



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

AGENDA

When: Thursday, April 10, 2025 at 8:00 A.M.

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

| | | | | | | |
|------------------------------------|---|---|---|---|--------------------------------------|---------------------------|
| Bruce Barge President | Rainer Hoenicke Vice President | Paul Asmuth Director | Jim Lincoln Director | Gretchen Stranzl McCann Director | Karen Turjanis Director | Vacant 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/86774601951?pwd=FletJfb3ATY0qeJ1Fly5rw539hVUaX.1&from=addon>

Meeting ID: 867 7460 1951, Password: 759723

Via teleconference at:

Call 669-900-9128 and enter: Meeting ID: 867 7460 1951, Password: 759723

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** – 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. 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 March 13, 2025 regular meeting.**
- B. Ratify bills approved by the Executive Director.**
- C. Approve regular District bills from March 2025.**

D. Authorize the Executive Director to negotiate and execute a funding agreement with Clover Flat Landfill, Inc. in support of the Huichica Creek Riparian and Salt Marsh Restoration Project.

The San Francisco Bay Regional Water Quality Control Board and the California Department of Fish and Wildlife have approved a mitigation settlement allowing Clover Flat Landfill, Inc. to satisfy a portion of its obligations by providing \$954,000 to Napa RCD. These funds will support the Huichica Creek Riparian and Salt Marsh Restoration Project and, when combined with a \$1 million Measure AA grant award, will fully fund the design and environmental compliance phase of the project. Executive Director Patzek is working with outside counsel, Shute, Mihaly & Weinberger LLP, to negotiate the terms of the funding agreement with Clover Flat Landfill, Inc.

4. REGULAR AGENDA

A. Overview and Updates on Napa RCD's Agriculture Program. *Miguel Garcia & Francisco Larios*

Miguel Garcia will provide an overview and recent updates on Napa RCD's Agriculture Program, highlighting key initiatives, strategic priorities, and partnerships. The presentation will cover focus areas such as climate-resilient farming practices, water conservation, soil health, and grower engagement. In addition, new staff member Francisco Larios will introduce himself and share a bit about his background and role within the program.

B. Overview and Updates on the North Coast Soil Hub. *Emilie Winfield, North Coast Soil Hub Director*

The North Coast Soil Hub (<https://soilhub.org/>) is a collaborative initiative led by Resource Conservation Districts (RCDs) across Marin, Sonoma, Napa, Lake, Mendocino, and Humboldt Counties, with Napa RCD as a founding member. This regional coalition provides technical support, education, and resources to promote soil health and sustainable land management practices. Emilie Winfield will present updates on current initiatives, partnerships, and funding opportunities. She will also highlight future strategies and ways stakeholders can engage with the Hub's work to support resilient agricultural and natural ecosystems.

C. Consideration and potential adoption of Resolution No. 2025-02. *Lucas Patzek*

At the request of Napa Schools for Climate Action, Resolution No. 2025-02 has been drafted to express support for H.Res. 1563 and its reintroduction in the 119th Congress by Rep. Mike Thompson. The Board will discuss and consider adopting this resolution.

D. Consideration and potential appointment of Associate Director. *Lucas Patzek*

Staff recommends the appointment of Alexandrina Carlsen to the role of Associate Director. Additionally, staff recommends the reappointment of Balkis Johnson, Bryan

Parker, and Chris Carpenter to the Associate Director role, as their current two-year terms have expired.

E. Funding & Visibility Committee report. *Frances Knapczyk*

F. Appointing designated representatives to participate in the closed session. *Bruce Barge*

Potential action to appoint Lucas Patzek and Tatia Wieland to be present during the closed session, item #5 on this agenda.

5. CLOSED SESSION

Pursuant to Government Code section 54950 et seq., Napa RCD's Board of Directors and designated representatives will meet in closed session to discuss the following: salary schedule and employee compensation pursuant to Government Code section 54957.6.

6. REGULAR AGENDA, CONTINUED

A. Report from the closed session. *Bruce Barge*

An oral report will be made of any actions taken in closed session and the vote of every member present.

B. Executive Director and Director reports.

7. ADJOURNMENT



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

MINUTES

When: Thursday, March 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 | Gretchen Stranzl McCann Director | Karen Turjanis Director | Vacant 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, March 13, 2025 by President Bruce Barge.

A. Call to order and roll call.

Directors present included Bruce Barge, Rainer Hoenicke, Paul Asmuth, Jim Lincoln, Gretchen Stranzl McCann, and Karen Turjanis. Associate Director Jennifer Putnam was present online. District Counsel Corey Utsurogi was present. Napa RCD staff present included Lucas Patzek, Alison Blodorn, Frances Knapczyk (online), and Tatia Wieland. Evelyn Denzin and Chip Bouril from NRCS were present.

B. Approval of the agenda.

Approved the agenda for this meeting.

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

2. PUBLIC COMMENT

No comments from the public.

3. CONSENT AGENDA

Approved the consent agenda.

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

- A. Approve minutes from the February 13, 2025 regular meeting.**
- B. Ratify bills approved by the Executive Director.**
- C. Approve regular District bills from February 2025.**
- D. Authorize Executive Director to execute Agreement No. 2025007 with North Coast Resource Conservation and Development (dba Conservation Works).**
- E. Authorize Executive Director to execute Agreement No. 2025008 with North Coast Resource Conservation and Development (dba Conservation Works).**

4. REGULAR AGENDA

- A. Presentation on Napa RCD's administration of a Regional Forest and Fire Capacity (RFFC) Program block grant.**

Program Manager Ali Blodorn presented on Napa RCD's role in administering a Regional Forest and Fire Capacity (RFFC) Program block grant.

- B. Report and recommendation from the Ad Hoc Committee on Director vacancies.**

Adopted Resolution No. 2025-01: Requesting the Napa County Board of Supervisors appoint Directors to the governing board in lieu of election to fill four expiring terms.

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

- C. Potential action to appoint Associate Directors.**

Approved appointment of Patrick Gorman to the role of Associate Director.

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

- D. Appointing designated representatives to participate in the closed session.**

Approved the appointment of Lucas Patzek, Tatia Wieland and Corey Utsurogi as designated representatives to participate in the closed session.

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

5. CLOSED SESSION

Pursuant to Government Code section 54950 et seq., Napa RCD's Board of Directors and designated representatives met in closed session to discuss the following: organizational restructuring, salary schedule, and compensation for Napa RCD employees pursuant to Government Code section 54957.6.

6. REGULAR AGENDA, CONTINUED

A. Report action taken in closed session.

President Bruce Barge reported that the Board of Directors met in Closed Session to discuss three items.

Approved proposed salary schedule.

Approved backdating approval to the start of the fiscal year.

Approved out of classification compensation for the Senior Project Manager, Restoration and Safety position.

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

B. Funding & Visibility Committee report.

Program Manager Frances Knapczyk reported on recent activities of the Funding & Visibility Committee

C. Executive Director's report.

Lucas Patzek requested participation in the Districts upcoming Earth Day programs.

D. Directors' reports.

Director Lincoln commented on Huichica Creek land swap communications.

Director Asmuth announced June 21st has been selected for the planting day event.

President Barge shared that Napa RCD will be featured in Napa Life magazine.

7. ADJOURNMENT

The meeting was adjourned at 10:02 A.M.

