



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

AGENDA

When: Thursday, February 13, 2025 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/82906548567?pwd=aHDQdilfwsFvJqZBlm6Y6ykBXbHv3O.1>
Meeting ID: 829 0654 8567, Password: 032

Via teleconference at:
Call 669-900-9128 and enter: Meeting ID: 829 0654 8567, Password: 032

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 Tatia@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 Tatia Wieland, District Secretary, at 707-690-3110 or Tatia@NapaRCD.org during regular business hours at least 48 hours prior to the time of the meeting.

1. CALL TO ORDER

- A. **Call to order and roll call** – The meeting is to be called to order by the Chair at 8:00 A.M.
- B. **Approval of the agenda** – Executive Director will describe the changes to the agenda format. The Board will consider approval of the agenda for this meeting.

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

8:10 A.M. – Presentation, Discussion and Authorization to Accept the 2023-2024 Audit Report. *Tracy Schulze, Napa County Auditor-Controller*

The draft audit for Fiscal Year 2023-2024 was completed on February 7, 2025, by the Brown Armstrong Accountancy Corporation. The auditor's opinion states that the financial statements of Napa RCD fairly present, in all material respects, the financial position of the governmental activities of Napa RCD as of June 30, 2024, in accordance with generally accepted accounting principles in the U.S. There were no internal control comments or findings. Staff recommends the Board accept and file the report.

4. CONSENT AGENDA

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 minutes from the December 16, 2024 regular meeting.**
- B. Approve minutes from the January 16, 2025 regular meeting.**
- C. Ratify bills approved by the Executive Director.**
- D. Approve regular District bills from January 2025.**
- E. Amend FY 24-25 salary schedule only to rename the "Finance Manager" classification to "Finance and Administration Manager."**
- F. Authorize Executive Director to execute Agreement No. 2024035 with Humboldt Resource Conservation District.**

Humboldt RCD wishes to enter into a Memorandum of Understanding (MOU) with Napa RCD and nine other sister RCDs that are a part of the North Coast Durable Collaborative. The MOU brings together the North Coast Durable Collaborative to carry out the "North Coast Wildfire Resilience Planning and Implementation Grant Program" funded by a \$6,000,000 block grant awarded by the California State Coastal Conservancy to Humboldt RCD. The MOU shall expire on Feb 1, 2029 and the budget allocation for Napa RCD shall not exceed \$250,000.

- G. Authorize Executive Director to execute an agreement with the City of St. Helena for the Upper York Creek Habitat Restoration Project.**

For the past four years, Napa RCD has led post-project monitoring for the City of St. Helena's Upper York Creek Habitat Restoration Project. To fulfill the project's 10-year monitoring requirement, Napa RCD seeks to establish a new agreement with the City to ensure continued compliance and environmental assessment. While the scope and budget are still under negotiation, timely approval is critical due to the seasonal nature of activities. Napa RCD estimates a cost of \$123,400 for the next two monitoring years.

- H. Authorize Executive Director to execute right-of-entry agreements with landowners along Lower Suscol Creek for field surveys and technical studies.**

Napa RCD is seeking to establish right-of-entry agreements with landowners along Lower Suscol Creek to facilitate essential field surveys and technical studies that will guide future restoration efforts. One key landowner, the Napa Sanitation District, has expressed interest in participating and intends to use its own agreement template. Additionally, Napa RCD is actively reaching out to private landowners in the area, planning to use a counsel-reviewed agreement template.

5. REGULAR AGENDA

- A. **Presentation about the key accomplishments, current priorities, and upcoming efforts of [Napa Schools for Climate Action](#).** *Liliana Karesh & Maddie Chiu*
- B. **Board will consider forming an Ad Hoc Committee to interview applicants for its four Director vacancies and make a recommendation to the Napa County Board of Supervisors concerning Director appointments in lieu of election.** *Bruce Barge*
- C. **Board will consider entering into a Memorandum of Understanding for the Napa Wildfire Resilience Coordinating Group.** *Ali Blodorn*
- D. **Funding & Visibility Committee report.** *Frances Knapczyk*
- E. **Executive Director's report.**
- F. **USDA NRCS report.**
- G. **Directors' reports.**

6. ADJOURNMENT

**NAPA COUNTY RESOURCE
CONSERVATION DISTRICT**

FINANCIAL STATEMENTS

JUNE 30, 2024

NAPA COUNTY RESOURCE CONSERVATION DISTRICT
 JUNE 30, 2024

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of the
Napa County Resource Conservation District
Napa, California

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and fund information of the Napa County Resource Conservation District (the District), a component unit of the County of Napa (the County), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and fund information of the District as of June 30, 2024, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control relating to the District. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, Budgetary Comparison Schedule – General Fund, Schedule of the District's Proportionate Share of the Net Pension Liability, and Schedule of the District's Pension Contributions be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated _____, 2024, on our consideration of the County's internal control over financial reporting relating to the District and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the County's internal control over financial reporting or on compliance relating to the District. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control over financial reporting and compliance relating to the District.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Bakersfield, California
_____, 2024

**NAPA COUNTY RESOURCE CONSERVATION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2024**

The Napa County Resource Conservation District (the District) was formed as an independent special district by a resolution of the Napa County (the County) Board of Supervisors on June 18, 1945. This resolution followed the Soil Conservation Special Election held on June 5, 1945, in which 97% of votes were cast in favor of the organization of the proposed District. The District's original purpose was to help farmers and ranchers in the County tackle erosion and other problems on their land. As natural resource issues change, the District's programs continue to evolve. Today, the District helps the community achieve conservation goals by providing technical assistance, educational programs, monitoring programs, and funding sources on issues ranging from fisheries to forest health, soil management, water conservation and quality, and more.

As management of the District, we offer readers of our financial statements this narrative overview and analysis of the financial activities for the year ended June 30, 2024. Please read it in conjunction with the District's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

- The District ended the year with a fund balance of \$1,456,630, an increase of \$313,336 from the prior year. Of that amount, \$375,000 is committed for budget stabilization and \$300 is restricted for imprest cash, leaving \$1,081,330 available for general District operations.
- The District received \$488,025 from County-collected property taxes, an increase of \$38,856 from the prior year. The District matched property tax revenue with other funding sources (grants, intergovernmental contracts, direct donations) at a ratio of 5 to 1.
- The District received \$629,961 in revenue from contracts with the County of Napa, Napa County Flood Control and Water Conservation District, City of Napa, City of St. Helena, and other local governments to provide a range of biological, environmental, and educational services in Napa County. The District's Joint Powers Agreement with the County of Napa was amended to expand its role in supporting the Groundwater Sustainability Agency, watershed outreach and education, as well as climate action planning and community engagement.
- The USDA Natural Resources Conservation Service (NRCS) cooperates with and furnishes assistance to the District through several agreements. The District is provided the use of NRCS vehicles for project activities, and NRCS pays for some of the District's office space, materials, and equipment. Additionally, District staff increase the NRCS capacity to meet growing client demand for post-fire recovery assistance, conservation planning, and conservation practice implementation.
- The District continued to strengthen its regional partnerships and projects, particularly in agriculture and forest health. It executed a Memorandum of Agreement for the North Coast Soil Hub, a collaboration between the Resource Conservation Districts in Humboldt, Lake, Marin, Mendocino, Napa, and Sonoma Counties, having the purpose of advancing soil health and agricultural resilience. The District also administers a block grant from the California Department of Conservation (DOC) for the Regional Forest and Fire Capacity Grant Program, which serves Colusa, Lake, Napa, Solano, and Yolo Counties. This agreement was recently amended to include Sonoma County and increase the administrative budget. Additionally, the District facilitated the transition of the North Bay Forest Improvement Program (NBFIP), serving Napa, Sonoma, Lake, and Mendocino Counties, to a new regional fiscal administrator, Conservation Works, and helped secure an additional CAL FIRE grant for NBFIP.
- The District committed to restoring its 20-acre Huichica Creek Vineyard (HCV) property, located in the Carneros region of southern Napa County, back to native habitat. Through a public solicitation process, a consultant was selected to support the restoration planning efforts. Additionally, the District began developing strategies to secure the necessary funding for the project.

- The District experienced several personnel changes this fiscal year, reflecting its growth and evolving needs. A Community Engagement Project Manager was hired to design and implement project-based community engagement activities across various program areas while overseeing communications and marketing efforts. Additionally, a Conservation Project Manager joined the team to provide technical expertise aimed at enhancing forest health, wildlife habitat, and watershed function, while also promoting wildfire and climate resilience. To strengthen administrative capacity, the District hired two Accounting and Administration Specialists to manage responsibilities in accounting, office management, and human resources.
- The District also expanded its use of consultants for accounting, human resources, and recruitment services. In response to its growth in both staff and operating budget, the District adopted a new Employee Handbook and initiated a staffing planning process, which includes a classification and compensation study.
- The District adopted an ambitious new five-year strategic plan. As part of this process, an Ad Hoc Funding and Visibility Committee was created to provide recommendations to the Board of Directors on strategies for major donor development, exploring non-governmental funding opportunities, and advancing marketing and advocacy efforts.
- The District benefits greatly from the generous support of the community through contributions of time, materials, and financial donations. This fiscal year, 975 dedicated volunteers contributed 2,977 hours of their time, valued at \$37,645, to assist with various conservation and education projects. Additionally, the District received \$107,769 in cash donations, further supporting its mission and projects.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The Statement of Net Position; Statement of Activities; Governmental Fund Balance Sheet; and Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance provide information about the activities of the District. The basic financial statements also include various footnote disclosures, which further describe the District's activities.

Government-Wide Statements

The *Government-Wide Financial Statements* are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private sector business.

The *Statement of Net Position* presents information on all of the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference between them reported as *net position*.

The *Statement of Activities* presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in the Statement of Activities for some items that will only result in cash flows in future fiscal periods.

Fund Financial Statements

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Fund financial statements report essentially the same functions as those reported in the government-wide financial statements. However, unlike the government-wide financial statements, fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the year.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented. Both the Governmental Fund Balance Sheet and the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance provide a reconciliation to facilitate the comparison between governmental funds and government-wide statements.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Required Supplementary Information (RSI)

RSI is presented concerning the District’s General Fund budgetary schedule. The District adopts an annual appropriated budget for its General Fund. A budgetary comparison schedule has been provided for the General Fund to demonstrate compliance with this budget.

FINANCIAL ANALYSIS OF THE DISTRICT

Statement of Net Position

A summary of the District’s Statement of Net Position is as follows:

Condensed Statement of Net Position				
As of June 30				
	<u>2024</u>	<u>2023</u>	<u>Increase (Decrease) \$</u>	<u>Increase (Decrease) %</u>
Assets				
Current assets	\$ 2,434,129	\$ 2,211,863	\$ 222,266	10.05%
Noncurrent assets	<u>661,166</u>	<u>680,109</u>	<u>(18,943)</u>	<u>-2.79%</u>
Total Assets	<u>3,095,295</u>	<u>2,891,972</u>	<u>203,323</u>	<u>7.03%</u>
Deferred Outflows of Resources	<u>495,396</u>	<u>495,757</u>	<u>(361)</u>	<u>-0.07%</u>
Liabilities				
Current liabilities	881,721	889,867	(8,146)	-0.92%
Noncurrent liabilities	<u>1,196,282</u>	<u>1,127,154</u>	<u>69,128</u>	<u>6.13%</u>
Total Liabilities	<u>2,078,003</u>	<u>2,017,021</u>	<u>60,982</u>	<u>3.02%</u>
Deferred Inflows of Resources	<u>122,633</u>	<u>134,376</u>	<u>(11,743)</u>	<u>-8.74%</u>
Net Position				
Net investment in capital assets	470,447	437,058	33,389	7.64%
Unrestricted assets	<u>919,608</u>	<u>799,274</u>	<u>120,334</u>	<u>15.06%</u>
Total Net Position	<u>\$ 1,390,055</u>	<u>\$ 1,236,332</u>	<u>\$ 153,723</u>	<u>12.43%</u>

Net position may serve over time as a useful indicator of a government’s financial position. In the case of the District, total assets and deferred outflows of resources exceeded total liabilities and deferred inflows of resources by \$1,390,055 as of June 30, 2024, due primarily to purchased land and cash.

Cash and investments are maintained in the County’s cash and investment pool where interest earned on the District’s balance is apportioned to the District.

Statement of Activities

A summary of the District’s Statement of Activities, recapping the District’s revenues earned during the year ended June 30, 2024, and the expenses incurred, is as follows:

**Condensed Statement of Activities
For the Years Ended June 30**

	<u>2024</u>	<u>2023</u>	<u>Increase (Decrease) \$</u>	<u>Increase (Decrease) %</u>
Revenues				
Program revenues				
Charges for services	\$ 122,838	\$ 112,803	\$ 10,035	8.90%
Operating grants and contributions	3,810,047	3,277,353	532,694	16.25%
General revenues				
Property tax	488,025	449,169	38,856	8.65%
Investment income	38,571	13,121	25,450	193.96%
Miscellaneous grants and other	458,816	184,631	274,185	148.50%
Total Revenues	<u>4,918,297</u>	<u>4,037,077</u>	<u>881,220</u>	<u>21.83%</u>
Expenses				
Natural resource conservation	<u>4,764,574</u>	<u>4,071,817</u>	<u>692,757</u>	<u>17.01%</u>
Total Expenses	<u>4,764,574</u>	<u>4,071,817</u>	<u>692,757</u>	<u>17.01%</u>
Change in Net Position	153,723	(34,740)	188,463	542.50%
Net Position, Beginning of the Year	<u>1,236,332</u>	<u>1,271,072</u>	<u>(34,740)</u>	<u>-2.73%</u>
Net Position, End of the Year	<u>\$ 1,390,055</u>	<u>\$ 1,236,332</u>	<u>\$ 153,723</u>	<u>12.43%</u>

Financial Analysis of the District’s Governmental Fund

As noted earlier, fund accounting is used by the District to ensure and demonstrate compliance with finance-related legal requirements.

The District ended the year with a fund balance of \$1,456,630, an increase of \$313,336 from the prior year. Of that amount, \$1,081,330 is unassigned and available for general District operations.

BUDGETARY HIGHLIGHTS

For the year 2023-24, the District received \$488,025 of its revenues from property taxes; \$629,961 from local public agencies; \$3,063,3349 from state agencies; \$179,992 from federal agencies; \$458,816 from donations, foundation grants, and other sources; and \$122,838 from charges for services. Total revenues were under final amended budget by \$3,252,134, or 39%, and total expenditures were under final amended budget by \$1,593,384, or 25%.

Revenues fell short of budget projections for several key reasons. Over half of the unrealized revenue stemmed from delays in work associated with multiple CAL FIRE grant agreements, which shifted into the next fiscal year. Specifically, the North Bay Forest Improvement Program experienced a transition to a new fiscal administrator, Conservation Works, resulting in a temporary work stoppage while new CAL FIRE grant agreements were awarded. Additionally, work under two other CAL FIRE agreements was delayed: vegetation management implementation under the Standard Agreement with CAL FIRE’s Sonoma-Lake-Napa Unit and the Napa City Community Wildfire Protection and Capacity Planning Project. Another significant factor was the delay in advance payments for the Regional Forest and Fire Capacity (RFFC) Program agreement with the California Department of Conservation. Furthermore, the final disbursement of grant funding from the Napa Valley Vintners was not secured until the subsequent fiscal year. These delays collectively contributed to most of the variance between budgeted and actual revenues.

Expenses also came in below budget projections, largely due to several key factors. First, as described earlier, delays in CAL FIRE-funded project work led to reduced costs for professional service providers involved in those projects. Second, the delayed advance payment for the RFFC Program resulted in fewer contributions to neighboring counties subcontracted under the program. Additionally, while the District budgeted for two new finance and administrative staff, challenges in the hiring process meant these positions were filled only at the very end of the fiscal year. For most of the year, the District operated without dedicated accounting staff, instead relying on a financial services provider and an enhanced partnership with the Napa County Finance Department. Lastly, the District postponed the purchase of some major project equipment, further contributing to the variance in expenses.

The District successfully wrapped up several major projects this fiscal year. Notably, it nearly completed engineering designs and environmental compliance for the Sulphur Creek Fish Passage Improvement Project, focusing on securing grants to implement this project and advance other fish passage improvement priorities. Additionally, the District fulfilled nearly all its obligations for the Wildfire Resilience on Napa County Protected Lands Project, funded by the State Coastal Conservancy, and completed much of the technical assistance required under the Emergency Forest Restoration Program (EFRP) for landowners impacted by the 2020 wildfires.

Several new grant agreements were awarded to the District, while two major existing agreements were amended. Key highlights include:

- **Water Efficiency Technical Assistance (WETA) Grant:** Awarded by the California Department of Food and Agriculture (CDFA), this grant enables the District to assist farmers in Napa, Solano, Lake, and Sonoma Counties with improving nutrient and water use efficiency. The District serves as the grant administrator and collaborates with Resource Conservation Districts in the other counties to deliver the project regionally.
- **Urban and Community Forestry Grant:** Partnering with the Cities of American Canyon, Napa, and St. Helena, as well as several non-profits, the District secured a U.S. Forest Service grant to expand urban and community forestry initiatives across these jurisdictions.
- **Partnership with City of Napa:** The District deepened its collaboration with the City of Napa through a CAL FIRE Wildfire Prevention grant supporting community wildfire protection planning and a new agreement to assist with climate action community engagement.

Key amendments to existing agreements included:

- **RFFC Program Agreement:** Expanded to include Sonoma County in the scope and budget, with an increased administrative budget for the District.
- **Napa County Joint Powers Agreement:** Amended to bolster support for the Groundwater Sustainability Agency and enhance watershed outreach and education efforts.

CAPITAL ASSETS

For the year ending June 30, 2024, the District owned the 20-acre Huichica Creek Vineyard property in the Carneros region of south Napa County, but removed all vineyard and associated equipment (vineyard posts, trellis system, fencing) in preparation for restoring the property to native habitat. Additionally, the District owned two vehicles, computer equipment, as well as hydrologic and environmental monitoring equipment (transducer stations, water quality sampler, data logger, rotary screw trap, electrofisher, PIT tag antenna). Furthermore, the District holds a right-to-use building accounted for under GASB Statement No. 87. Refer to Note 3 for additional details.

DEBT ADMINISTRATION

The District's long-term obligations consist of compensated absences, lease liability, and net pension liability. Refer to Notes 4, 5, and 6, respectively, for additional details.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

In fiscal year 2024-25, the District anticipates an increased operating budget compared to 2023-24, driven by several key initiatives. These include the launch of the Napa River Watershed Fish Passage Restoration Program, the continued expansion of forestry and agriculture program offerings, and an enhanced mandate to support local groundwater sustainability and climate action goals through an amended Napa County Joint Powers Agreement and new partnerships with local cities. A significant boost to the budget comes from the \$7.6 million in grant funding awarded for the Fish Passage Restoration Program through NOAA's Restoring Fish Passage through Barrier Removal Grant and the California Wildlife Conservation Board. This program will require extensive use of professional services, including engineering, environmental compliance, construction management, and construction. Combined, the NOAA grant and the RFFC Program agreement with the State are expected to account for 56% of the District's revenues in fiscal year 2024-25. Federal funding is projected to increase significantly compared to previous years, fueled primarily by the NOAA grant and new funding from the U.S. Forest Service. Additional revenues for forestry programs will stem from completing work under the Standard Agreement with CAL FIRE's Sonoma-Lake-Napa Unit, advancing the Napa City Community Wildfire Protection and Capacity Planning Project, and launching a new regional forestry block grant funded by the State Coastal Conservancy. Moreover, the District will expand its conservation farm planning and irrigation efficiency activities, supported by multiple CDFG grants and grant-funded partnerships with academic institutions.

Over the past six years, the District has experienced steady growth in its operating budget, number of projects and contracts, and staff size. This expansion has necessitated improvements to financial and administrative systems, policies, and procedures, as well as enhanced collaboration with Napa County finance, human resources, and legal staff. To meet its growing needs, the District has increasingly relied on specialized consultant services in these areas. For nearly a year, the District operated without permanent employees in accounting and administrative roles, making the onboarding and training of new staff a key priority. Once fully trained, the District plans to implement significant system and process improvements. Its recently completed strategic plan anticipates further growth, prompting a staff planning process and a classification and compensation study to ensure adequate resourcing for programs, administrative functions, fund development, and communications. Additionally, the increase in federal funding will require the District to adopt more robust financial management practices to meet grant compliance and reporting standards, and undergo its first federal audit.

The District is committed to ensuring long-term financial sustainability by building a reserve balance and maintaining a focused approach to programs and projects that address critical natural resource conservation needs in the County, while leveraging staff expertise. However, the District has identified that many grants, particularly those from public agencies, often do not fully capture the burdened costs associated with program administration due to overhead ratio limitations imposed by state and federal funders. Annual indirect cost analyses show a continued increase in these costs, necessitating adjustments to the District's funding strategies, especially for federal and state grants. The District's reliance on public agency grants also presents challenges, as funding sources can change frequently and cash flow may be severely impacted during economic downturns. While the Biden Administration expanded natural resource conservation grant programs through the Inflation Reduction Act, there are concerns that the incoming Trump Administration may seek to reduce or eliminate these programs. At the state level, a recent budget deficit reduced grant funding for natural resources and climate initiatives; however, Proposition 4 was passed, allowing the state to sell a \$10 billion bond to support these efforts. To diversify its funding sources, the District has formed a new Ad Hoc Funding and Visibility Committee, which is focused on increasing donor support during its 80th anniversary year. The Committee has set ambitious fundraising targets and, to meet these goals, the District will need to bring on specialized consultants to develop a donor engagement strategy, as well as the messaging, collateral, and processes necessary to ensure success.

CONTACTING THE DISTRICT

These financial statements are designed to provide a general overview of the Napa County Resource Conservation District finances for all those interested. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Napa County Resource Conservation District, 1303 Jefferson Street, #500B, Napa, California, 94559.

**NAPA COUNTY RESOURCE CONSERVATION DISTRICT
STATEMENT OF NET POSITION
JUNE 30, 2024**

	<u>Governmental Activities</u>
ASSETS	
Current Assets:	
Cash and investments	\$ 1,010,790
Imprest cash	300
Prepaid expense	54,667
Grants and other receivables	<u>1,368,372</u>
Total Current Assets	<u>2,434,129</u>
Noncurrent Assets:	
Capital assets and right-to-use leased assets, net	<u>661,166</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows - pensions	<u>495,396</u>
Total Assets and Deferred Outflows of Resources	<u><u>\$ 3,590,691</u></u>
LIABILITIES	
Current Liabilities:	
Accounts payable	\$ 205,340
Accrued payroll	96,621
Unearned revenue	480,955
Unclaimed funds	7,402
Compensated absences	38,068
Lease liability	<u>53,335</u>
Total Current Liabilities	<u>881,721</u>
Noncurrent Liabilities:	
Net pension liability	1,053,899
Compensated absences	4,999
Lease liability	<u>137,384</u>
Total Noncurrent Liabilities	<u>1,196,282</u>
Total Liabilities	<u>2,078,003</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows - pensions	<u>122,633</u>
Total Deferred Inflows of Resources	<u>122,633</u>
NET POSITION	
Net Investment in Capital Assets	470,447
Unrestricted	<u>919,608</u>
Total Net Position	<u>1,390,055</u>
Total Liabilities, Deferred Inflows of Resources, and Net Position	<u><u>\$ 3,590,691</u></u>

The accompanying notes are an integral part of these basic financial statements.

NAPA COUNTY RESOURCE CONSERVATION DISTRICT
 STATEMENT OF ACTIVITIES
 FOR THE YEAR ENDED JUNE 30, 2024

	<u>Expenses</u>	<u>Program Revenues</u>		
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Total</u>
Governmental Activities:				
Natural resource conservation	\$ 4,764,574	\$ 122,838	\$ 3,810,047	\$ (831,689)
Total Governmental Activities	<u>\$ 4,764,574</u>	<u>\$ 122,838</u>	<u>\$ 3,810,047</u>	<u>(831,689)</u>
General Revenues:				
Property tax, levied for general purposes				488,025
Investment income				38,571
Miscellaneous grants and other				<u>458,816</u>
Total general revenues				<u>985,412</u>
Change in net position				153,723
Net position - beginning				<u>1,236,332</u>
Net position - ending				<u>\$ 1,390,055</u>

The accompanying notes are an integral part of these basic financial statements.

**NAPA COUNTY RESOURCE CONSERVATION DISTRICT
GOVERNMENTAL FUND
BALANCE SHEET
JUNE 30, 2024**

	<u>General Fund</u>
Assets	
Cash and investments	\$ 1,010,790
Imprest cash	300
Prepaid expenses	54,667
Grants and other receivables	1,368,372
Total Assets	\$ 2,434,129
Liabilities	
Accounts payable and accrued expenses	\$ 205,340
Accrued payroll	96,621
Unearned revenue	480,955
Unclaimed funds	7,402
Total Liabilities	790,318
Deferred Inflows of Resources	
Unavailable revenue	187,181
Total Deferred Inflows of Resources	187,181
Fund Balance	
Restricted for imprest cash	300
Committed	375,000
Unassigned	1,081,330
Total Fund Balance	1,456,630
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	\$ 2,434,129

The accompanying notes are an integral part of these basic financial statements.

NAPA COUNTY RESOURCE CONSERVATION DISTRICT
 RECONCILIATION OF THE GOVERNMENTAL FUND
 BALANCE SHEET TO THE STATEMENT OF NET POSITION
 JUNE 30, 2024

Total fund balance of governmental fund (page 12)	\$ 1,456,630
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets and right-to-use assets used in governmental activities are not financial resources and therefore are not reported in the governmental fund.	661,166
Deferred outflows of resources related to pensions are recorded as deferred outflows of resources in the government-wide financial statements and are not recorded in the governmental fund.	495,396
Long-term obligations are not due and payable in the current period and therefore are not reported in the governmental fund:	
Net pension liability	(1,053,899)
Compensated absences	(43,067)
Lease liability	(190,719)
Deferred inflows of resources related to pensions are recorded as deferred inflows of resources in the government-wide financial statements and are not recorded in the governmental fund.	(122,633)
Certain revenues received after ninety days from the end of the year are recorded as deferred revenue in the governmental fund and as revenues in the government-wide statement.	<u>187,181</u>
Net position of governmental activities (page 10)	<u>\$ 1,390,055</u>

The accompanying notes are an integral part of these basic financial statements.

**NAPA COUNTY RESOURCE CONSERVATION DISTRICT
GOVERNMENTAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2024**

	General Fund
Revenues:	
Taxes	\$ 488,025
Intergovernmental - Federal	179,992
Intergovernmental - State	3,063,334
Intergovernmental - Local Agencies	629,961
Use of money and property	38,571
Charges for services	122,838
Miscellaneous grants and other	458,816
	4,981,537
Total Revenues	
Expenditures:	
Salaries and benefits	1,648,256
Services and supplies	1,447,265
Contributions	937,072
Community grants	529,930
Debt service:	
Principal	52,332
Interest	4,164
Capital outlay:	
Equipment and vehicles	49,182
	4,668,201
Total Expenditures	
	313,336
Net Change in Fund Balance	
	1,143,294
Fund Balance, July 1, 2023	
	\$ 1,456,630
Fund Balance, June 30, 2024	

The accompanying notes are an integral part of these basic financial statements.

