



# 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, November 8, 2018 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

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

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## GENERAL INFORMATION

The Napa County Resource Conservation District (RCD or District) will hold a regular Meeting on Thursday, November 8, 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 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 October 11, 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 October 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**

An educational presentation by Anne Steinhauer, Lydia Abernethy, and Cathie Bennett-Warner of the Napa Valley Cannabis Association (NVCA) on the emerging cannabis industry in Napa County.

## **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 October.**

**B. NRCS Activity Report for October.**

**C. Authorize President to Sign the Memorandum of Understanding with the North Bay Watershed Association (NBWA).**

This Agreement provides maximum compensation of up to \$58,000.00 to the RCD to implement the Re-Oak North Bay pilot project in collaboration with the Sonoma RCD, San Francisco Estuary Institute, and other partners. This project will create a broad-scale regional strategy to re-oak the North Bay through coordinated plantings across the agricultural, suburban, and urban landscape, and will support oak woodland plantings in Napa and Sonoma Counties.

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

There are no set items.

## **6. UNFINISHED BUSINESS**

**A. Update on RCD Providing Input During the County’s Strategic Planning Process.** *Lucas Patzek*

Lucas will provide an update on how the RCD has been participating in the County’s Strategic Planning process.

**B. Creating “Volunteer & Outreach Coordinator I” Classification and Updating Salary and Step Schedule.** *Lucas Patzek*

The RCD hired Anna Yip as a “Volunteer & Outreach Coordinator I,” and her employment began on October 22, 2018. This is a new position classification for the RCD. The expected salary range for this position mirrors that for the “Education Program Coordinator I” position. Staff requests that the Board authorize amending the approved FY 2018-19 Level and Step Schedule such that the position “Volunteer & Outreach Coordinator I” is created and its salary step levels mirror that of the “Education Program Coordinator I” position.

**C. Discussion and Possible Action Related to the Proposed Program Director Position.** *Lucas Patzek*

Lucas will lead a discussion about the role and responsibilities of the proposed Program Director position and the next steps. Staff requests that the Board authorize the creation of the new Program Director position classification and associated salary level and step schedule.

**7. NEW BUSINESS**

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

Accounts Receivable and Cash Flow Reports were presented.

**B. Update from the Finance Committee.** *Anna Mattinson and Jim Lincoln*

Anna and Jim will summarize the outcomes from the October 30, 2018 meeting of the Finance Committee.

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

- a. ROOTSTOCK, Napa Valley Grapegrowers, Nov. 8 in Napa, CA.
- b. CARCD Conference, Nov. 14-17 in San Diego, CA.
- c. California Small Farm Conference, Feb. 22-23 in Davis, CA.

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

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

- a. Re-oaking Initiative – Robin Grossinger

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

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

#### **E. Correspondence.**

- a. American Forests, 2018 Year in Review pamphlet.
- b. American Vineyard, Vol. 27, No. 8, Aug. 2018.
- c. California Rangeland Trust News, Fall 2018.

### **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:**

- November 14-17 – Annual CARCD Conference, San Diego
- December 13 – 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, October 11, 2018 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

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

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## 1. WELCOME, CALL TO ORDER, ROLL CALL

A regular meeting of the Napa County Resource Conservation District was called to order at 8:01 A.M. on Thursday, October 11, 2018, by Board President Gretchen Stranzl McCann.

### A. Roll Call

Directors present included Gretchen Stranzl McCann, Jon Kanagy, Beth Painter, and Bill Pramuk. Associate Directors Bob Zlomke and Margaret Woodbury were present. RCD staff present included Lucas Patzek and Anna Mattinson. NRCS staff present included Wendy Rash.

### B. Approval of the Agenda

Approved October 11, 2018 regular meeting agenda.

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

### C. Approval of Meeting Minutes

Approved September 13, 2018 regular meeting minutes.

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

### D. Ratification of District Bills

There were no bills to ratify.

## **E. Approval of District Bills**

Approved bills in the amount of \$35,272.69 (\$31,201.02 regular batch, \$4,071.67 Kaiser, and \$207.95 employee reimbursement).

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

## **2. PUBLIC COMMENTS**

Bill Pramuk provided a comment on a large outbreak of powdery mildew that has afflicted blue oaks in Napa County. Powdery mildew is killing the oaks that have resprouted following the fires. Bill submitted a sample to the UC Berkeley Pathology Lab, and it turns out the sample is the first report in California of a particular strain of powdery mildew. UC Berkeley will publish a report of this and Bill will be listed as a coauthor.

## **3. EDUCATIONAL PRESENTATION**

No educational presentation.

## **4. CONSENT CALENDAR**

Approved consent calendar.

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

**A. RCD Activity Report for August.**

**B. NRCS Activity Report for August.**

**C. Ratify Agreement between RCD and NRCS for the 2018 Conservation Innovation Grant.**

**D. Authorize President to Sign the Right-of-Entry Agreement with Rick Schubert for the Pope Creek Weed Management Project.**

**E. Ratify Two Agreements with the Culinary Institute of America for Hosting the 2019 Watershed Symposium.**

**F. Authorize President to Sign Agreement with Solid Ground Consulting to Develop a Storytelling Training for RCD Staff.**

**G. Authorize Lucas Patzek to Travel to Washington D.C. to Attend an NRCS Conservation Innovation Grant Orientation.**

**5. SET ITEMS OR PUBLIC HEARINGS**

There are no set items.

**6. UNFINISHED BUSINESS**

**A. RCD and NRCS Providing Input During the County's Strategic Planning Process.**

Lucas Patzek and Wendy Rash shared how the RCD and NRCS have been participating in strategic plan community meetings. The meeting format allowed little time to provide input on a range of environmental issues, so it was difficult to be thoughtful and go deep. The input process will end new week with a presentation to the County Board of Supervisors, and then about two months will be provided for the community input to be compiled and written up in the form of strategic plan recommendations. Thus, Lucas and Wendy recommend that letters be submitted on behalf of the two agencies to the County CEO's Office next week as additional input to the strategic planning process.

RCD will prepare a letter in response to the County's strategic plan to provide input on the RCD's mission and specific programming that we work on with the County.

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

**7. NEW BUSINESS**

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

Anna Mattinson presented Accounts Receivable and Cash Flow Reports.

**B. Update on the Hiring for New Positions and a Discussion of Future Personnel Needs**

Lucas Patzek provided an update on the hiring process for the Volunteer & Outreach Coordinator and Sustainable Agriculture Program Manager positions. He also presented on

the idea of creating a new position classification – Program Director – that would have a substantial fund development and organizational development role, and a reduced program management role. Lucas will share what we have discussed with Directors and Associate Directors.

**C. Update on Huichica Creek Vineyard Projects and Activities**

Lucas Patzek provided an update on projects being undertaken at the HCV property, as well as on fall-winter management plans.

**D. Discussion and Possible Action to Support or Comment on Five CARCD Resolutions**

Lucas Patzek presented on five resolutions that the CARCD Board is proposing that the CARCD membership approve at the 2018 Annual Business Meeting. The purpose of these resolutions is to correct some of the challenges that keep the board from fully functioning to represent and support RCDs.

RCD authorizes delegates to the CARCD Annual Conference to vote to approve the five resolutions up for discussion.

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

**E. Designate Voting Delegates to the CARCD Annual Conference.**

RCD designates Gretchen Stranzl McCann and Jim Lincoln as its primary and alternate voting delegates at the 2018 CARCD Annual Conference.