The next regularly scheduled meeting for the Board of Directors of the Napa County Resource Conservation District is April 10, 2025.

Summary of Expenditures for March 2025

Ratify Regular

| | |
|----|-----------|
| \$ | 86,229.08 |
|----|-----------|

Total Expenditures

| | |
|-----------|------------------|
| \$ | 86,229.08 |
|-----------|------------------|

| Vendor | Amount | Description |
|----------------------|--------------------|---------------------------------------|
| Anchor Engineering | \$5,211.00 | Sulphur Creek Construct. Mgmt Svc |
| Bdo Fma, Llc | \$20,311.50 | Recruiting/ Accounting Services |
| Canon Financial Serv | \$106.67 | |
| Eduardo Gomez | \$1,765.00 | Construction Services |
| Endsight | \$2,095.06 | IT Services |
| Kaiser Permanente | \$12,930.76 | Health Insurance |
| EG Solutions | \$106.67 | Fish trap parts |
| Principal Life Insur | \$1,094.81 | Dental Insurance |
| Prunuske Chatham, In | \$12,469.05 | Fish Passage Design |
| The Personnel Perspe | \$4,158.75 | HR Services |
| Theodore L. Edwards, | \$6,033.00 | Office Rent |
| US Bank | \$16,560.56 | CalCard credit cards |
| Wra, Inc. | \$3,386.25 | Sulphur Creek Fish Pass Proj Services |
| Total | \$86,229.08 | |

| Project | Total |
|----------------------------------|--------------------|
| FCD Support | \$27.45 |
| CA Dept of Conservation RFFC | \$30.00 |
| WSARE ISVS Sheep Gaudin | \$45.00 |
| NOAA Fish Passage | \$226.87 |
| CDFA Water Efficiency TA | \$261.43 |
| CAL FIRE WFP 2023 | \$685.00 |
| Donor Funded | \$762.21 |
| WCB Napa River Watershed Restore | \$1,462.58 |
| CARCD WCB Habitat Imp | \$4,343.69 |
| CNTYPBES - JPA Cnty Cons Regs | \$21,114.09 |
| Overhead | \$57,270.76 |
| | \$86,229.08 |

Bills Report April Meeting/March Bills

| Check Date | Check # | Vendor # | Vendor Name | Object | PL Project | Activity | Subcategory | Amount | Invoice | Line Description |
|------------|---------|----------|----------------------|--------|------------|-----------|-------------|-------------|--------------|--------------------------------|
| 3/18/2025 | 1105977 | 101862 | Eduardo Gomez | 55300 | RCD | ADMIN | RCD | \$1,765.00 | 13910 | Off. Remodel Punchlist Mar'25 |
| 3/20/2025 | 31124 | 29405 | Kaiser Permanente | 21205 | RCD | ADMIN | RCD | \$12,930.76 | 620305615604 | Kaiser Medical Insur April '25 |
| 3/20/2025 | 31177 | 100599 | Bdo Fma, Llc | 52100 | RCD | ADMIN | RCD | \$6,816.50 | 002398539 | Employee Recruit Svc Feb 2025 |
| 3/20/2025 | 31177 | 100599 | Bdo Fma, Llc | 52125 | RCD | ADMIN | RCD | \$13,495.00 | 002398539 | Accounting Svc Feb 2025 |
| 3/20/2025 | 31160 | 40176 | Endsight | 52130 | RCD | ADMIN | RCD | \$92.50 | 10040294 | IT End User support Feb 2025 |
| 3/20/2025 | 31161 | 40176 | Endsight | 52130 | RCD | ADMIN | RCD | \$2,002.56 | 10040780 | Network Support - March. 2025 |
| 3/20/2025 | 31147 | 35310 | Theodore L. Edwards, | 52605 | RCD | ADMIN | RCD | \$6,033.00 | April2025 TE | Office Lease 1303 Jeff Apr '25 |
| 3/25/2025 | 1106512 | 101689 | Principal Life Insur | 51400 | RCD | ADMIN | RCD | \$1,094.81 | Apr 2025 | Principal Dental Prem Apr 2025 |
| 3/25/2025 | 31331 | 101121 | The Personnel Perspe | 52100 | RCD | ADMIN | RCD | \$4,158.75 | 27660 | HR Consult Service-Feb 2025 |
| 3/25/2025 | 1106411 | 32576 | Prunuske Chatham, In | 52490 | RCD2024017 | 1 PICKLE | Planning | \$6,344.40 | 2025023 | Fish Passage Design Feb 28 25 |
| 3/25/2025 | 1106411 | 32576 | Prunuske Chatham, In | 52490 | RCD2024017 | 2 SODA | Planning | \$6,124.65 | 2025023 | Fish Passage Design Feb 28 25 |
| 3/25/2025 | 1106517 | 101980 | Anchor Engineering | 52490 | RCD2024017 | 3 SULPHUR | Implement | \$5,211.00 | 24-009-5032 | Sulphur Creek CM Svc Feb 28 25 |
| 3/25/2025 | 1106447 | 40363 | Wra, Inc. | 52490 | RCD2024017 | 3 SULPHUR | Implement | \$3,386.25 | 30144-56406 | SulphurCrk FishPass Feb 28 '25 |
| 3/25/2025 | 1106491 | 100520 | Canon Financial Serv | 52600 | RCD | ADMIN | RCD | \$106.67 | 38995641 | Color Copier 2/20/25-3/19/25 |
| 3/25/2025 | 1106528 | 999991 | Otp - Ar Refund | 53400 | RCD2024023 | 3 MONIT | Monitoring | \$106.67 | 3250221 | Fish Trap repair parts |
| | | | | | | | | \$69,668.52 | | |