**NAPA COUNTY RESOURCE CONSERVATION DISTRICT
RECONCILIATION OF THE GOVERNMENTAL FUND STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024**

Net change in fund balance - governmental fund (page 14)	\$	313,336
<p>Amounts reported for governmental activities in the Statement of Activities differ from the amounts reported in the Statement of Revenues, Expenditures, and Changes in Fund Balance because:</p>		
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the costs of those assets are allocated over their estimated useful lives as depreciation or amortization expense or are allocated to the appropriate functional expense when the cost is below the capitalization threshold. This activity is reconciled as follows:</p>		
Capital outlay		49,182
Current year depreciation and amortization expense		(68,125)
<p>Long-term debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.</p>		
Lease principal payments		52,332
<p>Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.</p>		
Changes in proportions from the pension		(122,676)
Changes in compensated absences		(7,086)
<p>Certain revenues received after ninety days from the end of the year are recorded as deferred revenue in the governmental fund and as revenues in the government-wide statement.</p>		
		(63,240)
Change in net position of governmental activities (page 11)	\$	153,723

The accompanying notes are an integral part of these basic financial statements.

**NAPA COUNTY RESOURCE CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Napa County Soil Conservation District was organized on June 5, 1945, under Article 1.5, Division IX (currently Chapter 3, Division 9) of the Public Resources Code of the State of California. On December 14, 1971, the Board of Directors (the Board) changed the district's name to the Napa County Resource Conservation District (the District). The District is organized for the purposes in open areas, agricultural areas, urban development, wildlife areas, recreational developments, watershed management, the protection of water quality and water reclamation, the development of storage and distribution of water, and the treatment of each acre of land according to its needs. The District is governed by a Board of Directors that is selected pursuant to Government Code Section 1780. The basic operations of the District are financed by federal and state grants and local grants administered through Napa County (the County).

The accounting policies of the District conform to accounting principles generally accepted in the United States of America, as applicable to governmental units. The following is a summary of the more significant policies:

A. Reporting Entity

The District has defined its reporting entity in accordance with accounting principles generally accepted in the United States of America, which provides guidance for determining which governmental activities, organizations, and functions should be included in the reporting entity. In evaluating how to define the District for financial reporting purposes, management has considered all potential component units. The primary criterion for including a potential component unit within the reporting entity is the governing body's financial accountability. A primary governmental entity is financially accountable if it appoints a voting majority of a component unit's governing body and it is able to impose its will on the component unit, or if there is a potential for the component unit to provide specific financial benefits to, or impose specific financial burdens on, the primary government. A primary government may also be financially accountable if a component unit is fiscally dependent on the primary governmental entity regardless of whether the component unit has a separately elected governing board, a governing board appointed by a higher level of government, or a jointly appointed board.

No operations of other entities met the aforementioned oversight criteria for inclusion or exclusion from the accompanying financial statements in accordance with Governmental Accounting Standards Board (GASB) Statement No. 61.

B. Basis of Presentation

Government-Wide Financial Statements

The statement of net position and statement of activities display information about the primary government (the District). These statements include the financial activities of the overall government. Governmental activities are normally supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the program expenses of a given function are offset by program revenues. Program expenses include direct expenses, which are clearly identifiable with a specific function. Program revenues include 1) charges paid by the recipient of goods or services offered by the programs and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented instead as general revenues.

When both restricted and unrestricted net position is available, unrestricted resources are used only after the restricted resources are depleted.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)B. Basis of Presentation (Continued)

Fund Financial Statements

The fund financial statements provide information about the District's funds. The emphasis of fund financial statements is on major governmental funds, each displayed in separate columns. All remaining governmental funds are separately aggregated and reported as nonmajor funds.

The District reports the following governmental fund:

General Fund - This fund accounts for all the financial resources not required to be accounted for in another fund. This fund consists primarily of general government type activities.

C. Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned or, for property tax revenues, in the period for which levied. Expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Revenues from grants, entitlements, and donations are recognized in the year in which all eligible requirements have been satisfied.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when both measurable and available. Measurable means the amount of the transaction can be determined and available means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Resources not available to finance expenditures and commitments of the current period are recognized as deferred revenue or as a reservation of fund balance. The District considers property taxes available if they are collected within sixty-days after year-end.

Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt, as well as compensated absences and claims and judgments, are recorded only when payment is due. General capital acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and long-term leases are reported as other financial sources.

When applicable, the District reports deferred revenue on its balance sheet. Deferred revenue arises when a potential revenue source does not meet both the measurable and available criteria for recognition in the current period. Other than property taxes, the District considers revenue available if received within ninety-days after year-end. Deferred revenues also arise when resources are received by the District before it has legal claim to them, as when grant monies are received prior to the occurrences of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the District has legal claim to the resources, deferred revenue is removed from the balance sheet and revenue is recognized.

D. Grant Revenue

Grant revenue is recognized when program expenditures are incurred in accordance with program guidelines. Such revenue is subject to review by the funding agency and may result in disallowance in subsequent periods.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Capital Assets

Capital assets have been acquired for general District purposes. Assets purchased are recorded as expenditures in the governmental funds and capitalized at cost or estimated cost where no historical records are available. The District defines capital assets as assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets are depreciated using the straight-line method over their estimated useful lives. The useful lives are as follows:

Land Improvements	20 years
Computer Equipment	3 years
Hydrologic Equipment	5 years
Field Equipment	7-20 years

F. Property Taxes

The District receives property taxes from the County, which has been assigned the responsibility for assessment, collection, and apportionment of property taxes for all taxing jurisdictions within the County. Secured property taxes are levied on July 1 for the following fiscal year and on which date it becomes a lien on real property. Secured property taxes are due in two installments, on November 1 and February 1, and are delinquent after December 10 and April 10, respectively. Property taxes on unsecured roll are due on the July 1 lien date and become delinquent if unpaid by August 31.

The District participates in the County’s “Teeter Plan” method of property tax distribution and thus receives 100% of the District’s apportionment each fiscal year, eliminating the need for an allowance for uncollectible taxes. The County, in return, receives all penalties and interest on the related delinquent taxes. Under the Teeter Plan, the County remits property taxes to the District based on assessments, not on collections, according to the following minimum schedule: 55 percent in December, 40 percent in April, and 5 percent at the end of the fiscal year. Property tax is recognized when it is available and measurable. The District considers property tax as available if it is received within 60 days after fiscal year-end.

G. Fund Balance/Net Position

In the governmental fund financial statements, fund balance is classified into the following categories: nonspendable, restricted, committed, assigned, and unassigned. The unassigned fund balance within the General Fund reflects the amount available for future budgeting and appropriation. Restricted fund balance is established to either (1) satisfy legal covenants that require a portion of fund balance to be segregated or (2) identify the portion of the fund balance that is not appropriate for future expenditures.

In the government-wide financial statements, net position is reported in three components: net investment in capital assets, restricted, and unrestricted. Net investment in capital assets represents the net position that is invested in capital assets, such as land, buildings, equipment, and infrastructure, net of any related debt. This component of net position indicates the extent to which the government has invested in capital assets that are used to provide services to the public. Restricted net position represents the net position legally identified for specific purposes. Unrestricted net position indicates the portion of net position that is not restricted by external constraints and is available for any lawful purpose of the District.

H. Compensated Absences

Employees eligible for paid leave, which includes leave for vacation, sick days, and personal necessities, include full-time and part time employees that work a minimum of 20 hours per week.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)H. Compensated Absences (Continued)

During the first five years of employment, a full-time employee earns seventy-eight (78) hours of vacation and sick leave each per year and cannot carry more than eighty (80) hours into the next calendar year. Those employed five to ten years and are full-time with the District earn one hundred seventeen (117) hours and may not carry more than one hundred and twenty (120) into the next calendar year. Those employed over ten years and are full-time with the District earn one hundred and fifty-six (156) hours and may not carry more than one hundred and sixty (160) hours into the next calendar year. Upon termination of employment from the District, an employee will be paid for vacation time accrued through the employee's last day on the payroll. No portion of accrued sick leave is paid out at termination.

I. Employee Benefits and Indirect Costs

The District's employee benefits and indirect costs are allocated based upon actual expenditures to all grants in accordance with the Office of Management and Budget Uniform Guidance. The District's employee benefits are allocated to grant projects as a percentage of the District's direct labor cost. Indirect costs necessary to sustain overall operations are allocated as a percentage of total allowable direct costs charged to grant projects. Contribution to indirect costs represent revenues that offset certain costs included in the Indirect Cost Pool.

J. Budgetary Reporting

The District prepares an annual operating and capital budget, which is approved and adopted by the Board. The budget serves as an approved plan to facilitate financial control and operational evaluation.

K. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

L. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

M. Leased Assets

Right-to-use leased assets are recorded at the amount of the initial measurement of the lease liabilities and modified by any lease payment made to the lessor at or before the commencement of the lease term, less any lease incentives received from the lessor at or before the commencement of the lease term along with any direct costs that are ancillary charges necessary to place the lease assets into service in accordance with GASB Statement No. 87, *Leases*.

Right-to-use leased assets are amortized using the straight-line method over the shorter of the lease term or the useful life on the underlying asset, unless the lease contains a purchase option that the District has determined is reasonably certain of being exercised.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

N. New Accounting Pronouncements Implemented

GASB Statement No. 100 – *Accounting Changes and Error Corrections—an Amendment of GASB Statement No. 62*. For fiscal years beginning after June 15, 2023, and all reporting periods thereafter. Earlier application is encouraged. The District implemented this standard during the fiscal year but did not have any changes or corrections to report.

O. Future Accounting Pronouncements

GASB Statement No. 101 – *Compensated Absences*. The requirements of this statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. Earlier application is encouraged. The District has not fully judged the impact of implementation of this standard on the financial statements.

GASB Statement No. 102 – *Certain Risk Disclosures*. The requirements of this statement are effective for fiscal years beginning after June 15, 2024, and all reporting periods thereafter. Earlier application is encouraged. This statement enhances transparency by requiring governments to disclose information about risks that could significantly impact their ability to provide services and meet obligations. The District has not fully judged the impact of implementation of this standard on the financial statements.

GASB Statement No. 103 – *Financial Reporting Model*. The requirements of this statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Earlier application is encouraged. This statement improves financial reporting by enhancing the effectiveness of the financial reporting model through updated recognition and measurement requirements, as well as clarified display and disclosure requirements. The District has not fully judged the impact of implementation of this standard on the financial statements.

GASB Statement No. 104 – *Disclosure of Certain Capital Assets*. The requirements of this statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Earlier application is encouraged. This statement requires separate disclosure of certain types of capital assets including lease assets, intangible right-to-use assets, subscription-based information technology assets, and other intangible assets, as well as establishing new requirements for capital assets held for sale. The District has not fully judged the impact of implementation of this standard on the financial statements.

NOTE 2 – CASH AND INVESTMENTS

Cash and investments at June 30, 2024, consisted of the following:

Napa County investment pool	\$	1,010,790
Imprest cash		300
Total cash and investments	\$	1,011,090

NOTE 2 – CASH AND INVESTMENTS (Continued)

A. Investment in Government Pool

The District maintains all of its cash and investments with the County Treasurer in an investment pool. On a quarterly basis the Treasurer allocates interest to participants based upon their average daily balances. Required disclosure information regarding categorization of investments and other deposit and investment risk disclosures can be found in the County’s financial statements. The County’s financial statements may be obtained by contacting the County Auditor-Controller’s office at 1195 Third Street, Room B-10, Napa, California 94559. The County Treasury Oversight Committee oversees the Treasurer’s investments and policies. Investments held in the County’s investment pool are available on demand and are stated at cost plus accrued interest, which approximates fair value. The District has no deposit or investment policy that addresses a specific type of risk.

Required disclosures for the District’s deposit and investment risks at June 30, 2024, were as follows:

Credit risk	Not rated
Custodial risk	Not applicable
Concentration of credit risk	Not applicable
Interest rate risk	Not available

The County has established a treasury oversight committee to monitor and review the management of public funds maintained in the investment pool in accordance with Article 6 Section 27131 of the California Government Code. The oversight committee and the Board of Supervisors review and approve the investment policy annually. The County Treasurer prepares and submits a comprehensive investment report to the members of the oversight committee and the investment pool participants every month. The report covers the type of investments in the pool, maturity dates, par value, actual cost, and fair value.

NOTE 3 – CAPITAL ASSETS AND LEASED ASSETS

A summary of changes in capital assets and leased assets for the year ended June 30, 2024, is as follows:

	Balance July 1, 2023	Additions	Retirement/ Adjustments	Balance June 30, 2024
Capital assets, not depreciated				
Land and right of way	\$ 350,100	\$ -	\$ -	\$ 350,100
Capital assets, being depreciated				
Vineyard land improvements	118,572	-	-	118,572
Computer equipment	17,195	40,332	-	57,527
Hydrologic equipment	31,868	-	-	31,868
Vineyard equipment and improvements	66,876	-	-	66,876
Vehicles	63,386	8,850	-	72,236
Infrastructure	25,999	-	-	25,999
Total capital assets, being depreciated	323,896	49,182	-	373,078
Less accumulated depreciation	(236,233)	(14,271)	-	(250,504)
Capital assets, net	87,663	34,911	-	122,574
Right-to-use leased assets, being amortized				
Building	269,273	-	-	269,273
Less accumulated amortization	(26,927)	(53,854)	-	(80,781)
Right-to-use leased assets, net	242,346	(53,854)	-	188,492
Total capital assets and right-to-use leased assets, net	\$ 680,109	\$ (18,943)	\$ -	\$ 661,166

For the year ended June 30, 2024, depreciation expense for capital assets and amortization expense for right-to-use leased assets were \$14,271 and \$53,854, respectively.

NOTE 4 – LONG-TERM LIABILITIES

The following is a summary of changes in long-term liabilities reported in the government-wide financial statements for the year ended June 30, 2024:

	Balance July 1, 2023	Additions	Retirement/ Adjustments	Balance June 30, 2024	Due Within One Year
Governmental activities					
Net pension liability	\$ 919,841	\$ 134,058	\$ -	\$ 1,053,899	\$ -
Compensated absences	35,981	65,629	(58,543)	43,067	38,068
Lease liability	243,051	-	(52,332)	190,719	53,335
Total	\$ 1,198,873	\$ 199,687	\$ (110,875)	\$ 1,287,685	\$ 91,403

NOTE 5 – LEASE LIABILITY

The District has entered into one lease agreement, with a recognized inception date of January 1, 2023, as lessee for the use of 1303 Jefferson, Suites 100B and 700B. The lease term ends on December 31, 2027. An initial lease liability of \$269,273 was recorded on January 1, 2023. As of June 30, 2024, the value of the lease liability was \$190,719. The difference of \$78,554 is related to the cumulative principal portion of the lease payments made over the life of the lease. The District maintains a consistent base rent schedule under the lease agreement, with monthly payments set at \$5,708 for the entire duration of the lease term. The District is utilizing the County’s incremental borrowing rate of 1.9%.

Principal and interest payments to maturity are as follows:

Fiscal Year Ending June 30,	Principal	Interest
2025	\$ 53,335	\$ 3,161
2026	54,357	2,139
2027	55,399	1,097
2028	27,628	151
Total	\$ 190,719	\$ 6,548

NOTE 6 – NET POSITION/FUND BALANCE

Net Position – Government-Wide Financial Statements

The government-wide financial statements utilize a net position presentation. Net position is categorized as net investment in capital assets, restricted, and unrestricted.

- *Net Investment in Capital Assets* – This category groups all capital assets into one component of net position. Accumulated depreciation/amortization and the outstanding balance of debt that is attributable to capital assets reduce the balance in this category.
- *Restricted Net Position* – This category presents net position with external restrictions imposed by creditors, grantors, contributors, or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.
- *Unrestricted Net Position* – This category represents net position of the District not restricted for any project or any other purpose.

When both restricted and unrestricted net position are available, unrestricted resources are used only after the restricted resources are depleted.

NOTE 6 – NET POSITION/FUND BALANCE (Continued)Fund Balance – Governmental Fund

The District has adopted a policy for GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. GASB Statement No. 54 establishes fund balance classifications that comprise a hierarchy based on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

- *Nonspendable* – The fund balance includes those amounts that are not in a spendable form or are required to be maintained intact. The District has recorded prepaid expenses as nonspendable fund balance.
- *Restricted* – The fund balance has external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the resources to be used only for a specific purpose. Encumbrances and nonspendable amounts subject to restrictions are included along with spendable resources. The District has imprest cash as restricted fund balance.
- *Committed* – The fund balance includes amounts that can be used only for the specific purpose determined by a formal action of the District’s highest level of decision-making authority. Per resolution 2017-03, the District committed \$375,000 for budget stabilization.
- *Assigned* – The fund balance includes amounts *intended* to be used by the District for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. The District has assigned fund balance for next year’s budget.
- *Unassigned* – The fund balance is the residual classification for the general fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose.

NOTE 7 – COST-SHARING MULTIPLE EMPLOYER DEFINED BENEFIT PENSION PLANSA. General Information about the Pension Plans

Plan Descriptions – All qualified permanent and probationary employees of the District are eligible to participate in the District’s Miscellaneous (all other) Employee Pension Plans, cost-sharing multiple employer defined benefit pension plans administered by the California Public Employees’ Retirement System (CalPERS). Benefit provisions under the Plans are established by State statute and District resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions, and membership information and can be found on the CalPERS website.

Benefits Provided – CalPERS provides service retirement and disability benefits, annual cost-of-living adjustments (COLA), and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The COLAs for each plan are applied as specified by the Public Employees’ Retirement Law.

NOTE 7 – COST-SHARING MULTIPLE EMPLOYER DEFINED BENEFIT PENSION PLANS (Continued)

A. General Information about the Pension Plans (Continued)

The Plans’ provisions and benefits in effect at June 30, 2024, are summarized as follows:

Hire Date	Miscellaneous	
	Prior to January 1, 2013	On or after January 1, 2013
Benefit formula	2% @ 60	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	55-60	52-67
Monthly benefits as a % of eligible compensation	1.50% to 2.00%	1.00% to 2.50%
Required employee contribution rates	7.00%	7.75%
Required employer contribution rates	10.10%	7.68%

Contributions – Section 20814(c) of the California Public Employees’ Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2024, the contributions recognized as part of pension expense for each Plan were as follows:

Contributions - employer	\$ 108,852
Contributions - employee (paid by employer)	98,239

B. Pension Liability, Pension Expense, and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2024, the District reported a net pension liability for its proportionate share of the net pension liability of the Plans as follows:

	Proportionate Share of Net Pension Liability
	<u>Liability</u>
Miscellaneous Plan	\$ 1,053,899

The District’s net pension liability for each Plan is measured as the proportionate share of the net pension liability. The net pension liability of each of the Plans is measured as of June 30, 2023, and the total pension liability for each Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2022, rolled forward to June 30, 2023, using standard update procedures. The District’s proportion of the net pension liability was based on a projection of the District’s long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined.

NOTE 7 – COST-SHARING MULTIPLE EMPLOYER DEFINED BENEFIT PENSION PLANS (Continued)

B. Pension Liability, Pension Expense, and Deferred Outflows/Inflows of Resources Related to Pensions
(Continued)

The District's proportionate share of the net pension liability as of June 30, 2024 and 2023, was as follows:

Proportion - June 30, 2023	0.01966%
Proportion - June 30, 2024	0.02108%
Change - Increase (Decrease)	0.00142%

For the year ended June 30, 2024, the District recognized a pension expense of \$231,528. At June 30, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of Assumptions	\$ 63,629	\$ -
Differences between Expected and Actual Experience	53,839	8,352
Net Differences between Projected and Actual Earnings on Investment Earnings	170,635	-
Differences between Employer's Contributions and Proportionate Share of Contributions	-	114,281
Change in Proportion	98,441	-
District Contributions Subsequent to Measurement Date	108,852	-
Total	\$ 495,396	\$ 122,633

The District reported \$108,852 as deferred outflows of resources related to contributions subsequent to the measurement date which will be recognized as a reduction of the net pension liability in the year ended June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Fiscal Year Ending June 30,		
2025	\$	81,084
2026		54,597
2027		123,334
2028		4,896
2029		-
Thereafter		-
Total	\$	263,911

Pension liability is anticipated to be fully funded by 2028.

NOTE 7 – COST-SHARING MULTIPLE EMPLOYER DEFINED BENEFIT PENSION PLANS (Continued)

B. Pension Liability, Pension Expense, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)

Actuarial Assumptions – The total pension liability in the June 30, 2022 actuarial valuation was determined using the following actuarial assumptions:

	Miscellaneous
Valuation Date	June 30, 2022
Measurement Date	June 30, 2023
Actuarial Cost Method	Entry-Age Normal
Actuarial Assumptions:	
Discount Rate	6.90%
Inflation	2.30%
Projected Salary Increase	Varies by Entry Age and Service
Investment Rate of Return	6.90%
Mortality	Derived using CalPERS' Membership Data for all funds
Post-Retirement Benefit Increase	Contract COLA up to 2.30% until the Purchasing Power Protection Allowance Floor on Purchasing Power applies

The mortality table was developed based on CalPERS-specific data. The rates incorporate Generational Mortality to capture ongoing mortality improvement using 80% of Scale MP 2020 published by the Society of Actuaries. For more details, please refer to the 2021 experience study report that can be found on the CalPERS website.

Discount Rate – The discount rate used to measure the total pension liability was 6.90 percent for each Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 6.90 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long-term expected discount rate of 6.90 percent will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

NOTE 7 – COST-SHARING MULTIPLE EMPLOYER DEFINED BENEFIT PENSION PLANS (Continued)

B. Pension Liability, Pension Expense, and Deferred Outflows/Inflows of Resources Related to Pensions
(Continued)

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class	New Strategic Allocation	Real Return Years 1 - 10 ^(1,2)
Global Equity - Cap Weighted	30.00%	4.54%
Global Equity - Non-Cap-Weighted	12.00%	3.84%
Private Equity	13.00%	7.28%
Treasury	5.00%	0.27%
Mortgage-Backed Securities	5.00%	0.50%
Investment Grade Corporates	10.00%	1.56%
High Yield	5.00%	2.27%
Emerging Market Debt	5.00%	2.48%
Private Debt	5.00%	3.57%
Real Assets	15.00%	3.21%
Leverage	-5.00%	-0.59%
Total	100.00%	

(1) An expected inflation of 2.30% used for this period.

(2) Figures are based on the 2021-22 Asset Liability Management study.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents the District’s proportionate share of the net pension liability for the Plans, calculated using the discount rate for the Plans, as well as what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	Discount Rate -1% (5.90%)	Current Discount Rate (6.90%)	Discount Rate +1% (7.90%)
Miscellaneous Plan	\$ 1,739,859	\$ 1,053,899	\$ 489,295

NOTE 8 – DEFERRED INFLOWS OF RESOURCES

Deferred inflows of resources (other than those accruing from pensions) in governmental funds arise when potential revenue does not meet the “available” criteria for recognition in the current period. Deferred inflows of resources (unavailable revenue in accrual based statements) also arises when resources are received by the District before it has a legal claim to them (i.e., when grant monies are received prior to the incurrence of qualifying expenditures).

NOTE 9 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District is exposed to various risks of loss related to general liability and workers' compensation. Insurance for the District is secured through the Special District Risk Management Authority for both general liability and workers' compensation. Settlements have not exceeded insurance coverage in any of the last three years.

NOTE 10 – COMMITMENTS AND CONTINGENCIES

Grant Contingencies

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures that may be disallowed by the grantor cannot be determined at this time.

Commitments

At June 30, 2024, the District has open contracts related to professional service agreements with the Napa County Farm Bureau and Land Trust of Napa County.

NOTE 11 – RELATED PARTY TRANSACTIONS

During the year ended June 30, 2024, the District paid the County, a related party, \$53,842 for administrative, accounting, information technology, and legal services. The County also paid the District \$475,780 during the year for services provided.

NOTE 12 – SUBSEQUENT EVENTS

Subsequent events have been evaluated through _____, 2024, which is the date the basic financial statements were available to be issued. No material subsequent events were noted.

REQUIRED SUPPLEMENTARY INFORMATION

**NAPA COUNTY RESOURCE CONSERVATION DISTRICT
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2024**

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
Revenues:				
Taxes	\$ 444,999	\$ 444,999	\$ 488,025	\$ 43,026
Intergovernmental - Federal	314,381	424,381	179,992	(244,389)
Intergovernmental - State	2,799,215	5,780,765	3,063,334	(2,717,431)
Intergovernmental - Local Agencies	572,726	633,226	629,961	(3,265)
Use of money and property	20,000	20,000	38,571	18,571
Charges for services	148,800	173,800	122,838	(50,962)
Miscellaneous grants and other	707,000	756,500	458,816	(297,684)
Total Revenues	5,007,121	8,233,671	4,981,537	(3,252,134)
Expenditures:				
Salaries and benefits	1,962,399	1,962,399	1,648,256	314,143
Services and supplies	1,088,640	1,886,640	1,447,265	439,375
Contributions	1,277,803	1,877,803	937,072	940,731
Community grants	171,500	421,500	529,930	(108,430)
Debt service:				
Principal	60,243	60,243	52,332	7,911
Interest	-	-	4,164	(4,164)
Capital outlay:				
Equipment and vehicles	165,000	53,000	49,182	3,818
Total Expenditures	4,725,585	6,261,585	4,668,201	1,593,384
Net Change in Fund Balance	\$ 281,536	\$ 1,972,086	313,336	\$ (1,658,750)
Fund Balance, Beginning of the Year			1,143,294	
Fund Balance, End of the Year			\$ 1,456,630	

The accompanying note to the required supplementary information is an integral part of this schedule.

**NAPA COUNTY RESOURCE CONSERVATION DISTRICT
 REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE
 OF THE NET PENSION LIABILITY
 JUNE 30, 2024**

<u>Measurement date</u>	<u>District's proportion of the net pension liability</u>	<u>District's proportionate share of the net pension liability</u>	<u>District's covered payroll</u>	<u>District's proportionate share of the net pension liability as a percentage of its covered payroll</u>	<u>Plan fiduciary net position as a percentage of the total pension liability</u>
6/30/2014	0.01895%	\$ 630,553	\$ 695,347	90.68%	72.95%
6/30/2015	0.01740%	519,872	674,440	77.08%	79.25%
6/30/2016	0.01679%	604,445	716,354	84.38%	80.92%
6/30/2017	0.01428%	661,717	716,082	92.41%	77.88%
6/30/2018	0.01491%	538,298	680,706	79.08%	82.37%
6/30/2019	0.01604%	642,500	732,056	87.77%	77.73%
6/30/2020	0.01728%	728,912	935,914	77.88%	77.71%
6/30/2021	0.01440%	273,444	1,006,363	27.17%	90.49%
6/30/2022	0.01966%	919,841	1,158,247	79.42%	78.19%
6/30/2023	0.02108%	1,053,899	1,228,109	85.81%	77.97%

**NAPA COUNTY RESOURCE CONSERVATION DISTRICT
 REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF THE DISTRICT'S PENSION CONTRIBUTIONS
 JUNE 30, 2024**

<u>Date</u>	<u>Contractually required contribution</u>	<u>Contributions in relation to the contractually required contribution</u>	<u>Contribution deficiency (excess)</u>	<u>District's covered payroll</u>	<u>Contribution as a percentage of covered payroll</u>
6/30/2015	\$ 134,948	\$ 134,948	\$ -	\$ 674,440	20.01%
6/30/2016	117,030	117,030	-	716,354	16.34%
6/30/2017	140,763	140,763	-	716,082	19.66%
6/30/2018	67,013	67,013	-	680,706	9.84%
6/30/2019	79,791	79,791	-	732,056	10.90%
6/30/2020	69,594	69,594	-	935,914	7.44%
6/30/2021	78,789	78,789	-	976,315	8.07%
6/30/2022	87,641	87,641	-	1,006,363	8.71%
6/30/2023	67,057	94,677	(27,620)	1,158,247	8.17%
6/30/2024	60,906	108,852	(47,946)	1,228,109	8.86%

**NAPA COUNTY RESOURCE CONSERVATION DISTRICT
NOTE TO THE REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE 1 – BUDGETS AND BUDGETARY ACCOUNTING

The Napa County Resource Conservation District (the District) is required to prepare a budget each year based on estimates of revenues and expected expenditures. The budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America. The legal level of budgetary control is exercised at the budget unit (departmental) level. All changes to the budget during the year are reflected in these financial statements and require the approval of the governing board. All unencumbered appropriations lapse at the end of each year.