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

**H. Discussion and Possible Action to a Contribute to the CARCD Contract with an RCD Advocacy Consultant.**

Lucas Patzek presented on the CARCD's desire to continue its contract with a consulting firm specializing in environmental and natural resources strategy and advocacy. CARCD has been contracting with a firm with the support of RCDs to: bring in funding both directly to RCDs and through grant programs to our partners; make agency partners aware of RCDs to bring in contracts and make it easier for us to do our work; and solve problems that keep us from being able to do our job. RCD will defer its decision on whether or not to contribute to



CARCD's contract to next month so that this conversation can happen within the context of the quarterly financial report.

**F. Discuss Upcoming Events and Possible Director Participation.**

- a. Napa Valley Cannabis Association, Educational Seminar with Dr. Donald Land, Oct. 29 at 5-7 P.M. at the Archer Hotel in Napa, CA.
- b. CARCD Conference, Nov. 14-17 in San Diego, CA.

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

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

- a. Cannabis Industry Growth and Impact in Napa County
- b. Re-oaking Initiative – Robin Grossinger

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

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

**H. Correspondence.**

- a. California Special Districts, Volume 13, Issue 5.
- b. American Forests informational packet.

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

Lucas Patzek presented on the following:

- The Bale Slough/Bear Creek Habitat Enhancement project is going well, with the 30% design plans and cost estimates for three potential restoration areas being completed by consultant ESA. Jonathan and the Flood District began to meet with landowners to discuss the plans.
- Bill began winterization inspections of open ECPs in the municipal watersheds. County PBES would like to wait until Dec/Jan. to do 5% spot check inspections so that cover crops have had a chance to germinate and we can get a better idea of % cover values.

- Coastal Cleanup Day occurred on September 15 and was hugely successful with approximately 550 volunteers participating.
- Paul and Jonathan completed assessments of 161 priority storm drain outfalls in 6 stormwater jurisdictions, collected and analyzed samples of discharge when encountered, and conducted source investigations if analyses indicated exceedances of action level concentrations.

Wendy Rash presented on the following:

- Implementation of EQIP projects going forward, as biological and cultural resources reviews are completed, construction can begin.
- Kelly and Chip are taking some time off for the next week.
- We will be working with Lucas to submit a letter to the County for the strategic planning effort.

## **9. ADJOURNMENT**

Motion to end the meeting at 9:31 A.M.

MOTION: Painter; SECOND: Pramuk; AYES: Stranzl McCann, Kanagy, Painter, and Pramuk;

NOES: None; ABSENT: Lincoln, Anderson Bennett, and Hoenicke; ABSTENSIONS: None.

Motion carried.

Respectfully submitted,

Anna Mattinson, District Secretary

(Recording #87)



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

## RCD Activity Report for October 2018

This report summarizes the monthly activities of the Resource Conservation District staff: Bill Birmingham, Paul Blank, Guadalupe Garcia, Frances Knapczyk, Jonathan Koehler, Anna Mattinson, Eric McKee, Lucas Patzek, and Charles Schembre.

### **Bale Slough/Bear Creek Habitat Enhancement Plan (funded by EPA):**

- Jonathan sent the draft 30% design plans and cost estimates for three potential restoration areas along with topographic survey data to the Regional Board for review/comment.
- Jonathan and the Flood District met with Treasury Wine Estates, Alpha Omega, and Far-Niente representatives to discuss potential restoration alternatives.
- Paul created presentation-quality annotated cross section plots of 2018 survey data.

### **Carneros/Huichica Streamgaging:**

- Paul checked station and website operation at both stations prior to onset of 2018-19 streamflow season.

### **City of Napa Water Conservation Education:**

- Frances and Pat Costello, Napa Water Division, presented a poster about RCD – Water Agency partnerships at the annual WaterSmart Innovations conference in Las Vegas. The conference covered several topics relevant to Napa, including: incentivizing low-water use landscapes, creating behavior change, outreach to disadvantaged communities.

### **Conservation Innovation Grant North Coast Soil Health Hub:**

- Anna and Lucas received training and were authorized to use the exFedGrants systems, which is the federal government's new system to manage all federal grants.
- Lucas attended the CIG program orientation in Washington D.C. on October 24-26<sup>th</sup>.
- Lucas has begun prepared subcontract materials for the CIG project, as the project will require subcontracting with three other RCDs and Oregon State University.

### **Napa County PBES Conservation Regulations/ECPA Support:**

- Bill continued winterization inspections of open ECPs in the municipal watersheds. County PBES would like to wait until Dec/Jan. to do 5% spot check inspections so that cover crops have had a chance to germinate and we can get a better idea of % cover values.

### **Napa Countywide Stormwater Pollution Prevention Program - FCD (LSK Clean Water Youth Education, Community Clean-ups, Tabling, and Public Involvement Participation):**

- Eric coordinated a place-based field trip for the entire 7<sup>th</sup> grade of Robert Louis Stevenson Elementary to Bothe State Park in Calistoga. Students worked with Napa RCD, Napa Audubon, and

Napa Parks & Open Space District to study the ecosystem, habitats, and observed Ritchie Creek macroinvertebrates in an exercise related to water quality and pollution prevention.

- Eric staffed a table related to pollution prevention at St. Helena Hometown Harvest Festival.
- City of Napa Parks & Recreation Department coordinated with Eric on a pet waste pickup activity at Alston Park on October 20, in response to a citizen request.

**DOC Capacity Building (funded by Dept. of Conservation and RCD):**

- Frances kicked-off development of video about Acorns to Oaks with video production contractor. Funding for the video production comes from the DOC grant. The video will be 3-4 minutes long and highlight footage from fall planting events and interviews with key partners and funders.

**Storm Drain Outfall Monitoring (funded by FCD Storm Water Program):**

- Paul and Jonathan completed data processing and prepared and submitted the draft annual report to NCSPPP for review and comment. The report documents the methods and results of the 2018 dry-weather storm drain outfall assessment.

**Flood Control ALERT System Support and Streamflow Monitoring (funded by Flood Control District):**

- Paul completed the ALERT2 upgrade of the Mt George rain gage.
- Paul met with staff from High Sierra Electronics and facilitated their work performing ALERT2 upgrades at the Browns Valley, Redwood, York, and Garnett Creek stream monitoring stations. Paul updated website settings and verified reception of data from these stations.
- Paul planned installation and coordinated purchase of a new stage sensor for the Salvador Creek station.
- Paul continued attempts to restore the radio connection with the Dry Creek Fire Station site, including swapping out the antenna and cable.
- Paul continued attempts to repair the Milliken Creek stream monitoring station and identified a GPS antenna issue.
- Paul reviewed the operational status of all stations, listed problems and repairs needed, coordinated future work, and notified the City of Napa of issues with their stations and repeater sites.

**Flood Control Stream Maintenance Program (funded by Flood Control District):**

- No activity this month.

**Huichica Creek Vineyard Operations:**

- Lucas and Jim Lincoln have been coordinating fall/winter vineyard tasks with Oak Knoll Farming, including cover crop seeding and winterization of the irrigation system.
- Lucas hosted UC Davis researchers, Kaos Grazing, and NRCS specialists on Oct. 19<sup>th</sup> to plan the design of the integrated sheep-vineyard study that will begin this winter. Lucas has been coordinating with the researchers, grazing company, and vineyard managers to prepare the HCV for the study.

**LandSmart Conservation Planning (funded by NRCS Contribution Agreement, SWRCB/EPA, and a private foundation):**

- Frances and Lucas met with Napa Valley Vintners to review how LandSmart and Napa Green continue to be aligned
- Bill and Frances met with CSWA and Sonoma RCD to ensure consistency between Third Party programs for WDRs compliance.

- Frances and Lucas planned a regional meeting of LandSmart program managers from the four participating RCDs: Napa, Sonoma, Gold Ridge, and Mendocino.