Napa County Resource Conservation District

Feb 2025

FUND 7300 / SUB FUND 7300000 / PC UNIT 730

| Account | Description of CAL CARD Charges | Subtotals | Project | Activity | Category |
|---------|--|-------------|------------|------------|------------|
| 52900 | TRAINING/CONFERENCE EXPENSES: Mandated reporter training | \$ 8.99 | RCD | Admin | RCD |
| 53250 | FUEL: Fuel for RCD Truck - Nissan | \$ 60.75 | RCD | Admin | RCD |
| 52520 | MAINTENANCE: VEHICLES: Maintenance RCD Truck - Nissan | \$ 235.77 | RCD | Admin | RCD |
| 52520 | MAINTENANCE: VEHICLES: Locksmith for RCD vehicle Ford | \$ 150.00 | RCD | Admin | RCD |
| 52820 | PRINTING & BINDING: SulpherCreek engineering plans | \$ 226.87 | RCD2024017 | 3 SULPHUR | Implement |
| 53400 | MINOR EQUIPMENT/SMALL TOOLS: Fish trap repair equipment | \$ 19.38 | RCD2024023 | 3 MONIT | Monitoring |
| 53400 | MINOR EQUIPMENT/SMALL TOOLS: Fish trap repair equipment | \$ 36.13 | RCD2024023 | 3 MONIT | Monitoring |
| 53400 | MINOR EQUIPMENT/SMALL TOOLS: Fish trap repair equipment | \$ 26.93 | RCD2024023 | 3 MONIT | Monitoring |
| 53400 | MINOR EQUIPMENT/SMALL TOOLS: Fish trap repair supplies | \$ 12.28 | RCD2024023 | 3 MONIT | Monitoring |
| 52900 | TRAINING/CONFERENCE EXPENSES: Reg CA WildfireTask Force Mtg | \$ 30.00 | RCD2021036 | ADMIN | ProjAdmin |
| 53325 | LANDSCAPING/AGRICULTURE SUPPLIES: Plants for Spring projects | \$ 3,979.15 | RCD2023004 | PPUBTA | Implement |
| 52900 | TRAINING/CONFERENCE EXPENSES: Reg 2025 TOGETHER Conference | \$ 375.32 | RCD | StaffSuprt | RCD |
| 53650 | BUSINESS RELATED MEALS/SUPPLIES: Snacks for staff meeting | \$ 15.67 | RCD | StaffSuprt | RCD |
| 53650 | BUSINESS RELATED MEALS/SUPPLIES: Snacks for staff meeting | \$ 19.97 | RCD | StaffSuprt | RCD |
| 53325 | LANDSCAPING/AGRICULTURE SUPPLIES: Drip irrigation for Vine Trail | \$ 102.46 | RCD2023004 | PPUBIMPLEM | Implement |
| 52900 | TRAINING/CONFERENCE EXPENSES: Reg for EarthDay 2025 booth | \$ 105.00 | RCD | Admin | RCD |
| 52810 | ADVERTISING/MARKETING: MarketPlace ad for CWPP | \$ 685.00 | RCD2023022 | CWPP | Planning |
| 53100 | OFFICE SUPPLIES: Tape, Cables, Batteries | \$ 96.27 | RCD | Admin | RCD |
| 53400 | MINOR EQUIPMENT/SMALL TOOLS: Parts outreach canopy repair | \$ 54.14 | RCD | Admin | RCD |
| 53100 | OFFICE SUPPLIES: Decals irrig. Wrkshp buckets | \$ 261.43 | RCD2023025 | TA | Planning |
| 53100 | OFFICE SUPPLIES: Spray paint | \$ 8.50 | RCD | Admin | RCD |
| 52900 | TRAINING/CONFERENCE EXPENSES: CEC Grazing in Vineyards | \$ 45.00 | RCD2023016 | WSARE_ISVS | CmtyEngage |
| 52605 | RENTS/LEASES - BUILDINGS/LAND: Storage Unit rent - Feb 2025 | \$ 446.00 | RCD | Admin | RCD |
| 53250 | FUEL: Fuel for RCD Truck - Ford | \$ 79.19 | RCD | Admin | RCD |
| 53105 | OFFICE SUPPLIES: FURNITURE/FIXTURES: Bookshelf for Ali office | \$ 148.68 | RCD | Admin | RCD |
| 53415 | COMPUTER SOFTWARE/LICNSNG FEES: Jazz HR Recruit. Software Sub | \$ 279.00 | RCD | Admin | RCD |
| 53100 | OFFICE SUPPLIES: RCD Logo hats | \$ 1,682.16 | RCD | Admin | RCD |
| 52900 | TRAINING/CONFERENCE EXPENSES: Reg 2025 TOGETHER Conference | \$ 375.32 | RCD | Admin | RCD |
| 53415 | COMPUTER SOFTWARE/LICNSNG FEES: Adobe CreativeCloud Sub | \$ 59.99 | RCD | Admin | RCD |
| 53415 | COMPUTER SOFTWARE/LICNSNG FEES: QR Tiger software | \$ 11.49 | RCD | Admin | RCD |

| | | | | | |
|-------|--|-------------|------------|------------|------------|
| 53400 | MINOR EQUIPMENT/SMALL TOOLS: Student chairs for field trips | \$ 762.21 | RCDDONOR | WILDNAPA | YouthEd |
| 53415 | COMPUTER SOFTWARE/LICNSNG FEES: Adobe CreativeCloud Sub Feb'25 | \$ 34.99 | RCD | Admin | RCD |
| 52900 | TRAINING/CONFERENCE EXPENSES: AEOE Conference Registration | \$ 220.00 | RCD | StaffSuprt | RCD |
| 53100 | OFFICE SUPPLIES: Paper Towels, Tissues | \$ 39.58 | RCD | Admin | RCD |
| 53415 | COMPUTER SOFTWARE/LICNSNG FEES: ChatGPT Team Subscrip Feb 2025 | \$ 60.00 | RCD | Admin | RCD |
| 52900 | TRAINING/CONFERENCE EXPENSES: Ecotone Prof Dev Workshop | \$ 150.00 | RCD | StaffSuprt | RCD |
| 53100 | OFFICE SUPPLIES: Bag for Student Field Chairs | \$ 27.45 | RCD2020036 | Youth | YouthEd |
| 53250 | FUEL: Fuel for RCD Truck - Ford | \$ 73.14 | RCD | Admin | RCD |
| 53250 | FUEL: Fuel for RCD Truck - Nissan | \$ 66.09 | RCD | Admin | RCD |
| 53650 | BUSINESS RELATED MEALS/SUPPLIES: Habitat initiative mtg coffee | \$ 9.00 | RCD | Admin | RCD |
| 53400 | MINOR EQUIPMENT/SMALL TOOLS: Fish monitoring equipment | \$ 52.69 | RCD2024023 | 3 MONIT | Monitoring |
| 53400 | MINOR EQUIPMENT/SMALL TOOLS: Fish monitoring equipment | \$ 12.12 | RCD2024023 | 3 MONIT | Monitoring |
| 53400 | MINOR EQUIPMENT/SMALL TOOLS: Fish monitoring equipment | \$ 23.02 | RCD2024023 | 3 MONIT | Monitoring |
| 53400 | MINOR EQUIPMENT/SMALL TOOLS: Fish monitoring equipment | \$ 13.66 | RCD2024023 | 3 MONIT | Monitoring |
| 52600 | RENTS AND LEASES: EQUIPMENT: Fish monitoring equipment | \$ 849.36 | RCD2024023 | 3 MONIT | Monitoring |
| 53400 | MINOR EQUIPMENT/SMALL TOOLS: Fish monitoring equipment | \$ 15.28 | RCD2024023 | 3 MONIT | Monitoring |
| 53400 | MINOR EQUIPMENT/SMALL TOOLS: Fish monitoring equipment | \$ 77.50 | RCD2024023 | 3 MONIT | Monitoring |
| 52600 | RENTS AND LEASES: EQUIPMENT: Fish monitoring equipment | \$ 81.52 | RCD2024023 | 3 MONIT | Monitoring |
| 53400 | MINOR EQUIPMENT/SMALL TOOLS: Fish monitoring equipment | \$ 73.04 | RCD2024023 | 3 MONIT | Monitoring |
| 53400 | MINOR EQUIPMENT/SMALL TOOLS: Water quality monitoring equip | \$ 47.79 | RCD2022017 | GSA | Planning |
| 53410 | COMPUTER: EQUIPMENT/ACCESSORIES: Web cam | \$ 75.66 | RCD | Admin | RCD |
| 53410 | COMPUTER: EQUIPMENT/ACCESSORIES: Laptop docking stations | \$ 688.23 | RCD | Admin | RCD |
| 52900 | TRAINING/CONFERENCE EXPENSES: Reg for Salmonid Rest. Conf | \$ 600.00 | RCD | Admin | RCD |
| 53400 | MINOR EQUIPMENT/SMALL TOOLS: Fish monitoring equipment | \$ 24.77 | RCD2024023 | 3 MONIT | Monitoring |
| 53100 | OFFICE SUPPLIES: Duplicate key | \$ 10.93 | RCD2024023 | 3 MONIT | Monitoring |
| 53400 | MINOR EQUIPMENT/SMALL TOOLS: Fish monitoring equipment | \$ 27.30 | RCD2024023 | 3 MONIT | Monitoring |
| 53325 | LANDSCAPING/AGRICULTURE SUPPLIES: Flagging to mark plants | \$ 51.68 | RCD2023004 | PPUBTA | Implement |
| 52900 | TRAINING/CONFERENCE EXPENSES: CPESC Recert Fee | \$ 201.83 | RCD | StaffSuprt | RCD |
| 53325 | LANDSCAPING/AGRICULTURE SUPPLIES: Irrigation supplies Vine Trail | \$ 210.40 | RCD2023004 | PPUBTA | Implement |
| 52600 | RENTS/LEASES - EQUIPMENT: Copier usage fee 1/24 - 2/24 | \$ 44.54 | RCD | ADMIN | RCD |
| 52800 | COMMUNICATIONS/TELEPHONE: Verizon iPad Cellular Feb 25 | \$ 80.32 | RCD | ADMIN | RCD |
| 54805 | COMMUNITY GRANTS: Earth Day Sponsorship | \$ 2,000.00 | RCD | ADMIN | RCD |
| 52130 | INFORMATION TECHNOLOGY SVCS: ATT Internet 2/26-3/25 | \$ 155.15 | RCD | ADMIN | RCD |
| 53250 | FUEL: Fuel for RCD Truck - Nissan | \$ 64.47 | RCD | ADMIN | RCD |