The budgetary data presented in the accompanying financial statements includes all revisions approved by the Board of Directors.

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF THE FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors of the
Napa County Resource Conservation District
Napa, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and fund information of the Napa County Resource Conservation District (the District), a component unit of the County of Napa (the County), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District’s basic financial statements, and have issued our report thereon dated _____, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the County’s internal control over financial reporting (internal control) relating to the District as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County’s internal control relating to the District. Accordingly, we do not express an opinion on the effectiveness of the County’s internal control relating to the District.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District’s financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District’s financial statements are free from material misstatement, we performed tests of the County’s compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the County’s internal control or on compliance relating to the District. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County’s internal control and compliance relating to the District. Accordingly, this communication is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Bakersfield, California
_____, 2024

NAPA COUNTY RESOURCE CONSERVATION DISTRICT
SCHEDULE OF FINDINGS
JUNE 30, 2024

Findings Relating to Financial Statements Reported in Accordance with *Government Auditing Standards*

None noted.

AGENDA ITEM #4A



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

MINUTES

When: Monday, December 16, 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 8:01 A.M. on Monday, December 16, 2024 by President Bruce Barge.

A. Call to order and roll call.

Directors present included Bruce Barge, Rainer Hoenicke, Paul Asmuth (at 8:06 A.M.), Jim Lincoln, Bill Pramuk, and Gretchen Stranzl McCann. Director Karen Turjanis was absent. Associate Directors Chris Carpenter, Joseph Nordlinger, Bryan Parker, Matthew Reid, and Ernie Schlobohm were present. Napa RCD staff present included Lucas Patzek, Frances Knapczyk, Ashley Kvittek, and Tatia Wieland. Evelyn Denzin and Erika Valek from NRCS were present.

B. Approval of the agenda.

Approved the agenda for this meeting.

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

C. Approval of meeting minutes.

Approved minutes from the November 14, 2024 regular meeting.

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

D. Ratification of District bills.

Ratified November 2024 bills approved by the Executive Director in the amount of \$1,491,911.54.

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

E. Approval of District bills.

Approved regular November 2024 bills in the amount of \$17,656.00.

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

2. PUBLIC COMMENT

No comments from the public.

3. EDUCATIONAL PRESENTATION

Community Engagement Project Manager Ashley Kvitek, presented on Napa RCD’s Teen Conservation Internship. The Fall 2024 semester increased the number of interns to three and focused on RCDs commitment to diversity in the selection process. Other changes include greater autonomy for the interns in selecting outreach projects and choosing how to promote those projects. The current interns have participated in three outreach events. The final event will be the MLK Day of Service at Westwood Hills on January 20th.

4. BUSINESS

A. Potential action to adopt Resolution No. 2024-05.

Adopted Resolution No. 2024-05.

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

B. Potential action to adopt Resolution No. 2024-06.

Adopted Resolution No. 2024-06.

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

C. Updates about the Huichica Creek Riparian & Salt Marsh Restoration Project and potential action to appoint Huichica Creek Preserve Advisory Committee members.

Appointed Rainer Hoenicke, Jim Lincoln, Gretchen Stranzl McCann, and Bryan Parker to the Huichica Creek Preserve Advisory Committee.

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

D. Discussion and potential action related to a letter of support for an application by Napa County to the Conservation Planning Assistance Grant Program, as well as initial discussion about Napa RCD's advocacy process.

Executive Director Lucas Patzek presented a draft letter supporting the preparation of a Technical Report for Preliminary Strategic Planning to gather the necessary data to determine the challenges and possibilities of an HCP/NCCP. Directors postponed action and discussed best practices for handling future requests for support. Lucas will approach Napa County's PBES Director Brian Bordona for more information regarding HCP/NCCP planning activities.

E. Updates from the Funding & Visibility Committee.

- a. President Bruce Barge presented on current and potential donors. The Funding & Visibility Committee will focus on setting goals for 2025 at their next meeting. Executive Director Lucas Patzek discussed the selection process for marketing and communication consultants.
- b. Program Director Frances Knapczyk presented on the success of the 2024 Watershed Symposium, including record attendance.
- c. Program Director Frances Knapczyk presented on the ongoing GiveGuide campaign.

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

Evelyn Denzin (NRCS District conservationist) shared information regarding attending the CARCD conference. She reported that the delay of cultural resource review has ended, and work will begin on previously funded projects.

Executive Director Lucas Patzek spoke about the deadline for completing FPPC Form 700 and the CARCD Bay-Delta Spring meeting in Napa. Additionally, he spoke about the appointment of a new CARCD voting delegate and personnel updates.

7. ADJOURNMENT

The meeting was adjourned at 9:40 A.M.

The next regularly scheduled meeting for the Board of Directors of the Napa County Resource Conservation District is January 16, 2025.

AGENDA ITEM #4B



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

MINUTES

When: Thursday, January 16, 2025 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, January 16, 2024 by President Bruce Barge.

A. Call to order and roll call.

Directors present included Bruce Barge, Rainer Hoenicke, Paul Asmuth, Jim Lincoln, and Bill Pramuk. Director Karen Turjanis was present online. Director Gretchen Stranzl McCann was absent. Associate Directors Chris Carpenter, Joseph Nordlinger, Bryan Parker, Jennifer Putnam, and Ernie Schlobohm were present online. District Counsel Corey Utsurogi was present online. Napa RCD staff present included Lucas Patzek, Alison Blodorn, Frances Knapczyk, and Tatia Wieland. Chip Bouril from NRCS was present.

B. Approval of the agenda.

Approved the agenda for this meeting.

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

C. Ratification of District bills.

Ratified December 2024 bills approved by the Executive Director in the amount of \$140,494.15.

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

D. Approval of District bills.

Approved regular December 2024 bills in the amount of \$16,560.97.

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

2. PUBLIC COMMENT

Debbie and Joe Cabral commented on the property leased to Napa RCD and made a request to modify the lease.

Jim Wilson commented on a 2030 net zero carbon emission goal and a local Napa youth group awarded the 2024 climate champion award.

3. BUSINESS

A. Presentation and discussion about mid-year financial reports and grant log.

Executive Director Lucas Patzek presented on the Districts recent grant applications and the potential projects to be funded. Next, he presented the mid-year statement of revenues and expenses. Board Secretary Tatia Wieland presented on the Districts cash flow and accounts receivables.

B. Updates about the Napa River Watershed Fish Passage Restoration Program.

Executive Director Lucas Patzek presented on the status of the Napa River Watershed Fish Passage Restoration Program. The District has completed the removal of one major barrier on Sulphur Creek and three small barriers in the Napa River watershed. A barrier assessment document is being created to use as a project pipeline for future funding. Five high-priority barriers are in the design and permitting phase of remediation. The District is also enhancing its fish monitoring approach to better prioritize remediation projects and assess the effectiveness of restoration efforts.

C. Updates from the Funding & Visibility Committee.

- a.** President Bruce Barge gave an update on the selection process of a marketing and communications firm to promote the Districts 80th anniversary and recent major donor meetings.
- b.** Program Director Frances Knapczyk presented the results of the 2024 GiveGuide campaign that resulted in a record number of donors.

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

Executive Director Lucas Patzek explained the Board of Directors nomination process, the departure of one Associate Director, and the January 30th CRAE Closing Celebration. Director Paul Asmuth shared information on the Arbor Day event at the St Helena Community Forest.

7. ADJOURNMENT

The meeting was adjourned at 9:29 A.M.

The next regularly scheduled meeting for the Board of Directors of the Napa County Resource Conservation District is February 13, 2025.

AGENDA ITEM #4C

Summary of Expenditures for January 2025

Ratify Regular	\$ 117,718.04
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Total Expenditures	\$ 117,718.04
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Vendor	Amount	Description
BDO FMA, LLC	\$2,875.00	Recruiting Services
Cabral, Joseph Sr	\$1,977.36	Lease Huichica Creek Vnyrd
Canon Financial Services, Inc.	\$106.67	Copier Lease
Contech Engineered S	\$41,087.00	Deposit Sulpher Creek Bridge
Endsight	\$2,824.30	IT Services
Esri Inc	\$910.00	ArcGIS Annual Subscription
Laco Associates	\$6,942.50	Forest Health Grant Support
Matt Greene Forestry	\$855.00	EFRP Proj Support
Napa Printing & Grap	\$832.64	Printing Services
Otp - Grant/Scholars	\$4,800.00	Fall Intern Scholarships
Principal Life Insurance Company	\$1,030.81	Dental Insurance
Prunuske Chatham, Inc	\$7,364.50	Fish Passage Design
Tatia Wieland	\$207.09	Petty Cash
The Personnel Perspective	\$4,875.00	HR Services
Theodore L. Edwards	\$6,033.00	Office rent
US Bank	\$21,138.92	Monthly credit card bill
WRA, Inc.	\$13,858.25	Sulphur Creek Fish Pass Proj Services
Total	\$117,718.04	

Project	Total
Conserv Ag Planning	\$13.55
CNTYPBES - JPA Cnty Cons Regs	\$143.28
WCB Napa River Watershed Restoration	\$548.05
LNU & Glass Fire tech assist	\$855.00
CAL FIRE WFP 2023	\$1,072.37
FCD Support	\$1,162.92
CDFA Water Efficiency TA	\$1,503.78
Donation funded activity	\$2,496.00
SCC Wildfire Grant	\$4,196.90
USFS Urban and Comm Forestry	\$4,844.72
CA Dept of Conservation RFFC	\$6,942.50
Overhead	\$31,629.22
NOAA Fish Passage	\$62,309.75
	\$117,718.04

Bills Report February Meeting/January Bills

Check Date	Check #	Vendor #	Vendor Name	Object	PL Project	Activity	Subcategory	Amount	Invoice	Line Description	Category
1/28/2025	1101790	3336	Napa Printing & Grap	52820	RCD2023022	CWPP	Planning	\$167.55	207181	FG CWPP Handout Cards Sept '24	Printing and Binding
1/28/2025	29196	101121	The Personnel Perspe	52100	RCD	ADMIN	RCD	\$1,755.00	27498	HR Consult Service-Dec 2024	Administration Services
1/28/2025	29158	35310	Theodore L. Edwards,	52605	RCD	ADMIN	RCD	\$6,033.00	Feb2025 TE	Office Lease 1303 Jeff Feb '25	Rents/Leases - Buildings/Land
1/28/2025	1101944	32576	Prunuske Chatham, In	52490	RCD2024017	1 PICKLE	Planning	\$3,179.75	2024580	Fish Passage Design Dec 2024	Other Professional Services
1/28/2025	1101944	32576	Prunuske Chatham, In	52490	RCD2024017	2 SODA	Planning	\$4,184.75	2024580	Fish Passage Design Dec 2024	Other Professional Services
1/28/2025	29071	16639	Esri Inc	53415	RCD	ADMIN	RCD	\$910.00	94881975	ArcGIS Annual Subscription	Computer Software/Licensng Fees
1/28/2025	29056	8980	Contech Engineered S	52490	RCD2024017	3 SULPHUR	Implement	\$41,087.00	30540991	Deposit Sulpher Creek Bridge	Other Professional Services
1/21/2025	28883	40176	Endsight	52130	RCD	ADMIN	RCD	\$813.25	10037823	EFRP Proj Support Dec 2024	Information Technology Svcs
1/28/2025	29195	101121	The Personnel Perspe	52100	RCD	ADMIN	RCD	\$3,120.00	27438	HR Consult Service-Nov 2024	Administration Services
1/28/2025	1101791	3336	Napa Printing & Grap	52820	RCD	ADMIN	RCD	\$445.27	207200	Strategic Plan Booklet 09/24	Printing and Binding
1/28/2025	1101901	22168	Cabral, Joseph Sr	52605	RCD	ADMIN	RCD	\$1,848.00	FY25HCLease	2025 Lease HuichicaCreek Vnyrd	Rents/Leases - Buildings/Land
1/28/2025	1101901	22168	Cabral, Joseph Sr	52605	RCD	ADMIN	RCD	\$129.36	FY25HCLease	Late fee 2025 HCV Lease	Rents/Leases - Buildings/Land
1/28/2025	1101988	40363	Wra, Inc.	52490	RCD2024017	3 SULPHUR	Implement	\$13,858.25	30144-55812	Sulphur Creek Fish Pass Dec 24	Other Professional Services
1/28/2025	1102116	999981	Otp - Grant/Scholars	54805	RCD2024013	WORKFORCE	CmtyEngage	\$1,600.00	290509	Fall '24 InternAward Francisco	Community Grants
1/28/2025	1102100	101689	Principal Life Insur	51400	RCD	ADMIN	RCD	\$1,030.81	Feb 2025	Principal Dental Prem Feb 2025	Employee Insurance - Premiums
1/28/2025	29189	100599	Bdo Fma, Llc	52100	RCD	ADMIN	RCD	\$2,875.00	002356819	Employee Recruit Svc Dec 2024	Administration Services
1/28/2025	1102082	100783	Laco Associates	52490	RCD2021036	Capacity	CmtyEngage	\$6,942.50	53660	2024 ForestHealth Grant Supp	Other Professional Services
1/28/2025	1102117	999981	Otp - Grant/Scholars	54805	RCD2024013	WORKFORCE	CmtyEngage	\$1,600.00	290502	Fall '24 Intern Award Ines C	Community Grants
1/21/2025	1101400	40560	Matt Greene Forestry	52490	RCD2021028	FIRE_TA	Monitoring	\$855.00	2024-18-NCRCD	EFRP Proj Support Dec 2024	Other Professional Services
1/28/2025	1101792	3336	Napa Printing & Grap	52820	RCD2023022	CWPP	Planning	\$144.39	207201	CWPP 24 x 18 Signs Sept '24	Printing and Binding
1/28/2025	1101793	3336	Napa Printing & Grap	52820	RCD2023022	CWPP	Planning	\$75.43	207334	FG CWPP Handout Cards Oct '24	Printing and Binding
1/28/2025	1102118	999981	Otp - Grant/Scholars	54805	RCD2024013	WORKFORCE	CmtyEngage	\$1,600.00	290507	Fall '24 Intern Award Julian O	Community Grants
		4067	Us Bank	21105				\$21,138.92	01.25CALCARD	Jan 2025 CalCard Credit Card	
		40176	Endsight	52130	RCD	ADMIN	RCD	\$2,011.05	10037823	Network Support - Jan. 2025	Information Technology Svcs
		100520	Canon Financial Services, I	52600	RCD	ADMIN	RCD	\$106.67	38304711	Color Copier 1/20/25-2/19/25	Rents/Leases - Equipment
		101670	TATIA WIELAND	52100	RCD	ADMIN	RCD	\$69.00		LiveScan fee FLT	Administration Services
		101670	TATIA WIELAND	52905	RCD2023025	Training	Planning	\$91.00		Mileage to CII conference FLT	Business Travel/Mileage
		101670	TATIA WIELAND	53650	RCD	ADMIN	RCD	\$47.09		Staff lunch for new emp FLT	Business Related Meals/Supply
								\$117,718.04			

Napa County Resource Conservation District

Jan 2025

FUND 7300 / SUB FUND 7300000 / PC UNIT 730

Account	Description of CAL CARD Charges	Subtotals	Project	Activity	Category
52490	OTHER PROFESSIONAL SERVICES: Bus Calistoga Elem. field trip	\$ 832.00	RCDDONOR	Education	
52490	OTHER PROFESSIONAL SERVICES: Bus Calistoga Elem. field trip	\$ 832.00	RCDDONOR	Education	
52490	OTHER PROFESSIONAL SERVICES: Bus Calistoga Elem. field trip	\$ 832.00	RCDDONOR	Education	
53100	OFFICE SUPPLIES: Coffee carafe	\$ 32.31	RCD	ADMIN	RCD
52520	MAINTENANCE: VEHICLES: Brakes for RCD Ford truck	\$ 1,639.16	RCD	ADMIN	RCD
52810	ADVERTISING/MARKETING: CWPP ad in Marketplace Mag.	\$ 685.00	RCD2023022	CWPP	Planning
52605	RENTS/LEASES - BUILDINGS/LAND: Storage Unit rent - Jan 2025	\$ 446.00	RCD	Admin	RCD
53325	LANDSCAPING/AGRICULTURE SUPPLIES: Parts for DU irrigation kits	\$ 313.92	RCD2023025	TA	Planning
53325	LANDSCAPING/AGRICULTURE SUPPLIES: Parts for DU irrigation kits	\$ 823.86	RCD2023025	TA	Planning
52900	TRAINING/CONFERENCE EXPENSES: 2025 CII Conf registration	\$ 275.00	RCD2023025	Training	Planning
52800	COMMUNICATIONS/TELEPHONE: Emerg. GPS service	\$ 173.35	RCD	ADMIN	RCD
53110	FREIGHT/POSTAGE: Shipping soil samples	\$ 13.55	RCD2023012	CFP	Planning
53410	COMPUTER: EQUIPMENT/ACCESSORIES: Laptop surge protector	\$ 51.71	RCD	Admin	RCD
53105	OFFICE SUPPLIES: FURNITURE/FIXTURES: Lamps for new office	\$ 262.72	RCD	Admin	RCD
53105	OFFICE SUPPLIES: FURNITURE/FIXTURES: Rugs for new office	\$ 174.56	RCD	Admin	RCD
53415	COMPUTER SOFTWARE/LICNSNG FEES: Jazz HR Recruit. Software Sub	\$ 279.00	RCD	Admin	RCD
53410	COMPUTER: EQUIPMENT/ACCESSORIES: Laptop charger	\$ 70.03	RCD	Admin	RCD
53105	OFFICE SUPPLIES: FURNITURE/FIXTURES: Rugs for new office	\$ 579.26	RCD	Admin	RCD
53410	COMPUTER: EQUIPMENT/ACCESSORIES: Ergo equip: mouse wrist pad	\$ 26.93	RCD	Admin	RCD
53410	COMPUTER: EQUIPMENT/ACCESSORIES: Ergo equip:mice, wrist pads	\$ 372.79	RCD	Admin	RCD
53105	OFFICE SUPPLIES: FURNITURE/FIXTURES: Wall hook hardware for offices	\$ 148.09	RCD	Admin	RCD
53105	OFFICE SUPPLIES: FURNITURE/FIXTURES: HEPA air purifier	\$ 377.11	RCD	Admin	RCD
53100	OFFICE SUPPLIES: Anti-fatigue mats for desks	\$ 641.49	RCD	Admin	RCD
53415	COMPUTER SOFTWARE/LICNSNG FEES: Domain name reg LandSmart.olrg	\$ 36.17	RCD	Admin	RCD
53105	OFFICE SUPPLIES: FURNITURE/FIXTURES: Desk for small conf room	\$ 304.99	RCD	Admin	RCD
53410	COMPUTER: EQUIPMENT/ACCESSORIES: Monitor for small conf room	\$ 500.64	RCD	Admin	RCD
53415	COMPUTER SOFTWARE/LICNSNG FEES: Creative Cloud software sub.	\$ 59.99	RCD	Admin	RCD
53100	OFFICE SUPPLIES: Poster hanging strips	\$ 14.00	RCD	Admin	RCD
53105	OFFICE SUPPLIES: FURNITURE/FIXTURES: Cubicle partitions	\$ 2,026.77	RCD	Admin	RCD
53105	OFFICE SUPPLIES: FURNITURE/FIXTURES: Bookshelves for new office	\$ 286.59	RCD	Admin	RCD

53105	OFFICE SUPPLIES: FURNITURE/FIXTURES: Office lamp	\$ 39.64	RCD	Admin	RCD
52810	ADVERTISING/MARKETING: Promotional Sticker	\$ 857.95	RCD2021031	Education	CmtyEngage
52810	ADVERTISING/MARKETING: Coastal Cleanup Adv	\$ 415.00	RCD2020036	Cleanups	CmtyEngage
53100	OFFICE SUPPLIES: Flagging	\$ 34.35	RCD2022017	Forest	Planning
53100	OFFICE SUPPLIES: Intern Desk Separator	\$ 82.81	RCD	ADMIN	RCD
53650	BUSINESS RELATED MEALS/SUPPLY: Snacks for volunteers	\$ 33.93	RCD2024013	WORKFORCE	CmtyEngage
53650	BUSINESS RELATED MEALS/SUPPLY: Coffee for volunteers	\$ 10.79	RCD2024013	WORKFORCE	CmtyEngage
53415	COMPUTER SOFTWARE/LICNSNG FEES: Adobe CreativeCloud Sub Jan'25	\$ 34.99	RCD	ADMIN	RCD
53415	COMPUTER SOFTWARE/LICNSNG FEES: ChatGPT Team Subscrip Jan 2025	\$ 60.00	RCD	ADMIN	RCD
53100	OFFICE SUPPLIES: Pet waste bags	\$ 550.46	RCD2020036	PIP	CmtyEngage
53250	FUEL: Fuel for RCD truck	\$ 78.73	RCD	ADMIN	RCD
52820	PRINTING & BINDING: Pet Waste Rack Card	\$ 197.46	RCD2020036	PIP	CmtyEngage
53320	SAFETY SUPPLIES: Emergency food for vehicles	\$ 13.76	RCD	ADMIN	RCD
53320	SAFETY SUPPLIES: Emergency food for vehicles	\$ 8.97	RCD	ADMIN	RCD
52900	TRAINING/CONFERENCE EXPENSES: Meal CA Farm Demo Network conf	\$ 28.53	RCD	ADMIN	RCD
52900	TRAINING/CONFERENCE EXPENSES: Meal CA Farm Demo Network conf	\$ 25.18	RCD	ADMIN	RCD
52840	PERMITS/LICENSE FEES: Scientific Collecting Permit	\$ 368.95	RCD2024023	3 MONIT	Monitoring
53400	MINOR EQUIPMENT/SMALL TOOLS: Equip for stream watch cameras	\$ 41.30	RCD2022017	GSA	Planning
53400	MINOR EQUIPMENT/SMALL TOOLS: Equip for stream watch cameras	\$ 40.72	RCD2022017	GSA	Planning
53400	MINOR EQUIPMENT/SMALL TOOLS: Cables for PIT tag antenna	\$ 9.82	RCD2024023	3 MONIT	Monitoring
53400	MINOR EQUIPMENT/SMALL TOOLS: Cables for PIT tag antenna	\$ 169.28	RCD2024023	3 MONIT	Monitoring
53400	MINOR EQUIPMENT/SMALL TOOLS: Equip for stream watch cameras	\$ 26.91	RCD2022017	GSA	Planning
52130	IT SERVICES: Install internet new office	\$ 635.00	RCD	Admin	RCD
52800	COMMUNICATIONS/TELEPHONE: Verizon iPad Cellular Dec 24	\$ 80.32	RCD	Admin	RCD
53100	OFFICE SUPPLIES: Promotional Bandanas	\$ 3,338.95	RCD2021031	Education	CmtyEngage
52130	INFORMATION TECHNOLOGY SVCS: ATT Internet 12/26-1/25	\$ 155.15	RCD	Admin	RCD
52600	RENTS/LEASES - EQUIPMENT: Copier usage fee 10/24-12/24	\$ 149.12	RCD	Admin	RCD
54805	COMMUNITY GRANTS: Sponsor CRAE closing ceremony	\$ 500.00	RCD	Admin	RCD
53250	FUEL: Fuel for RCD Nissan truck	\$ 39.86	RCD	ADMIN	RCD
		\$ 21,138.92			

AGENDA ITEM #4D

Summary of Expenditures for January 2025

Regular

\$59,687.37

Total Expenditures

\$ 59,687.37

Vendor Name	Total due	Description
Anchor Engineering	\$16,131.50	Sulphur Creek CM Svc
Dogwood Springs Forestry, LLC	\$540.00	RFFC Proj Support Jan 2025
Kaiser Permanente	\$13,600.87	Medical Insurance
Prunuske Chatham, Inc	\$20,668.25	Fish Passage Design
Pumping Efficiency Testing Services LLC	\$1,600.00	Pump Eff. Testing
Shute, Mihaly & Weinberger LLP	\$225.00	Consv Proj Legal Svcs
WRA, Inc.	\$6,921.75	Sulphur Creek Fish Pass
Total	\$59,687.37	

Project	Bills Total
CA Dept of Conservation RFFC	\$540.00
CDFA Water Efficiency TA	\$1,600.00
Overhead	\$13,600.87
NOAA Fish Passage	\$43,946.50
	\$59,687.37

Bills Report February Meeting/January Bills

Vendor #	Vendor Name	Object	PL Project	Activity	Subcategory	Invoice Date	Invoice	Amount	Line Description
101980	Anchor Engineering	52490	RCD2024017	3 SULPHUR	Implement	1/18/2025	24-009-4996	\$3,639.00	Sulphur Creek CM Svc Dec 24
101804	Shute, Mihaly & Weinberger LLP	52140	RCD2024017	3 SULPHUR	Implement	1/28/2025	289421	\$225.00	Consv Proj Legal Svcs Dec 2024
40363	WRA, Inc.	52490	RCD2024017	3 SULPHUR	Implement	1/30/2025	30144-55929	\$6,921.75	Sulphur Creek Fish Pass Jan 25
	Pumping Efficiency Testing Services LLC	52490	RCD2023025	TA	Planning	1/31/2025	1351	\$1,600.00	Pump Eff. Test Jan 25
101980	Anchor Engineering	52490	RCD2024017	3 SULPHUR	Implement	2/3/2025	24-009-5007	\$12,492.50	Sulphur Creek CM Svc Jan 25
32576	Prunuske Chatham, Inc	52490	RCD2024017	1 PICKLE	Planning	1/31/2025	2025004	\$12,272.75	Fish Passage Design Jan 2025
32576	Prunuske Chatham, Inc	52490	RCD2024017	2 SODA	Planning	1/31/2025	2025004	\$7,789.00	Fish Passage Design Jan 2025
32576	Prunuske Chatham, Inc	52490	RCD2024017	5 ASMNT	Planning	1/31/2025	2025004	\$606.50	Fish Passage Design Jan 2025
29405	Kaiser Permanente	21205	RCD	Admin	RCD	12/1/2024	620305669450	\$13,600.87	Kaiser Medical Insur March '25
100597	Dogwood Springs Forestry, LLC	52490	RCD2021036	Planning	Planning	2/3/2025	324	\$540.00	Gen. Proj Support Jan 2025
								\$59,687.37	

AGENDA ITEM #4E

FY 2024-2025 SALARY LEVEL AND STEP SCHEDULE

Adopted June 13, 2024, Effective July 1, 2024, Amended February 13, 2025

	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5		STEP 6	
	Hourly Rate	Total Annual	Hourly Rate	Total Annual	Hourly Rate	Total Annual	Hourly Rate	Total Annual	Hourly Rate	Total Annual	Hourly Rate	Total Annual
Executive Director	\$59.81	\$124,404	\$61.61	\$128,139	\$63.45	\$131,982	\$65.36	\$135,955	\$67.32	\$140,035	\$69.35	\$144,245
Program Director	\$55.43	\$115,293	\$57.10	\$118,769	\$58.80	\$122,310	\$60.57	\$125,980	\$62.38	\$129,758	\$64.26	\$133,666
Finance and Administration Manager	\$55.89	\$116,256	\$56.89	\$118,332	\$58.39	\$121,446	\$59.88	\$124,560	\$60.88	\$126,636	\$62.38	\$129,750
Accounting and Administration Specialist	\$35.93	\$74,736	\$37.30	\$77,576	\$38.71	\$80,524	\$40.18	\$83,584	\$41.71	\$86,760	\$43.30	\$90,057
Assistant Coordinator	\$26.96	\$56,070	\$28.31	\$58,877	\$29.72	\$61,813						
Project Manager	\$31.11	\$64,706	\$32.65	\$67,902	\$34.29	\$71,313	\$36.00	\$74,876	\$37.80	\$78,632	\$39.68	\$82,540
Program Manager	\$41.68	\$86,685	\$43.35	\$90,162	\$45.07	\$93,746	\$46.87	\$97,481	\$48.74	\$101,389	\$50.69	\$105,426
Program Manager	\$52.22	\$108,621	\$53.80	\$111,903	\$55.40	\$115,228	\$57.07	\$118,704	\$58.77	\$122,245	\$60.55	\$125,937
Environmental Scientist I	\$31.11	\$64,706	\$32.65	\$67,902	\$34.29	\$71,313	\$36.00	\$74,876	\$37.80	\$78,632	\$39.68	\$82,540
Environmental Scientist II	\$41.68	\$86,685	\$43.35	\$90,162	\$45.07	\$93,746	\$46.87	\$97,481	\$48.74	\$101,389	\$50.69	\$105,426
Senior Environmental Scientist	\$52.22	\$108,621	\$53.80	\$111,903	\$55.40	\$115,228	\$57.07	\$118,704	\$58.77	\$122,245	\$60.55	\$125,937
Sustainable Agriculture Program Manager I	\$31.11	\$64,706	\$32.65	\$67,902	\$34.29	\$71,313	\$36.00	\$74,876	\$37.80	\$78,632	\$39.68	\$82,540
Sustainable Agriculture Program Manager II	\$41.68	\$86,685	\$43.35	\$90,162	\$45.07	\$93,746	\$46.87	\$97,481	\$48.74	\$101,389	\$50.69	\$105,426
Sustainable Agriculture Program Manager III	\$52.22	\$108,621	\$53.80	\$111,903	\$55.40	\$115,228	\$57.07	\$118,704	\$58.77	\$122,245	\$60.55	\$125,937
Intern (Extra Help Only)	\$20.00 Hourly											

AGENDA ITEM #4F

MEMORANDUM OF UNDERSTANDING

State Coastal Conservancy North Coast Wildfire Resilience Planning and Implementation Grant Program

THIS MEMORANDUM OF UNDERSTANDING (“MOU”), effective as of the last date signed below (“Effective Date”), is entered into by and among the following public agencies (organized and existing under the Constitution and laws of California): the Del Norte Resource Conservation District, Gold Ridge Resource Conservation District, Humboldt County Resource Conservation District, Lake County Resource Conservation District, Marin Resource Conservation District, Mendocino County Resource Conservation District, Napa County Resource Conservation District, Shasta Valley Resource Conservation District, Siskiyou Resource Conservation District, Sonoma Resource Conservation District, and Trinity County Resource Conservation District. Each party to this MOU may be referred to herein individually as a “Member” and collectively as the “Members.”