**LandSmart for Kids: Youth Stewards High School Program and Napa Youth Stewardship Council (WICC, Wildlife Conservation Commission):**

- Lupe and Eric coordinated the first meeting of the Napa Youth Stewardship Council. Students met for a day of leadership activities, service-learning, and learned about careers and nature and community health with the ParksRx program.
  - This is the 4<sup>th</sup> year of NYSC, which includes 21 new or returning students from Napa, Vintage, New Tech, and St. Helena High Schools.

**LandSmart for Kids: Acorns to Oaks (Funded by PGE, California Wildlife Foundation, California ReLeaf, North Napa Rotary Club, County of Napa):**

- Eric & Frances secured a refrigerated storage for acorn submissions in Napa County's South Campus area.
- RCD received over 100 lbs. of acorns from 4 species of native oaks, from multiple volunteers across the County.
- Eric & Anna Yip presented and worked with 3 classes of students at New Tech HS on their deforestation projects, as well as the start to their A2O field trips to Alston Park.
- Eric & Anna Y worked with 2 classes of students installing 73 plantings at Alston Park, with volunteers and staff from the City of Napa Parks Department. Students picked and tested acorns, planted acorns, studied insect habitat on mature trees, and carbon sequestration of their new plantings.
- Eric met with the City of American Canyon Streets & Stormwater staff to add a new planting site in a suburban greenway adjacent to American Canyon HS.
- Eric & Anna Yip worked out the details of volunteer coordination and logistics for the upcoming Community Planting Volunteer Day on November 3 at Alston Park.
- Eric met with Chip Bouril, Jake Ruygt, and Tom Bunter (Skyline Park) at Skyline Park to walk possible planting sites in areas of Skyline affected by the 2017 wildfires, to be addressed with Rotary Club volunteers in December.
- Anna Y started coordinating with the Rotary Club group for their planting day in December.
- Frances worked with Sonoma RCD and San Francisco Estuary Inst to conceptualize funding proposal for EPA Water Quality Improvement Fund related to development of ReOak North Bay strategic plan, along with plantings in Sonoma and Napa County.
- Frances attended the triennial International Oak Society Meeting in Davis, CA and connected with community reoaking programs in Sacramento and Palo Alto and learned about oak restoration efforts around the world.
- Eric applies for and received a \$2000 grant from California ReLeaf to support reoaking in Napa in fall 2018.
- Frances presented Acorns to Oaks to Skyline Park Member Association in advance of Dec 1 planting in the park.

**Land Trust of Napa County: Technical Assistance for Road Improvements:**

- No activity this month.

**LandSmart Roads (SWRCB/EPA):**

- Bill is continuing to work with City of American Canyon on permits and CEQA.

- Out of the 26 miles that need to be storm-proofed for this grant project, 11.5 miles have been implemented.

**Mendocino RCD Soil Health Hub & Field Trials (funded by California Department of Food and Agriculture):**

- Frances coordinated with Napa Valley Grapegrowers to develop soil health pamphlet that will be printed and distributed at RootStock (Nov 8), the NVG's biennial conference for Grapegrowers.
- Lucas worked with Mendocino RCD staff to plan a meeting of project managers to occur in early November to discuss closing out the CDFA Specialty Crop Block grant phase of the project and beginning the Conservation Innovation Grant phase of the project.

**Mobile Irrigation Lab and Water Use Efficiency (funded by Department of Water Resources):**

- No activity this month.

**Napa River Rutherford Reach Restoration Project Monitoring (funded by Flood Control District):**

- No activity this month.

**Oakville to Oak Knoll Project Support & Monitoring (funded by Flood Control District):**

- Jonathan and Paul completed a technical memo summarizing the results of monitoring at 5 sites in the OVOK reach and delivered the memo and supporting data to the Flood District.

**Pope Creek Weed Management Plan (funded by Napa County Measure A):**

- No activity this month.

**Post-Fire Recovery (funded by Napa County, NRCS, and RCD Fund Balance)**

- No activity this month.

**Salmon and Steelhead Monitoring (funded by State Coastal Conservancy, Napa Valley Vintners, Wildlife Conservation Commission, Gasser Foundation):**

- Jonathan continued to analyze and compile this year's RST data and work on the annual monitoring report.

**Sonoma Resource Conservation District LandSmart Assistance:**

- No work during this month.

**Sonoma Resource Conservation District Wildcat Roads Improvement Project**

- Bill oversaw the implementation of road storm-proofing on the Wildcat property.

**Sulphur Creek Fish Passage Barrier Removal Planning:**

- Jonathan, Frances, and Anna Y. coordinated and participated in a meeting with stakeholders from this group to discuss restoration alternatives. The meeting was attended by four landowners as well as several local residents, and ESA (consultant) provided a slide show.
- Meeting minutes and next steps were summarized and distributed to the group.

**TMDL Scour and Permeability Monitoring (funded by NCSPPP):**

- Jonathan and Paul continued working with Mike Napolitano and Americorps stewards to conduct bulk sediment sampling in three tributary streams.
- Jonathan and Paul completed a reconnaissance survey of all installed scour chain monitoring sites to assess their condition for future monitoring.

### **Tuleyome Oat Hill Roads Assessment (funded by Measure A):**

- No work during this month.

### **WICC Watershed Education:**

- Eric completed drafts and revisions of the Watershed Calendar with Frances and Jeff Sharp. Calendar has been submitted to Frye's printing, and printed copies will be available at the RCD Office on or around November 12.
- Frances performed outreach and coordination for October 2018 – July 2019 WILD lectures.
- Frances coordinated with CIA Copia and County staff to develop contract for May 16, 2019 Watershed Symposium.
- Wild St Helena (Land Trust) was attended by ~20 people. Wild Napa (Bats) was attended by 70 people. Wild American Canyon (Otters) was attended by 40 people. Frances attended and helped facilitate the Wild Napa lecture; FONR staff facilitated the Wild St Helena lecture, Am Can Parks and Community Foundation facilitated the Am Can lecture.
- Anna Y updated and distributed November's Wild Napa flier
- Anna Y confirmed Robin from NS Audubon for December Wild Napa

### **WICC Groundwater Assistance**

- Paul responded to a local well owner with information and to coordinate a DIY groundwater monitoring program site visit.

### **York Creek Dam Removal**

- Jonathan and Paul continued to work on a draft monitoring plan for this project, due by December 31<sup>st</sup>.

### **Other**

- Eric worked with Napa Valley Education Foundation to onboard a student intern interested in conservation. Daisy Farella of New Tech HS began her 60 hour internship, and will assist with A20 and other related activities.
- Eric, Frances, & Lucas completed in person interviews for 4 candidates for the Volunteer & Outreach Coordinator, and Lucas and Anna worked on the offer process to hire Anna Yip.
- Lucas hosted the CARCD Bay-Delta Region Meeting at Long Meadow Ranch in St. Helena on October 3<sup>rd</sup>. Jonathan helped provide a field tour for this meeting together with LMR staff.
- Lucas presented at Senator Dodd's Calistoga Fire Prevention and Remembrance Ceremony on October 9<sup>th</sup>.
- Lucas accepted the Napa Climate NOW! Award on behalf of the RCD on Oct. 27<sup>th</sup>.
- Isabel Martin, a local student and NYSC member, participated in a speak-off about the RCD's role in supporting land owners in defending their properties from wildfires. Isabel won a 3<sup>rd</sup> place award, and a scholarship from Napa RCD.
- Frances is working with Napa County Library staff to develop funding proposal for Whale Tails Fund (Coastal Commission) related to developing 18 months of watershed-themed programming at the Library.
- Frances is coordinating with Sonoma RCD to develop concept proposal for Bay Area IRWMP grant solicitation process related to providing growers financial incentives to implement LandSmart Plans and conduct Slow It, Spread It, Sink It, Store It workshop for rural Napa County landowners.
- Lucas and Bill attended a workshop on carbon sequestration in agro-ecological systems in Suisun City on Oct. 16<sup>th</sup> that was delivered by the Solano Land Trust and Carbon Cycle Institute.