| | | | | | |
|--|--|--------------|--|--|--|
| | | \$ 16,560.56 | | | |
|--|--|--------------|--|--|--|

Summary of Expenditures for March 2025

| | |
|---------|--------------|
| Regular | \$117,083.03 |
|---------|--------------|

| | |
|---------------------------|----------------------|
| Total Expenditures | \$ 117,083.03 |
|---------------------------|----------------------|

| Vendor Name | Total due | Description |
|--|---------------------|---------------------------------------|
| Anchor Engineering | \$5,088.00 | Sulphur Creek Construct. Mgmt Svc |
| California Reforestation Inc. | \$51,999.93 | Cutting/Piling Finnerman |
| Canon Financial Services, Inc. | \$128.67 | Copier Lease |
| Dixon Resource Conservation District | \$46.50 | WETA Grant partner payment |
| Drew Consulting Inc | \$5,000.00 | NICRA prosal services |
| Lake County Resource Conservation District | \$3,734.23 | WETA Grant partner payment |
| Prunuske Chatham, Inc | \$32,329.29 | Fish Passage Design |
| Shute, Mihaly & Weinberger LLP | \$810.00 | Legal Services |
| Sonoma County Resource Conservation District | \$9,953.16 | WETA Grant partner payment |
| WRA, Inc. | \$7,993.25 | Sulphur Creek Fish Pass Proj Services |
| | \$117,083.03 | |

| Project | Bills Total |
|---------------------------------|---------------------|
| CA Dept of Conservation RFFC | \$810.00 |
| Overhead | \$5,128.67 |
| CDFA Water Efficiency TA | \$13,733.89 |
| NOAA Fish Passage | \$45,410.54 |
| NVV Forest Health & Fuel Breaks | \$51,999.93 |
| | \$117,083.03 |

Bills Report April Meeting/March Bills

| Vendor # | Vendor Name | Object | PL Project | Activity | Subcategory | Invoice Date | Invoice | Amount | Line Description |
|----------|--|--------|------------|-----------|-------------|--------------|--------------|---------------------|--------------------------------|
| 32576 | Prunuske Chatham, Inc | 52490 | RCD2024017 | 1 PICKLE | Planning | 3/13/2025 | 2025034 | \$14,399.66 | Fish Passage Design Mar 15 25 |
| 32576 | Prunuske Chatham, Inc | 52490 | RCD2024017 | 2 SODA | Planning | 3/13/2025 | 2025034 | \$8,160.38 | Fish Passage Design Mar 15 25 |
| 101980 | Anchor Engineering | 52490 | RCD2024017 | 3 SULPHUR | Implement | 3/20/2025 | 24-009-50443 | \$5,088.00 | Sulphur Creek CM Svc Mar 15 25 |
| 40363 | WRA, Inc. | 52490 | RCD2024017 | 3 SULPHUR | Implement | 3/15/2025 | 30144-56470 | \$7,993.25 | SulphurCrk FishPass Mar 15 '25 |
| 42134 | Drew Consulting Inc | 52490 | RCD | Admin | RCD | 3/28/2025 | 000530 | \$5,000.00 | ICR Development Supp FY2025 |
| 100864 | California Reforestation Inc. | 52490 | RCD2023009 | Implement | Planning | 3/20/2025 | 5960 | \$51,999.93 | Cutting/Piling Finnerman Feb25 |
| 100520 | Canon Financial Services, Inc. | 52600 | RCD | ADMIN | RCD | 3/31/2025 | 39702241 | \$106.67 | Color Copier3/20 - 4/19/25 |
| 100520 | Canon Financial Services, Inc. | 52600 | RCD | ADMIN | RCD | 3/31/2025 | 39702241 | \$22.00 | Copier Late Fee on 4/20/25 |
| 32576 | Prunuske Chatham, Inc | 52490 | RCD2024017 | 1 PICKLE | Planning | 3/31/2025 | 2025056 | \$7,781.25 | Fish Passage Design Mar 31 25 |
| 32576 | Prunuske Chatham, Inc | 52490 | RCD2024017 | 2 SODA | Planning | 3/31/2025 | 2025056 | \$1,988.00 | Fish Passage Design Mar 31 25 |
| 101804 | Shute, Mihaly & Weinberger LLP | 52140 | RCD2021036 | ADMIN | ProjAdmin | 3/25/2025 | 290526 | \$810.00 | Legal Review RPP Feb 2025 |
| 41613 | Lake County Resource Conservation District | 54800 | RCD2023025 | Admin | ProjAdmin | 1/20/2025 | 2425-058 | \$3,734.23 | Lake RCD WETA Inv 5 Dec 2024 |
| 101550 | Dixon Resource Conservation District | 54800 | RCD2023025 | Admin | ProjAdmin | 1/1/2025 | 2025-005 | \$46.50 | Dixon RCD WETA Inv 5 Dec 2024 |
| 36628 | Sonoma County Resource Conservation District | 54800 | RCD2023025 | Admin | ProjAdmin | 12/31/024 | WETA-0004 | \$9,953.16 | SonomaRCD WETA Inv 5 Dec 2024 |
| | | | | | | | | \$117,083.03 | |

MEMORANDUM

TO: Lucas Patzek and Alison Blodorn,
Napa County Resource Conservation District

FROM: Andrew P. Miller

DATE: March 27, 2025

RE: Huichica Creek Measure AA Mitigation Funding

I. Issue

Assess whether mitigation funding may be used alongside Measure AA funding to support the Huichica Creek Riparian and Salt Marsh Restoration Project.

II. Brief Answer

We believe that the joint application of mitigation funding and Measure AA funding in this case would support the San Francisco Bay Restoration Authority's goals and policies because leveraging both sources of funding would allow Napa RCD to complete the Huichica Creek Riparian and Salt Marsh Restoration Project in full as proposed.