RECITALS

WHEREAS, each of the Members is a Resource Conservation District (hereinafter referred to as an “RCD”) created and functioning pursuant to Division 9 (commencing with Section 9001) of the Public Resources Code (hereinafter referred to as “Division 9”); and

WHEREAS, the Members entered into a Memorandum of Understanding for the Joint Exercise of Powers on July 1, 2019 to increase coordination and collaboration to improve work quality and efficiency, expand program impacts, and better support regional dialogue and information exchange while respecting local autonomy in the North Coast Region (hereinafter referred to as “Region”); and

WHEREAS, the Members developed and jointly submitted a grant application for funding from the California State Coastal Conservancy (“Conservancy”) Wildfire Resilience Program, with Humboldt County Resource Conservation District (“HCRCD”) identified as the lead applicant; and

WHEREAS, HCRCD and the Conservancy entered into Grant Agreement No. 23-163 with the effective date of April 29, 2024, (“Grant Agreement”) and attached hereto and incorporated by reference herein as Exhibit “A;” and

WHEREAS, the Grant Agreement commits \$6,000,000 in funding to establish the North Coast Wildfire Resilience Planning and Implementation Grant Program (“Grant Program”) to select, award, and oversee grants to public entities, California Native American tribes, and nonprofit organizations to conduct planning, community outreach, permitting, environmental review, and implementation of projects that will increase wildfire resilience through improved management of natural lands and open space, increased collaboration among land managers, and capacity building in the Region; and

WHEREAS, the Grant Program will include both subgrants to Members (“Member Grants”) and subgrants to Members or other entities (“Regional Fund Grants”) to fund programming consistent with the Grant Agreement, in the amounts set forth in the budget attached hereto as Exhibit B, and

WHEREAS, HCRCD intends to administer the Grant Program in coordination with the other Members to advance the common objectives of implementing the Grant Program through activities related to planning, capacity building, and regional coordination,

NOW, THEREFORE, the Members hereby confirm their mutual understanding of their intent to implement the Grant Program, as follows:

1. **Term of the Agreement.** This MOU takes effect on the Effective Date and shall expire on Feb 1, 2029, unless extended by mutual agreement or terminated pursuant to the terms herein.
2. **Grant Program Implementation.**
 - a. HCRCD. As the contracting party to the Grant Agreement, HCRCD is contractually bound to the Conservancy to comply with the Grant Agreement. For this reason, HCRCD retains exclusive control of administrative decisions related to the Grant Agreement and Grant Program. And as further set forth below, HCRCD also retains its discretion to make final decisions regarding award of subgrants.
 - b. Executive Committee.
 - i. *Purpose.*
 1. The Members agree to create an Executive Committee to evaluate and recommend award of Regional Fund Grants and material reallocation of any Member Grant funds not spent as set forth in Section 2(c), below.
 2. The Executive Committee will make recommendations to HCRCD, and HCRCD intends to award or modify grants based on those recommendations, subject to HCRCD's obligations under the Grant Agreement. HCRCD will have ultimate discretion in awarding grants with Grant Program funds.
 3. The Executive Committee may recommend that HCRCD change the budget set forth in Exhibit B.
 4. At HCRCD's discretion, material changes to grants already awarded will be brought back to the Executive Committee for further recommendations.
 - ii. *Representatives.* Each Member shall have one (1) seat on the Executive Committee and shall appoint one (1) Representative and one (1) Alternate to serve on the Committee.
 - iii. *Meetings.* Executive Committee meetings will be held quarterly or as determined necessary by the Committee. Meetings will take place via video conference unless otherwise agreed upon by the Members.
 - iv. *Procedures.*
 1. At its first meeting, the Executive Committee will adopt procedures to govern its decision-making. The procedures will encourage consensus and set forth a process for receiving and considering proposals.
 2. If consensus cannot be achieved, the Executive Committee may adopt recommendations by a 2/3 majority vote of a quorum of the Committee. A quorum is 6 Members present.

c. Member Grants.

- i. HCRCDC will enter a Member Grant agreement with each other Member to grant amounts as set forth in Exhibit B.
- ii. The Member Grant agreements will set forth a procedure for Members to propose projects to be funded by the Member Grant, which proposal is subject to Conservancy approval, and include other terms appropriate to a grant agreement.
- iii. No Member Grant funds may be expended except pursuant to the terms of a Member Grant agreement.

3. **Amendment.** This MOU may be amended only pursuant to a written agreement executed by all the Members.

4. **Notices.** All notices required or authorized by this MOU shall be in writing and shall be delivered in person or by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested, or may be sent via email. Any mailed notice, demand, request, consent, approval, or communication that a Member desires to give the other Members shall be addressed to the other Parties at the address set forth below. Any Member may change its address by notifying the other Members of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier. Any notice sent by email shall be deemed received the following day after the email is sent. Notice shall be given as follows:

Humboldt County Resource Conservation District:

Jill Demers, Executive Director
5630 South Broadway
Eureka, CA 95503
(707) 296-3992
jill@hcrccd.org

Del Norte Resource Conservation District:

Linda Crocket, District Manager
241 W. First Street, Suite B
Smith River, CA 95567
(707) 487-7630
delnortercd@yahoo.com

Gold Ridge Resource Conservation District:

Brittany Jensen, Executive Director
2776 Sullivan Road
Sebastopol, CA 95472
(707) 823-5244
brittany@goldridgercd.org

Lake County Resource Conservation District:

Julia Sullivan, Executive Director
889 Lakeport Blvd

Lakeport, California 95453
413-244-3558
Julia.sullivan@lakercd.org

Marin Resource Conservation District:
Nancy Scolari, Executive Director
80 Fourth Street, Suite 202, P.O. Box 1146
Point Reyes Station, CA 94956
(415) 663-1170
nancy@marinrcd.org

Mendocino County Resource Conservation District:
Stephanie Sierra, Executive Director
410 Jones St. Suite C-3
Ukiah, CA 95482
512-496-4559
Stephanie.Sierra@mcrd.org

Napa County Resource Conservation District:
Lucas Patzek, Executive Director
1303 Jefferson Street, Suite 500B
Napa, CA 94559
(707) 690-3119
lucas@naparcd.org

Shasta Valley Resource Conservation District:
Rod Dowse, District Manager
215 Executive Court, Suite A
Yreka, CA 96097
(530) 572-3120
rdowse@svrcd.org

Siskiyou Resource Conservation District:
Evan Senf, Project Manager
450 Main Street, P.O. Box 268
Etna, CA 96027
(530) 467-3975
evan@siskiyourcd.com

Sonoma Resource Conservation District:
Christine Kuehn, Executive Director
1221 Farmers Lane, Suite F
Santa Rosa, CA 95405
(707) 569-1448
ckuehn@sonomarc.org

Trinity County Resource Conservation District
Kelly D. Sheen, District Manager
30 Horseshoe Lane, P.O. Box 1450

Weaverville, CA 96093
(530) 623-6004
ksheen@tcrd.net

5. **Third Party Beneficiaries.** Nothing contained in this MOU shall be construed to create any rights in third parties, and the Members do not intend to create such rights.
6. **Counterparts.** This MOU may be executed in multiple counterparts, each of which shall be deemed an original, and all of which shall constitute a single agreement.

IN WITNESS WHEREOF, this MOU was executed by the Members as of the date first above written.

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT:

By: _____ Date: _____

DEL NORTE COUNTY RESOURCE CONSERVATION DISTRICT:

By: _____ Date: _____

GOLD RIDGE RESOURCE CONSERVATION DISTRICT:

By: _____ Date: _____

LAKE COUNTY RESOURCE CONSERVATION DISTRICT:

By: _____ Date: _____

MARIN COUNTY RESOURCE CONSERVATION DISTRICT:

By: _____ Date: _____

MENDOCINO COUNTY RESOURCE CONSERVATION DISTRICT:

By: _____ Date: _____

NAPA COUNTY RESOURCE CONSERVATION DISTRICT:

By: _____ Date: _____

SHASTA VALLEY RESOURCE CONSERVATION DISTRICT:

By: _____ Date: _____

SISKIYOU RESOURCE CONSERVATION DISTRICT:

By: _____ Date: _____

SONOMA RESOURCE CONSERVATION DISTRICT:

By: _____ Date: _____

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT:

By: _____ Date: _____

Exhibit A. Grant Agreement No. 23-163 between the State Coastal Conservancy and the Humboldt County Resource Conservation District to establish the North Coast Wildfire Resilience Planning and Implementation Grant Program.

Exhibit B. Proposed allocation of North Coast Wildfire Resilience Planning and Implementation Grant Program funds.

Member	Amount
Del Norte RCD	\$250,000
Gold Ridge RCD	\$250,000
Humboldt County RCD*	\$1,374,715
Lake County RCD	\$250,000
Marin RCD	\$250,000
Mendocino County RCD	\$562,585
Napa County RCD	\$250,000
Shasta Valley RCD	\$452,160
Siskiyou RCD	\$428,532
Sonoma RCD	\$388,804
Trinity County RCD	\$543,204

Additional Fund Designations	Amount
Regional Fund ^t	\$1,000,000

Total \$6,000,000

* Humboldt County RCD includes \$800,000 for Program Management, Administration, and Staffing Support

^t Regional Fund projects will be determined by RCD Members as defined by MOU

AGREEMENT NUMBER 23-163	AM. NO.
TAXPAYERS FEDERAL EMPLOYER IDENTIFICATION NO. 68-0343035	

THIS AGREEMENT is entered into this 29th day of April, 2024 in the State of California, by and between:





AGENCY State Coastal Conservancy	and
GRANTEE'S NAME Humboldt County Resources Conservation District	

I. SCOPE OF AGREEMENT

Pursuant to Section 31113 of Division 21 of the California Public Resources Code, the State Coastal Conservancy (“the Conservancy”) hereby grants to the Humboldt County Resources Conservation District (“the grantee”) a sum not to exceed \$6,000,000 (six million dollars) (“funds”), subject to this agreement.

(Continued on the following pages)

The provisions on the following pages constitute a part of this agreement. This agreement has been executed by the parties as shown below.

STATE OF CALIFORNIA		GRANTEE				
AGENCY State Coastal Conservancy		GRANTEE <i>(If other than an individual, state whether a corporation, partnership, etc.)</i> Humboldt County Resource Conservation District				
BY <i>(Authorized Signature)</i> 		BY <i>(Authorized Signature)</i> 				
PRINTED NAME AND TITLE OF PERSON SIGNING Amy Hutzel, Executive Officer		PRINTED NAME AND TITLE OF PERSON SIGNING Jill Demers, Executive Director				
ADDRESS & PHONE NUMBER 1515 Clay Street, 10 th Floor Oakland, CA 94612 Phone: (510) 286-1015		ADDRESS & PHONE NUMBER 5630 South Broadway Eureka, CA 95503-6905 Phone: (707) 442-6058 #5				
AMOUNT ENCUMBERED BY THIS DOCUMENT \$6,000,000.00	PROGRAM/CATEGORY Local Assistance	FUND TITLE/PROP NO. General Fund				I certify that this agreement is exempt from Department of General Services' approval.  Erika Gomez Procurement and Contracts Manager
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT \$-0-	FUND ITEM 3760-102-0001(B)	CHAPTER 12	STATUTE 2023	FISCAL YEAR 23/24		
TOTAL AMOUNT ENCUMBERED TO DATE \$6,000,000.00	PROJECT NAME North Coast Wildfire Resilience Planning and Implementation Program					
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.						
NAME AND SIGNATURE OF <u>ACCOUNTING</u> OFFICER 		DATE 4/29/2024				

The grantee shall use the funds to complete the following project (“the project”) within the North Coast Resource Conservation District Collaborative boundaries (Del Norte County, Humboldt County, Lake County, Marin County, Mendocino County, Napa County, Siskiyou County, Sonoma County, and Trinity County), as shown on Exhibit 1, which is incorporated by reference and attached.

The project consists of establishing and operating the North Coast Wildfire Resilience Planning and Implementation Grant Program (“Grant Program”). The Grant Program will select, award, and oversee grants to public entities, California Native American tribes, and nonprofit organizations for planning, community outreach, permitting, environmental review, and implementation of projects that will increase wildfire resilience through improved management of natural lands and open space, increased collaboration among land managers, and capacity building in northern California coastal watershed counties (“wildfire projects”). In carrying out the project, the grantee will coordinate with the 11 members of the North Coast Resource Conservation District Collaborative (Del Norte RCD, Gold Ridge RCD, Humboldt County RCD, Lake County RCD, Marin County RCD, Mendocino County RCD, Napa County RCD, Shasta Valley RCD, Siskiyou RCD, Sonoma RCD, and Trinity County RCD).

The grantee shall carry out the project in accordance with this agreement.

II. CONDITIONS PRECEDENT TO COMMENCEMENT OF PROJECT AND DISBURSEMENT

- A. The grantee shall not begin the project and the Conservancy will not be obligated to disburse any funds unless and until the following conditions precedent have been met:
 1. The decision-making body of the grantee has adopted a resolution designating positions whose incumbents are authorized to negotiate and execute this agreement and amendments to it on behalf of the grantee.
 2. The Executive Officer of the Conservancy (“the Executive Officer”) has approved in writing:
 - a. A work program for the project, as provided in section “VI. WORK PROGRAM.”
 - b. All contractors that the grantee intends to retain in connection with the project.
 - c. A plan for acknowledgement of Conservancy funding for the project.
- B. The grantee shall not commence granting funds for any particular wildfire project, and the Conservancy shall not be obligated to disburse any funds for that wildfire project, unless and until the following conditions precedent have been met:

1. The Conservancy has authorized, in writing, the funding of the wildfire project. For projects that are subject to CEQA, Conservancy authorization shall be by the Conservancy at a public meeting. For projects that are exempt from CEQA, Conservancy authorization may be by the Executive Officer.
2. The Executive Officer has approved in writing:
 - a. A written agreement between the grantee and the grant recipient.
 - b. A work program for the wildfire project that is consistent with the “VI. WORK PROGRAM” section below.

III. ADDITIONAL GRANT CONDITIONS

The grantee shall also meet the following conditions:

1. The grantee shall prepare and submit to the Conservancy for approval, project selection criteria for the Grant Program, which criteria must include priority for wildfire projects that:
 - a. Address high wildfire risk areas identified in Community Wildfire Protection Plan or other wildfire resilience/prevention plans.
 - b. Are outlined in the California Wildfire and Forest Resilience Action Plan.
 - c. Provide significant public benefit.
 - d. Benefit disadvantaged or underserved communities.
 - e. Lead to longer term resilience or more sustainable benefits.
 - f. Benefit public or protected lands.
 - g. Leverage resources through coordination across jurisdictions.
2. The grantee shall require each grant recipient to enter into an agreement that includes the following requirements:
 - a. If the funds are used to purchase equipment that costs \$5,000 or more, each such piece of equipment is a “grant-funded equipment.” The grantee shall operate and maintain each grant-funded equipment for wildfire resilience related purposes during its useful life. If the grantee determines that it no longer has need for a grant-funded equipment before the end of the equipment’s useful life, the grantee shall donate the grant-funded equipment to

a public entity or nonprofit organization that will use the grant-funded equipment for wildfire-related purposes. For the duration of the useful life of each grant-funded equipment, the grantee shall maintain a record identifying each grant-funded equipment, the expected useful life of each item, and the ultimate disposition (disposal or donation). The requirements of this section will survive termination of this agreement.

If the funds will be used only to purchase equipment, beginning 12 months after the effective date of the agreement and annually thereafter until the project is complete, the grantee shall submit a report describing the project work completed using the grant-funded equipment.

- b. Prescribed burns. If the project includes a prescribed burn, the grantee shall employ a burn boss certified under Public Resources Code section 4477 to review and approve a written prescription of the burn that includes adequate risk mitigation measures. The grantee shall ensure that the prescribed burn is conducted in compliance with the written prescription. The grantee may employ a cultural fire practitioner in lieu of a certified burn boss for any cultural burns the grantee conducts. The grantee shall also ensure that the burn is authorized pursuant to Chapter 6 (commencing with Section 4411) or Chapter 7 (commencing with Section 4461) of Part 2 of Division 4 of the Public Resources Code, and that the burn is conducted in compliance with any air quality permit required pursuant to Article 3 (commencing with Section 41850) of Chapter 3 of Part 4 of Division 26 of the Health and Safety Code.
- c. If the grantee does not own the project site(s), the grantee shall, prior to beginning the project, obtain written permission to carry out the project from each landowner of the project site(s). Notwithstanding the foregoing, if the grantee has obtained written landowner permission for the property on which the project will begin, the grantee may begin the project without permission from all landowners; however, the grantee shall submit written landowner permission for each additional property on which the project will take place before beginning work on each property.
- d. The grantee shall submit evidence that it has obtained required insurance coverage.

IV. TERM OF AGREEMENT

This agreement will take effect when signed by both parties and received in the offices of the Conservancy together with the resolution described in section “II. CONDITIONS PRECEDENT TO OF COMMENCE PROJECT AND DISBURSEMENT”. This agreement may be signed electronically using a process specified by the Conservancy.

This agreement terminates on January 31, 2030 (“the termination date”) unless terminated early as provided in this agreement. However, the grantee shall complete all work, and require its

grant recipients to complete all work of each wildfire project, by June 30, 2029 (“the completion date”).

The grantee shall deliver a final Request for Disbursement to the Conservancy no later than August 30, 2029.

The grantee, in reliance on the grant authorization, has undertaken work for the project commencing on May 1, 2024, prior to the effective date of this agreement. The work was done at grantee’s risk and without the Conservancy’s obligation to disburse funds to the grantee for such work. Notwithstanding the foregoing, if the Conservancy determines such work was necessary to timely completion of the project and was done in a manner consistent with the terms of this agreement, the Conservancy may, in its sole discretion, reimburse the grantee for the costs of such work. All project work undertaken prior to the effective date of this agreement for which the Conservancy reimbursed the grantee will be deemed to be within the scope of, and subject to, all terms of this agreement.

V. AUTHORIZATION

The signature of the Executive Officer of the Conservancy on this agreement certifies that at its April 18, 2024 meeting, the Conservancy adopted the resolution included in the staff recommendation attached as Exhibit 2. This agreement is executed under that authorization.

Standard Provisions

VI. WORK PROGRAM

A. Grantee Work Program

Before beginning work on the project, the grantee shall submit a detailed work program to the Executive Officer for review and written approval of its consistency with the purposes of this grant agreement. The work program must include:

1. The specific tasks to be performed.
2. A schedule of completion for the project specifically listing the completion date for each project component and a final project completion date.
3. A detailed project budget. The project budget must describe all labor and materials costs of completing each component of the project, including the grantee's labor and materials costs and costs to be incurred under a contract with any third party retained by the grantee for work under this agreement. For each project component, the project budget must list all intended funding sources, including the Conservancy's grant, and all other sources of monies, materials, or labor. The grantee shall review the plans with Conservancy staff.
4. A plan for acknowledging Conservancy funding for the project. If the grantee will have project signs, the plan shall provide for the Conservancy's logo to be included on such signs.

The work program will have the same effect as if included in the text of this agreement. However, the work program may be modified without amendment of this agreement upon the grantee's submission of a modified work program and the Executive Officer's written approval of it. If this agreement and the work program are inconsistent, the agreement will control.

The grantee shall complete the project in accordance with the approved work program.

B. Grant Recipient Work Program for Each Wildfire Project

The grantee shall require a detailed work program for each wildfire project ("project work program"). Each project work program shall include:

1. The specific tasks to be performed and, as applicable, plans showing the scope, scale and methods to be used for the wildfire project.

2. A schedule of completion for the wildfire project, specifically listing the completion date for each project component.
3. A detailed wildfire project budget. The budget shall describe all labor and materials costs to be incurred to complete each component of the project.
4. For wildfire projects subject to CEQA: provisions for compliance with any conditions of Conservancy authorization to fund the wildfire project.

VII. COSTS AND DISBURSEMENTS

When the Conservancy determines that all conditions in section “II. CONDITIONS PRECEDENT TO COMMENCE OF PROJECT AND DISBURSEMENT” have been fully met, the Conservancy shall disburse to the grantee a total amount not to exceed the amount of this grant, in accordance with the approved project budget and this section. The provisions of this section apply to the Conservancy’s reimbursement for (i) the grantee’s costs to carry out the project and (ii) the costs of each wildfire project.

The withholding for this agreement is five percent. The Conservancy shall disburse funds for costs incurred to date, less five percent, upon the grantee’s satisfactory progress under the approved work program, and upon the grantee’s submission of a “Request for Disbursement” form, which shall be submitted no more frequently than monthly but no less frequently than quarterly. The Conservancy shall disburse the five percent withheld upon the grantee’s satisfactory completion of the project and compliance with section “IX. PROJECT COMPLETION”, and upon the Conservancy’s acceptance of the project. The Conservancy may disburse the five percent that was withheld for a wildfire project upon completion of such wildfire project and compliance with section “IX. PROJECT COMPLETION”, and upon the Conservancy’s acceptance of the wildfire project.

Hourly rates billed to the Conservancy must be equal to the actual compensation paid by grantee to employees, which may include employee benefits. The grantee shall require its employees to keep records of their time spent on the project for purposes of documenting the employee time billed to the Conservancy. The Conservancy will reimburse the grantee for expenses necessary to the project when documented by appropriate receipts.

The Conservancy will reimburse travel and related expenses in accordance with the rates set forth in “SCC Travel Reimbursement Rates for Grants and Contracts,” as posted on the Conservancy’s website at scc.ca.gov.

The grantee shall request disbursements by filing with the Conservancy a fully executed “Request for Disbursement” form (available from the Conservancy). The grantee shall include in the form its name and address, the number of this agreement, the date of the submission, the

amount of the invoice, the period during which the work was actually done, and an itemized description, including time, materials, and expenses incurred of all work done for which disbursement is requested. The form shall also indicate cumulative expenditures to date, expenditures during the reporting period, and the unexpended balance of funds under the grant agreement.

An authorized representative of the grantee shall sign the forms. Each form shall be accompanied by:

1. All receipts and any other source documents for direct expenditures and costs that the grantee has incurred.
2. Invoices from contractors that the grantee engaged to complete any portion of the work funded under this agreement and any receipts and any other source documents for costs incurred and expenditures by any such contractor, unless the Executive Officer makes a specific exemption in writing.
3. A progress report summarizing the current status of the project and the work for which the grantee is requesting disbursement.

The grantee's failure to fully execute and submit a Request for Disbursement form, including attachment of supporting documents, will relieve the Conservancy of its obligation to disburse funds to the grantee until the grantee corrects all deficiencies.

VIII. EXPENDITURE OF FUNDS AND ALLOCATION OF FUNDING AMONG BUDGET ITEMS

No increase in the total amount of this grant will be valid unless set forth in a written amendment to this agreement. The grantee shall expend funds consistent with the approved project budget. Expenditure on items contained in the approved project budget, other than overhead and indirect costs, may vary by as much as ten percent without prior approval by the Executive Officer, provided that the grantee first submits a revised budget to the Conservancy and requests disbursement based on the revised budget. Any deviation greater than ten percent, and any deviation that shifts funds from approved budget items into an overhead or indirect costs category, must be identified in a revised budget approved in advance and in writing by the Executive Officer. The Conservancy may withhold payment for items that exceed the amount allocated in the project budget by more than ten percent and that have not received the approval required above. Any increase in the funding for any particular budget item will mean a decrease in the funding for one or more other budget items unless there is a written amendment to this agreement.

IX. PROJECT COMPLETION

At any time after completion of a wildfire project, the grantee may supply the Conservancy with evidence of completion of the wildfire project by submitting a final report for that wildfire project that includes:

1. Documentation of completion of the wildfire project in accordance with the approved project work program, including photographs.
2. All work products specified for the wildfire project in the approved project work program.
3. A fully executed final “Request for Disbursement” form for the wildfire project.
4. If applicable, a list of grant-funded equipment for the wildfire project and the useful life of each item.
5. If applicable, a description of the work completed with the grant-funded equipment.
6. If applicable, appropriate data entered into metric tracking software.

Within thirty days of grantee’s compliance with this paragraph, the Conservancy shall determine whether the wildfire project has been satisfactorily completed. If the Conservancy determines that wildfire project has been satisfactorily completed, the Conservancy shall issue to the grantee a letter of acceptance of the wildfire project.

Upon completion of the project, the grantee shall supply the Conservancy with evidence of completion by submitting a final report by the final Request for Disbursement date set forth in section “IV. TERM OF AGREEMENT” that includes:

1. A report describing completion of the project according to the approved work program.
2. A fully executed final “Request for Disbursement.” A “final Request for Disbursement” means a Request for Disbursement that includes the withheld amounts and all remaining amounts for which grantee is entitled to seek payment, if any, pursuant to this agreement.

