related to urban agriculture, permaculture, farm-to-market connectivity, etc.

- c. City of Napa's efforts related to updating its General Plan including adding a new social equity element.
- d. RCD's work to reduce road-related sediment delivery via the LandSmart program.
- e. Update on Napa County's Climate Action Plan efforts.

G. Correspondence. *Lucas Patzek*

- a. Farm Bureau Grower Advocate (Soil Hub article).
- b. CARCD Annual Report.

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

Lucas Patzek (RCD Executive Director) and Alyson Aquino (NRCS Acting District Conservationist) will give an update on current projects and activities. Directors may also provide comments and updates.

9. ADJOURNMENT