III. Background

Napa RCD applied to the San Francisco Bay Restoration Authority ("Authority") for Measure AA funding to support the Huichica Creek Riparian and Salt Marsh Restoration Project. This planning and design project focuses on habitat restoration on about 70 acres of the lower portion of Huichica Creek, as well as flood management and public access. The plan created by this project will outline restoration of 19 acres of tidal marsh habitat, 23 acres of estuarine habitat, and 28 acres of freshwater marsh and riparian habitat. The proposed project does not include acquisition. However, the planning process will include a real estate analysis to explore the opportunity to protect those areas of the marshland transition zone and lower creek corridor currently on private agricultural lands through either a conservation easement or fee simple purchase.

Napa RCD budgeted \$1,999,563 in its application to the Authority. The current plan is to fund approximately \$1 million through a Measure AA grant. The remaining balance will be covered by mitigation funding owed by Waste Connections based on its ownership and operation of Clover Flat Landfill. Waste Connections negotiated those mitigation funding obligations with the San Francisco Bay Regional Water Quality Control Board (“RWQCB”) and the California Department of Fish and Wildlife (“CDFW”). RWQCB and CDFW specifically approved use of the mitigation funding for temporal impacts, meaning it can be allocated towards planning, permitting, and other non-construction activities. This aligns well with the proposed project, which is focused on restoration planning rather than implementation. Waste Connections’ mitigation obligations do not track specific numeric outcomes (e.g., number of trees planted or acres restored).

IV. Assessment

Nothing in the Authority’s authorizing legislation or Measure AA restricts the use of mitigation funding alongside Measure AA funds. However, the Authority typically prohibits the co-application of mitigation and Measure AA funds unless the grantee receives written approval to do so. The Authority’s main concerns are twofold: (1) they want to ensure that they are not subsidizing mitigation that another entity is supposed to pay for, and (2) they want to ensure that grantees are not double-dipping for the same work. In other words, “the Authority’s share of the funds must pay for an incremental improvement beyond compensation for damages that may have occurred elsewhere as part of the mitigation requirements.” (Use of Mitigation Funds on Property Used for Authority Projects, Oct. 15, 2021, San Francisco Bay Restoration Authority, at 1-2.)

To address those concerns, the Authority usually includes boilerplate language in its grant agreements prohibiting the use of Measure AA projects for mitigation without written authorization from the Authority’s Executive Officer. The Authority has published mitigation guidelines explaining how grantees may request that authorization. Those guidelines presume that the grant agreement is already in place and that it contains the prohibitory boilerplate.

Napa RCD has not yet entered into a grant agreement with the Authority for the Huichica Creek project. The Authority therefore has the option to authorize the use of mitigation funding in the grant agreement itself. The Authority does not publicize guidelines addressing how to seek approval at the time the grant is awarded. However, assuming the Authority’s pre-grant analysis is similar to its post-grant analysis, Napa RCD has a strong case to support the concurrent use of mitigation funding for this project.

The following questions from the Authority's mitigation guidelines demonstrate why the joint application of mitigation funds and Measure AA funds is appropriate in these circumstances:

a. What is the benefit of the proposed mitigation to the real property or to the resources of the property? Is the benefit from the proposed mitigation quantifiable or measurable?

In this case the mitigation funding would supplement Measure AA funds and would together provide the full budget required to complete the project. The benefits of the mitigation are thus substantially the same as the benefits of the Measure AA-funded project. Napa RCD would likely not be able to complete the project as proposed without this additional funding.

b. Does the Authority's grant "subsidize" the mitigation in any manner? For an Authority-funded acquisition project, does the mitigation requirement include a fee for the use of the grantee's land in addition or as part of the mitigation requirement? For Authority-funded restoration projects, does the restoration already completed or anticipated on the property enable the mitigation (for example, if the Authority funded wetland restoration and the mitigation calls for the creation of habitat for a wetland species, will the mitigation fee take into account the already-funded wetland creation)?

We understand that RWQCB and CDFW have broadly approved the use of these mitigation funds for planning purposes. We also understand that Waste Connections' mitigation obligations are not tied to specific numeric outcomes. RWQCB has indicated that it will consider the mitigation successful when Waste Connections executes a contract for the delivery of funds to Napa RCD. The Authority's Measure AA grant could arguably "subsidize" the mitigation in the sense that the joint application of Measure AA funds with mitigation funds would allow Napa RCD to complete the project to the full extent proposed in Napa RCD's grant application. Without both sources of funding, Napa RCD would not have sufficient funds to cover the full project budget. However, the mitigation funding would "subsidize" the Measure AA-funded work in the same way.

The reciprocal benefits provided by leveraging both sources of funding mean that this project more closely resembles a public-private partnership than a standalone mitigation project. Given the unique nature of these mitigation funds and the fact that they may be applied towards planning, permitting, and other non-construction activities, the joint application of mitigation funding and Measure AA funding on this project should increase, rather than decrease the public benefit produced from both sources of funding.

c. Does the mitigation requirement advance or impede the Authority's programmatic goals for the property?

Without both sources of funding, Napa RCD would not have sufficient funds to cover the full project budget. The mitigation requirement should therefore advance the Authority's programmatic goals for the property by allowing Napa RCD to complete the project in full as proposed in its grant application.

d. Is the grantee capable institutionally (capacity plus actual experience-driven application) to implement the mitigation requirement on the property? Alternatively, is the mitigator (the entity needing mitigation) or its contractor capable of implementing the mitigation requirement on the property?

Napa RCD has demonstrated its ability to carry out the Huichica Creek Riparian and Salt Marsh Restoration Project in its grant application.

e. What is the predicted success of the mitigation and who determines success (if a CEQA mitigation measure, the grantee should provide the mitigation reporting document which identifies a public agency responsible for ensuring the implementation and success of the mitigation measure).

The mitigation is expected to be successful because, by combining mitigation funds with Measure AA funds, Napa RCD will have the full budget required to complete the project as proposed. To evaluate and report on the project's effectiveness, the project team will first observe, record, and report on the findings of existing data and data gaps. This includes vegetation conditions, current land use, recreation and public access, the permitting process and agency engagement, hydrology, geomorphology and ecological function, historical land use, water use, flooding issues, hydraulic modeling documentation, and road access/bridge crossing (including an alternative Duhig Rd crossing). These observations will inform the restoration design by identifying opportunities and constraints. The team will also collect baseline data through UAV aerial imagery, establish photo stations, install stream gages and water quality monitoring sensors, conduct fish surveys, and conduct technical studies for CEQA documentation. The Habitat Restoration Plan developed during the planning phase, informed by data collected and collaboration with project partners and the TCWG, will provide the necessary information for habitat restoration. This plan will include monitoring protocol and strategies for the long-term protection and maintenance of the restored ecosystem. Huichica Creek will be assessed regularly through stream gage and water quality monitoring data with wildlife camera data collected monthly. Quarterly progress reports and a final report will discuss project effectiveness and lessons learned.