The Conservancy shall determine whether the grantee has satisfactorily completed the project. If so, the Conservancy shall issue to the grantee a letter of acceptance of the project and release the withhold amount pursuant to section “VII. COSTS AND DISBURSEMENTS”. The project will be deemed complete as of the date of the letter.

X. EARLY TERMINATION, SUSPENSION AND FAILURE TO PERFORM

Before the project has commenced, either party may terminate this agreement for any reason by providing the other party with seven days notice in writing.

Before the project is complete, the Conservancy may terminate or suspend this agreement for any reason by providing the grantee with thirty days notice in writing. In either case, the grantee shall immediately stop work under the agreement and take all reasonable measures to prevent further costs to the Conservancy. The Conservancy will be responsible for any reasonable and non-cancelable obligations incurred by the grantee in the performance of this agreement prior to the date of the notice to terminate or suspend, but only up to the undisbursed balance of funding authorized in this agreement. Any notice suspending work under this agreement will remain in effect until further written notice from the Conservancy authorizes work to resume.

If the grantee fails to complete the project as required, or fails to fulfill any other obligations of this agreement prior to the termination date, the grantee will be liable for immediate repayment to the Conservancy of all amounts disbursed by the Conservancy under this agreement. The Conservancy may, at its sole discretion, consider extenuating circumstances and not require repayment for work partially completed. This paragraph does not limit any other remedies the Conservancy may have for breach of this agreement.

Before the project is complete, the grantee may terminate this agreement for any reason by providing the Conservancy with seven days notice in writing and repaying to the Conservancy all amounts disbursed by the Conservancy under this agreement. The Conservancy may, at its sole discretion, consider extenuating circumstances and allow early termination without repayment for work partially completed.

The parties expressly agree to waive, release and relinquish the recovery of any consequential damages that may arise out of the termination or suspension of this agreement under this section.

The grantee shall include in any agreement with any contractor retained for work under this agreement and in each agreement with a grant recipient a provision that entitles the grantee to suspend or terminate the agreement with the contractor or grant recipient for any reason on written notice and on the same terms and conditions specified in this section.

XI. INSPECTION

Throughout the term of this agreement, the Conservancy has the right to inspect each wildfire project site to ascertain compliance with this agreement.

XII. INDEMNIFICATION AND HOLD HARMLESS

The grantee shall be responsible for, indemnify and hold harmless the Conservancy, its officers, agents, and employees from any and all liabilities, claims, demands, damages, or costs, including, without limitation, litigation costs and attorneys fees, resulting from or arising out of the willful or negligent acts or omissions of the grantee, its officers, agents, contractors, subcontractors, and employees, or in any way connected with or incident to this agreement, except for the active negligence of the Conservancy, its officers, agents, or employees. The duty of the grantee to indemnify and hold harmless includes the duty to defend as provided in Civil Code section 2778. If the grantee is a public entity, this agreement supersedes any right the grantee may have as a public entity to indemnity and contribution as provided in Gov. Code Sections 895 et seq.

The grantee waives any and all rights to any type of express or implied indemnity or right of contribution from the State, its officers, agents, or employees, for any liability resulting from, growing out of, or in any way connected with or incident to this agreement.

Nothing in this agreement is intended to create in the public or in any member of it rights as a third-party beneficiary under this agreement.

The obligations in this section “XII. INDEMNIFICATION AND HOLD HARMLESS” will survive termination of this agreement.

XIII. INSURANCE

The grantee shall procure and maintain insurance, as specified in this section, against claims for injuries to persons and damage to property that may arise from or in connection with any activities of the grantee or its agents, representatives, employees, contractors, or volunteers associated with the project undertaken pursuant to this agreement.

As an alternative, with the written approval of the Executive Officer, the grantee may satisfy the coverage requirement in whole or in part through: (a) its contractors’ procurement and maintenance of insurance for work under this agreement, if the coverage otherwise fully satisfies the requirements of this section; or (b) the grantee’s participation in a “risk management” plan, self-insurance program or insurance pooling arrangement, or any combination of these, if consistent with the coverage required by this section.

The grantee shall maintain required insurance from the effective date through the completion date.

The grantee shall require each grant recipient to procure and maintain insurance consistent with all provisions of this section “XIII. INSURANCE”.

1. Minimum Scope of Insurance. Coverage shall be at least as broad as:
 - a. Insurance Services Office (“ISO”) Commercial General Liability coverage, occurrence basis (Form CG 00 01) or comparable.
 - b. Automobile Liability coverage: ISO Form Number CA 0001, Code 1 (any auto).
 - c. Workers’ Compensation insurance as required by the Labor Code of the State of California, and Employer’s Liability insurance.

2. Minimum Limits of Insurance. The grantee shall maintain coverage limits no less than:
 - a. General Liability: *(Including operations, products and completed operations, as applicable)* \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit must apply separately to the activities under this agreement, or the general aggregate limit must be twice the required occurrence limit.
 - b. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
 - c. Worker’s Compensation and Employer’s Liability: Worker’s compensation as required by law and Employer’s Liability of no less than \$1,000,000 per accident for bodily injury or disease.

3. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the Executive Officer.

4. Required Provisions Concerning the Conservancy and the State of California.
 - a. At least ten days before an insurance policy held by the grantee lapses or is cancelled, the grantee shall provide the Conservancy with evidence of renewal or replacement of the policy.
 - b. The grantee hereby grants to the State of California, its officers, agents, employees, and volunteers, a waiver of any right to subrogation which any insurer of the grantee may acquire against the State of California, its officers, agents, employees, and volunteers, by virtue of the payment of any loss under such insurance. Grantee agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation,

but this provision applies regardless of whether or not the grantee has received a waiver of subrogation endorsement from the insurer.

- c. The general liability and automobile liability policies must contain, or be endorsed to contain, the following provisions:
 - i. The State of California, its officers, agents, employees, and volunteers are to be covered as additional insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the grantee; and with respect to liability arising out of work or operations, including completed operations, performed by or on behalf of the grantee including materials, parts or equipment furnished in connection with the work or operations.
 - ii. For any claims related to this agreement, the grantee's insurance coverage shall be primary insurance as respects the State of California, its officers, agents and employees, and not excess to any insurance or self-insurance of the State of California.
 - iii. The limits of the additional insured coverage must equal the limits of the named insured coverage regardless of whether the limits of the named insurance coverage exceed those limits required by this agreement.
5. Acceptability of Insurers. Insurance shall be placed with insurers admitted to transact business in the State of California and having a current Best's rating of "B+:VII" or better or, in the alternative, acceptable to the Conservancy and approved in writing by the Executive Officer.
6. Verification of Coverage. The grantee shall furnish the Conservancy with original certificates and amendatory endorsements, or copies of the applicable policy language, effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Executive Officer before work commences. The Conservancy may require, at any time, complete, certified copies of all required insurance policies, including endorsements affecting the coverage.
7. Contractors. The grantee shall include all contractors as insureds under its policies or shall require each contractor to provide and maintain coverage consistent with the requirements of this section. To the extent generally available, grantee shall also require each professional contractor to provide and maintain Errors and Omissions Liability insurance appropriate to the contractor's profession and in a reasonable amount in light of the nature of the project.
8. Premiums and Assessments. The Conservancy is not responsible for premiums and assessments on any insurance policy.

XIV. AUDITS/ACCOUNTING/RECORDS

The grantee shall maintain financial accounts, documents, and records (collectively, “required records”) relating to this agreement, in accordance with the guidelines of “Generally Accepted Accounting Principles” (“GAAP”) published by the American Institute of Certified Public Accountants. The required records include, without limitation, evidence sufficient to reflect properly the amount, receipt, deposit, and disbursement of all funds related to implementation of the project, time and effort reports, and supporting documents that permit tracing from the request for disbursement forms to the accounting records and to the supporting documentation.

The Conservancy or its agents may review, obtain, and copy all required records. The grantee shall provide the Conservancy, California State Auditor, their officers, employees, and agents with any relevant information requested and with access to the grantee’s premises upon reasonable notice, during normal business hours, to interview employees and inspect and copy books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this agreement and any applicable laws and regulations.

The grantee shall retain the required records for a minimum of three years following the later of final disbursement by the Conservancy, and the final year to which the particular records pertain. The records shall be subject to examination and audit by the Conservancy and the California State Auditor during the retention periods.

If the grantee retains any contractors to accomplish any of the work of this agreement, the grantee shall first enter into an agreement with each contractor requiring the contractor to meet the terms of this section and to make the terms applicable to all subcontractors.

The Conservancy may disallow all or part of the cost of any activity or action that it determines to be not in compliance with the requirements of this agreement.

The obligations in this section “XIV. AUDITS/ACCOUNTING/RECORDS” will survive termination of this agreement.

XV. COMPUTER SOFTWARE

The grantee certifies that it has instituted and will employ systems and controls appropriate to ensure that, in the performance of this agreement, state funds will not be used for the acquisition, operation or maintenance of computer software in violation of copyright laws.

XVI. NONDISCRIMINATION

During the performance of this agreement, the grantee, its contractors, and its grant recipients shall not deny the agreement's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The grantee shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. The grantee and contractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the Conservancy to implement such article. The grantee shall permit access by representatives of the Department of Fair Employment and Housing and the Conservancy upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or the Conservancy shall require to ascertain compliance with this clause. The grantee and its contractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

The grantee shall include the nondiscrimination and compliance provisions of this clause in all contracts to perform work under this agreement.

XVII. AMERICANS WITH DISABILITIES ACT

By signing this agreement, grantee certifies that it is in compliance with the Americans with Disabilities Act (ADA) of 1990, (42 U.S.C., 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.

XVIII. PREVAILING WAGE

Work done under this grant agreement by grantee or by any grant recipient may be subject to the prevailing wage and other related requirements of the California Labor Code, Division 2, Part 7, Chapter 1, sections 1720-1861. If required by law to do so, the grantee shall pay, and require its

grant recipient to pay, prevailing wage to all persons employed in the performance of any part of the project and otherwise comply with all associated requirements and obligations.

The grantee is responsible for determining whether the project is subject to prevailing wage laws, and for complying with all labor laws applicable to the project.

XIX. DRUG-FREE WORKPLACE

The grantee's signature on this agreement constitutes the certification required by Government Code Section 8355 (Drug-Free Workplace Act of 1990), which requires that all state grantees provide a drug-free workplace by doing all of the following:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions that will be taken against employees for violations of the prohibition.
2. Establishing a drug-free awareness program to inform employees about all of the following:
 - a. The dangers of drug abuse in the workplace.
 - b. The person's or organization's policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation, and employee assistance programs.
 - d. The penalties that may be imposed upon employees for drug abuse violations.
3. Requiring that each employee engaged in the performance of the grant be given a copy of the drug-free workplace statement and that, as a condition of employment on the grant, the employee agrees to abide by the terms of the statement.

XX. EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 ("the EO") regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the Conservancy determine the grantee is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The Conservancy shall provide the grantee advance written notice of such termination, allowing the grantee at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the Conservancy.

XXI. INDEPENDENT CAPACITY

The grantee, and the agents and employees of grantee, in the performance of this agreement, are acting in an independent capacity and not as officers or employees or agents of the State of California.

XXII. ASSIGNMENT

Without the written consent of the Executive Officer, the grantee may not assign this agreement in whole or in part.

XXIII. TIMELINESS

Time is of the essence in this agreement.

XXIV. EXECUTIVE OFFICER'S DESIGNEE

The Executive Officer shall designate a Conservancy project manager who will have authority to act on behalf of the Executive Officer with respect to this agreement. The Executive Officer shall notify the grantee of the designation in writing.

XXV. AMENDMENT

Except as expressly provided in this agreement, no changes in this agreement will be valid unless made in writing and signed by the parties to the agreement. No oral understanding or agreement not incorporated in this agreement will be binding on any of the parties.



COASTAL CONSERVANCY

Staff Recommendation
April 18, 2024

North Coast Wildfire Resilience Planning and Implementation Grant Program

Project No. 24-015-01
Project Manager: Lilly Allen

RECOMMENDED ACTION: Authorization to disburse up to \$6,000,000 to Humboldt County Resource Conservation District to undertake the North Coast Wildfire Resilience Planning and Implementation Grant Program, which will provide grants to public entities and nonprofit organizations for planning, community outreach, environmental review, permitting, and implementation of projects that will increase wildfire resilience through improved management of natural lands and open space, increased collaboration among land managers, and capacity building in northern California’s coastal watershed counties.

LOCATION: Within the jurisdiction of North Coast Resource Conservation District (RCD) Collaborative (Del Norte RCD, Gold Ridge RCD, Humboldt County RCD, Lake County RCD, Marin RCD, Mendocino County RCD, Napa County RCD, Shasta Valley RCD, Siskiyou RCD, Sonoma RCD, and Trinity County RCD).

EXHIBITS

Exhibit 1: [Project Location Map](#)

Exhibit 2: [Project Letters](#)

RESOLUTION AND FINDINGS

Staff recommends that the State Coastal Conservancy adopt the following resolution and findings.

Resolution:

The State Coastal Conservancy hereby authorizes a grant of an amount not to exceed six million dollars (\$6,000,000) to Humboldt County Resource Conservation District (“HCRCD”) to undertake the North Coast Wildfire Resilience Planning and Implementation Grant Program (Program), which will provide grants to public entities and nonprofit organizations for planning, community outreach, permitting, environmental review and implementation of projects that will increase wildfire resilience through improved management of natural lands and open

space, increased collaboration among land managers, and capacity building in northern California coastal and coastal watershed counties.

1. Prior to commencement of the Program, HCRCD shall submit for the review and written approval of the Executive Officer of the Conservancy (Executive Officer) the following:
 - a. A detailed work program, schedule, and budget.
 - b. Names and qualifications of any contractors to be retained in carrying out the Program.
 - c. A plan for acknowledgement of Conservancy funding.
2. Prior to HCRCD's disbursement of Conservancy funds to a project grantee, HCRCD shall submit for the review and approval of the Executive Officer a work program, schedule, budget, sign plan for the project, and, if the project grantee does not own the land underlying the project site, evidence that the project grantee has entered into agreements sufficient to enable the grantee to implement the project.
3. HCRCD shall not disburse Conservancy funds for any project unless the Conservancy has authorized HCRCD to fund the project, which authorization may be by the Executive Officer if the Executive Officer determines that the project is exempt from the California Environmental Quality Act (CEQA).
4. In selecting projects for funding under the Program, the HCRCD shall prioritize projects that:
 - a. Address high wildfire risk areas identified in Community Wildfire Protection Plan or other wildfire resilience/prevention plans.
 - b. Are outlined in the California Wildfire and Forest Resilience Action Plan.
 - c. Provide significant public benefit.
 - d. Benefit disadvantaged or underserved communities.
 - e. Lead to longer term resilience or more sustainable benefits.
 - f. Benefit public or protected lands.
 - g. Leverage resources through coordination across jurisdictions.

If the HCRCD determines, in coordination with the members of the North Coast Resource Conservation District Collaborative, that an HCRCD project should be selected for funding under the Program, and the Executive Officer or Conservancy board authorizes a Program grant for that project, the Program may fund the HCRCD project provided that the HCRCD enters into a grant agreement with the Conservancy for that project, which grant agreement may be an amendment to the grant agreement for the Program. The amount granted for the Program will be reduced by the amount of the grant to the HCRCD.

Findings:

Based on the accompanying staff recommendation and attached exhibits, the State Coastal Conservancy hereby finds that:

1. The proposed authorization is consistent with Chapter 3 of Division 21 of the Public Resources Code, regarding the Climate Ready Program.
 2. The proposed project is consistent with the current Conservancy Project Selection Criteria.
-

STAFF RECOMMENDATION

PROJECT SUMMARY:

Staff recommends the Conservancy authorize disbursement of up to \$6,000,000 to the Humboldt County Resource Conservation District (HCRCD) to undertake the North Coast Wildfire Resilience Planning and Implementation Grant Program (the program), which will provide grants to public entities including California Native American tribes, and nonprofit organizations for planning, community outreach, permitting, environmental review and implementation of projects that will increase wildfire resilience through improved management of natural lands and open space, increased collaboration among land managers, and capacity building in northern California coastal and coastal watershed counties.

Global climate change, 100 years of fire suppression, suppression of tribal burning, and development in wildland urban interface continue to increase wildfire hazard throughout the region. There is an urgent need to increase the pace of wildfire resilience work in response to the ongoing wildfire crisis. The Conservancy's Wildfire Resilience Program supports local partners to develop and implement projects to increase wildfire resilience through improved management of natural lands and open space, increased collaboration among land managers, and capacity building. Conservancy grants support a wide range of activities to accelerate future project implementation, including planning, compliance, and capacity building. An overarching goal of the Wildfire Resilience Program is to build organizational capacity at the local and regional level to implement vegetation management and fire risk reduction projects. Healthy natural lands are less likely to burn and projects that increase fire breaks or clear ladder fuels help prevent isolated fires from becoming catastrophic wildfires.

The proposed program is a grant program proposed for funding under the Conservancy's Wildfire Resilience Program that is a significant opportunity to improve wildfire resilience in the North Coast.

In carrying out the proposed program, HCRCD will work with other members of the North Coast Resource Conservation District Collaborative (Collaborative), a group of 11 Resource Conservation Districts (RCD's) who entered into the "Memorandum of Understanding for the Joint Exercise of Powers" (MOU) on July 1, 2019. The MOU, which does not establish a separate legal entity, focuses on increasing coordination and collaboration among member RCDs to improve work quality, efficiency, expand program impacts, and better support regional dialogue and information exchange in the North Coast Region. The member RCD's are Del Norte RCD, Gold Ridge RCD, Humboldt County RCD, Lake County RCD, Marin County RCD, Mendocino County RCD, Napa County RCD, Shasta Valley RCD, Siskiyou RCD, Sonoma RCD, and Trinity County RCD. This Collaborative has a long history of working together on regional planning and conservation projects and has collectively achieved several notable programs including the

North Coast Soil Hub, the North Bay Forest Improvement Program, and the Statewide RCD Project Tracker. The Collaborative has shared technical staff, program templates and joint funding agreements from private, state and federal funding which have included a seven-county USDA Resource Conservation Partnership Program to address fuel reduction and fire resiliency, the North Coast Resource Partnership has a Technical Assistance agreement with the Collaborative to provide technical assistance for project development, several CALFIRE block grants for the North Bay Forest Improvement Program, several more grants to support climate resiliency and carbon farm planning in the North Coast Soil Hub, and a Department of Conservation grant for a regional Watershed Coordinator.

This program will be a collaboration between these 11 RCD's to address areas of high wildfire risk; implement actions identified in state, regional, and local wildfire resilience plans; provide public benefit; benefit disadvantaged or underserved communities and public lands; lead to longer term resilience or more sustainable benefits; and leverage resources through coordination across jurisdictions. This program can fund members of the Collaborative for administrative work associated with project development, selection, and management.

The proposed program will address the wildfire crisis in the North Coast by:

- Building local wildfire resiliency capacity.
- Building expertise in wildfire resiliency for project development, planning, community outreach, permitting, environmental review, and implementation.
- Catalyzing additional stewardship and restoration in each region.

The proposed program will grant funds for projects that meet criteria prepared by the Collaborative members within the Conservancy's jurisdiction. This criteria may include projects that:

- Address high wildfire risk area, such as those identified in the CalFire Fire Hazard Severity Zones or the FRAP Priority Landscape Maps.
- Implement the California Wildfire and Forest Resilience Action Plan.
- Provide significant public benefit.
- Benefit disadvantaged or underserved community.
- Lead to longer term resilience or more sustainable benefits.
- Are identified in a Community Wildfire Protection Plan or other wildfire resilience/prevention plan.
- Benefit public or protected lands.
- Leverage resources through coordination across jurisdictions.

This proposed program will increase the pace and scale of wildfire resilience projects in the North Coast while developing capacity at local RCD's. The HCRCDC will work with the North Coast Resource Conservation District Collaborative members to select projects. The Collaborative will propose a transparent, collaborative decision making and prioritization process on how projects will be selected. Once projects are selected, depending on the project, HCRCDC might grant the funds to the entity undertaking the project or it might grant the funds to a member of the Collaborative which will then grant the funds to the entity undertaking the project. The Conservancy will approve all proposed grants to be made under the program. Grants for CEQA exempt projects may be approved by Conservancy staff. Grants for projects that are not CEQA exempt must be approved by the Conservancy's Board.

Site Description: Projects may be located within coastal watersheds and Sonoma, Marin, and Napa Counties where they overlap with the North Coast RCD Collaborative's jurisdiction. The North Coast RCD Collaborative's jurisdiction consists of the management areas of the Del Norte RCD, Gold Ridge RCD, Humboldt County RCD, Lake County RCD, Marin RCD, Mendocino County RCD, Napa County RCD, Shasta Valley RCD, Siskiyou RCD, Sonoma RCD, and Trinity County RCD.

Grant Applicant Qualifications: The HCRCDC has successfully managed over \$25 million in state and federal contracts for similar projects within the last 10 years. During this same period, the HCRCDC has successfully managed eight Conservancy grants, including two grants obtained in partnership with the USFWS and two wildfire resiliency projects. Current RCD staff have successfully managed and completed the required environmental compliance documentation. HCRCDC has successfully managed a regional grant on behalf of the collaborative.

The Collaborative is a successful collaboration of RCD's with a track record of collaborative decision making and its members are qualified to work together on a regional, multi-organizational grant. In 2015, the RCD's of the Collaborative developed their first strategic plan, which is currently under revision, anticipated mid-2024. In 2018, the HCRCDC was awarded funding on behalf of the Collaborative through the Department of Conservation Forest Health Watershed Coordinator Program. While officially housed at the Humboldt County Resource Conservation District, the Forest Health Watershed Coordinator worked across the North Coast region and operated on the following two levels: (1) to support the unique forest health work of individual North Coast RCDs within their respective districts; and (2) to support the forest health work of North Coast RCDs as a regional collaborative. As a result of this grant, the Forest Health Watershed Coordinator developed a North Coast Forest Health Watershed Improvement Plan for the region, finalized in 2022.

CONSISTENCY WITH CONSERVANCY'S PROJECT SELECTION CRITERIA:

The proposed program is consistent with the Conservancy's Project Selection Criteria, last updated on September 23, 2021, in the following respects:

Selection Criteria

1. Extent to which the project helps the Conservancy accomplish the objectives in the Strategic Plan.

See the “Consistency with Conservancy’s Strategic Plan” section below.

2. Project is a good investment of state resources.

The proposed program is a good investment of state funding. The program is feasible and addresses demonstrated needs. The program will implement many statewide wildfire and forest resiliency goals. The program is consistent with several state plans, and specifically with the following:

- California’s Wildfire and Forest Resilience Action Plan (Governor’s Forest Management Task Force, January 2021), which calls for activities such as fuels reduction, forest thinning, vegetation management, prescribed fire, shaded fuel breaks, defensible space, and enhancement of fire-prone habitats to reduce fire risk.
- The California Forest Carbon Plan (CNRA, 2018), which calls for restoration of natural fire regime and forest composition through a multitude of approaches including thinning, prescribed burns, invasive vegetation management, and shaded fuel breaks.
- The Community Wildfire Prevention & Mitigation Report (Cal Fire, 2019), which urges state and local agencies to implement the goals of the Carbon Forest Plan and lays out recommendations to agencies to increase the scale and pace of management and mitigation actions to improve forest health and resiliency.

3. Project includes a serious effort to engage tribes. Examples of tribal engagement include good faith, documented efforts to work with tribes traditionally and culturally affiliated to the project area.

The Conservancy will undertake additional tribal consultations for ground-disturbing projects funded through this program. Ground-disturbing projects will include archaeological and cultural resource surveys to avoid and minimize impacts to tribal cultural resources. The HCRCD will continue its practice of working with Tribes and tribal entities to select and implement wildfire resilience projects. The HCRCD and other RCDs in the North Coast RCD Collaborative are currently partnering with multiple Tribes and tribal entities on wildfire resilience projects. For example, the HCRCD’s Wildfire Resiliency Planning for Mail Ridge project includes Tribal partners and activities such as securing funding for Tribal organizations to create an Indigenous-led fuels reduction and cultural fire crew.

4. Project benefits will be sustainable or resilient over the project lifespan.

This program will help increase the pace and scale of wildfire resilient project development, which will ultimately reduce the risk of catastrophic wildfire impacts to communities. Projects will be selected for funding because they are multi-benefit projects that will reduce the risk of catastrophic wildfire impacts to communities. Added benefits of these projects will include:

native habitat restoration, workforce training, public education, and development of data and plans to support future vegetation management.

5. Project delivers multiple benefits and significant positive impact.

The proposed program will help increase fire resiliency in the context of anticipated climate change. Fire resilience is a critical issue due to increased average temperatures, reduced marine fog, and longer and more severe droughts. California is facing unprecedented fire risk due to climate change, a growing populace, and an increasing number of people living in high fire risk areas, including areas adjacent to wildlands. While 2022 and 2023 had a relatively mild wildfire season, both the 2020 and 2021 fire seasons broke numerous records. Enhanced wildfire resilience will have multiple benefits, including reducing the loss of life and economic losses, reducing public health impacts from wildfire, protecting fish and wildlife habitat, and preventing the loss of sequestered carbon.

6. Project planned with meaningful community engagement and broad community support.

The HCRCD and the North Coast RCD Collaborative members have always worked closely with community groups and residents in implementing projects, a practice they will continue in selecting and managing wildfire resilience projects funded under this program. Many of the projects to be funded through this authorization will implement Community Wildfire Prevention Plans. The HCRCD and other members of the North Coast RCD Collaborative are currently partnering with multiple community groups on wildfire resilience projects. Local fire safe councils and volunteer fire departments will be important partners, and many projects will include landowner outreach and community engagement.

PROJECT FINANCING

Coastal Conservancy	\$6,000,000
Project Total	\$6,000,000

The anticipated source of funding is the Fiscal Year 2023-24 appropriation from the General Fund to the Conservancy for the purpose of wildfire risk reduction (The Budget Act of 2023, SB 101 (2023)). The proposed program is consistent with this funding source because it will help increase the pace and scale of wildfire resilience projects and ultimately reduce the risk of catastrophic wildfire. It is anticipated the project grants through this program will leverage additional funding and in-kind support.

Unless specifically identified as “Required Match,” the other sources of funding and in-kind contributions described above are estimates. The Conservancy does not typically require matching funds or in-kind services, nor does it require documentation of expenditures from other funders or of in-kind services. Typical grant conditions require grantees to provide any funds needed to complete a project.

CONSISTENCY WITH CONSERVANCY'S ENABLING LEGISLATION:

This program would be undertaken pursuant to Section 31113 of Chapter 3 of Division 21 of the Public Resources Code, which authorizes the Conservancy to address the impacts and potential impacts of climate change on resources within the Conservancy's jurisdiction (Section 31113(a)).

Pursuant to Section 31113(b), the Conservancy is authorized to award grants to public agencies to undertake projects that reduce greenhouse gas emissions and address extreme weather events, sea level rise, flooding, and other coastal hazards that threaten coastal communities, infrastructure, and natural resources.

Pursuant to Section 31113(c), the Conservancy must prioritize grants for projects that maximize public benefits and have one of several purposes, including reducing emissions of greenhouse gases and preserving natural lands.

Consistent with these sections, this program will restore the health and resilience of California forests, grasslands, and/or natural lands and reduce fire risk to communities. The program will help California's natural lands to be more resilient to catastrophic wildfires which may ultimately reduce greenhouse gas emissions released from increased wildfires due to climate change.

