Napa County Resource Conservation District

Special Meeting of the Board of Directors

AGENDA

Thursday, July 16, 2026 at 8:00 A.M.

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

GENERAL INFORMATION

The Napa County Resource Conservation District ("Napa RCD" or "District") will hold a special 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 pursuant to Government Code section 54953.8.3 or the Board of Directors conducts a teleconference meeting pursuant to Government Code Sections 54953.8 and 54953.8.2 during an emergency. Please be advised that if a Director is not participating in the meeting remotely for just cause or the Board of Directors is not conducting a teleconference meeting during an emergency, 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=FIetJfb3ATY0qeJ1Fly5rw539hVUaX.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. Under the Brown Act, Directors may not deliberate or take action on items not on the agenda, and generally may only listen to comments made during the general Public Comment. 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. Per District policy, each speaker is allotted 3-5 minutes for comment on each agendized item.

Members of the public may submit a public comment in writing by emailing 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 500 words or less and will be entered into the record but not read out loud.

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.

AGENDA

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 are approved by a single motion. With the concurrence of the Chair, a Director may request discussion of an item on the consent calendar.

   A. **Minutes from the June 11, 2026 Regular Meeting**.

   Recommendation: Approve the minutes from the June 11, 2026 Regular Meeting.

   B. **Bills Approved by the Executive Director.**

   Recommendation: Ratify bills approved by the Executive Director.

   C. **Regular District Bills from June 2026.**

   Recommendation: Approve District Bills from June 2026.

   D. **Appointment of Associate Director Kristin Belair to the Huichica Creek Preserve Advisory Committee.**

   Napa RCD's Board of Directors is asked to appoint Associate Director Kristin Belair as a member of the Huichica Creek Preserve Advisory Committee. Resolution No. 2024-04, adopted November 14, 2024, establishes the Committee to provide input on restoration planning, implementation, maintenance and monitoring, public access, community engagement, research programming, and other aspects of the Huichica Creek Preserve property. The Resolution provides for the appointment of interested Associate Directors as Committee members. Staff recommends appointment of Associate Director Belair to support active Committee engagement and advance the goals of the Preserve.

   Recommendation: Move to appoint Associate Director Kristin Belair to the Huichica Creek Preserve Advisory Committee pursuant to Resolution No. 2024-04.

   E. **Budget Amendment No. 1 to the FY 2026-27 Annual Budget.**

   Napa RCD's Board of Directors is asked to approve Budget Amendment No. 1 to the FY 2026-27 Annual Budget. The amendment reflects two changes. First, it restores $20,000 to the budget line drawn down to fund the purchase of a second motor pool vehicle, made necessary when NRCS lost one truck from its own motor pool and restricted staff access to its remaining vehicles. This results in a $20,000 reduction in the addition to fund balance compared with the original adopted budget. Second, it reclassifies a portion of Department of Conservation Regional Forest and Fire Capacity Program block grant revenue from the Other State Agencies category to the Intrafund Transfers-In category, reflecting that this revenue represents an advance accounted for separately from grant reimbursements. This second change affects presentation only and does not change total revenue. Staff anticipates additional budget amendments may be necessary during FY 2026-27 given the District's increasingly dynamic funding environment.

Recommendation: Move to approve Budget Amendment No. 1 to the FY 2026-27 Annual Budget as presented.

4. REGULAR AGENDA

A. Environmental Monitoring Programs: Overview and Update

Presenter: Paul Blank, Program Manager. **Duration:** 30 Minutes (20 min presentation / 10 min discussion)

Description: Environmental monitoring is foundational to Napa RCD's Watershed Health program and informs the design, prioritization, and evaluation of restoration and conservation work across the county. Napa RCD operates several long-running monitoring programs covering water quality, stream flow, stream channel dynamics, and fish populations, generating data that supports both internal decision-making and broader regional understanding of ecological conditions in the Napa River watershed. Paul Blank will provide an overview of Napa RCD's current monitoring portfolio, the cross-agency partnerships that drive much of this work, and how this program is evolving to better serve Napa RCD's own restoration project needs.

