



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

# AGENDA

**When:** Thursday, August 14, 2025 at 8:00 A.M.

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

Bruce Barge <b>President</b>	Paul Asmuth <b>Director</b>	Allison Day <b>Director</b>	Jim Lincoln <b>Director</b>	Jennifer Putnam <b>Director</b>	Gretchen Stranzl McCann <b>Director</b>	Karen Turjanis <b>Director</b>
	Lucas Patzek <b>Executive Director</b>	Sabrina Wolfson <b>District Counsel</b>	Tracy Schulze <b>Auditor-Controller</b>			

### GENERAL INFORMATION

The Napa County Resource Conservation District (“Napa RCD” or “District”) will hold a regular meeting of its Board of Directors in-person at the location noted above. All materials relating to the agenda are available for public inspection at the District office Monday through Friday, between the hours of 8:00 A.M. and 5:00 P.M., except for District Holidays. The agenda is available online at: <http://naparc.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.prg](mailto:Tatia@NapaRCD.prg) 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](mailto: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.
- C. Welcoming new District Counsel** – Sabrina Wolfson has recently joined the Napa County Counsel's Office and is appointed as Napa RCD's Counsel.

## 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 July 14, 2025 regular meeting.**
- B. Ratify bills approved by the Executive Director.**
- C. Approve regular District bills from July 2025.**

**D. Authorization to Execute Agreement No. 2025024 with Alta Archaeological Consulting LLC.**

Authorize the Executive Director to execute Agreement No. 2025024 with Alta Archaeological Consulting LLC to provide professional services to assess cultural resources at the City of Napa’s Westwood Hills Park. The agreement shall not exceed \$9,375.12 and will be funded through Agreement No. 2024035 with Humboldt RCD, which administers the State Coastal Conservancy Wildfire Resilience Block Grant on behalf of the North Coast Durable Collaborative RCDs.

**E. Authorization to Execute Water-Wise Landscaping Education and On-Call Biological Services Agreement with the City of Napa.**

Authorize the Executive Director to negotiate final terms and execute a services agreement with the City of Napa for Water-Wise Landscaping Education and On-Call Biological Services. Under this agreement, the Consultant will provide coordination, outreach, education, and biological expertise in support of water conservation efforts, including garden maintenance, public workshops, youth engagement, and special events such as the Climate-Friendly Garden Tour and Water Conservation Video Contest. The agreement term will be July 1, 2025, through June 30, 2026, and shall not exceed \$60,000.

**F. Authorization to Execute Agreement No. 25-0346-000-SG with the California Department of Food and Agriculture (CDFA).**

Authorize the Executive Director to execute Agreement No. 25-0346-000-SG with the California Department of Food and Agriculture (CDFA) for the project titled “2025 Weed Management Area.” This grant will support the establishment, development, and maintenance of the Napa Weed Management Area (WMA), along with related education, outreach, and volunteer activities focused on invasive weed management. The agreement term will be from July 1, 2025, through June 30, 2028, and shall not exceed \$118,298.08.

## 4. REGULAR AGENDA

**A. Update on Fish Barrier Removal Program.** *Bill Birmingham & Martin Perales*

Receive an update from staff on Napa RCD’s Fish Barrier Removal Program, including progress on the Sulphur Creek Fish Passage Project and efforts to assess fish passage barriers across the Napa River watershed.

**B. Update on Board Handbook Development and Consideration of Revisions to Policy No. 4040, “Duties and Responsibilities of Board Officers.”** *Bruce Barge*

Receive an update on the development of the Board Handbook. Consider revisions to Policy No. 4040, “Duties and Responsibilities of Board Officers,” to reflect updated term lengths, limits on consecutive terms, and clearer language regarding Officer roles. Pending approval of the revised policy, consider the nomination and appointment of Board Officers to fill current vacancies and ensure continuity of leadership.

**C. USDA Reorganization Plan: Potential Impacts and Opportunity to Comment.** *Lucas Patzek*

Receive an overview of the USDA's proposed Department Reorganization Plan, consider potential implications for regional natural resource conservation and agricultural support, and discuss whether Napa RCD should submit organizational comments by the August 26, 2025 deadline.

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

**E. Huichica Creek Preserve Advisory Committee report.** *Lucas Patzek*

**F. USDA NRCS report.** *Evelyn Denzin*

**G. Executive Director's report.** *Lucas Patzek*

**H. Directors' reports.**

## 5. ADJOURNMENT