The proposed program addresses the impacts of climate change on natural resources within the Conservancy's jurisdiction because it will fund wildfire resilience projects in the nine-county San Francisco Bay Area (Chapter 4.5 of Division 21 of the Public Resources Code) and/or will improve forests, grasslands, and other natural lands and reduce the risk of wildfire that would adversely impact water quality and habitat in coastal watersheds (Chapter 5.5).

CONSISTENCY WITH CONSERVANCY'S [2023-2027 STRATEGIC PLAN](#):

Consistent with Goal 4.2 Wildfire Resilience, the proposed program will fund multiple wildfire resilience planning and implementation projects.

CEQA COMPLIANCE:

The proposed program will select and award grants for planning and implementation projects that will enhance wildfire resilience in the project area. As described above, the parties to the North Coast Resource Conservation District Collaborative will work to identify projects for potential funding and will carry out CEQA review before authorizing funding of any project. In light of this process, at the time of this authorization, the Conservancy does not know which projects will be recommended for funding, no particular projects are authorized for funding, and there is not sufficient information to provide meaningful environmental review of projects. Further, the proposed authorization does not foreclose alternatives or mitigation measures for any particular project. Therefore, considering the balancing described in the CEQA Guidelines at California Code of Regulations, title 14, section 15004, it is appropriate to undertake CEQA compliance at the time projects are selected rather than at the time of this authorization. All

proposed grants under this program must be approved by the Conservancy, which will comply with CEQA prior to deciding whether to approve a proposed grant for any specific project.

AGENDA ITEM #4G

Year 5 (2024-25) and Year 6 (2025-26) Post-Project Monitoring

Upper York Creek Habitat Restoration Project

Workscope and Estimated Budget

Napa RCD 2/6/2025

Task	Cost	Description
Project management	9,700	Coordination of monitoring activities with City of St Helena and consultants, permitting agencies, and landowners. Includes renewing right-of-entry agreements with landowners. Invoicing and administration of agreement. Year 5 (8 mo.) and Year 6 (12 mo.).
Post-storm reconnaissance survey (weather-dependent)	6,850	Post-storm reconnaissance surveys to assess effects of large winter storms and inform adaptive management. These surveys are weather-dependent and based on the size of the streamflow events that occur and may not be required every year. This budget includes a single survey for Years 5 and 6. Includes subcontracted geomorphologist or other qualified expert consultant.
Thalweg surveying (weather-dependent)	9,900	Topographic survey of a 1.1-mile subreach of the thalweg to assess channel incision/aggradation, log structures, and bridges. Thalweg surveying is weather-dependent and based on the size of the streamflow events that occur and may not be required every year. This budget includes a single survey for Years 5 and 6.
Cross-section surveying (weather-dependent)	18,350	Topographic surveying of up to 50 channel cross sections to assess scour/deposition, bank erosion, and capacity changes. Cross section surveying is weather-dependent and based on the size of the streamflow events that occur and may not be required every year. This budget includes a single survey for Years 5 and 6.
Photo-monitoring	3,850	Photomonitoring at up to 56 established photo-points to document changes at bridges, log structures, and graded areas for Year 5. Required to be conducted annually for Years 1-5, and again in Years 7 and 10.
Steelhead spawner surveys	20,600	Surveys of Reaches 3, 4, and 5, to identify evidence of steelhead spawning activity in Upper York Creek for Years 5 and 6. Up to four surveys per year will be conducted, dependent on flow conditions.
Vegetation surveys	42,800	Vegetation surveys for Years 5 and 6. RCD will subcontract with professional vegetation ecologist/botanist, and assist as necessary. Vegetation surveys are required annually and will be conducted within Reaches 3 and 4 and will include visual surveys to assess: 1) natural revegetation of the streambanks, 2) progress of the growth of planted trees and willow stakes, and 3) success of invasive plant removal efforts.
Annual report	11,350	Preparation and submittal of Year 4 and Year 5 annual monitoring reports documenting the methods and results of monitoring activities completed during Years 4 and 5 of the monitoring program.
Total	123,400	



Permit to Enter and Construct

Project Manager: Lisa Michl

Date: 02/13/2025

Organisation: Napa County Resource Conservation District (Napa RCD)

Address: 1303 Jefferson St., Suite 500B, Napa, CA 94559

Effective 02/01/2025, permission is hereby granted to the Napa RCD its contractors, employees, consultants, assigns and designees, to enter upon lands owned by Napa Sanitation District (NapaSan) as outlined on the attached map which is part of this Right of Entry, for the purpose of field surveys and technical studies to inform restoration efforts and all incidents necessary thereto. This permit to enter will expire on 12/31/2026.

No work shall commence on NapaSan property without a prior written Notice to Proceed issued by the General Manager or his designee, _____. Work shall be limited to weekdays only between the hours of 8:00am and 4:30pm. Napa RCD shall call USA prior to work to locate high voltage lines, high pressure gas transmission mains, sewer mains, water mains, and other utility systems in the area of the work to be conducted.

By acceptance of this Permit to Enter and Construct, it is expressly understood and agreed by and between the parties that Napa RCD will indemnify and save the undersigned NapaSan, its Board, officers, agents, employees and volunteers, harmless against any and all loss, damage, and/or liability which may be suffered or incurred by NapaSan and against any and all claims, demands, and causes of action that may be brought against NapaSan caused by, or arising out of, or in any way connected with the use and/or occupancy of said lands of NapaSan by _____, its agents, contractors, officers, employees or assigns.

Napa RCD further agrees to assume full responsibility for any and all damages caused by Napa RCD its officers, agents, employees, contractor, and sub-contractors during performance of any operation under this Permit to Enter and Construct, and Napa RCD shall, at its option, either repair to NapaSan's complete satisfaction, or pay for such damages. Napa RCD shall have complete control over the work site and shall be responsible for compliance with all applicable safety procedures and requirements.

This Agreement contains the entire understanding of the Parties. Any change, amendment, or alteration must be in writing and signed by both Parties to this Agreement to be effective. This Agreement supersedes all prior discussions and agreements between the Parties with respect to the subject matter hereof and thereof.

By: _____
Andrew Damron
General Manager

By: _____
Lucas Patzek
Executive Director

AGENDA ITEM #5B



Napa County Resource Conservation District
1303 Jefferson St., Ste. 500B, Napa, California 94559
(707) 690-3110, NapaRCD.org

February 6, 2025

Subject: Recommended Process for Director Vacancy Appointments
To: Board of Directors, Napa County Resource Conservation District
From: Lucas Patzek, Executive Director

The Napa County Resource Conservation District (District) is an independent special district governed by a seven-member Board of Directors, with Directors serving four-year terms. The terms of four current Directors—Paul Asmuth, Rainer Hoenicke, Bill Pramuk, and Karen Turjanis—expired at noon on Wednesday, November 27, 2024. Each continues to serve until a successor is appointed, which may involve either reappointment or the selection of a new applicant.

Due to financial constraints, the District lacks the resources to conduct a public election. Pursuant to Public Resources Code sections 9314 and 9316, we have requested that the Napa County Board of Supervisors appoint four individuals to serve as Directors in lieu of an election. To facilitate this process, the Napa County Executive Office initiated an application period for the vacancies, with the District posting a public notice on December 23, 2024, outlining eligibility requirements and application procedures. Additionally, in compliance with Public Resources Code section 9314, the Napa County Executive Office consulted with the Solano County Board of Supervisors, as a portion of the District lies within Solano County, but received no response.

The application period closed on January 17, 2025, with applications received from eight eligible individuals, all of whom meet the necessary qualifications and have no conflicts of interest:

1. Karen Turjanis - reappointment
2. Bill Pramuk - reappointment
3. Rainer Hoenicke - reappointment
4. Paul Asmuth - reappointment
5. Jim Lincoln - reappointment
6. Jennifer Putnam - appointment
7. Allison Day - appointment
8. Patrick Gorman - appointment

Following consultation with legal counsel, Executive Director Patzek and Board President Barge recommend that the Board establish a clear and fair process for making a recommendation to the Napa County Board of Supervisors regarding these appointments.

Napa County Resource Conservation District

1303 Jefferson St., Ste. 500B, Napa, California 94559

(707) 690-3110, NapaRCD.org

Recommended Process:

At the February 13 regular meeting, it is recommended that the Board form an Ad Hoc Committee to interview applicants and develop a recommendation for filling the four Director vacancies. To ensure fairness and transparency, the Committee should be composed only of Directors whose terms have not expired. Additionally, the number of Directors serving on the Committee must be fewer than a quorum—no more than three Directors—though the Board may include other individuals as deemed appropriate. This can include the Executive Director and/or Associate Directors who are not applicants for a Director position.

At the March 13 regular meeting, the Committee will present its recommendations to the full Board. The Board will then finalize its recommendation and submit it to the Napa County Board of Supervisors as soon as feasible to facilitate timely appointments.

This process ensures compliance with legal requirements while maintaining transparency and alignment with the District's values. Your consideration and support of this approach are appreciated.



Napa County Resource Conservation District
1303 Jefferson St., Ste. 500B, Napa, California 94559
(707) 690-3110, NapaRCD.org

FOR IMMEDIATE RELEASE
December 23, 2024

Contact: Tatia Wieland, District Secretary
Email: Tatia@NapaRCD.org
Phone: 707-690-3110

Applicants sought for Napa County Resource Conservation District's Board of Directors

Napa, CA - The County Executive Officer announces four (4) openings on the **Napa County Resource Conservation District's Board of Directors**, with the terms of office to commence upon appointment and expire November 27, 2028. The District is governed by seven directors.

The recruitment will remain open until January 17, 2025.

The Napa County Resource Conservation District Board has requested that the Napa County Board of Supervisors make this appointment under Public Resources Code sections 9314 and 9316 in lieu of holding an election. The District's mission is to support and empower everyone in Napa County to conserve, protect, and restore natural resources and sustainably manage working lands.

Interested applicants must be registered voters in the State, must reside within the District, must either own real property in the District or act as the designated agent of a resident land owner within the District, or have served for at least two years as an associate director of the District providing advisory or other assistance to the Board of Directors, must not hold an incompatible public agency position during the term of office, and must demonstrate an interest in soil and water conservation. Access the District's Strategic Plan and learn more about its programs here: <https://naparcd.org>.

Anyone interested in consideration for appointment must submit a completed application form. Application forms are available at the Napa County Executive Office, 1195 Third Street, Suite 310, Napa, CA 94559, telephone (707) 253-4580 or online at [Committees & Commissions | Napa County, CA \(countyofnapa.org\)](http://Committees & Commissions | Napa County, CA (countyofnapa.org)). When you are on the webpage, scroll down to the heading "**Apply**," then click on "[Application Form](#)." The "Application for Appointment to" field should designate "Napa County Resource Conservation District," and the "Category of Membership" should specify "Director."



A Tradition of Stewardship
A Commitment to Service

Napa County Executive Office

1195 Third Street
Suite 310
Napa, CA 94559
www.countyofnapa.org

Main: (707) 253-4580

Neha Hoskins
Clerk of the Board

December 23, 2024

Solano County Board of Supervisors
675 Texas Street, Suite 6500, Sixth Floor
Fairfield, CA 94533-6342

Dear Chair and Members of the Board:

The Board of Directors of the Napa County Resource Conservation District has informed the Napa County Board of Supervisors of the opening of four (4) positions on the District Board. The openings are due to terms expiring on November 27, 2024.

The Board of Directors of the Napa County Resource Conservation District has requested the Napa County Board of Supervisors, as the board of supervisors for the principal county in which the District is located, fill the openings by appointment in lieu of election, as authorized by Public Resources Code sections 9314 and 9316. On behalf of the Napa County Board of Supervisors, the Napa County Executive Office has begun the process of soliciting applications for appointments to the District. Per section 9314 of the Public Resources Code, since a small portion of the District is located in the southwestern portion of Solano County, the Napa County Board of Supervisors must also consult with the Solano County Board of Supervisors about the openings.

As part of such solicitation and consultation, I am enclosing a copy of the media release published by Napa County on December 23, 2024 pursuant to Public Resources Code section 9314(b)(1) inviting applications for the open position(s).

I trust this information meets your needs. If you require further information or desire to submit comments to the Napa County Board of Supervisors please do not hesitate to contact me at (707) 253-4580 or clerkoftheboard@countyofnapa.org.

Sincerely,

A handwritten signature in blue ink that reads "Paulette Cooper".

Paulette Cooper
Deputy Clerk of the Board II

Enclosure

cc: Tatia Wieland, District Secretary, Napa County Resource Conservation District
Corey Utsurogi, Napa County Counsel



A Tradition of Stewardship
A Commitment to Service
January 10, 2025

County Executive Office

1195 Third Street, Suite 310
Napa, CA 94559
www.countyofnapa.org

Main: (707) 253-4580

Neha Hoskins
Clerk of the Board

Paul Asmuth

[Redacted]
Saint Helena, CA 94574
[Redacted]

Re: Napa County Resource Conservation District

Dear Mr. Asmuth:

You have been a valued member of the **Napa County Resource Conservation District (RCD)**. The term of your position expires on November 27, 2024. If you wish to request reappointment for another 4-Year term, please check the following box:

Yes, I would like my name, this letter and application forwarded to the Board of Supervisors for possible reappointment to the **Napa County Resource Conservation District** for the term commencing immediately and expiring November 30, 2028.

=====

If you have chosen to request reappointment, please check one of the two boxes below regarding your last application.

I confirm that all the information on my last application is current.

Some of the information on my last application is no longer current or is five (5) years old or older. I will submit a new or revised application.

(To complete a new application form either contact the Napa County Executive Office or go to the following link to complete your application online:

<https://www.countyofnapa.org/1420/Committees-Commissions>

After checking the appropriate boxes, **sign and date** on the lines below and return this letter to the County Executive Office by mail, email, or fax.

SIGNATURE

DATE

Application for Appointment to Board, Commission, Committee, Task Force or Position

Applicants appointed by the Board of Supervisors will be required to take an oath of office. All applications will be kept on file for one year from the date of application.

Public Records Act

Applications are public records that are subject to disclosure under the California Public Records Act. Information provided by the applicant is not regarded as confidential except for the addresses and phone numbers of references and the applicant's personal information including home and work addresses, phone numbers and email address.

Form 700 Conflict of Interest Code

[California Fair Political Practices Website](#)

Please note that appointees may be required by state law and county conflict of interest code to file financial disclosure statements.

Which Boards would you like to apply for?

Napa County Resource Conservation District Board of Directors: Submitted

Category of Membership for Which You Are Applying

Board of Directors

Profile

Paul _____ A _____ Asmuth _____
First Name Middle Initial Last Name

_____ _____
Email Address

_____ _____
Home Address Suite or Apt

Saint Helena _____ CA _____ 94574 _____
City State Postal Code

Which supervisorial district do you reside in? *

District 3

To find your supervisorial district go to <https://www.countyofnapa.org/1334/About-the-Board>, click on "Look Up My District" and enter your address.

Question applies to Napa County Resource Conservation District Board of Directors

Are you a registered voter in the State of California?

Yes No

Primary Phone

The Napa Valley Reserve

Employer

General Manager

Job Title

hospitality, and
forest/landscape
management

Occupation

Education/Experience

Master of Science - Forestry - Mississippi State University Dec 2023 Master of Science - Taxation - Golden Gate University Bachelor of Science - Accounting - Arizona State University Associate of Arts - Biology - Saddleback Community College

Name and occupation of spouse within the last 12 months, if married. (For conflict of interest purposes)

Marilyn Asmuth - Executive Advisor

Resume

[Asmuth_Brief_Resume_Napa_RCD.docx](#)

Upload a Resume

Letter of Recommendation or Supplemental Attachments

Professional or occupational license, date of issue, and expiration including status

Certified California Naturalist, 2016 California Certified Public Accountant - Inactive

References: Provide names and phone numbers of 3 individuals who are familiar with your background.

S [redacted] no [redacted] B [redacted]
[redacted] Pet [redacted] - [redacted]

Community Participation

Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute.

Based on my experience working with the Napa RCD, both in the Napa Valley Community Forest and Land Trust Napa Valley, I have great respect for the operating team and the RCD missions. Conserving, protecting, and restoring our resources for the future is what I feel that I'm called to do. To better prepare myself for helping with these goals, I started a graduate forestry degree program through Mississippi State University online. My educational focus has been on community forests, coast redwood propagation, crown fire prevention in coast redwood forests, ecological silviculture, non-timber market values of a forest, and ecological services of a forest. My thesis will be on community forests and their benefits in the United States. My experience in non-profit organizations, business management, and ongoing forestry work will be a beneficial addition to the RCD board of directors.

Paul A Asmuth

Nature of activity and community location

Napa Valley Community Forest, Saint Helena, was founded in 2010. This forest is primarily planted with coast redwood trees on land owned by the City of St. Helena at their wastewater treatment plant (WWTP). Trees are irrigated with effluent from the WWTP on land located too close to vineyards for overhead spray dispersal. The project currently covers approximately 15 acres with 500 redwoods that are 10 years old, 2,000 redwood seedlings recently planted, 30+ newly planted acorns and sprouted oaks, and two to three acres of planned valley oaks. Napa RCD has been instructive and helpful in organizing volunteers, planting materials, and staff support. The primary goals of the community forest are forest habitat restoration through reforestation, carbon sequestration, soil erosion reduction, introducing plant/tree diversity, and future health and recreation benefits.

Other County Board/Commission/Committee on Which You Serve/Have Served

None

Public Actions that may impact Credit Rating (List all court or other public administration actions impacting your credit rating within the past ten (10) years)

None

Electronic Signature Agreement

I meet the criteria required to serve in this position.

Yes No

I declare under penalty of perjury that the foregoing is true and correct.

Yes No

Please Agree with the Following Statement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I Agree

Electronic Signature (First M. Last)

Paul A. Asmuth

Date

1/17/2025

Paul Andrew Asmuth

██████████
Saint Helena, CA 94574
██

Professional Experience

- **The Napa Valley Reserve**, Saint Helena – Director of Special Projects & Community Relations - 2000 – Present
 - **Meadowood Napa Valley** – Forester – 2000 – Present
 - **Author** – *Marathon Swimming the Sport of the Soul* – Published January 2019
 - **Jaeger Vineyards**, Napa – General Manager – 1997 – 2000
 - **Pisenti & Brinker LLP**, Santa Rosa & Napa – Partner & CPA – 1987 -1997
 - **Ernst & Young**, Newport Beach, San Jose, San Francisco – CPA - 1980 – 1987
-

Education & Certifications

- **Master of Science, Forestry** Mississippi State Univ. – 2023
 - **Certified California Naturalist** University of California Extension - 2016
 - **Certified Public Accountant** State of California - Inactive
 - **Master of Science, Taxation** Golden Gate University
 - **Bachelor of Science, Accounting** Arizona State University
 - **Associate of Arts, Biology** Saddleback Community College
-

Current Volunteer Experience

- **Napa Valley Community Forest** – Founder – 2010 - Present
 - **Land Trust Napa County** – Board Member – 2017 – January 2023
 - **Winegrowers of Napa Valley** – Member – 2000 – Present
 - **Grace Episcopal Church** – Member – Outreach - Bubaare Missions – 2020 – Present
-

Marathon Swimming & Coaching

- **USA Swimming** – Olympic Coach 2008 and 2012 – Open Water Swimming
- **International Swimming Hall of Fame Honoree** – Inducted 2010
- **Seven-time World Professional Marathon Swimming Champion** – 1980s
- **English Channel Men’s World Record** – England to France – 1985



A Tradition of Stewardship
A Commitment to Service

January 10, 2025

Karen J. Bower Turjanis

Napa CA 94558

County Executive Office

1195 Third Street, Suite 310
Napa, CA 94559
www.countyofnapa.org

Main: (707) 253-4580

Neha Hoskins
Clerk of the Board

Re: Napa County Resource Conservation District

Dear Mrs. Bower Turjanis:

You have been a valued member of the **Napa County Resource Conservation District (RCD)**. The term of your position expires on November 27, 2024. If you wish to request reappointment for another 4-Year term, please check the following box:

Yes, I would like my name, this letter and application forwarded to the Board of Supervisors for possible reappointment to the **Napa County Resource Conservation District** for the term commencing immediately and expiring November 30, 2028.

=====

If you have chosen to request reappointment, please check one of the two boxes below regarding your last application.

- I confirm that all the information on my last application is current.
- Some of the information on my last application is no longer current or is five (5) years old or older. I will submit a new or revised application.

(To complete a new application form either contact the Napa County Executive Office or go to the following link to complete your application online:

<https://www.countyofnapa.org/1420/Committees-Commissions>

After checking the appropriate boxes, **sign and date on the lines below and return this letter to the County Executive Office by mail, email, or fax.**

Karen Bower Turjanis
SIGNATURE

16 JAN 2025
DATE

Application for Appointment to Board, Commission, Committee, Task Force or Position

Applicants appointed by the Board of Supervisors will be required to take an oath of office. All applications will be kept on file for one year from the date of application.

Public Records Act

Applications are public records that are subject to disclosure under the California Public Records Act. Information provided by the applicant is not regarded as confidential except for the addresses and phone numbers of references and the applicant's personal information including home and work addresses, phone numbers and email address.

Form 700 Conflict of Interest Code

[California Fair Political Practices Website](#)

Please note that appointees may be required by state law and county conflict of interest code to file financial disclosure statements.

Which Boards would you like to apply for?

Napa County Resource Conservation District Board of Directors: Submitted

Category of Membership for Which You Are Applying

Director

Profile

Karen

First Name

J

Middle Initial

Bower Turjanis

Last Name


Email Address


Home Address

Suite or Apt

Napa

City

CA

State

94558

Postal Code

Which supervisorial district do you reside in? *

District 2

To find your supervisorial district go to <https://www.countyofnapa.org/2051/Find-my-supervisor-and-district> and enter your address.

Question applies to Napa County Resource Conservation District Board of Directors

Are you a registered voter in the State of California?

Yes No

Primary Phone

Napa Valley Unified School
District

Employer

Education Specialist

Job Title

Teacher

Occupation

Education/Experience

I received a B.S. in Fermentation Science in 1991 from U.C. Davis and worked in the wine industry as a winemaker/vineyard manager for 25+ years. I returned to school to earn a teaching credential as an Education Specialist Mild/Moderate at Touro University and completed the program in 2019. I have been teaching full time since 2017 and currently teach SDC Math to students with Individual Education Plans at Napa High School.

Name and occupation of spouse within the last 12 months, if married. (For conflict of Interest purposes)

Andrew Turjanis - Napa Autowerke, Inc., Owner

Resume

[KTurjanis_resume_01_2023_RCD_pdf.pdf](#)

Upload a Resume

Letter of Recommendation or Supplemental
Attachments

Professional or occupational license, date of issue, and expiration including status

Clear Education Specialist Instruction Credential Original Issue: 3/11/2020 Issued: 6/1/2022 Expiration: 6/1/2027 Status: Valid

References: Provide names and phone numbers of 3 individuals who are familiar with your background.

Mary Maher John Woodbury Chris Cahill

Community Participation

Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute.

I am deeply committed to the protection and preservation of our environment and feel strongly that we can achieve our greatest influence at the community level. As an educator, I believe that it is vital to include our youth in this conversation and help foster a curiosity and respect for the natural world. As a parent, I have tried to model these same values for my own children, their peers, as well as, my students. As a community member, I have supported and volunteered for organizations that are environmentally centered such as the Napa County Regional Park and Open Space District and Friends of the Napa River. As a former wine industry professional, I was dedicated to using thoughtful, environmentally sensitive practices and benefitted from the excellent services offered by the Napa RCD. I would like to combine these experiences to help support and grow the Napa RCD.

Karen J Bower Turjanis

Nature of activity and community location

I have been a member of the Napa Valley community since the early 1990's and have included community and professional affiliations on my attached resume.

Other County Board/Commission/Committee on Which You Serve/Have Served

Please refer to my attached resume for details about my affiliations. These include, but are not limited to, Napa County Regional Park and Open Space District, Past Director for Ward One and Friends of the Napa River, Foundering and Past Board Member.

Public Actions that may impact Credit Rating (List all court or other public administration actions impacting your credit rating within the past ten (10) years)

None that I am aware of.

Electronic Signature Agreement

I meet the criteria required to serve in this position.

Yes No

I declare under penalty of perjury that the foregoing is true and correct.

Yes No

Please Agree with the Following Statement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I Agree

Electronic Signature (First M. Last)

Karen J. Bower Turjanis

Date

1/26/2023

KAREN JEAN BOWER TURJANIS

[REDACTED]
Napa, Ca 94558
[REDACTED]
[REDACTED]

EDUCATION

UNIVERSITY OF CALIFORNIA, DAVIS

B.S., Fermentation Science -- 1991

TOURO UNIVERSITY

Graduate School of Education,

Teaching Credential/Education Specialist Mild/Moderate -2019

TEACHING EXPERIENCE

NAPA VALLEY UNIFIED SCHOOL DISTRICT

Teacher -Special Education (Mild/Moderate), 2018-PRESENT

Napa High School, Napa, Ca

Provide instruction at Napa High School to ninth to twelfth grade students in SDC Math (General Algebra and Consumer Math), as well as, Directed Studies. Also, case manage the Individual Education Plans for twenty-eight students.

FAIRFIELD-SUISUN UNIFIED SCHOOL DISTRICT

Teacher -Special Education (Mild/Moderate), 2017-2018

Crystal Middle School, Suisun City, Ca

Provided instruction at Crystal Middle School, a Title I school, to sixth grade students in co-teach English Language Arts, sixth to eighth grade students in Resource Specialist Program Math, as well as, case managed the Individual Education Plans for twenty-seven students using SEIS.

PREVIOUS EXPERIENCE

TWENTY-FIVE YEARS EXPERIENCE AS WINEGROWER

TURJANIS WINES and CONSULTING, Napa, CA

Owner & Winemaker, September 2000 - 2017

CLOUD VIEW VINEYARDS, St. Helena, CA

Winemaker, May 2000 - property sold in July 2008

KAMEN WINE ESTATE, Sonoma, CA

Winemaker, June 1999 - June 2004

PAUL HOBBS WINES and VINEYARDS, Graton, CA

Winemaker and Vineyard Manager, 1999-2000

CARDINALE/ LOKOYA/ PEPI, Oakville, CA

Assistant Winemaker, 1995 - 1999

KAREN JEAN BOWER TURJANIS

COMMUNITY AFFILIATIONS

Napa County Regional Park and Open Space District, Director Ward One
Appointed in September 2013. Elected to two 4-year term in 2014 and 2018.

Friends of the Napa River, Founding & Past Board Member, 1994 - 2013

Participated in establishing what would become Measure A, the Flood Control Project and the Living River Guidelines. Organized a variety of aspects of the Napa River Festival. Contributed to the organization's reenergizing and refocusing on its mission as the community's voice for responsible protection, development and celebration of the Napa River and its watershed.

University of California Cooperative Extension, Master Gardener, Class of 2014

Stone Bridge School, Charter Council member, 2014 - 2016

Elected by the parent-body of Stone Bridge School, Napa's only Waldorf-inspired Public Charter School, to the Parent-At-Large position on its Board of Directors. Previously served the school community as Parent Council co-Chair, Fundraising Chair, Treasurer, Grant and Budget committees and Charter Renewal co-Manager. Led and supported numerous auction and fundraising events utilizing AuctionMaestro Pro and Quickbooks software.

Napa Valley Nursery School, Ways and Means Chair, 2006-2007

Chaired one of the highest net income wine auctions in this cooperative, parent-participation school's history. Used Greater Giving auction software.

Napa County Park and Open Space Advisory Committee, Member, 2002-2006

Appointed by Supervisor Mike Rippey. Efforts made by this advisory committee eventually led to the voters approving Measure I establishing the Napa County Regional Park and Open Space District in November of 2006.