- Anna Y pushed outreach (through flyering, e-blasts, and social media) for the NV Give!Guide, which launched Nov. 1<sup>st</sup>.
- Anna Y compiled November's newsletter.



## MEMORANDUM OF UNDERSTANDING

**This Memorandum of Understanding (MOU)** is made and entered into as of this 30<sup>th</sup> day of October 2018, by and between the North Bay Watershed Association (NBWA) and the Napa County Resource Conservation District (Napa RCD) whose mailing address is 1303 Jefferson Street, Suite 500B, Napa, CA 94559.

### BACKGROUND

**WHEREAS**, The NBWA Board approved a Budget for 2018 -2019 which included funds for special projects; and

**WHEREAS**, the Marin Municipal Water District (MMWD) is the fiscal agent for NBWA and will disburse funds to Napa RCD based on invoices approved by NBWA; and

**WHEREAS**, the Napa RCD has agreed to take the lead for all activities carried out under this agreement (hereinafter referred to as Project); and

**WHEREAS**, NBWA's Board approved funding for the Project.

### TERMS

**NOW, THEREFORE** this MOU determines the specific roles and responsibilities of NBWA's funding of the Project.

1. **Term of the MOU.** This MOU is effective September 7, 2018, through September 30, 2019.
2. **Scope of Work.** Napa RCD shall manage the activities conducted under the terms of this agreement including the work of the partners. This includes making any payments to partner entities for work conducted under this agreement. Partners include Napa RCD, Sonoma RCD, Gold Ridge RCD, San Francisco Estuary Institute, California Native Plant Society, Sonoma Ecology Center, Laguna de Santa Rosa Foundation, Sonoma County Winegrape Commission, Gallo Winery, Sonoma Co. Ag Preservation, and Open Space District. The following are the key project activities:
  1. Develop Map-Based Re-Oak North Bay Strategy 1.0 (September 2018 – August 2019) Project partners will create a broad-scale regional strategy to Re-Oak the North Bay through coordinated planting across the agricultural, suburban, and urban landscape.
  2. Re-Oaking Preparation (September 2018 – November 2018) Project partners will work together to collect, process, store, propagate (when producing seedlings), and distribute acorns and seedlings.
  3. Re-Oaking Implementation (November 2018 – June 2019) Project partners will facilitate oak woodland plantings. Collectively, Napa and Sonoma RCD will plant at least 500 oak trees and associated oak woodland plants. Sonoma RCD will coordinate professional crews to implement plantings and devise plans for maintenance and monitoring of plantings in the Sonoma Creek Watershed.
3. **Compensation.** In consideration of Napa RCD's fulfillment of the scope of work

described above, Napa RCD will be reimbursed by NBWA at cost as set forth in Exhibit "A" at an amount not to exceed fifty-eight thousand dollars (\$58,000.00).

**4. Method of Payment.** All payments for compensation and reimbursement for expense shall be made only upon presentation on an invoice and progress report by Napa RCD to NBWA, not more often than once per month. The NBWA Executive Director will review progress reports and invoices and upon approval will send invoice to MMWD for payment.

**5. Independent Contractor.** Napa RCD shall perform this MOU as an independent contractor. Napa RCD and the officers, agents, employees and volunteers of Napa RCD are not, and shall not be deemed, NBWA employees for any purpose, including workers' compensation.

**6. Hold Harmless/Defense/Indemnification.** Napa RCD and NBWA shall each defend, indemnify and hold harmless each other as well as their respective officers, agents, and employees from any claim, loss, or liability including without limitation, those for personal injury (including death) or damage to property, arising out of or connected with any acts or omissions of that party or its officers, agents, or employees when performing any activities or obligations required of that party under this MOU.

**7. Termination for Convenience.** This MOU may be terminated by either party for any reason and at any time by giving no less than fifteen (15) days written notice of such termination. Written notices shall be issued to the Executive Directors of NBWA and Napa RCD. Napa RCD shall be entitled to receive compensation for any satisfactory work completed prior to receipt of the notice of termination or commenced prior to receipt of the notice and completed satisfactorily prior to the effective date of the termination.

**8. No Waiver.** The waiver by either party of any breach or violation of any requirement of this MOU shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this MOU.

**9. Amendment/Modification.** Except as specifically provided herein, this MOU may be modified or amended only in writing and with the prior written consent of both parties. For Napa RCD, amendment or modification shall be approved by the Napa RCD Board of Directors or its delegate.

**10. Interpretation; Venue.** (A) Interpretation. The headings used herein are for reference only. The terms of the MOU are set out in the text under the headings. This MOU shall be governed by the laws of the State of California without regard to the choice of law or conflicts. (B) Venue. This MOU is made in Marin County, California. The venue for any legal action in state court filed by either party to this MOU for the purpose of interpreting or enforcing any provision of this MOU shall be in the Superior Court of California, County of Marin, a unified court. The venue for any legal action in federal court filed by either party to this MOU for the purpose of interpreting or enforcing any provision of this MOU lying within the jurisdiction of the federal courts shall be the Northern District of California. The appropriate venue for arbitration, mediation or similar legal proceedings under this MOU shall be Marin County, California; however, nothing in this sentence shall obligate either party to submit to mediation or arbitration any dispute arising under this MOU.

**11. Compliance with Laws.** In performing the Tasks set forth above and in Exhibit "A," Napa RCD shall observe and comply with all applicable Federal, State, and local laws, ordinances, and codes.

12. **Authority.** Napa RCD and NBWA each warrant hereby that they are legally permitted and otherwise have the authority to enter into and perform this MOU.

13. **Third Party Beneficiaries.** Nothing contained in this MOU shall be construed to create any rights in third parties and the parties do not intend to create such rights.

14. **Attorney's Fees.** In the event that either party commences legal action of any kind or character to either enforce the provisions of this MOU or to obtain damages for breach thereof, the prevailing party in such litigation shall be entitled to all costs and reasonable attorney's fees incurred in connection with such action.

15. **Severability.** If any provision of this MOU, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this MOU.

16. **Entirety.** This MOU constitutes the entire MOU between the parties regarding this MOU and supersedes all previous agreements, promises, representations, understandings, and negotiations, whether written or oral, among the parties with respect to the subject matter hereof.

**General Manager, MMWD**

\_\_\_\_\_  
Krishna Kumar

\_\_\_\_\_  
Date

**Executive Director, NBWA**



\_\_\_\_\_  
Judy Kelly

\_\_\_\_\_  
October 15, 2018

\_\_\_\_\_  
Date

**Board President, Napa County RCD**

\_\_\_\_\_  
Gretchen Stranzl McCann

\_\_\_\_\_  
Date

APPROVED AS TO FORM  
RCD Legal Counsel

By: Shana A. Bagley (e-sign)  
Deputy County Counsel

Date: October 15, 2018

ATTEST: Anna Mattinson  
Secretary of the District Board

By: \_\_\_\_\_

## **Deliverables**

The proposed Re-Oak North Bay pilot project will deliver the following:

1. An annotated map and accompanying illustrated 6-10 page Re-Oak North Bay Strategy document that will guide coordinated project activities by the project partners and initiate deeper analysis of historical oak woodlands in the North Bay and where restoration opportunities exist. The strategy document will include:
  - a. Consensus goals and objectives of project partners.
  - b. Articulated ecosystem and community resiliency benefits of re-oaking, including quantified benefits when possible.
  - c. Synthesis of existing programs and data to support re-oaking activities.
  - d. Illustrated map to help community visualize re-oaked landscape.
  - e. Example landscape drawings to help community visualize how oaks may be added to existing urban, suburban, and agricultural landscapes.
  - f. Guidance for oak restoration best practices in fire-prone landscapes.
2. Key data files, including ArcGIS layers and map projects, design files, and image files.
3. At least 500 oaks and oak woodland plants planted at 4-10 sites.
4. An established Re-Oak North Bay Program that is ready to be scaled across the North Bay region for the restoration of historical oak woodlands and their sustainability into the future.

