



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

MINUTES

When: Thursday, May 9, 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		

1. CALL TO ORDER, ROLL CALL

A regular meeting of the Napa County Resource Conservation District was called to order at 8:02 A.M. on Thursday, May 9, 2024 by President Bruce Barge.

A. Call to order and roll call.

Directors present in-person included Bruce Barge, Jim Lincoln, Gretchen Stranzl McCann, Bill Pramuk, and Karen Turjanis. Director Rainer Hoenicke was absent. Associate Directors Chris Carpenter, Jennifer Putnam, and Ernie Schlobohm were present. Napa RCD staff present included Lucas Patzek, Ali Blodorn, Diana Zamora, and Frances Knapczyk. District Counsel Corey Utsurogi was present. Evelyn Denzin, Erika Valek, Allen Curry, and Chip Bouril from NRCS were present.

B. Approval of the agenda.

Approved the agenda for this meeting.

MOTION: Asmuth; SECOND: Lincoln; AYES: Asmuth, Barge, Lincoln, Pramuk, Stranzl McCann, Turjanis. NOES: None; ABSENT: Hoenicke; ABSTENSIONS: None. Motion carried.

C. Approval of meeting minutes.

Approved the minutes from the April 11, 2024 regular meeting.

MOTION: Pramuk; SECOND: Stranzl McCann; AYES: Asmuth, Barge, Lincoln, Pramuk, Stranzl McCann, Turjanis. NOES: None; ABSENT: Hoenicke; ABSTENSIONS: None. Motion carried.

D. Ratification of District bills.

Ratified bills approved by the Executive Director in the amount of \$371,639.54.

MOTION: Turjanis; SECOND: Stranzl McCann; AYES: Asmuth, Barge, Lincoln, Pramuk, Stranzl McCann, Turjanis. NOES: None; ABSENT: Hoenicke; ABSTENSIONS: None. Motion carried.

E. Approval of District bills.

Approved the District bills for April 2024 in the amount of \$64,643.13.

MOTION: Turjanis; SECOND: Asmuth; AYES: Asmuth, Barge, Lincoln, Pramuk, Stranzl McCann, Turjanis. NOES: None; ABSENT: Hoenicke; ABSTENSIONS: None. Motion carried.

2. PUBLIC COMMENT

No public comment.

3. EDUCATION PRESENTATION

Andre Napolitano, Deputy Agricultural Commissioner provided an overview of the department’s role and responsibility, discussed the noxious weed grant, and highlighted some pests/weeds of mutual concern.

4. SET ITEMS OR PUBLIC HEARINGS

A. Presentation of draft fiscal year 2024-2025 budget.

Lucas Patzek presented a draft budget for the 2024-2025 fiscal year. The public hearing (comment period) will remain open until regular June board meeting, which will need to be rescheduled because the NVTa board room will be unavailable on the second Thursday of June. Director comments included a request to review the COLA adjustments and projected salaries for personnel given that additional hires are being anticipated, a request to consider a larger budgeted amount for one or two new vehicles, and an exploration of different office options given the growth in the organization.

5. CONSENT CALENDAR

Approved the Consent Calendar.

MOTION: Turjanis; SECOND: Stranzl McCann; AYES: Asmuth, Barge, Lincoln, Pramuk, Stranzl McCann, Turjanis. NOES: None; ABSENT: Hoenicke; ABSTENSIONS: None. Motion carried.

- A. Authorize Executive Director to execute agreements with Humboldt County Resource Conservation District for a State Coastal Conservancy block grant.**
- B. Authorize Executive Director to execute agreements and submit CEQA documents related to the Cal Fire Wildfire Resilience 2022 and 2024 block grants.**
- C. Authorize Executive Director to execute Memorandum of Agreement (MOA) with the North Coast Resource Conservation and Development Council related to the Regional Conservation Partnership Program.**

6. BUSINESS

A. Discussion and potential action related to the new Employee Handbook.

1. Authorized the District's new Employee Handbook to be adopted as of July 1, 2024 and it superseding any existing policies covered in the Employee Handbook.
2. Authorized the Executive Director to make non-substantive changes to the Employee Handbook prior to the July 1, 2024 adoption date.

MOTION: Turjanis; SECOND: Lincoln; AYES: Asmuth, Barge, Lincoln, Pramuk, Stranzl McCann, Turjanis. NOES: None; ABSENT: Hoenicke; ABSTENSIONS: None. Motion carried.

B. Committee reports.

1. Strategic Planning Executive Committee report.

Bruce Barge shared that the Strategic Plan draft has been produced and is currently being reviewed by staff program leads. The Plan will be considered by the Board for potential adoption at the June meeting.

2. Funding & Visibility Committee report.

Jennifer Putnam, Ernie Schlobohm, and Antoinette have joined Committee, joining Bruce Barge and Napa RCD staff on the Funding & Visibility Committee. There is a meeting next week focused on Napa RCD sponsored events as a way to raise awareness and funds for Napa RCD. The Committee has developed list of approaches to fund development from local community.

C. Updates on the community engagement process for the Regional Climate Action & Adaptation Plan.

Frances Knapczyk shared that Napa RCD is advising community engagement strategy and leading engagement activities related to the Napa County Regional Climate Action and

Adaptation Plan. Community engagement opportunities will begin on May 18, with launch of project website, survey, and outreach via the Climate-Friendly Garden Tour.

D. Introducing Diana Fuentes Zamora, the District's new Accounting and Administration Specialist.

Lucas Patzek introduced Diana Fuentes Zamora, Napa RCD's new Accounting and Administration Specialist. Diana will be working on both accounting and office management for Napa RCD.

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

- Evelyn Denzin shared that NRCS has been working closely with Napa RCD staff on irrigation projects and projects to prevent erosion from unpaved roads in forested areas. Assistant State Conservationist Allen Curry shared that NRCS is developing in-house training program that Napa RCD will be able to participate in.
- Lucas Patzek shared that he will provide scheduling poll to determine date of June meeting. Additionally, the organization would like to begin planning a celebratory meeting this summer.

8. ADJOURNMENT

The meeting was adjourned at 9:35 A.M.