PREVIOUS PROFESSIONAL AFFILIATIONS

Napa Valley Wine Technical Group, Officer and Board Member

Napa Valley Vineyard Technical Group, President

American Society of Enology and Viticulture, Member

CERTIFICATION

National Outdoor Leadership School, Wilderness First Aid, January 2013

TRAVEL

France, New Zealand, Australia, Costa Rica, Portugal, Spain, Italy and Latvia

REFERENCES

Upon Request



A Tradition of Stewardship
A Commitment to Service
January 10, 2025

County Executive Office

1195 Third Street, Suite 310
Napa, CA 94559
www.countyofnapa.org

Main: (707) 253-4580

Neha Hoskins
Clerk of the Board

Rainer Hoenicke

[Redacted]
Napa, CA 94558
[Redacted]

Re: Napa County Resource Conservation District

Dear Mr. Hoenicke:

You have been a valued member of the **Napa County Resource Conservation District (RCD)**. The term of your position expired on November 27, 2024. If you wish to request reappointment for another 4-Year term, please check the following box:

Yes, I would like my name, this letter and application forwarded to the Board of Supervisors for possible reappointment to the **Napa County Resource Conservation District** for the term commencing immediately and expiring November 30, 20284.

=====

If you have chosen to request reappointment, please check one of the two boxes below regarding your last application.

I confirm that all the information on my last application is current.

Some of the information on my last application is no longer current or is five (5) years old or older. I will submit a new or revised application.

(To complete a new application form either contact the Napa County Executive Office or go to the following link to complete your application online:

<https://www.countyofnapa.org/1420/Committees-Commissions>

After checking the appropriate boxes, **sign and date on the lines below and return this letter to the County Executive Office by mail, email, or fax.**

Rainer Hoenicke
SIGNATURE

16 Jan - 25
DATE

Application for Appointment to Board, Commission, Committee, Task Force or Position

Applicants appointed by the Board of Supervisors will be required to take an oath of office. All applications will be kept on file for one year from the date of application.

Public Records Act

Applications are public records that are subject to disclosure under the California Public Records Act. Information provided by the applicant is not regarded as confidential except for the addresses and phone numbers of references and the applicant's personal information including home and work addresses, phone numbers and email address.

Form 700 Conflict of Interest Code

[California Fair Political Practices Website](#)

Please note that appointees may be required by state law and county conflict of interest code to file financial disclosure statements.

Which Boards would you like to apply for?

Napa County Resource Conservation District Board of Directors: Submitted

Category of Membership for Which You Are Applying

Director

Profile

Rainer

First Name

Hoenicke

Last Name

Middle Initial

[Redacted] Email Address

[Redacted] Home Address

[Redacted] Suite or Apt

Napa

City

CA

State

94558

Postal Code

Which supervisorial district do you reside in? *

District 3

To find your supervisorial district go to <https://www.countyofnapa.org/1334/About-the-Board>, click on "Look Up My District" and enter your address.

Question applies to Napa County Resource Conservation District Board of Directors

Are you a registered voter in the State of California?

Yes No

Primary Phone

None, retired

Employer

Executive Officer, Science
Program, Delta Stewardship
Council, State of CA

Job Title

Environmental Scientist

Occupation

Education/Experience

B.S. Agricultural Sciences, University of Bonn, Germany Ph.D. Ecology, UC Davis Postdoctoral Fellow and adjunct lecturer, San Jose State University (Moss Landing Marine Laboratories)
Plus: see resume on file

Name and occupation of spouse within the last 12 months, if married. (For conflict of interest purposes)

Kathryn J. Lucas, retired teacher

Resume

Upload a Resume

Letter of Recommendation or Supplemental Attachments

Professional or occupational license, date of issue, and expiration including status

All on file already, since I am re-applying to my expired term with edits above (new address, revised Supervisorial District)

References: Provide names and phone numbers of 3 individuals who are familiar with your background.

Jim Wilson (Napa County) Nancy Wahl-Scheurig (CARCD Exec. Director) Bruce Barge (President, Napa RCD)

Community Participation

Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute.

While I have served a bit more than 20 years on the Napa RCD Board, I intend to reach out to key members of our community to find a qualified and interested potential successor after my term. I am a scientist and have been contributing for many years to assist the Napa RCD in forming new partnerships, raising grant funds, and volunteering in education and restoration project implementation. I have been active in the community via the Napa Parks and Recreation Department (serving on the Advisory Commission), serving on multiple committees of the UC Master Gardeners of Napa County (UC Cooperative Extension), and adjunct member of the Bicycle and Pedestrian Advisory Committee for the City of Napa.

Nature of activity and community location

City of Napa and County as a whole

Rainer Hoenicke

Other County Board/Commission/Committee on Which You Serve/Have Served

See above

Public Actions that may impact Credit Rating (List all court or other public administration actions impacting your credit rating within the past ten (10) years)

None

Electronic Signature Agreement

I meet the criteria required to serve in this position.

Yes No

I declare under penalty of perjury that the foregoing is true and correct.

Yes No

Please Agree with the Following Statement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I Agree

Electronic Signature (First M. Last)

Rainer Hoenicke

Date

17 January, 2025



A Tradition of Stewardship
A Commitment to Service

January 10, 2025

Thomas W. Pramuk

[Redacted]

Napa CA 94559

[Redacted]

County Executive Office

1195 Third Street, Suite 310
Napa, CA 94559
www.countyofnapa.org

Main: (707) 253-4580

Neha Hoskins
Clerk of the Board

Re: Napa County Resource Conservation District

Dear Mr. Pramuk:

You have been a valued member of the **Napa County Resource Conservation District (RCD)**. The term of your position expires on November 29, 2024. If you wish to request reappointment for another 4-Year term, please check the following box:

Yes, I would like my name, this letter and application forwarded to the Board of Supervisors for possible reappointment to the **Napa County Resource Conservation District** for the term commencing immediately and expiring November 30, 2028.

=====

If you have chosen to request reappointment, please check one of the two boxes below regarding your last application.

I confirm that all the information on my last application is current.

Some of the information on my last application is no longer current or is five (5) years old or older. I will submit a new or revised application.

(To complete a new application form either contact the Napa County Executive Office or go to the following link to complete your application online:

<https://www.countyofnapa.org/1420/Committees-Commissions>

After checking the appropriate boxes, sign and date on the lines below and return this letter to the County Executive Office by mail, email, or fax.

Bill Pramuk

SIGNATURE

1/10/25

DATE

Application for Appointment to Board, Commission, Committee, Task Force or Position

Applicants appointed by the Board of Supervisors will be required to take an oath of office. All applications will be kept on file for one year from the date of application.

Public Records Act

Applications are public records that are subject to disclosure under the California Public Records Act. Information provided by the applicant is not regarded as confidential except for the addresses and phone numbers of references and the applicant's personal information including home and work addresses, phone numbers and email address.

Form 700 Conflict of Interest Code

[California Fair Political Practices Website](#)

Please note that appointees may be required by state law and county conflict of interest code to file financial disclosure statements.

Which Boards would you like to apply for?

Napa County Resource Conservation District Board of Directors: Submitted

Category of Membership for Which You Are Applying

WICC Board Member

Profile

Bill _____ Pramuk _____
First Name Middle Initial Last Name

_____ _____
Email Address

_____ _____
Home Address Suite or Apt

Napa _____ CA _____ 94559
City State Postal Code

Which supervisorial district do you reside in? *

District 1

To find your supervisorial district go to <https://www.countyofnapa.org/1334/About-the-Board>, click on "Look Up My District" and enter your address.

Question applies to Napa County Resource Conservation District Board of Directors

Are you a registered voter in the State of California?

Yes No

Primary Phone

Pramuk, Trees and
associates, LLC

Employer

owner

Job Title

Consulting Arborist

Occupation

Education/Experience

Bachelors Degree. ISA certified Arborist. ASCA Registered Consulting Arborist

Name and occupation of spouse within the last 12 months, if married. (For conflict of Interest purposes)

Stephnia L. Pramuk. Library Assistant

Resume

Upload a Resume

[Qualifications_of_Consultant.pdf](#)

Letter of Recommendation or Supplemental Attachments

Professional or occupational license, date of issue, and expiration including status

No State license required for consulting

References: Provide names and phone numbers of 3 individuals who are familiar with your background.

Lucas Patzek, Exec [REDACTED], Napa County RCD [REDACTED] Winemaker,
Saintsbury Winery [REDACTED] Warren Winiarski, Winery owner, [REDACTED]

Community Participation

Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute.

I currently serve as a Board Member on the Napa RCD, which needs to have a representative on the WICC Board. I am a long-time resident of Napa with particular interest , personally and professionally as a consulting arborist, in Napa natural resources.

Nature of activity and community location

See my "Qualifications of Consultant".. It provides many details on my history of involvement in and around Napa

Other County Board/Commission/Committee on Which You Serve/Have Served

City of Napa Tree Advisory Commission (in the late 1990's) Napa Resource Conservation district. (current) Napa County Drought and Water Shortage Task Force (Current)

Bill Pramuk

Public Actions that may impact Credit Rating (List all court or other public administration actions impacting your credit rating within the past ten (10) years)

None

Electronic Signature Agreement

I meet the criteria required to serve in this position.

Yes No

I declare under penalty of perjury that the foregoing is true and correct.

Yes No

Please Agree with the Following Statement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I Agree

Electronic Signature (First M. Last)

Bill Pramuk

Date

1/10/2025



Bill Pramuk, Consulting Arborist
Pramuk, Trees and Associates, LLC

June 20, 2022

Qualifications of Consultant:

Thomas William 'Bill' Pramuk

Education and Qualifications

1971: Bachelor of Arts, University of California, Berkeley.
1979: California Certified Nursery Professional #1365, California Association of Nurserymen.
1980: California Certified Nursery Professional Advanced Status in Insects, Weeds and Diseases.
1990: Certified Arborist, WE 0610A, Western Chapter International Society of Arboriculture.
1991: Qualified Applicator License, QL97833, State of California Department of Pesticide Regulation.
1998: Member, American Society of Consulting Arborists (ASCA).
2003: Registered Consulting Arborist #409, ASCA
2010: Certified Small Business, State of California Department of General Services
2012: Preliminary Career Technical Education Teaching Credential, Agriculture and Natural Resources, California Commission on Teacher Credentialing, 3/5/2012, #120037804
2013 and 2018: *ISA Tree Risk Assessment Qualified*, International Society of Arboriculture
2019-2024: *Tree and Plant Appraisal Qualification*, American Society of Consulting Arborists.

Professional Experience

1973-1975: Landscape Laborer, Personalized Landscaping, Napa CA
1975-1983: Van Winden Pueblo Garden Center, Napa, CA, Manager, Nurseryman: Manage retail nursery store and staff, perform sales, customer relations and nursery maintenance.
1983-1992: Boething Treeland, Portola Valley, CA, Sales Representative: Perform sales and marketing of wholesale nursery stock.
1992-1995: Arrowhead Growers/ Euser Landscape Services, Napa, CA, General Manager/ Arborist: Manage wholesale nursery start-up, production, sales, and marketing. Perform pesticide applications in nursery and for clients. Prepare arborist reports and landscape management plans for landscape clients including homeowners' associations, commercial properties and single family residences.
1995-8/31/06: Britton Tree Services, Inc., St. Helena, CA, Arborist: Perform consultations and prepare estimates for tree care services such as pruning, removal, pest and disease diagnosis, tree risk assessments, tree management plans, loss valuations and plant health care. Create and supervise tree and landscape Integrated Pest Management Division.
2006-present: Private practice as Consulting Arborist, Managing Member of Pramuk, Trees and Associates, LLC.
2012-15: Classroom instructor *in Arboriculture: Preparing for Certification*, Napa Valley Adult Education.



Napa, CA 94559



Professional Affiliations

1990-present: Western Chapter, International Society of Arboriculture
 1979-present: California Association of Nursery Professionals
 1995-2020: Pesticide Applicators Professional Association (PAPA)
 1998-present: American Society of Consulting Arborists
 2007- 2009: California Association of Community Managers
 2006-present: Napa Success Connection, business professional support organization. President 2014, 2015.
 2007- present: California Native Plant Society, member.

Public Service

1994-1999: Tree Advisory Commission, City of Napa: Commission member 1994-1996, Chairman 1997, 1998, 1999
 2006, 2009, 2010: Martha Walker Garden at Skyline Park, Napa: Consult regarding renovation of irrigation system and tree management, steering committee, 2010.
 2007: Sacred Garden, Napa Interfaith Council, consult and volunteer labor in preparation and installation of garden.
 2007, 08, 09, 10, 11, 12, 13: Relay for Life, American Cancer Society, fundraising event, Napa.
 2007: Acorn Day: *Growing and Planting Oaks*, Pepperwood Preserve, 3450 Franz Valley Road, Santa Rosa, September 29, 2007.
 2010: *Valley View Pond Restoration Project*, Yountville Veterans Home, *pro bono* consultation.
 2011through 2021: Local leader for the **Sudden Oak Death Blitz**, Napa County, sponsored by the University of California Berkeley Forest Pathology and Mycology Laboratory.
 2014- Present: Board of Trustees Member, Napa First United Methodist Church
 2014- 15: Guiding Coalition, Napa Circles Initiative, a non-profit organization for the elimination of poverty.
 2013-14: Associate Director, Napa County Resource Conservation District
 2015- present: Board Member Napa County Resource Conservation District
 2017-present: Board Member, Napa Watershed Information and Conservation Council (WICC)
 2022-present: Committee Member Napa County Drought and Water Shortage Task Force

Publications and Lectures

> 1995-present: I write a newspaper column, **Trees and People**, for the Napa Valley Register, appearing biweekly since November 1995. The column provides information on tree care for the general reader.
 > Served on the steering committee and as a moderator for the Western Chapter ISA Seminar on Sudden Oak Death Disease, Napa, September 19, 2001.
 > Contributed as a reviewer for preparation of the publication *Species Classification and Group Assignment*, Western Chapter ISA, 2004.
 I have lectured on tree care topics at numerous meetings, including:
 > University of California Cooperative Extension Master Gardeners training sessions, Napa, February 27, 1997.
 > Dry Creek Watershed Stewardship Group, Napa, October 21, 1997.
 > American Association of University Women, *The Trees of Fuller Park*, Napa, September 6, 2000.
 > Mt. Veeder-Dry Creek Preservation Association semi-annual meeting, October 28, 2002.
 > University of California Cooperative Extension Master Gardener training session, Napa, January 21, 2003.
 > *Tree Care for Coast Redwoods*, The Meadows of Napa Valley, April 2003.
 > Napa City-County Library: *Living With Trees in Napa Valley*, February 16, 2005
 > Western Chapter ISA seminar: *Recognizing Tree Diseases IV, Root Crown Excavations*, Carmichael, CA October 28, 2005.
 > Association of Applied Integrated Pest Management Ecologists (AAIE), Annual Conference, Napa, February 6, 2007: Field Demonstration of Air Knife Excavation: *Where Oak Roots Grow*.

- > California Arborists Association (CAA), Fruit Tree Pruning Seminar, Martinez, February 26, 2007, Training Coach.
- > Napa Success Connection (a business networking group) presentation: *Common Tree Problems*, October 24, 2007.
- > *Pruning Young Trees for Long-term Success*, a public presentation, Van Winden's Pueblo Garden Center, Napa, September 6, 2008
- > *Living With Trees in the Napa Valley: The Good, the Bad and the Ugly*, a public presentation at the Napa City County Library, September 3, 2009.
- > *Northern California Tree Pests and Diseases: "To Spray or Not to Spray? That is the question."* Presented at the Sonoma County Regional Parks Pesticide Applicator Seminar, Petaluma, April 25, 2012.
- > Technical Editor of *Trees to Know in Napa Valley*, a book by the UC Master Gardeners of Napa County, 2015
- > Sonoma County Regional Parks Pest Control Seminar lecture: *Top Ten Pests and Diseases for 2015*, Finley Community Center, Santa Rosa, 11/19/15
- > *Spring Tree Care*, presentation to Napa Success Connection, April 16, 2016
- > Napa County Master Gardeners lecture: *Trees in Napa Valley: Star Performers and Diagnosing Tree Problems*, September 29, 2016, Yountville Community Center
- > *Trees to Know in Napa Valley*, lecture at St. Helena Public Library, January 17, 2017.
- > *Trees in Napa Valley: Diagnosing Tree Pest and Disease Problems*, a presentation to the Napa UCCE Master Gardeners preparation class.
- > *Sudden Oak Death Blitz Workshop*, public meeting at the Napa County Library, October 28, 2017
- > *Wildfires and Trees: Observations after the October 2017 Fires in Napa and Sonoma Counties*, presentation to Napa County Watershed Information and Conservation Council Board Meeting, 1/25/18
- > *Wildfires and Trees: Observations after the October 2017 Fires in Napa and Sonoma Counties*, presentation to Napa Engineers Society, April 10, 2018
- > *Considering Measure C: The Napa County Watershed and Oak Woodland Protection Initiative*. A public presentation on behalf of the Napa County League of Women Voters and the Napa Chapter of the Sierra Club, Napa County Library, March 12, 2018.
- > *Tree Problems: A Primer*, U.C. Master Gardeners Training Class, Napa, 3/12/19
- > *Book Harvesters* book club, Napa: Presentation on *The Hidden Life of Trees* by Peter Wohlleben, 9/22/20.
- > *Post-Fire Tree Mortality Training: Assessing Wildfire Damage*, a field workshop for the Napa Resource Conservation District and Natural Resource Conservation Service personnel, Larkmead Vineyards, Calistoga, 10/30/20.
- > *Living with California Native Oaks*, a presentation to Federated Women of Upper Napa Valley, 4/7/21
- > *Managing Trees in Drought*, a presentation to Napa Success Connection business group, August 18, 2021.

California Tree Failure Report Program / Western Tree Failure database

I am a regular participant and contributor to the Western Tree Failure Database (the California Tree Failure Report Program –CTFRP, beginning in January 1995. Sponsored by University of California Cooperative Extension, www.groups.ucanr.org/treefail) and the International Society of Arboriculture, CTFRP is an ongoing effort to record and study tree failures and the damage they incur. As reports and data accumulate, professionals and the public gain a greater understanding of tree risks. Participants attend the Annual Conference to hear presentations by leaders in the field and to share tree failure case histories

Arbitration

I served as an Arbiter for the City of Sausalito in a matter regarding a view claim under the City of Sausalito Tree Ordinance. Assignment completed in 2013.

Town Arborist

In a former assignment in private practice, I served under contract as Town Arborist for the Town of

Application for Appointment to Board, Commission, Committee, Task Force or Position

Applicants appointed by the Board of Supervisors will be required to take an oath of office. All applications will be kept on file for one year from the date of application.

Public Records Act

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Form 700 Conflict of Interest Code

[California Fair Political Practices Website](#)

Please note that appointees may be required by state law and county conflict of interest code to file financial disclosure statements.

Which Boards would you like to apply for?

Napa County Resource Conservation District Board of Directors: Submitted

Category of Membership for Which You Are Applying

Director

Profile

Jim _____ D _____ Lincoln _____
First Name Middle Initial Last Name

_____ _____
Email Address

_____ _____ Suite or Apt

Napa _____ CA _____ 94559 _____
City State Postal Code

Which supervisorial district do you reside in? *

District 1

To find your supervisorial district go to <https://www.countyofnapa.org/1334/About-the-Board>, click on "Look Up My District" and enter your address.

Question applies to Napa County Resource Conservation District Board of Directors

Are you a registered voter in the State of California?

Yes No

Primary Phone

Beckstoffer Vineyards

Employer

GM

Job Title

Agriculture

Occupation

Education/Experience

BS '86 UC Davis. Ag. Science & Mgmt

Name and occupation of spouse within the last 12 months, if married. (For conflict of Interest purposes)

JoAnne, Home

Resume

Upload a Resume

Letter of Recommendation or Supplemental Attachments

Professional or occupational license, date of issue, and expiration including status

Qualified Applicators License #146066 1/1/25, 12/31/26

References: Provide names and phone numbers of 3 individuals who are familiar with your background.

Brian Hoefgen [REDACTED] Dave Michul [REDACTED] Chris Demetre [REDACTED]

Community Participation

Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute.

I have been on the RCD board for 8 years and bring an agricultural perspective to a diverse board.

Nature of activity and community location

RCD board, Napa Carneros

Other County Board/Commission/Committee on Which You Serve/Have Served

Los Carneros Water District, Current President WICC board GSPAC- Groundwater sustainability plan development committee

Public Actions that may impact Credit Rating (List all court or other public administration actions impacting your credit rating within the past ten (10) years)

None

Electronic Signature Agreement

I meet the criteria required to serve in this position.

Yes No

I declare under penalty of perjury that the foregoing is true and correct.

Yes No

Please Agree with the Following Statement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I Agree

Electronic Signature (First M. Last)

Jim D. Lincoln

Date

1/17/2025

Application for Appointment to Board, Commission, Committee, Task Force or Position

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Which Boards would you like to apply for?

Napa County Resource Conservation District Board of Directors: Submitted

Category of Membership for Which You Are Applying

Director

Profile

Jennifer

First Name

Putnam

Last Name

Middle Initial

[Redacted] Email Address

[Redacted] Home Address

Suite or Apt

NAPA

City

CA

State

94558

Postal Code

Which supervisorial district do you reside in? *

District 1

To find your supervisorial district go to <https://www.countyofnapa.org/1334/About-the-Board>, click on "Look Up My District" and enter your address.

Question applies to Napa County Resource Conservation District Board of Directors

Are you a registered voter in the State of California?

Yes No

Primary Phone

Jennifer Putnam Consulting
Employer

Principal
Job Title

Consultant
Occupation

Education/Experience

University of California, Davis - MA Geography and Viticulture 2002 - Focus on environmental systems: water science, use and law, integrated agriculture, viticultural farmscapes of the world Humboldt State University - BS Natural Resource Management 1995 - Focus on forestry, international wilderness areas and national parks, botany

Name and occupation of spouse within the last 12 months, if married. (For conflict of Interest purposes)

John Putnam, Self Employed

Resume

[Jennifer Putnam CV.pdf](#)

Upload a Resume

[Jennifer Putnam bio.pdf](#)

Letter of Recommendation or Supplemental Attachments

Professional or occupational license, date of issue, and expiration including status

References: Provide names and phone numbers of 3 individuals who are familiar with your background.

Linda Reiff, CEO and President. Napa Vallev Vintners [REDACTED] Larry Bettinelli,
P [REDACTED] nelli Vineyards [REDACTED] Jon Rue [REDACTED] ly Mountain Vineyards
[REDACTED]

Community Participation

Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute.

I am wholly committed to elevating the relevance, contributions and successes of the Napa Resource Conservation District, which is an organization I've been honored to serve as Associate Director. I believe in their mission, their results, and most of all - their team. The RCD is fortunate to have a highly professional, well-prepared and enthusiastic staff that I have enjoyed watching in action. I sincerely want to support them and the future of the organization. Napa County has a real gem in the RCD: it has the potential to be a source of pride for residents, a key player in the environmental/agricultural/conservation interface, and an inspiration for other organizations. I understand the expectations of service for a Director role and I am ready to step into that role.

Nature of activity and community location

Other County Board/Commission/Committee on Which You Serve/Have Served

Napa County Housing Commission Commissioner · Sep 2024 - Present Napa Resource Conservation District Associate Director · Oct 2023 - Present Napa Valley Equine Volunteer · Apr 2023 - Present Wine Country Polo Club Board Member · Jan 2022 - Jan 2023 Ag for Youth Board Member · Jan 2014 - Jan 2016 Napa County Land Trust Trustee · Jan 2012 - Jan 2015 Vintage Bank Community Board Director · Jan 2004 - Jan 2008

Public Actions that may impact Credit Rating (List all court or other public administration actions impacting your credit rating within the past ten (10) years)

Electronic Signature Agreement

I meet the criteria required to serve in this position.

Yes No

I declare under penalty of perjury that the foregoing is true and correct.

Yes No

Please Agree with the Following Statement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I Agree

Electronic Signature (First M. Last)

Jennifer K. Putnam

Date

1/14/25



Jennifer Putnam



Napa, California



PROFESSIONAL SUMMARY

My work focuses on building organizational power through collaboration, strategic development, and robust implementation of ideas. I help leaders see their objectives through and create teams that are enthusiastic and productive.

EXPERIENCE

Napa Valley Farmworker Foundation

Executive Director and Chief Executive Officer, Board Member 2011 - 2023

Napa Valley Grapegrowers

Executive Director and Chief Executive Officer 2003 - 2023

Highland Ranch

Ranch Manager 1998 - 2000

EDUCATION

University of California, Davis

Master of Arts, Viticulture and Geography 2002

Humboldt State University

Bachelor of Science, Natural Resource Management 1995

VOLUNTEERISM

Napa Resource Conservation District

Associate Director
October 2023 - present

Napa County Land Trust

Trustee
2012 - 2015

Wine Country Polo Club

Director
2022-2023

Vintage Bank Community Board

Director
2004 – 2008

Ag for Youth

Director
2014 - 2016

Connolly Ranch

Advisor
2011-2016

PERSONAL CHARACTERISTICS

Problem solver. Creative connector. Happy person.

SKILLS

Project Management

Strategic Planning

Communications

Marketing

Political Understanding and Advocacy

Budgeting and Forecasting

Community and Relationship Building

Event Production

Public Relations

Team Development and Collaboration

Design and Aesthetics

Fundraising

Making Things Happen

Making Things Fun

ABOUT ME

Problem Solver. Creative Connector. Happy Person.

My career has focused on bringing people together and ideas to life.

As Executive Director of the Napa Valley Grapegrowers for 20 years, I know how to take a project from start to finish.

When I arrived in the valley, Napa lacked an independent organization representing vineyards and growers. With a mighty team of Napa's most inspired people, we grew the Napa Valley Grapegrowers from a small, part-time trade association into a robust non-profit focused on people, environmental responsibility, and agricultural preservation. We differentiated what it means to farm in the Napa Valley and we provided growers the programs and opportunities to succeed in an ever-changing environment.

We accomplished everything we set out to do and more.

Recognizing the importance of professional development, we focused on the next generation of leaders and ensured the vision was inclusive. These conversations led to the creation of the Napa Valley Farmworker Foundation, where I served as Executive Director since its inception in 2011. For both organizations, I worked with pioneers to build the long-term strategy, operations and relationships that make a non-profit successful.

I've started my own business to work with clients that represent my values and make the world a little better.

Prior to my leadership in the Napa wine community, I weaved my way through the world of politics, hosted international guests at the Highland Ranch, led intrepid groups up and over the High Sierra, and learned the wine business with Sonoma's Trione family.

My graduate work was completed in the agricultural capital of UC Davis and my undergraduate degree comes from Humboldt State University.

My volunteerism includes leadership roles with the Napa Resource Conservation District, Land Trust of Napa County, Napa County Housing Commission, Connolly Ranch, Ag for Youth, The Vintage Bank, the Geyserville Fire Department, Umpqua Bank, Wine Country Polo Club, Milo Foundation, Connected Horse, and Sunrise Montessori of Napa.

Most weekends you can find me hiking with friends, exploring on horseback, and otherwise enjoying the incredible outdoor experiences that the Bay Area provides. I live in Napa with my wonderful family, the world's greatest dog, and a herd of horses.

Application for Appointment to Board, Commission, Committee, Task Force or Position

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[California Fair Political Practices Website](#)

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Which Boards would you like to apply for?