**Total Maximum Budget: \$58,000.00**

(maximum for labor and expenses)

Full details of the Project are included in APPENDIX A



## Napa County Resource Conservation District

1303 Jefferson St., Ste. 500B

Napa, California 94559

Phone: (707) 252-4188

Fax: (707) 252-4219

[www.naparcd.org](http://www.naparcd.org)

October 18, 2018

### RE: County of Napa's Strategic Planning Process

Dear Minh Tran,

Thank you for providing Napa County residents with opportunities to contribute to the development of the County's Strategic Plan. As the Strategic Plan will help set the course for County programs and priorities for the next three years, it must reflect the key concerns and aspirations of our diverse community. The Napa County Resource Conservation District (RCD) has partnered with the County of Napa since our inception to advance mutual conservation goals, so we wish to provide input on the subject of "environmental sustainability," a core feature of the Strategic Plan. I submit this letter on behalf of the RCD to share how we currently deliver environmental sustainability programs in collaboration with the County, and to offer ideas on how our relationship may evolve with the changing needs of people and the land.

#### NAPA RCD MAKES CONSERVATION HAPPEN IN NAPA COUNTY:

The RCD was established as a special district in 1945 to make conservation happen on-the-ground by partnering with residents on a voluntary basis to care for Napa County's land, water, soil, and other natural resources. For over 70 years we have connected communities and individuals to the technical, financial, and educational resources they need to be excellent stewards of their natural resources. We combine the accountability and transparency of a public agency with the flexibility and non-regulatory approach of a non-profit organization. This nimbleness allows us to adapt to the ever-changing needs of our communities, build trusted relationships, and act as the crucial bridge that connects individuals with local, state, and federal partners and programs.

Our work is organized into four program areas: Conservation Education, Watershed Assessment & Monitoring, Restoration & Conservation Planning, and Habitat & Water Quality Enhancement. Many of the program areas are offered through the LandSmart® Program, a joint program of the RCDs in Napa, Sonoma, and Mendocino counties ([www.landsmart.org](http://www.landsmart.org)). Also, through special agreements with the USDA Natural Resources Conservation Service (NRCS) we help deploy federal resources to help land managers plan and implement resource conservation practices.

#### NAPA RCD DELIVERS ENVIRONMENTAL SERVICES TO THE COUNTY:

The RCD enters into agreements with County departments on an annual basis to lend our expertise and community connections to support a range of conservation and education programs. Most recently we have delivered the following services to the County:

- Biological and water quality monitoring throughout the Napa River watershed;



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- Technical review of Erosion Control Plans (ECPs), ECP pre-application planning, and maintenance of ECP records and database;
- Winterization inspections and performance review;
- Hydrologic and other related analyses;
- Technical support related to Napa Fire Complex recovery efforts;
- Voluntary tree planting programs for landowners;
- Community waterway clean-ups;
- Education programs for residents, including the WILD Napa lecture series, Watershed Symposium, youth education programs, and technical and regulatory compliance programs for land managers.

We secure non-County funding to extend the impact of our work, and in the 2017 fiscal year we obtained \$6 of additional funding for every \$1 of County funding that we received. For example, we design and implement erosion control measures on private lands, including on miles of unpaved rural roads, through grants with the State Water Resources Control Board, an agreement with the USDA Natural Resources Conservation Service, and family foundation funding. We pool a broad range of resources to provide comprehensive conservation planning and education services so that vineyard operators and other land managers can comply with local, state, and federal environmental regulations. Our watershed health monitoring and assessment efforts are also supported by the Coastal Conservancy, a family foundation, and donations.

### NAPA RCD IS POISED TO OFFER ADDITIONAL SERVICES:

We greatly appreciate our strong working relationship with the County, and we see some opportunities to augment our relationship to better address emerging environmental issues:

- **Watershed Health Monitoring:**  
Annual baseline funding from the County for biological monitoring in our river and streams would ensure the development of a high-quality dataset on the health of our watersheds over time. Better watershed information will help us make better decisions. Monitoring work is difficult to fund consistently with state and federal grant programs which are designed to be short duration and primarily oriented around project implementation. For the past decade the RCD has pieced together diverse funding sources to support the most extensive fisheries monitoring program in our county, but the program operates on a shoestring budget and the lack of stable, baseline funding introduces year-to-year uncertainty.
- **Wildfire Recovery and Resiliency:**  
Recent wildfires and the projected climate change influence on the severity and duration of the fire season have surfaced a need for better management of forestlands and rangelands in Napa County. To promote ecosystem health and reduce wildfire risk, the County can leverage the RCD's ability to help residents voluntarily make improvements on their land. We see an opportunity to bring new staff expertise to the RCD to address vegetation and fuels management concerns, provide education on



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wildfire safety best practices, and support Fire Safe Councils. Our current contract with the County's Planning, Building, and Environmental Services Department provides some funding for the provision of technical support and guidance to landowners affected by the fires. Increased County funding would allow us to hire a forestry expert to provide a broader range of services to our landowners. We would leverage County funding to secure additional state and federal resources for technical and funding assistance to forestland and ranchland owners and managers.

- **Climate Adaptation and Mitigation:**

The RCD can help the County achieve land-based greenhouse gas mitigation goals by promoting the adoption of better farm management practices. We have demonstrated leadership in advancing soil-building practices that increase on-farm carbon sequestration and reduce GHG emissions. Since 1990 our Huichica Creek Sustainable Demonstration Farm has showcased innovative practices, from validating the benefits of cover cropping and reduced tillage, to serving as the model for the first vineyard-specific Carbon Farm Plan. Additionally, our LandSmart® Program helps vineyard managers develop site-specific conservation plans and implement practices that improve the long-term productivity and profitability of their land while protecting soil and water resources. As a founding partner of the North Coast Soil Health Hub ([www.soilhub.org](http://www.soilhub.org)), we are working with partners in Sonoma and Mendocino Counties, UC Cooperative Extension, and Oregon State University to develop a better understanding of which soil management practices have the greatest potential to improve soil health and vineyard productivity. The RCD was recently awarded a USDA Conservation Innovation Grant to advance this work.

We welcome the opportunity to further explore these ideas and discuss other conservation priorities that might emerge from the strategic planning process.

Sincerely,

A handwritten signature in blue ink that reads "Lucas Patzek".

Lucas Patzek, Ph.D.

Executive Director  
[lucas@naparcd.org](mailto:lucas@naparcd.org)  
707-690-3119



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1303 Jefferson St., Ste. 500B

Napa, California 94559

Phone: (707) 252-4188

[NapaRCD.org](http://NapaRCD.org)

---

### Job Opportunity: Volunteer and Outreach Coordinator

August 16, 2018

**Employer:** Napa County Resource Conservation District

**Work Location:** Main office in Napa, California, and community work throughout Napa County.

**Status:** Flexible: 80% to 100% FTE will be considered. This at-will position is fully funded for one year, and continued employment is contingent on additional funding.

**Application Deadline:** Open Until Filled (*First screening deadline is September 7, 2018*)

**Compensation:** \$25.81 - \$28.45 per hour

Are you interested in conserving, protecting, and restoring natural resources? Do you get excited about making a positive impact in your community? If so, we invite you to take advantage of an opportunity to use your skills to build a better future for Napa County residents, businesses, and visitors. The Napa County Resource Conservation District (RCD) is seeking applications for a Volunteer and Outreach Coordinator (Coordinator) to join its dynamic team of natural resource professionals.

