



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

AGENDA

When: Thursday, March 14, 2024 at 8:00 A.M.

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

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

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 Frances@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 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 February 8, 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 February 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. EDUCATION PRESENTATION

USDA-NRCS staff Evelyn Denzin and Erika Valek will provide an overview of USDA Farm Bill programs, and present on how biochar production can be incorporated into forest health and fuel reduction work on our forestland.

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 Director may request discussion of an item on the consent calendar.

A. Approve airline travel for Eric McKee to the Annual Statewide Conference of the California Association for Environmental & Outdoor Education.

Napa RCD's Policy No. 2055 requires board approval for staff travel to conferences outside the geographical area that includes the Sacramento/Santa Rosa/San Francisco Bay area. Eric McKee, Education Project Manager, wishes to fly to Irvine, CA to attend the Annual Statewide Conference of the California Association for Environmental & Outdoor Education in May 3-5, 2024. The content of this conference is relevant to Napa RCD's youth education programming and in line with Eric's professional development plan. All travel expenses will be covered by Napa RCD's general fund.

B. Approve travel for Alison Blodorn to the 2024 Wildland Urban Interface (WUI) Conference.

Alison Blodorn, Principal Forestry Program Manager, wishes to travel to Reno, NV to attend the WUI Conference in March 26-28. The content of this conference is relevant to the Forest Health Program and in line with Ali's professional development plan. All travel expenses will be covered by an existing grant.

5. BUSINESS

A. Updates about the North Coast Soil Hub and potential action to adopt Memorandum of Agreement and authorize Executive Director or designee to enter into the MOA.

Lucas Patzek

The North Coast Soil Hub (NCSH) is a collaboration between the Resource Conservation Districts (RCDs) in California's Humboldt, Lake, Marin, Mendocino, Napa and Sonoma counties having the purpose of advancing soil health and agricultural resilience. The purpose of this MOA is to establish procedures surrounding stewardship of the brand and identity of the collaborative, as well as fund development activities to raise unrestricted funds, donated services, or any other in-kind contribution in support of the work of the North Coast Soil Hub (NCSH) and partner Resource Conservation Districts (RCDs) and to

create mechanisms to distribute donated funds, goods, or services to the parties to this agreement in a transparent and effective manner.

B. Presentation of the draft Employee Handbook. *Trish Griffus, The Personnel Perspective*

The purpose of the Employee Handbook is to familiarize staff with the District's policies, practices and benefits, and it supersedes all previously issued policies and practices. This draft has been reviewed by the Policy Advisory Committee and leadership staff.

C. Potential action to adopt amended FY23-24 Salary Level and Step Schedule. *Lucas Patzek*

Staff recommends creating the new position classification Accounting and Administration Specialist, and removing the classifications Office Manager I/II and Forestry Program Manager I/II/III. The Accounting and Administration Specialist will be supervised by the Finance Manager position, and this staffing structure has been conceptualized through the Fiscal Infrastructure Review.

D. Introducing Monique Byro, the District's new Community Engagement Project Manager. *Frances Knapczyk & Monique Byro*

6. 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.

7. ADJOURNMENT