Napa County Resource Conservation District Board of Directors: Submitted

Category of Membership for Which You Are Applying

Director

Profile

Allison _____ S _____ Day _____
First Name Middle Initial Last Name

_____ _____
Email Address

_____ _____ Suite or Apt

Napa _____ CA _____ 94558
City State Postal Code

Which supervisorial district do you reside in? *

District 3

To find your supervisorial district go to <https://www.countyofnapa.org/1334/About-the-Board>, click on "Look Up My District" and enter your address.

Question applies to Napa County Resource Conservation District Board of Directors

Are you a registered voter in the State of California?

Yes No

Primary Phone

Good Things, Done Right

Employer

CEO

Job Title

Digital Marketing and
Tourism Specialist

Occupation

Education/Experience

BA in Studio Arts from Indiana University

Name and occupation of spouse within the last 12 months, if married. (For conflict of Interest purposes)

Clay Newton, Sr Director of UX at Castlight Health

Resume

[AllisonDayResume_3_.pdf](#)

Upload a Resume

Letter of Recommendation or Supplemental
Attachments

Professional or occupational license, date of issue, and expiration including status

References: Provide names and phone numbers of 3 individuals who are familiar with your background.

S Sedgley Eric Reichert Whitney Diver McEvoy
Happy to provide a letter of recommendation upon advancing to next round of
c deration!

Community Participation

Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute.

I am drawn to the opportunity to serve on the Napa County Resource Conservation District board because of its vital role in conserving natural resources while balancing the needs of agriculture, urban areas, and wildlands. With a strong appreciation for Napa County's unique landscapes and ecosystems, I am committed to supporting efforts that ensure thriving watersheds for future generations. I value the RCD's emphasis on technical assistance, education, and collaboration as tools to empower the community in conservation efforts. By serving on the board, I hope to help advance practical, sustainable solutions that address the diverse needs of the region. This role represents an opportunity to contribute meaningfully to the preservation of Napa County's environmental and agricultural heritage. As a founder of a digital marketing company, I can bring valuable expertise in crafting strategies to enhance community engagement and awareness. My experience in leveraging digital tools and communication channels can help amplify the district's initiatives. I am committed to supporting efforts that foster meaningful connections and drive impactful results.

Nature of activity and community location

Other County Board/Commission/Committee on Which You Serve/Have Served

Yountville Marketing Committee Napa Valley Vine Trail Marketing RAD Napa Scott Sedgley
For Mayor Campaign

Public Actions that may impact Credit Rating (List all court or other public administration actions impacting your credit rating within the past ten (10) years)

N/A

Electronic Signature Agreement

I meet the criteria required to serve in this position.

Yes No

I declare under penalty of perjury that the foregoing is true and correct.

Yes No

Please Agree with the Following Statement

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I Agree

Electronic Signature (First M. Last)

Allison S Day

Date

01/17/2025

ALLISON DAY

Founder and President of Good Things Done Right

📞 [REDACTED] @ [REDACTED] 🌐 [REDACTED] 📍 [REDACTED]



EXPERIENCE

Founder and President

Good Things Done Right

📅 06/2015 - Present 📍 Napa, CA

We help brands—big and small, B2B and B2C, for-profit and nonprofit—get more from their social media and content marketing efforts. Expect strong strategy, likable content and responsive community management that tells your story, ignites conversation and aligns with your target audience and business growth goals. We develop, implement and measure all things social media strategy, driving a variety of different KPIs and success metrics, utilizing social media platforms.

- Highlight your accomplishments, using numbers if possible.

Director of Content and Social Media

WineCountry Media

📅 07/2016 - 09/2017 📍 Napa, CA

Company Description

- Executed WineCountry.com's social media presence on Facebook, Twitter, Pinterest and Instagram.
- Developed content across all platforms, posting multiple times a day and grew their audience by 350% and their reach by 385% over the course of a year.
- Built Sonoma.com's social media presence on Facebook, Twitter, Pinterest and Instagram.
- Curated content across all platforms, posting multiple times a day and grew their audience by 260% and increased their monthly reach from 2,000 to 28,000 over the course of a year.
- Managed NapaValley.com's Facebook, Twitter, Pinterest by curating content and creating an Instagram account, growing their audience by 560% and their reach by 508% over the course of a year.
- Led internal content development and execution while managing 8 writers and producing 15-20 pieces of original content every month.

Director of Content Growth and Social Media

Barnraiser.us

📅 09/2014 - 08/2016 📍 Sausalito, CA

Company Description

- Managed the development and execution of Barnraiser's content and distribution strategy while executing against ambitious traffic and engagement goals.
- Measured and reported on performance of content assets and present research-based plans for growth.
- Oversaw social media team to direct editorial and brand consistency across social channels.
- Developed mutually beneficial content strategies in conjunction with Dir. of Partnerships.
- Developed and built relationships with writers and bloggers to grow contributor network.
- Aggregated topical content and create high-profile syndication to increase brand awareness.

Social Community Consultant

3 rock marketing

📅 12/2010 - 04/2015 📍 Napa, CA

Company Description

- Managed social media accounts for Visit Napa Valley
- Developed content for Beau Wine Tours
- Developed content for Flavor! Napa Valley
- Developed content for Napa Truffle Festival
- Developed content for SENZA Hotel
- Developed content for Cameo Cinema

SUMMARY

Hungry people are my favorite people, whether it's for great food or great ideas. As an early adopter of social media platforms, I've been deep in social media and content development for close to 10 years. From Napa Valley destination marketing to the food crowdfunding world, I direct the planning and execution of all things social media and content. I founded Good Things, Done Right in 2015 when I saw a demand for more authentic voices and straight forward work ethic in the marketing world. Current working with Visit Calistoga, St Helena, Yountville Chamber of Commerce, Oxbow Public Market, Stag's Leap Wine Cellars, Corto Olive Oil, Terlatto Family Brands, Stags Leap AVA, Wheeler Farms Winery & more. Visit us at www.gtdr.social

SKILLS

<u>Social Video</u>	<u>Paid Media Advertising</u>	
<u>Growth Strategies</u>	<u>Editorial</u>	
<u>Digital Media</u>	<u>Business Insights</u>	
<u>Branding</u>	<u>Social Media Analytics</u>	
<u>Branded Content</u>	<u>Blogging</u>	
<u>Social Media</u>	<u>Marketing Strategy</u>	
<u>Online Marketing</u>	<u>Public Relations</u>	
<u>Event Planning</u>	<u>Fundraising</u>	<u>Facebook</u>
<u>Marketing</u>	<u>Social Media Marketing</u>	
<u>Editing</u>	<u>Management</u>	
<u>Event Management</u>	<u>Social Networking</u>	
<u>Public Speaking</u>		

EXPERIENCE

Creator of Community

[Barnraiser.us](#)

📅 09/2014 - 01/2015 📍 Sausalito, CA

Donor Stewardship Manager

[American Conservatory Theater](#)

📅 01/2012 - 08/2013 📍 San Francisco, CA

Membership Director

[Calistoga Chamber of Commerce](#)

📅 09/2008 - 08/2012 📍 Calistoga, CA

Events Director

[Calistoga Chamber of Commerce](#)

📅 09/2008 - 08/2012 📍 Calistoga, CA

EDUCATION

Degree and Field of Study

[Indiana University Bloomington](#)

📅 Date period

Application for Appointment to Board, Commission, Committee, Task Force or Position

Applicants appointed by the Board of Supervisors will be required to take an oath of office. All applications will be kept on file for one year from the date of application.

Public Records Act

Applications are public records that are subject to disclosure under the California Public Records Act. Information provided by the applicant is not regarded as confidential except for the addresses and phone numbers of references and the applicant's personal information including home and work addresses, phone numbers and email address.

Form 700 Conflict of Interest Code

[California Fair Political Practices Website](#)

Please note that appointees may be required by state law and county conflict of interest code to file financial disclosure statements.

Which Boards would you like to apply for?

Napa County Resource Conservation District : Submitted **Category of Membership**

for Which You Are Applying

Board member

Profile

Patrick _____ C _____ Gorman _____
First Name Middle Initial Last Name

_____ _____
Email Address

_____ _____
Home Address Suite or Apt

NAPA _____ CA _____ 94558 _____
City State Postal Code

Which supervisorial district do you reside in? *

District 2

To find your supervisorial district go to <https://www.countyofnapa.org/1334/About-the-Board>, click on "Look Up My District" and enter your address.

_____ _____
Primary Phone

AT&T

Employer

Outside Plant Engineer

Job Title

Engineer

Occupation

Education/Experience

I am an outside plant engineer for AT&T, covering Napa County for over 25 years. I have worked on many projects with Napa County departments. I have enjoyed learning about Napa County through my board membership in the Mosquito Abatement District.

Name and occupation of spouse within the last 12 months, if married. (For conflict of Interest purposes)

Kerry Gorman, RN, Quenn of the Valley

Resume

Upload a Resume

Letter of Recommendation or Supplemental Attachments

Professional or occupational license, date of issue, and expiration including status

none

References: Provide names and phone numbers of 3 individuals who are familiar with your background.

Mike Burg [redacted] noma Public works director [redacted] Robert Cl [redacted] reless
Engineer [redacted] Sarah Van Giesen Cultural [redacted] mmission [redacted]

Community Participation

Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute.

I have been working with the Napa County departments and believe I would be a good asset to the board. Napa County Mosquito Abatement District member, city of Napa Rep.

Nature of activity and community location

Napa High School athletics boosters former member. Napa County Mosquito Board Napa United soccer former coach Napa Little League former coach

Other County Board/Commission/Committee on Which You Serve/Have Served

Napa county mosquito board member

Public Actions that may impact Credit Rating (List all court or other public administration actions impacting your credit rating within the past ten (10) years)

None

Electronic Signature Agreement

I meet the criteria required to serve in this position.

Yes No

I declare under penalty of perjury that the foregoing is true and correct.

Yes No

Please Agree with the Following Statement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I Agree

Electronic Signature (First M. Last)

Patric C Gorman

Date

01-17-2025

Memorandum of Understanding Napa Wildfire Resilience Coordinating Group

Last modified: November 21, 2024

This Memorandum of Understanding (MOU) is made and entered into by and among the signatories (“MEMBERS”).

I. PURPOSE. The purpose of this MOU is to establish a Napa Wildfire Resilience Coordinating Group (NWRCG). The MEMBERS desire to work together within the scope of their respective authorities toward a common goal of restoring and maintaining resilient landscapes and creating fire adapted communities in Napa County. The MEMBERS agree that achieving this goal requires collaborative planning and action by the public, private, and non-profit sector organizations that focus on these issues. To the greatest extent possible, MEMBERS commit to working towards this goal by:

- Advancing their knowledge and skills;
- Sharing organizational roles, priorities, and activities, facilitating relationship building and project visibility;
- Identifying opportunities for jointly prioritizing, planning, and implementing fuel treatment projects and community outreach and education efforts;
- Supporting on-the-ground efforts by sharing resources, expertise, and hands-on learning opportunities;
- Overcoming financial and process-based barriers to collaborative efforts, improving efficiencies of project planning and implementation;
- Seeking financial and policy support from federal, state, county, and municipal governments and their leadership;
- Leveraging local, regional, state, and federal partnerships to address critical barriers to project planning and implementation;
- Supporting Community Wildfire Protection Planning and other local and regional fire and forest resilience-related planning efforts.

II. RESPONSIBILITIES. It is mutually agreed and understood by the MEMBERS that:

- A. It is understood that collaborative activities will not conflict with each Member's approved plans, mission, and purposes, and will honor each Member's jurisdiction and requirements for approval, permits, and compliance. In support of collaborative activities, members will look for opportunities to work together on joint projects following the principles and methods of best landscape management practices to minimize wildfire impacts on human life and property in the wildland-urban interface and restore natural fire regime patterns in undeveloped areas, and increase the climate and wildfire resilience of native habitats in a manner that is economically and ecologically sound.
- B. MEMBERS agree to:
- i. Manage and utilize collaboration tools for communication, document-sharing, project tracking, and more;
 - ii. Participate in regular meetings to report findings and accomplishments and update priorities;
 - iii. Identify opportunities for collaborating on planning and implementing forest health and fuel treatment projects, and community outreach and education efforts;
 - iv. Identify shared barriers to project planning and implementation and explore solutions collaboratively;
 - v. Identify and participate in knowledge building and hands-on learning opportunities, incorporating the latest science, traditional ecological knowledge, and local knowledge into project prioritization, planning and implementation; Research, prepare applications for, and manage grant funding for projects involving multiple partners;
 - vi. Serve as a resource for local, state, and federal decision-makers.
- C. This MOU may be revised as necessary by execution of a written amendment signed and dated by all MEMBERS. At a minimum, this MOU will be reviewed every two (2) years and revised if necessary. An addition of new parties, or the withdrawal of existing MEMBERS, shall not be considered a modification of this MOU.

- D. Any MEMBER may terminate its participation in this MOU by providing 30 days written notice of its intent to withdraw to all other MEMBERS.
- E. This MOU may be executed in one or more counterparts, each of which shall be deemed an original.
- F. This MOU in no way restricts the involved MEMBERS from participating in similar agreements and/or activities with other public or private agencies, organizations, or individuals.
- G. This MOU is neither a fiscal nor a funds obligation document. Any endeavor involving reimbursement or contribution of funds between the MEMBERS to this instrument will be handled in accordance with applicable laws, regulations, and procedures including those for government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the MEMBERS and shall be independently authorized by appropriate statutory authority. This instrument does not provide such authority.

IV. TERM. This MOU shall be effective upon execution of a Signature Page by a minimum of three (3) MEMBERS. This MOU shall remain in effect if a minimum of three (3) MEMBERS are participating.

V. ENTIRE AGREEMENT. This agreement is the entire agreement between the MEMBERS. Each party to this agreement acknowledges that no representations, inducements, promises, or agreements have been made by or on behalf of any other party, except as those promises, and agreements contained in it.



AGENDA ITEM #5E

Napa County Resource Conservation District

1303 Jefferson St., Ste. 500B, Napa, California 94559

(707) 690-3110, NapaRCD.org

February 3, 2025

Congressman Mike Thompson
2721 Napa Valley Corporate Drive
Napa, California 94558

RE: Urgent Support Needed for Napa RCD Federal Funding & Projects

Dear Congressman Thompson,

I am reaching out to express deep concern about the uncertainty surrounding federal funding that is essential to the Napa County Resource Conservation District (Napa RCD). As a nonregulatory public agency, we bring together partners across sectors to implement practical, locally tailored solutions that improve flood and wildfire safety, support agricultural lands, manage watersheds, protect groundwater, control erosion, enhance air quality, and more. This work is vital to the health of our environment and the resilience of our communities, but it relies heavily on federal grants and contracts. Continued funding is crucial to sustaining these efforts.

Currently, **Napa RCD is under contract for \$9,192,941 in federal funding across 10 agreements**, with an additional \$903,446 awarded but not yet under contract.

Approximately 25% of our operating budget this fiscal year is supported by federal grants, with 90% of that funding coming from the Inflation Reduction Act (IRA). Our two largest agreements—the NOAA Restoring Fish Passage through Barrier Removal Grant and the U.S. Forest Service Urban and Community Forestry Grant—are both IRA-funded. Other federal agreements support wildfire recovery, forestry and agricultural outreach, and river restoration monitoring. You will find a detailed list of our federal grants and contracts attached.

At present, our most pressing challenge is determining whether to proceed with the replacement of a bridge on Sulphur Creek under our NOAA grant. This project will provide significant benefits, including enhanced salmon habitat, improved access for firefighting resources, reduced flooding risks, and the replacement of a bridge that is already being compromised by the force of the stream. Scheduled for this summer, the project is already well underway, with completed engineering designs, secured permits, and contractors hired. However, due to seasonal constraints on in-stream construction and permitting, any delay could jeopardize the project's timely completion. Last week, we were unexpectedly locked out of NOAA's ASAP system, which prevented us from submitting a reimbursement request. While we are working urgently to resolve this and submit the request this week, the uncertainty surrounding reimbursement creates significant financial risks, making it difficult to proceed with confidence.

As our federal representative, we ask for your support in securing the stability of these critical

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funds. Any assistance you can provide in advocating for the timely processing of reimbursements and the continued availability of IRA-supported funding would be greatly appreciated.

In addition, we are part of a broader network of Conservation Districts across California and the nation. **We are eager to explore and develop more comprehensive strategies that can benefit communities from coast to coast.** To that end, I have also included representatives from the California Association of Resource Conservation Districts and the National Association of Conservation Districts in this conversation.

Thank you for your time and attention to this matter. I would welcome the opportunity to discuss this further and provide additional details as needed.

Sincerely,



Lucas Patzek
Executive Director
707-690-3119
lucas@naparcd.org

Napa County Resource Conservation District

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(707) 690-3110, NapaRCD.org

Napa RCD's Federal Grants - Under Contract:

Project Name	Total Award Amount	Napa RCD's Budget	Federal Funding Agency	Project Description	Contract Term
Napa River Watershed Fish Passage Restoration Program	\$6,676,482	\$6,676,482	National Oceanic and Atmospheric Administration	The Program includes five distinct projects remediating fish passage barriers to benefit federally threatened Central California Coast Steelhead and other anadromous species throughout the Napa River watershed, reduce flood risks and safety hazards, and enhance firefighting access to high wildfire severity areas.	08/01/24 - 12/31/28
Our Napa Forests: Growing an Equitable Tree Canopy Through Cross-Jurisdictional Collaboration	\$1,560,761	\$1,560,761	USDA Forest Service	The "Our Napa Forests" Project is a multi-jurisdictional project to plan and implement urban forest planting and stewardship, educate and empower citizens to become urban forest stewards, and develop county-wide workforce development programming to enhance and expand the urban forest management workforce in Napa County.	8/1/23 - 7/31/25
Emergency Forest Restoration Program (EFRP) Technical Assistance for Private, Non-Industrial Landowners	\$612,686	\$612,686	USDA Forest Service	To support the USDA Farm Services Agency in providing technical assistance to landowners in Napa County with forested property impacted by the LNU and Glass fires who applied for recovery assistance through the Emergency Forest Restoration Program.	4/19/23 - 8/31/26
Building Fire Resiliency in California's Coast	\$4,922,217	\$117,086	USDA Natural Resources Conservation Service	Provide technical and financial assistance to agricultural producers and non-commercial landowners to advance fire resiliency and forest health in the region.	9/26/22 - 6/30/24

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Range Forests and Grasslands					
2024 Lake-Napa Resource Conservation District Outreach and Technical Assistance	\$374,311	\$98,489	USDA Natural Resources Conservation Service	Napa RCD staff will work closely with NRCS to expand the reach of their programs, focusing on projects that improve forest health and wildfire resiliency, enhance wildlife habitat, protect surface water quality and quantity, and support sustainable farming practices. Napa RCD staff will provide technical assistance to landowners in support of these goals.	12/21/23 - 12/31/24
Bale Slough - Bear Creek Project	\$1,400,000	\$35,000	US Environmental Protection Agency	The Bale Slough - Bear Creek Project advances the Napa County's application of the Living River Principles by restoring geomorphic processes within the river and tributaries, providing environmental benefits, flood damage reduction and reducing the input of fine sediment associated with streambank erosion. The successful implementation of all 14 project sites would result in the restoration of over 21 acres of riparian and aquatic habitat along 1.3 miles of stream and reduce fine sediment loading from channel erosion.	6/1/24 - 11/30/27
Increasing Access To Climate-Smart Technical Assistance For Grazing Lands Through The North Coast Soil Hub	\$299,894	\$33,385	USDA Natural Resources Conservation Service	To address the need for grazing lands technical assistance that is rooted in climate-smart agriculture principles through expansion of the North Coast Soil Hub & Carbon Farming Network	8/30/23 - 6/30/25

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Improving Equity in Conservation Outreach in California	\$500,000	\$20,884	USDA Natural Resources Conservation Service	Napa RCD staff will host two educational workshops in Spanish related to soil health and irrigation water management. These workshops will be widely advertised with an expected combined attendance of about 40 participants. The Napa RCD will also provide TA in Spanish related to soil health and irrigation water management to 5 Hispanic farmers/farm workers.	11/1/24 - 6/30/26
2024 Solano-Dixon-Yolo-Napa Resource Conservation District Outreach and Technical Assistance	\$101,825	\$20,119	USDA Natural Resources Conservation Service	Four neighboring RCDs in 3 counties (Napa, Solano, Yolo) will expand TA programs to protect surface and groundwater via assistance to landowners/producers in irrigation efficiency, stormwater and nutrient management, groundwater recharge, erosion and sediment control, wildlife habitat improvements, and wildfire resiliency. TA work will prioritize assistance to historically underserved groups, and work closely with NRCS to extend their programs across our collective 1,058,033 ac of working lands.	1/1/24 - 6/30/25
Sustainability Outcomes of Integrated Sheep-Vineyard Systems (ISVS)	\$347,696	\$18,049	USDA National Institute of Food and Agriculture	This project proposes to test ISVS on-farm in multiple locations, evaluate its benefits, potential tradeoffs, and economic performance, and conduct outreach and education on the production approach. This information will be critical to driving farmer adoption of ISVS in the coming years.	4/1/23 - 3/31/26
Total, Federal Awards Under Contract:	\$16,795,872	\$9,192,941			

Napa County Resource Conservation District

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Napa RCD's Federal Grants - Awarded and Pending Contract:

Project Name	Grant Amount	Federal Funding Agency	Project Description
2025 Lake-Napa Resource Conservation District Outreach and Technical Assistance	\$501,621	USDA Natural Resources Conservation Service	Lake County and Napa County RCD staff will work closely with NRCS to expand the reach of their programs, focusing on projects that improve forest health and wildfire resiliency, enhance wildlife habitat, protect surface water quality and quantity, and support sustainable farming practices. Lake and Napa RCD staff will provide technical assistance to landowners in support of these goals.
Developing a New Watershed Group in the Napa River Watershed of California	\$300,000	Bureau of Reclamation	To establish a New Watershed Group to improve the sustainable management of water resources in the Napa River watershed in Napa County, California. The proposed New Watershed Group will bring together hundreds of diverse stakeholders representing agriculture, forestry and wildfire interests, tribes and indigenous organizations, environmental organizations, as well as public agencies and water managers. The formalization of a New Watershed Group will provide a valuable forum for these stakeholders to explore watershed issues and potential solutions, and to provide their input to regulators and other decision-makers. The project will culminate in the development of an outline of a Napa River Watershed Restoration and Management Plan, which will include targeted goals, potential actions, methods of prioritizing actions, and potential funding sources to support planning.
2025 Solano-Dixon-Yolo-Napa Resource Conservation District Outreach and Technical Assistance	\$101,825	USDA Natural Resources Conservation Service	Four neighboring RCDs in 3 counties (Napa, Solano, Yolo) will expand technical assistance programs to protect surface and groundwater via assistance to landowners/producers in irrigation efficiency, stormwater and nutrient management, groundwater recharge, erosion and sediment control, wildlife habitat improvements, and wildfire resiliency. The RCDs will work closely with NRCS to extend their programs across our collective 1,058,033 ac of working lands.
Total, Awarded & Pending Contract:	\$903,446		



National Association of Conservation Districts

Date: January 29, 2025

To: Brian Klippenstein, USDA Transition Team
Steven Peterson, Acting Under Secretary, FPAC
Louis Aspey, Acting Chief, NRCS

Subj: NACD requests exception to pause on Inflation Reduction Act (IRA) financial assistance funds

Ref: (1) Executive Order "Unleashing American Energy" dated January 20, 2025
(2) Office of Management & Budget Memorandum M-25-13, "Temporary Pause of Agency Grant, Loan, and Other Financial Assistance Programs"

The National Association of Conservation Districts (NACD) is appreciative of President Trump's comprehensive review of federal finances, including financial assistance vehicles such as grants, cooperative agreements, and contribution agreements. However, the subject Executive Order (EO) and recently rescinded OMB Memorandum M-25-13 have the potential to adversely affect thousands of conservation districts across the country, as well as the producers and communities they serve.

NACD respectfully requests that conservation districts and their associations be granted a waiver to the pause on Inflation Reduction Act (IRA) disbursements and receive express authorization to continue efforts under their current grants or agreements with USDA.

Conservation districts are local units of government established under state law to carry out soil, water and natural resource management programs at the local level. America's 3,000 conservation districts and the Natural Resources Conservation Service (NRCS) are the core of today's voluntary, locally led conservation delivery system. It is a partnership between individual landowners, local, state, and federal government, and partners such as land grant universities. It is designed to maximize technical assistance and support to individual landowners, ensuring they are equipped with the resources to make the best decisions for their lands and livelihoods. The locally led conservation delivery system has endured for nearly 90 years because it works and has earned the trust of landowners across the country.

Conservation districts conduct outreach and deliver technical assistance to farmers, ranchers and landowners. They also support their enrollment into Farm Bill programs such as the Environmental Quality Incentives Program (EQIP) and Conservation Stewardship Program (CSP). Because the definition for financial assistance established by 2 CFR 200.1 excludes assistance provided directly to individuals, NRCS programs such as EQIP and CSP are ongoing. **As such, NACD requests that USDA grant an exception allowing conservation districts and their associations to continue efforts under IRA funded grants and agreements with USDA.**



National Association of Conservation Districts

Conservation district employees' salaries are typically funded by a combination of state, local, and federal dollars. Given conservation districts' limited financial reserves, pauses on disbursements impact their ability to meet employee payroll, potentially leading to furloughs or layoffs. This would significantly disrupt critical services to farmers, ranchers, and foresters, as well as the communities they serve. It also places more pressure on NRCS staff to handle workload that would otherwise be shared amongst partners.

It should also be noted that many of NACD's and conservation districts' agreements with NRCS are contribution agreements. This means that NACD, state agencies and conservation districts contribute 25% match to the program.

Thank you for your consideration of this request.

KIM LAFLEUR
President

GARY BLAIR
President Elect

JEREMY PETERS
Chief Executive Officer

NACD is a grassroots organization representing the 3,000 conservation districts established across 57 states and territories and their 17,000 locally elected boards of directors.

Conservation Districts' boards of directors are elected by the communities that they serve, ensuring that working lands conservation remains locally led, voluntary, and incentive-based and programs meet the needs of their communities.

AGENDA ITEM #5F

NRCS update to Napa RCD Board Meeting, February 2025

Staff workload and activity:

February is a busy month for NRCS staff, who are planning and ranking our eligible applications to meet our early March ranking deadlines. This includes applications for both our RCPP and EQIP programs. Napa staff are managing Napa applications, as well as taking on 20+ applications for the Petaluma office to meet our shared workload.

USDA Farm Bill Funding for NRCS conservation programs:

Our expected funding for NRCS programs in CA in fiscal year 2025 is:

Program	Fiscal Year 2024	Fiscal Year 2025
Environmental Quality Incentives Program	\$ 41,501,774	\$ 42,765,495
Conservation Stewardship Program	\$ 11,520,000	\$ 12,645,000
National Water Quality Initiative *	\$ 2,300,760	\$ 1,759,804
Sage Grouse Initiative *	\$ 889,652	\$ 879,085
WaterSmart *	\$ 18,949,594	\$ 9,186,435
IRA-EQIP	\$ 93,999,883	\$ 67,672,000
IRA-CSP	\$ 15,142,000	\$ 8,395,000

* Fund pool is limited in scope geographically, and does not include Napa County

NRCS is awaiting specific guidance on how the Executive Orders will impact our agency.

Requests for assistance on the Napa River:

Occasionally we receive requests for assistance for streambank stabilization on the main stem of the Napa River. Our most recent guidance from our NRCS state office engineering team is that projects on the main stem of the river are outside the scope of where we can plan NRCS conservation practices using our typical conservation planning process. Each request is handled on a case-by-case basis, as there may still be NRCS programs that are applicable in some situations (for example, through our Emergency Watershed Protection Program).