#### Organizational Background:

The Napa County Resource Conservation District (RCD) is a non-regulatory special district that facilitates natural resource conservation through community involvement, education, technical expertise, and scientific research. Since its founding in 1945, the RCD has been committed to using voluntary, cooperative, and scientifically sound methods to ensure that the natural resources of Napa County are conserved, protected, and restored in a landscape that supports agriculture, urban areas and wild spaces. Learn more about us here: <http://naparcd.org/>

#### Position Summary:

Reporting directly to the Conservation Program Manager, the Coordinator will primarily assist with: recruiting, coordinating, and retaining volunteers; coordinating workshops and events; preparing and distributing education and outreach materials; and serving as a public representative of the RCD. The Coordinator will also support other core RCD activities as needed. The individual must be highly motivated, have strong attention to detail, and have an ability to execute defined projects efficiently and in a timely manner.



## **Duties & Essential Job Functions:**

### *Volunteer Coordination (50%):*

- Coordinate community volunteer events such as watershed clean-ups (e.g. Coastal Cleanup Day, Earth Day Cleanup and Waterway Keepers Cleanups), and tree planting and vegetation management activities.
- Develop and coordinate citizen-science monitoring programs focused on oak mortality, watershed health, and related issues.
- Recruit, coordinate, and retain volunteers to participate in RCD events and activities.
- Supervise RCD's student interns.

### *Outreach Coordination (35%):*

- Develop, coordinate, and advertise workshops and events on a variety of conservation topics and for a variety of audiences, including farmers, youth, and underserved populations.
- Coordinate RCD's WILD lecture series.
- Develop education and outreach materials and presentations for RCD programs and projects in collaboration with RCD staff and other partners.
- Coordinate RCD outreach through social media, monthly e-newsletters, and e-blasts.
- Assist with management of the RCD website.
- Represent the RCD at community events, meetings, and workshops in a professional manner.
- Develop and implement appropriate tabling activities based on anticipated audience.

### *Administration and Other Support (15%):*

- Prepare project reports and ensure compliance with grant/contract requirements, including budget tracking.
- Interact and maintain positive communications with numerous stakeholders (community groups, local, state, and federal agencies, educators, environmental and other non-governmental organizations, etc.).
- Identify funding sources and prepare funding requests to support RCD programs.
- Under the direct supervision of RCD staff, assist with other activities as needed, including field surveys, biological and hydrological monitoring, program evaluation, and data entry.

## **Minimum Qualifications:**

- High school education or equivalent.
- Excellent written and verbal communication skills.
- Excellent organizational skills, including the ability to set priorities, manage time, work under pressure and manage multiple projects effectively.
- Demonstrated success in planning and coordinating events, workshops, and outreach efforts.
- Demonstrated success in developing education and outreach materials.
- Demonstrated success in recruiting and managing volunteers.
- Demonstrated ability to engage and collaborate with diverse groups and stakeholders, including students of all ages, landowners, non-profit agencies, resource agencies, and the general public.
- Ability to take initiative and work independently with a minimum amount of supervision.
- Ability to work collaboratively in a professional manner with a diverse group of co-workers, partners, and stakeholders.

- Desire to embrace the mission of the RCD to promote responsible natural resource management through voluntary community stewardship and technical assistance.
- Strong computer skills, including the ability to easily navigate the internet, use Outlook, create Word Excel, and PowerPoint documents, and use Adobe Creative Suite (or other graphic design) software.
- Familiarity or experience with social media platforms like Facebook, Instagram, and LinkedIn.
- Experience or willingness to be trained in website design and management.
- Must be willing to travel locally within Napa County, and regionally within the Bay Area and Sacramento Valley region.
- Must be willing to maintain a flexible work schedule, with occasional work on weekday nights and weekends being required.
- Must possess a valid driver's license, good driving record, and proof of insurance at the time of hire.
- Must successfully complete a background check.

### **Preferred Qualifications:**

- Bachelor's degree from an accredited university.
- Spanish fluency or proficiency.
- Demonstrated experience writing, managing, and reporting on grants.
- General understanding of watershed processes and ecology.
- Familiarity with Napa County's geography, ecology, and environmental issues.
- Familiarity with sustainable agriculture and natural resource conservation practices and principles.
- Professional experience in the public or nonprofit sectors.

### **Work Environment:**

Work hours are generally 8 A.M. to 5 P.M. from Monday through Friday, however, some work on weekday nights and weekends will be required. The primary place of work is the RCD office in Napa, California, but local travel will be required, primarily within Napa County and the Bay Area / Sacramento Valley region. Work is performed in indoor and outdoor settings including:

- A professional office environment that includes operation of standard office equipment such as computers, tablet devices, phones, copies, calculators, and filing cabinets.
- Field settings that include various terrains, and hot, cold, and wet conditions.

### **Physical Requirements:**

The visual capacity to review and edit documents, and the ability to frequently remain in a stationary position, operate a computer and other standard office equipment, and converse by telephone and in person. Ability to occasionally lift and/or move up to 30 pounds. Ability to work outside on uneven terrain in all weather conditions. Driving required for local travel.

**Compensation and Benefits:**

Compensation ranges from \$25.81 – \$28.45 per hour, and will be commensurate with experience. RCD full-time employees receive holiday, sick, and vacation leave, CalPERS retirement benefits, an employer-paid health insurance plan, dental insurance, and access to a voluntary deferred compensation program.

**Application Process:**

To apply, please send your resume, cover letter, sample document, and a list of three professional references to the attention of Anna Mattinson, Napa County Resource Conservation District, 1303 Jefferson St., Ste. 500B, Napa CA 94559; email: [anna@naparcd.org](mailto:anna@naparcd.org). Please treat your cover letter as an invitation to tell a story that illuminates your interest in the field of natural resource conservation and in the work of the RCD. Please provide a brief (1-3 page) sample document that demonstrates your writing and design skills. **The position is open until filled. However, the first screening deadline is September 7, 2018.**

The selection process may consist of, but is not limited to, an evaluation of the applicant's qualifications, one or more in-person or phone interviews, and an exam or exercise. Any part of the selection process, including a decision to hire, may be modified or canceled to meet the needs of the RCD. The RCD is an equal opportunity employer and encourages diversity.



# NAPA COUNTY RESOURCE CONSERVATION DISTRICT

## DRAFT POSITION DESCRIPTION

Updated on: 10/15/18

### Program Director

This position is located in the Napa County Resource Conservation District field office in Napa County, California. The employer is the Board of Directors of the Napa County Resource Conservation District, and day to day supervision will be by the Executive Director. All employees serve at the will of the Board of Directors. All District employees are required to work collaboratively and to serve as a positive role model for other employees by supporting the mission, vision, and values of the District.

The Program Director is a senior manager who works closely with the Executive Director to establish organizational goals and to develop, implement, monitor, and evaluate strategies to achieve those goals. The Program Director will support the Executive Director in budget and contract management and may oversee work of other District staff as directed by the Executive Director. The Program Director has a major role in executing the organization's goals related to fund development and is responsible for day-to-day operation of the LandSmart® Program including program implementation, evaluation, fund development, and strategic planning. The Program Director also collaborates with other District staff to develop and implement conservation programs to achieve the goals. The Program Director is expected to develop and maintain good working relationships with diverse community stakeholders, organizations, and local resource agencies, and to represent the District at public events, meetings, and functions.