- - - - -

As the answers above demonstrate, the Authority's share of funds for the Huichica Creek project would "pay for an incremental improvement beyond compensation for damages that may have occurred elsewhere as part of [Waste Connections'] mitigation requirements." (Use of Mitigation Funds on Property Used for Authority Projects, Oct. 15, 2021, San Francisco Bay Restoration Authority, at 1-2.) Napa RCD would not be able to fund the full project as proposed without both sources of funding. While either source of funding could potentially support a smaller project, leveraging both sources of funding together would create efficiencies and should allow Napa RCD to create a more impactful and coherent restoration plan. For that reason we believe there is a strong case that the joint application of mitigation funds and Measure AA funds to the Huichica Creek project would be consistent with the Authority's goals and policies.

1899000.3

AGREEMENT TO FUND A PORTION OF THE HUICHICA CREEK RIPARIAN AND SALT MARSH RESTORATION PROJECT

This Agreement is entered into by and between CLOVER FLAT LAND FILL, INC., a California corporation (“**Clover Flat**”) and NAPA COUNTY RESOURCE CONSERVATION DISTRICT, a special District of the State of California (the “**District**”) as of [REDACTED], 2025, (the “**Effective Date**”). The District and Clover Flat are sometimes referred to as “**Parties**” and may be individually referred to as “**Party**.”

RECITALS

WHEREAS, Clover Flat intends to mitigate impacts at Clover Flat Landfill in Napa County, California, more commonly known as Assessor Parcel Number XXX-XXX-XXX, pursuant to that Napa District use permit (XXXXXX) (“**Clover Flat Property**”)

WHEREAS, to mitigate for impacts to an unnamed drainage at the Clover Flat Landfill a Section 401 Water Quality Certification (“**Certification**”) from the SF Bay Regional Water Quality Control Board (“**RWQCB**”) and a Lake Streambed Alteration Agreement (“**LSAA**”) from the California Department of Fish and Wildlife (“**CDFW**”);

WHEREAS, the Certification and LSAA requires Clover Flat to mitigate for the impacts to the unnamed drainage, which lies within the Napa River Watershed;

WHEREAS, the District will undertake the Huichica Creek Riparian and Salt Marsh Restoration Project, a restoration project with high aquatic and biological resource conservation values, within the Napa River Watershed (“**Project**”);

WHEREAS, Clover Flat, the RWQCB and CDFW have agreed that the Certification and LSAA’s mitigation requirements can be satisfied by Clover Flat providing funds to the District for the purpose of supporting the Project; and

WHEREAS, the District desires to accept Clover Flat’s contribution to a portion of the funding required for implementation of the Project, through a one-time payment to the District.

TERMS

NOW, THEREFORE, for valuable consideration, the Parties agree as follows:

1. Funding. Clover Flat shall pay Nine Hundred Fifty-Four Thousand Dollars (\$954,000.00) to the District for the sole purpose of funding the activities in support of the Project as described and depicted in **Exhibit A (“Project Description”)** attached hereto and incorporated by this reference.

2. Payment Date. Clover Flat shall pay the funding payment in full to the District no later than thirty (30) days after the Effective Date (“**Payment Date**”).

3. Permitting and Environmental Review. The District shall be responsible for obtaining all permits and performing the required environmental review for the Project.

4. Mitigation and Monitoring Reports. The District shall submit, or direct a third party to submit, a Mitigation and Monitoring report documenting the progress of the Project to the RWQCB by March 31st every year, as described in regulatory permits issued for the Project following the District's implementation of the Project for the first five years.

5. Obligations to Run with the Land. All rights, privileges, duties, and obligations of Clover Flat under this Agreement shall inure to and shall benefit and burden Clover Flat's successors and assigns to the ownership of the Clover Flat Property.

6. Indemnity. The Parties shall indemnify and hold the other harmless from and against any and all claims, losses, costs, damages, expenses, liabilities, liens, actions, and causes of actions, including reasonable attorney's fees and costs, ("**claims**") asserted against or incurred by either party (an "**Indemnified Party**") from any cause arising out of or relating directly or indirectly to the performance or breach of this Agreement by the other party (or its agents, contractors, officers, or employees), other than claims caused by the negligence or willful misconduct of Indemnified Party.

7. Enforcement. If any Party commences an action against the other Party arising out of or in connection with this Agreement, the prevailing Party shall be entitled to recover their reasonable attorney's fees and costs of suit from the losing Party.

8. Further Assurances. Each Party shall take all actions that may be necessary or proper to achieve the purposes and objectives of this Agreement.

9. Complete Agreement; Amendments. This is the complete and final Agreement between the Parties and supersedes all prior written or oral agreements between the Parties with respect to the subject matter hereof. Any amendments to this Agreement shall be in writing and signed by the Parties.

10. Relationship of Parties. Neither Party is acting as the agent of the other in any respect hereunder and each Party is an independent contracting entity with respect to the terms, covenants, and conditions contained in this Agreement. None of the terms or provisions of this Agreement shall be deemed to create a partnership or joint venture between the Parties.

11. Counterparts. This Agreement may be executed and delivered in any number of counterparts, each of which so executed and delivered shall be deemed to be an original and all of which shall constitute one and the same instrument.

[REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY]

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

CLOVER FLAT:

CLOVER FLAT LAND FILL, INC., a
California corporation

DISTRICT:

NAPA COUNTY RESOURCE
CONSERVATION DISTRICT, a special
District of the State of California

By: _____
XXXX,
President

By: _____
Lucas Patzek
Executive Director

| | |
|--|---|
| <p>APPROVED AS TO FORM Office of District Counsel</p> <p>By: _____ District Counsel</p> <p>Date: _____</p> | <p>ATTEST District Secretary</p> <p>By: _____</p> |
|--|---|

Exhibit A

Project Description

Purpose of Funds: Funds under the Agreement will be applied to the Huichica Creek Riparian and Salt Marsh Restoration Project (Project), as shown on the attached Figure A-1. Construction is scheduled for implementation beginning in XXXX.

Description: The Napa River is one of the few large watersheds in the San Francisco Bay Area which has not been significantly urbanized and supports a wide range of wildlife and habitats. Prior to agriculture and development in the Napa Valley, the Napa River, its floodplain, and riparian corridor supported extensive forest and wetland habitats. Much of this habitat has been reduced over time. Prior to development, the Napa River was a broad, shallow river system with multiple channels. The Napa River is now generally confined to a single channel that is deeply incised by 12-15 ft. in some reaches. Much of the river corridor is bound by flood berms at the top of the river banks to protect neighboring properties from flooding. This confinement keeps the channel zone fairly homogenous in terms of instream complexity features, such as bars, benches, pools, alcoves, etc. This lack of geomorphic complexity results in a less diverse riparian community and reduced quality and quantity of instream habitat for native aquatic species, such as Chinook salmon, steelhead, and California freshwater shrimp. The constricted channel condition has resulted in bank erosion and slumping in several locations resulting in the loss of valuable riparian habitat and vineyard land and infrastructure.

The Project has several design elements that are intended to restore physical and biological processes to the Napa River, including channel widening, floodplain and wetland restoration, biotechnical stabilization, instream habitat structures, managed retreat, and native vegetation enhancement. The overall objective of the Project is to implement the adopted Napa River Sediment TMDL by reducing fine sediment and polluted runoff within the Napa River watershed and to restore habitat and beneficial uses, including spawning and rearing habitat for Chinook salmon and steelhead trout.

Design plans for the Project include the following restoration outputs.

