



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

## AGENDA

**When:** Thursday, February 8, 2024 at 8:00 A.M.

**Where:** JoAnn Busenbark Board Room, Napa Valley Transit Authority (NVTA),  
625 Burnell St, Napa, CA

Bruce Barge <b>President</b>	Rainer Hoenicke <b>Vice President</b>	Paul Asmuth <b>Director</b>	Jim Lincoln <b>Director</b>	Bill Pramuk <b>Director</b>	Gretchen Stranzl McCann <b>Director</b>	Karen Turjanis <b>Director</b>
		Lucas Patzek <b>Executive Director</b>	Corey Utsurogi <b>District Counsel</b>	Tracy Schulze <b>Auditor-Controller</b>		

### GENERAL INFORMATION

The Napa County Resource Conservation District (“Napa RCD” or “District”) will hold a regular meeting of its Board of Directors in-person at the location noted above. All materials relating to the agenda are available for public inspection at the District office Monday through Friday, between the hours of 8:00 A.M. and 5:00 P.M., except for District Holidays. The agenda is available online at: <http://naparcd.org/>

The public should attend Board meetings in-person to ensure the ability to observe and participate. Remote teleconference access is provided for the public’s convenience and in the event that a Director requests remote participation due to just cause or emergency circumstances pursuant to Government Code section 54953(f). Please be advised that if a Director is not participating in the meeting remotely, remote participation for members of the public is provided for convenience only and in the event that the Zoom teleconference connection malfunctions for any reason, the Board of Directors reserves the right to conduct the meeting without remote access and take action on any agenda item. The public may participate telephonically or electronically via the methods below:

Via videoconference at:  
<https://us02web.zoom.us/j/82059392613?pwd=RnFMaFdML2hIUe1vNU8vcjg4SXlldz09>  
Meeting ID: 820 5939 2613, Password: 422

Via teleconference at:  
(669) 900-9128, Meeting ID: 820 5939 2613

Members of the public may comment on any subject over which the District has jurisdiction that is not on the meeting agenda during the general Public Comment item of the agenda. Comments related to a specific item on the agenda must be reserved until the time the agenda item is considered and the Chair invites public

comment. While members of the public are welcome to address the Board of Directors, under the Brown Act, Directors may not deliberate or take action on items not on the agenda, and generally may only listen.

Members of the public may submit a public comment in writing by emailing [Sarah@NapaRCD.org](mailto:Sarah@NapaRCD.org) by 4:00 P.M. on the day prior to the meeting with "Public Comment" as the subject line (for comments related to an agenda item, please include the item number). All written comments should be 350 words or less, which corresponds to approximately 3 minutes or less of speaking time. Public comments emailed after the deadline described above will be entered into the record but not read out loud. If authors of the written correspondence would like to speak, they are free to do so and should raise their hand and the Chair will call upon them at the appropriate time.

Requests for disability related modifications or accommodations, aids, or services must be made to Frances Knapczyk, Interim District Secretary, at 707-690-3110 or [Frances@NapaRCD.org](mailto:Frances@NapaRCD.org) during regular business hours at least 48 hours prior to the time of the meeting.

## 1. CALL TO ORDER, ROLL CALL

- A. Call to order and roll call** – The meeting is to be called to order by the Chair at 8:00 A.M., and the Executive Director 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 January 18, 2024 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 January 2024.

## 2. PUBLIC COMMENT

Members of the public may comment on any subject over which the District has jurisdiction that is not on the meeting agenda at this time. Comments related to a specific item on the agenda must be reserved until the time the agenda item is considered and the Chair invites public comment. While members of the public are welcome to address the Board of Directors, under the Brown Act, Directors may not deliberate or take action on items not on the agenda, and generally may only listen.

## 3. SET ITEMS OR PUBLIC HEARINGS

**8:15 A.M. – Presentation, Discussion and Authorization to Accept the 2022-2023 Audit Report.** *Tracy Schulze, Napa County Auditor-Controller*

The draft audit for Fiscal Year 2022-2023 was completed on February 2, 2024 by the Brown Armstrong Accountancy Corporation. It is the opinion of the auditor that the financial statements of the Napa RCD present fairly, in all material respects, the respective financial position of the governmental activities of the Napa RCD as of June 30, 2023, and the financial position for the year ended in conformity with accounting principles generally accepted in the U.S.A. There were no internal control comments or findings. Staff recommends the Board accept and file the report.

#### **4. BUSINESS**

**A. Approve Amendment No. 1 to Napa RCD budget for fiscal year 2023-24.** *Lucas Patzek*

Based upon a review of current financial information and expectations for the remaining five months, staff prepared a budget amendment for the current fiscal year. The budget amendment includes several line adjustments in revenues and expenses. The budget amendment reflects revenues increasing by \$1,770,774 from \$5,007,121 to \$6,777,895, and expenses increasing by \$1,536,000 from \$4,726,085 to \$6,262,085. This budget amendment reflects an updated fund balance totaling \$515,810, which includes anticipated deferred revenue.

**B. Presentation and discussion about the new annual report.** *Frances Knapczyk*

**C. Presentation and discussion about the strategic planning process.** *Lucas Patzek*

**D. Presentation and discussion about the Huichica Creek Vineyard property Request for Ideas process.** *Lucas Patzek*

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

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

#### **6. ADJOURNMENT**