### Primary Responsibilities:

#### Organizational Development and Coordination (10-30%)

- Assists the Executive Director with preparation of the District's strategic plans, annual workplans, and annual reports.
- Facilitates cross-program learning and collaboration among District staff, including staff meetings and other periodic cross-program learning and team building opportunities.
- Creates and provides input on improved internal systems (e.g., program tracking systems, program financial tracking systems)
- Assists the Executive Director in preparing documents for the Board of Directors, such as meeting agendas, minutes, program updates, etc.
- Represent the RCD in a variety of settings to build local, regional, and state-wide partnerships and to support the mission and programs of the RCD.
- Develop and oversee RCD's marketing and outreach strategy and work with RCD program staff to execute strategy.
- Provide regular updates to the Executive Director regarding program activities, accomplishments, pending issues, etc.
- Assist the Executive Director with preparation of annual budgets and amendments.
- Participate in hiring and training of new program staff and evaluation of all staff, as requested by Executive Director.

- As requested by Executive Director, provide oversight and direction to program staff to support effective program delivery.
- Lead the District's effort in exploring the development of a non-profit organization to support District programs. Work with the Executive Director and Board of Directors to manage the future non-profit organization.

#### Fund Development (20-50%)

- Work closely with the Executive Director and Board of Directors to establish short-term and long-term fund development goals.
- Work with the Executive Director to develop the fund development execution plan and tactics for achieving goals.
- Establish and maintain relationships with family foundations and other donors in the Bay Area and California more broadly.
- Work with the Executive Director to plan and execute new donation and fee-for-service strategies.

#### Program Management & Development (20-50%)

- Participate in inter-agency LandSmart® Program meetings with other RCDs that are implementing the program.
- Work with RCD program staff, and consultants, to coordinate delivery and evaluation of the LandSmart® Program in Napa County in accordance with the mission, goals, and values of the District.
- Provide direct technical/conservation planning assistance to District constituents and lead workshops and events that support the programs of the District.
- Oversee management of District contracts and agreements, as assigned by Executive Director, to assure accurate project reporting, compliance, and successful completion. This may include working with the Executive Director to prepare contracts and subcontracts, working with financial staff to track contract finances, and working with District staff to prepare appropriate interim and final reports.
- Develop funding proposals, in collaboration with other RCD staff, to support program implementation and to ensure the continuous delivery of services.
- Promote the LandSmart® Program, and other RCD programs/projects, through press articles, e-news, social media, public speaking, and other means as needed.
- Work with financial and program staff to monitor project budgets and expenditures.

#### **Minimum Qualifications:**

- BA/BS in environmental planning, natural resource management, business or public administration or a related field.
- Knowledge of agriculture, conservation and/or land use issues.
- 5+ years of work experience with a nonprofit or public agency with specific experience in natural resource program development and evaluation, grant management, fundraising, and financial and organizational management.
- Knowledge of public administration requirements and ability to communicate effectively with a Board of Directors.
- Leadership skills clearly demonstrated by past achievements in a management level position.

- Ability to work comfortably in a wide range of settings including community group meetings, inter-agency meetings, technical conferences, legislative subcommittees, and program development sessions with decision-makers.
- Clear understanding of and commitment to the mission and purpose of the District.
- Excellent English written and verbal communication skills.
- Excellent organizational skills, including the ability to effectively: set priorities, manage time, work under pressure, manage multiple projects, and prepare and maintain accurate records.
- Strong computer skills, including: ability to navigate the internet; use Outlook for email and calendar management; use Microsoft Office suite; use Adobe Creative Suite; use Word Press or other website management software; and use Constant Contact or other social marketing software.
- Must be willing to travel locally within Napa County, and regionally within the Bay Area and Sacramento Valley region.
- Must be willing to maintain a flexible work schedule, with occasional work on weekday nights and weekends being required.
- Must possess a valid driver's license, good driving record, and proof of insurance at the time of hire.
- Must successfully complete a background check.

### **Work Environment:**

Work hours are generally 8 A.M. to 5 P.M. from Monday through Friday, however, some work on weekday nights and weekends will be required. The primary place of work is the RCD office in Napa, California, but local travel will be required, primarily within Napa County and the Bay Area / Sacramento Valley region. Work is performed in indoor and outdoor settings including:

- A professional office environment that includes operation of standard office equipment such as computers, tablet devices, phones, copiers and printers, calculators, and filing cabinets.
- Field settings that include various terrains, and hot, cold, and wet conditions.

### **Physical Requirements:**

The work requires the ability to talk, listen, observe, stoop, reach, sit, stand, and use repetitive motions. The visual capacity to review and edit documents, and the ability to frequently remain in a stationary position, operate a computer and other standard office equipment, and converse by telephone and in person. Ability to occasionally lift and/or move up to 30 pounds. Ability to work outside on uneven terrain in all weather conditions. Driving required for local travel.







Statement of Revenues and Expenses Budget vs. Actual - by Fund

7300 - N C Resource Conservation Dist  
Periods 1 through 3 of Fiscal Year: 2019

	Adopted Budget	Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Budget
<b>Revenues</b>								
41100	310,000.00	-	310,000.00	-	-	-	310,000.00	0.00%
43410	91,000.00	-	91,000.00	-	10,944.46	10,944.46	80,055.54	12.03%
43420	31,000.00	-	31,000.00	-	-	-	31,000.00	0.00%
43425	62,020.00	-	62,020.00	-	-	-	62,020.00	0.00%
43890	362,112.00	-	362,112.00	-	25,680.99	25,680.99	336,431.01	7.09%
43910	239,882.00	-	239,882.00	-	15,673.84	15,673.84	224,208.16	6.53%
43915	203,400.00	-	203,400.00	-	50,584.64	50,584.64	152,815.36	24.87%
43950	32,000.00	-	32,000.00	-	1,155.18	1,155.18	30,844.82	3.61%
45100	5,500.00	-	5,500.00	-	3,034.55	3,034.55	2,465.45	55.17%
45200	1,200.00	-	1,200.00	-	2,285.38	2,285.38	(1,085.38)	190.45%
47110	65,000.00	-	65,000.00	-	-	-	65,000.00	0.00%
47150	264,900.00	-	264,900.00	-	1,360.59	1,360.59	263,539.41	0.51%
47500	22,500.00	-	22,500.00	-	1,454.00	1,454.00	21,046.00	6.46%
	<b>1,705,514.00</b>	<b>-</b>	<b>1,705,514.00</b>	<b>-</b>	<b>112,173.63</b>	<b>112,173.63</b>	<b>1,593,340.37</b>	<b>6.58%</b>
<b>Expenses</b>								
51100	769,694.00	-	769,694.00	-	137,136.41	137,136.41	632,557.59	17.82%
51110	7,021.00	-	7,021.00	-	9,232.04	9,232.04	(2,211.04)	131.49%
51300	11,250.00	-	11,250.00	-	2,122.32	2,122.32	9,127.68	18.87%
51305	-	-	-	-	572.38	572.38	(572.38)	0.00%
51400	70,020.00	-	70,020.00	-	15,114.24	15,114.24	54,905.76	21.59%
51405	9,180.00	-	9,180.00	-	9,063.46	9,063.46	116.54	98.73%
51410	3,200.00	-	3,200.00	-	119.19	119.19	3,080.81	3.72%
51600	85,100.00	-	85,100.00	-	38,085.01	38,085.01	47,014.99	44.75%
	<b>955,465.00</b>	<b>-</b>	<b>955,465.00</b>	<b>-</b>	<b>211,445.05</b>	<b>211,445.05</b>	<b>744,019.95</b>	<b>22.13%</b>
<b>Total for: Salaries and Benefits</b>								
52115	3,600.00	-	3,600.00	-	-	-	3,600.00	0.00%
52120	90,000.00	-	90,000.00	-	5,474.58	5,474.58	84,525.42	6.08%
52125	21,000.00	-	21,000.00	-	924.48	924.48	20,075.52	4.40%

Property tax doesn't hit the books until Dec.-Jan

Lupe's Extra-Help time. This will increase, but all will be charged to Wildlife\_2019. Nearly all expenses will be project costed to existing contracts