- XX acres total of riparian expansion, restoration and revegetation
- X acres of frequently activated new floodplain and off channel alcove areas
- XXX linear feet of secondary and high flow channel
- XXXX linear feet of actively stabilized banks
- X acres of freshwater wetland enhancement and expansion
- XX acres of managed retreat and revegetation

Permits:

CEQA: The Project is considered a project under California Environmental Quality Act (CEQA). The District is the lead agency that prepared the CEQA _____. The Project CEQA document was adopted by the _____ in XXXX (State Clearing House #).

NEPA: National Environmental Protection Act (NEPA) consistency (ESA Section 7 and NHPA Section 106) is conducted by the United States Army Corps of Engineers through the approval of a Nationwide Permit for each construction phase of the Project. USFWS and NMFS have completed Biological Opinions (BOs) for the entire Project.

Section 1600: California Department of Fish and Wildlife (CDFW) reviews each construction group of the Project through the Section 1600- Lake or Streambed Alteration Agreement (LSAA) process. A CDFW LSAA has been issued for the entire Project.

Section 401: SF Bay Regional Water Quality Control Board (RWQCB) issued Water Quality Certification of Waste Discharge Requirements for the Project in _____.

Monitoring and Maintenance:

The District will be responsible for the long-term monitoring and maintenance of the Project. The *Huichica Creek Riparian and Salt Marsh Restoration Project Monitoring Plan* describes the monitoring protocols and frequency of monitoring and maintenance surveys that will be used to evaluate and report on the Project's effectiveness. Monitoring will include Cross Section Transect Surveys, Habitat Assessment, and Vegetation Surveys. Additionally, a maintenance program has been developed to guide adaptive management needs for installed and created restoration features within the project reach. Monitoring results will be reported to the RWQCB, along with other project stakeholders, as part of the annual monitoring report by March 31 each year.



April 10, 2025

RESOLUTION NO. 2025-02

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA COUNTY RESOURCE
CONSERVATION DISTRICT IN SUPPORT OF H.RES.1563 AND ITS REINTRODUCTION
INTO THE 119TH CONGRESS**

WHEREAS, the Napa County Resource Conservation District ("District") is an independent special district of the State of California that empowers the Napa County community to voluntarily conserve, protect, and restore natural resources in a landscape that supports agriculture, urban areas, and wildlands through the provision of technical assistance, educational programs, monitoring initiatives, and funding opportunities; and

WHEREAS, the District adopted a five-year strategic plan outlining a programmatic vision to enhance climate resilience and ensure the well-being of future generations; and

WHEREAS, on August 11, 2022, the District adopted Resolution No. 2022-03, recognizing a climate emergency and committing to specific actions and responsibilities; and

WHEREAS, Congressman Mike Thompson introduced H.Res.1563 on November 5, 2024, reflecting the nation's commitment to ensuring a safe and healthy climate for future generations by striving for climate restoration, specifically aiming to reduce atmospheric CO₂ concentrations below 300 ppm by 2050—a level under which humans have primarily lived; and

WHEREAS, in Resolution No. 2022-03, the District acknowledged the following:

- Climate modeling indicates that stabilizing global mean temperature rise at or below 1.5°C is not feasible through emissions reduction alone;
- Napa County, its residents, economy, and environment have already experienced severe adverse effects of climate change, including prolonged and intensified wildfire seasons, firestorms, rising temperatures, rising sea levels, mudslides, severe droughts, damage to local agriculture, property destruction, and infrastructure deterioration;
- Climate change represents a global catastrophic risk to human health, safety, and economic prosperity, as well as a grave threat to ecosystem health, structure, and function;
- The District's Strategic Plan commits it to partnering with organizations at the local, regional, and state levels to address critical natural resource challenges, including climate change; and

WHEREAS, Resolution No. 2022-03 further states that:

- The District supports the Napa County Board of Supervisors' goal of achieving net-zero



Napa County Resource Conservation District

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

(707) 690-3110, NapaRCD.org

greenhouse gas emissions by or before 2030 as a crucial step toward maintaining the health and wellness of humans and ecosystems;

- The District encourages individuals and organizations within Napa County working toward the 2030 climate goals to engage with the District for support and collaboration; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Napa County Resource Conservation District hereby:

1. Endorses Representative Thompson's Congressional Climate Restoration Resolution, H.Res.1563, and urges its reintroduction in the 119th Congress.
2. Calls upon Napa County, its cities and towns, and the California Association of Resource Conservation Districts to endorse H.Res.1563 and take action to restore the climate by stabilizing greenhouse gas concentrations at preindustrial levels.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Directors of the Napa County Resource Conservation District at its regular meeting held on the 10th day of April 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

SIGNED:

BRUCE BARGE, President
Board of Directors

Alexandrina Carlsen

3

OBJECTIVE

Application for Associate Director of the Napa Resource Conservation District

EXPERIENCE

Senior Agricultural Biologist/Weights & Measures Inspector

Solano County Department of Agriculture – County of Solano December 2017-Present

Agricultural regulatory work in Pest Exclusion, Pesticide Use Enforcement, Nursery, Seed, Organic, Direct Marketing, and Pest Detection.

Deputy Agricultural Commissioner/Sealer of Weights and Measures

Solano County Department of Agriculture – County of Solano August 2015-December 2017

Lead supervisor and manager in the Pesticide Use Enforcement, Organic, and Direct Marketing programs. I supervised 9 staff.

Agricultural Biologist/Weights & Measures Inspector (Trainee/Journey/Senior)

Solano County Department of Agriculture – County of Solano August 2015-December 2008

Agricultural regulatory work in Pest Exclusion, Pesticide Use Enforcement, Nursery, Seed, Organic, Direct Marketing, and Pest Detection.

Associate Research Assistant

Buck Institute for Research on Aging June 2002-October 2008

Laboratory research on the roles of iron in the aging processes of the bodies of cells, nematodes, and mice in relation to Parkinson's Disease.

EDUCATION

MPA, Master of Public Administration

Golden Gate University, San Francisco, CA

Master's Thesis: *Food for All: Eliminating Solano County 'Food Deserts' Through Virtual Farmers' Markets*

B.S., Molecular Environmental Biology

UC Berkeley, Berkeley, CA

LEADERSHIP

Food Oasis Committee

Department Leader for the Food Bank of Contra Costa and Solano Food Fight
Holiday Fundraiser

Equal Employment Opportunity Committee

Associate Director Application

All applications will be kept on file for one year from the date of application.

First and Last Name: Alexandrina Carlsen (Andrina)

Your Occupation: Senior Agricultural Biologist/Weights + measures Inspector

Please explain your reasons for wishing to serve as an Associate Director and what you hope to accomplish or contribute:

I missed the deadline to apply for director, but I am still interested in being active in my community through an organization that I know does good, important work for the environment. I hope that my knowledge and skillset can be put to good use within the organization.

Which of the following Napa RCD programs or activities are of interest to you (check all that apply)?

- ☒ Youth environmental education and workforce development
- ☒ Community education and volunteer events
- ☒ Regenerative agriculture (e.g., soil health, carbon farming, pollinator habitat, irrigation efficiency)
- ☒ On-the-ground restoration projects (e.g., fish barrier removal, stream restoration, forest management)
- ☒ Environmental monitoring (e.g., fish populations, stream flow, tree seedling survival, etc.)
- ☒ Organizational development and administration

☐ Other:

Please briefly describe any experiences or education which demonstrate either an interest or expertise in natural resource conservation. Note that we are seeking Associate Directors with diverse backgrounds and skillsets, and formal training and expertise in natural resource conservation is not required for this role:

Bachelors Degree in Environmental Biology from UC Berkeley
Masters Degree in Public Administration from Golden Gate University
16+ years working at the Solano County Agricultural Commissioners Office
• Agricultural regulation of pesticides, nurseries, organic farmers, farmers markets, have worked with Dixon and Solano RCD's, made connections with many farmers over the years.

Which of the following areas of experience, skill, or knowledge would you ideally leverage in your role as an Associate Director (select all that apply):

- ☒ Farming/Ranching
- ☐ Financial Management/Accounting
- ☐ Marketing/Communications
- ☐ Legal
- ☐ Human Resources Development
- ☐ Justice, Diversity, Equity, and Inclusion
- ☒ Environmental and Natural Resource Science (e.g., Conservation Biology, Forestry, Horticulture)
- ☐ Outdoor/Wilderness Recreation
- ☐ Education
- ☐ Land Use
- ☒ Public Policy
- ☒ Strategic Planning
- ☒ Fundraising
- ☐ Other:

Which industries and sectors do you have a connection with which you could leverage to help build the awareness, brand, impact, and fiscal sustainability of Napa RCD (select all that apply):

- ☐ Advertising and marketing
- ☒ Agriculture
- ☐ Education
- ☐ Finance and economic
- ☐ Food and beverage
- ☐ Foundations and donors
- ☐ Media and news
- ☒ Public sector (e.g., grantmaking agencies, regulators, elected officials)
- ☒ Other:



Current License(s), if applicable (e.g., Registered Professional Forester, Professional Engineer, Certified Public Accountant, Teaching Credential):

Other Nonprofit Boards or Federal, State, County, City or District Boards, Councils, Commissions, or Committees on which you serve now or have served:

Equal Opportunity Commission- County of Solano
Food Oasis Committee- County of Solano

PLEASE NOTE THAT THE PERSON APPOINTED TO FILL THIS POSITION WILL BE REQUIRED BY STATE LAW AND THE DISTRICT'S POLICIES TO FILE FINANCIAL DISCLOSURE STATEMENTS (FORM 700 STATEMENT OF ECONOMIC INTERESTS) WITH THE DISTRICT WHICH WILL BE FILED WITH THE STATE OF CALIFORNIA FAIR POLITICAL PRACTICES COMMISSION. (This form will be provided to you.)

The undersigned acknowledges that they have read and understand the Napa County Resource Conservation District (Napa RCD) Associate Director policy, and hereby apply for appointment as an Associate Director of the Napa RCD.

Signature: 

Date: 3/13/2025

Print Name: Alexandrina Carlsen

Phone No.: 415-259-8104



April 3, 2025

Subject: Marketing, Communications & Donor Development Project with TOPO Collective

To: Board of Directors, Napa County Resource Conservation District

From: Frances Knapczyk, Program Director

With the goal of enhancing our marketing, communications, and donor engagement capacity to build visibility and financial sustainability, the Napa County Resource Conservation District (Napa RCD) issued a Request for Qualifications (RFQ) for On-Call Marketing, Communications, and Donor Engagement Professional Services on October 10, 2024. A review committee composed of board and staff members evaluated eight submissions and interviewed the three top-ranked proposing firms. As a result of this process, TOPO Collective has been engaged to develop a strategic approach for Napa RCD's communications and donor development efforts.

Project Objectives

The overarching goals of this initiative are to:

- Develop a compelling anniversary campaign that aligns with our values and history.
- Strengthen donor engagement strategies, with a focus on major donor cultivation.
- Enhance communication materials to align with mission and values
- Create high-quality visual storytelling content that enhances fundraising and communications.
- Provide a clear roadmap for implementation, ensuring a structured and efficient approach.

This collaboration with TOPO Collective represents a significant investment in the long-term growth and financial health of Napa RCD. Their expertise will help us build a strong foundation for increased donor engagement and community impact, ensuring we are well-positioned to celebrate our 80th anniversary and beyond.

Project Tasks

1. Discovery & Strategic Planning

TOPO Collective will conduct a comprehensive assessment of our current communications and fundraising efforts, identify key opportunities, and create a strategic framework to guide our future activities. This will include an analysis of existing materials, audience engagement insights, and recommendations for

improved storytelling and donor outreach.

2. Visual Storytelling Development

This component focuses on creating powerful video narratives around three key program areas—Watershed, Youth, and Forest Health Programs. These stories will support fundraising efforts, increase community understanding, and strengthen our overall communications through a content library that can be used across digital and in-person platforms.

3. Fundraising Program Development

To help us achieve our goal of raising \$250,000-\$500,000 annually from private donors, TOPO Collective will develop a structured approach to major donor engagement, create compelling fundraising materials, establish a fundraising calendar, and provide tools to enhance staff and board fundraising capabilities.

4. 80th Anniversary Strategy & Work Plan

TOPO Collective will create a concept and implementation plan that honors our organization's history, highlights our impact, and uses this milestone to increase visibility and fundraising. The strategy will ensure a meaningful celebration while respecting staff capacity and organizational values.

Team and Roles

TOPO Collective

- Alex Roa - Project Lead
- Ryan O'Halloran - Strategy Director
- Brandt Mandrier - Creative Director
- *Additional team members as needed for specific tasks and services*

Napa RCD

- Frances Knapczyk - Primary Contact
- Lucas Patzek - Primary Contact
- Funding and Visibility Committee members: Bruce Barge, Jen Putnam, Ernie Schlobohm, Chris Carpenter, Lucas Patzek, Frances Knapczyk, Ashley Kvitek, Monique Byro

Communication with Staff & Board

- Frances will update all staff via biweekly staff meetings.
- Frances will coordinate connection between TOPO Collective staff, program staff, and Board to build out visual storytelling components.
- Frances will update Board Members via monthly memos and briefings at Napa RCD Board Meetings.
- TOPO Collective will present strategy to Board at its June meeting.

Napa County Resource Conservation District

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

(707) 690-3110, NapaRCD.org

Timeline

| Work Order | Tasks | Start | End |
|--|--|---------|-----|
| Discovery & Strategic Planning | | | |
| Comprehensive discovery and planning process | Discovery workshop facilitation and preparation | Mar | Apr |
| | Stakeholder interviews and analysis | Apr | May |
| | Materials audit and analysis | Mar | Apr |
| | Strategy development and reporting | Mar | May |
| Visual Storytelling Development | | | |
| Video, photo, and graphic design content for two program areas | Strategy development | Mar | Apr |
| | Planning/preparation | Apr | May |
| | Production (video/photo) | Apr | Jul |
| | Post-production | Jun | Aug |
| | Graphics/assets | May | Aug |
| Fundraising Program Development | | | |
| Comprehensive fundraising program development | Assessment/strategy | Mar | Apr |
| | Calendar/system/planning for implementation | Apr | May |
| | Materials development | Apr | Jun |
| | Implementation | May/Jun | TBD |
| 80th Anniversary Strategy & Work Plan | | | |
| Anniversary concept and work plan development | Planning sessions (including fundraising strategy) | Apr | May |
| | Concept development | Apr | May |
| | Materials development | Apr | Jun |
| | Implementation | May/Jun | TBD |