Large unfunded CalPERS liability(\$26K) paid at the beginning of the year. This is charged only once per year until it is paid off. Should be about \$17-18K/year

Underestimated Rebates



**Statement of Revenues and Expenses Budget vs. Actual - by Fund**

7300 - N C Resource Conservation Dist  
Periods 1 through 3 of Fiscal Year: 2019

	Adopted Budget	Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Budget
52130 Information Technology Service	30,000.00	-	30,000.00	-	2,284.09	2,284.09	27,715.91	7.61%
52140 Legal Services	6,000.00	-	6,000.00	-	3,237.50	3,237.50	2,762.50	53.96%
52360 Construction Services	350,000.00	-	350,000.00	-	-	-	350,000.00	0.00%
52490 Other Professional Services	214,910.00	-	214,910.00	-	18,521.75	18,521.75	196,388.25	8.62%
52500 Maintenance-Equipment	1,200.00	-	1,200.00	-	-	-	1,200.00	0.00%
52515 Maintenance-Software	3,700.00	-	3,700.00	-	302.78	302.78	3,397.22	8.18%
52520 Maintenance-Vehicles	3,500.00	-	3,500.00	-	386.61	386.61	3,113.39	11.05%
52605 Rents and Leases - Bldg./Land	29,200.00	-	29,200.00	-	6,144.00	6,144.00	23,056.00	21.04%
52705 Insurance - Premiums	10,600.00	-	10,600.00	-	12,630.17	12,630.17	(2,030.17)	119.15%
52800 Communications/Telephone	5,100.00	-	5,100.00	-	1,893.60	1,893.60	3,206.40	37.13%
52820 Printing & Binding	4,350.00	-	4,350.00	-	-	-	4,350.00	0.00%
52840 Permits/License Fees	1,900.00	-	1,900.00	-	-	-	1,900.00	0.00%
52900 Training/Conference Expenses	9,050.00	-	9,050.00	-	1,155.84	1,155.84	7,894.16	12.77%
52905 Business Travel/Mileage	1,650.00	-	1,650.00	-	217.50	217.50	1,432.50	13.18%
53100 Office Supplies	2,700.00	-	2,700.00	-	236.20	236.20	2,463.80	8.75%
53110 Freight/Postage	550.00	-	550.00	-	137.45	137.45	412.55	24.99%
53120 Memberships/Certifications	9,200.00	-	9,200.00	-	4,916.00	4,916.00	4,284.00	53.43%
53345 Construction Supplies/Material	30,945.00	-	30,945.00	-	1,570.45	1,570.45	29,374.55	5.07%
53400 Minor Equipment/Small Tools	5,000.00	-	5,000.00	-	3,775.54	3,775.54	1,224.46	75.51%
53650 Business Related Meal/Supplies	5,900.00	-	5,900.00	-	1,464.74	1,464.74	4,435.26	24.83%
<b>Total for: Services and Supplies</b>	<b>840,055.00</b>	<b>-</b>	<b>840,055.00</b>	<b>-</b>	<b>65,273.28</b>	<b>65,273.28</b>	<b>774,781.72</b>	<b>7.77%</b>
54500 Taxes and Assessments	350.00	-	350.00	-	-	-	350.00	0.00%
<b>Total for: Other Expenses</b>	<b>350.00</b>	<b>-</b>	<b>350.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>350.00</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>1,795,870.00</b>	<b>-</b>	<b>1,795,870.00</b>	<b>-</b>	<b>276,718.33</b>	<b>276,718.33</b>	<b>1,519,151.67</b>	<b>15.41%</b>
<b>Net Surplus (Deficit)</b>	<b>(90,356.00)</b>	<b>-</b>	<b>(90,356.00)</b>	<b>-</b>	<b>(164,544.70)</b>	<b>(164,544.70)</b>		
<b>33100 - Available Fund Balance</b>					964,558.83			
<b>Net Surplus (Deficit)</b>					(164,544.70)			
<b>33100 - Ending Fund Balance</b>					800,014.13			

Legal services were not predicted to be this high due to interim Director Position, PRA request, policy updates.

Property and Liability insurance has been paid in full for FY 18-19

Bought 2 laptops, 2 ipads, which is most of the equipment for the fiscal year

\$4000.00 CARCD Membership paid in full

**RESOLUTION 2018-144**

**RESOLUTION OF THE BOARD OF SUPERVISORS OF NAPA COUNTY,  
STATE OF CALIFORNIA, APPOINTING THREE DIRECTORS TO THE  
NAPA COUNTY RESOURCE CONSERVATION DISTRICT BOARD IN  
LIEU OF ELECTION**

**WHEREAS**, the Napa County Resource Conservation District is an independent special district managed by a Board of Directors ("Directors") who serve specified terms of office; and

**WHEREAS**, the terms of three of the current Directors expire at noon on Friday, November 30, 2018; and

**WHEREAS**, on May 10, 2018, the Directors, lacking funds to pay for a public election, approved and sent a resolution to the Clerk of the Napa County Board of Supervisors requesting the Board of Supervisors to appoint, in lieu of a public election as permitted by Public Resources Code Section 9314, three persons to serve as Directors for terms that expire on Friday November 30, 2018; and

**WHEREAS**, a copy of the foregoing resolution was filed with the elections official of Napa County, more than 125 days before the next general election as required by Public Resources Code Section 9314; and

**WHEREAS**, the Clerk of the Napa County Board of Supervisors has written a letter of consultation to the Board of Supervisors of Solano County, where a small portion of the District is located, regarding the appointment process, and has received no objection or other response from the Solano County Board of Supervisors; and

**WHEREAS**, the Clerk of the Napa County Board of Supervisors has solicited applications for the appointments by advertising in the local media pursuant to Government Code section 54974; and

**WHEREAS**, all requirements of Public Resources Code Section 9314 and Government Code Section 54974 have been met, enabling the Board of Supervisors to fill by appointment in lieu of election the three Director positions the terms of which will expire on Friday, November 25, 2022.

**NOW, THEREFORE, BE IT RESOLVED** that the Napa County Board of Supervisors hereby appoints, in lieu of holding a regular election, the following three persons to serve as Directors on the Board of Directors of the Napa County Resource Conservation District for terms expiring at noon on Friday, November 25, 2022, as noted below:

**Name**

**Term Expiring**

**Jim Lincoln**

**Friday, November 25, 2022**

**Beth Painter**

**Friday, November 25, 2022**

**Gretchen Stranzl McCann**

**Friday, November 25, 2022**

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Board of Supervisors of Napa County, State of California, at a regular meeting of the Board held on the 30<sup>th</sup> day of October, 2018, by the following vote:

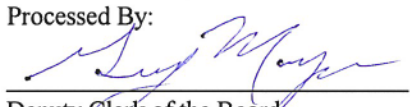
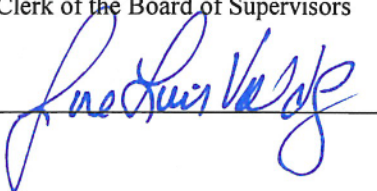
AYES:	SUPERVISORS	GREGORY, RAMOS, DILLON, PEDROZA and WAGENKNECHT
NOES:	SUPERVISORS	NONE
ABSTAIN:	SUPERVISORS	NONE
ABSENT:	SUPERVISORS	NONE

NAPA COUNTY, a political subdivision of the State of California

By:



BRAD WAGENKNECHT, Chair of the Board of Supervisors

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <u>Shana A. Bagley (e-sign)</u>, Deputy County Counsel</p> <p>Date: September 24, 2018</p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: October 30, 2018 Processed By:</p>  <p>Deputy Clerk of the Board</p>	<p>ATTEST: JOSE LUIS VALDEZ Clerk of the Board of Supervisors</p> <p>By: </p>
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