Recommendation: No Board action required. This item is for information and discussion.

B. FY 2026-27 Executive Director Priorities

Presenter: Lucas Patzek, Executive Director. **Duration:** 20 Minutes (10 min presentation / 10 min discussion)

Description: As Napa RCD enters a new fiscal year, Lucas Patzek will present his priorities for strengthening the organizational infrastructure that supports the District's program work. Focus areas include developing a centralized grant and project management data system, refining staffing structure and executive support capacity, ensuring long-term sustainability of those programs more challenged with funding, strengthening the Operations Team and supervisory structure, continued investment in HR infrastructure and compensation systems, and deepening engagement with local and regional partners. This presentation will provide the Board with an overview of these priorities and seek input on areas requiring Board support in the year ahead.

Recommendation: No Board action required. This item is for information and discussion.

5. REPORTS AND ANNOUNCEMENTS

A. Funding & Visibility Committee Report

Presenter: Lucas Patzek, Executive Director. **Duration:** 5 Minutes.

B. Executive Director’s Report

Presenter: Lucas Patzek, Executive Director. **Duration:** 10 Minutes.

C. USDA-NRCS Report

Presenter: Evelyn Denzin, District Conservationist. **Duration:** 5 Minutes.

D. Directors' Reports

Presenter: Any Director. **Duration:** 5 Minutes.

6. ADJOURNMENT

Napa County Resource Conservation District

Regular Meeting of the Board of Directors

MINUTES

Thursday, June 11, 2026 at 8:00 A.M.

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

AGENDA

1. CALL TO ORDER

A regular meeting of the Napa County Resource Conservation District was called to order at 8:00 A.M. on Thursday, June 11, 2026 by President Bruce Barge.

A. Call to Order and Roll Call

Directors present included Bruce Barge, Paul Asmuth, Jim Lincoln, and Karen Turjanis. Associate Directors Bryan Parker was present online. Napa RCD staff present included Lucas Patzek, Alison Blodorn, Frances Knapczyk, Ashley Kvitek, and Tatia Wieland.

B. Approval of the Agenda

Approved the agenda for this meeting.

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

2. PUBLIC COMMENT

No comments from the public.

3. CONSENT AGENDA

Approved the consent agenda.

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

A. Minutes from May 16, 2026 Regular Meeting.

Approved the minutes from the April 12, 2026 Special Meeting of the Board of Directors

B. Bills Approved by the Executive Director.

Approved the bills approved by the Executive Director

C. Regular District Bills from May 2026.

Approved the regular District bills from May 2026

D. Approval of Resolution No. 2026-02 Authorizing Application for Funding from the CAL FIRE Forest Health Grant Program.

Approved Resolution No. 2026-02

E. Appointment of CARCD Bay-Delta Regional Delegate and Alternate Delegates.

Approved appointment of Lucas Patzek as Napa RCD's Regional Delegate and all sitting Directors of the Napa County Resource Conservation District as Alternate Regional Delegates

4. Set Items of Public Hearings

A. Presentation of Draft Annual Budget for Fiscal Year 2026-27

Lucas Patzek, Executive Director, presented the draft annual budget.

Discussion was turned over to the Board. Brief individual comments ensued.

No comments from the public.

Adopted Annual Budget for Fiscal Year 2026-27

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

5. REGULAR AGENDA

A. Discussion and Possible Action to Select Scholarship Recipients

Frances Knapczyk, Program Director, provided the report.

Discussion was turned over to the Board. Brief individual comments ensued.

No comments from the public.

Approved selected scholarship recipients

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

B. FY 2025-2026 Volunteer Engagement: Year in Review

Senior Project Manager Ashley Kvitek presented the report.

Discussion was turned over to the Board. Brief individual comments ensued.

C. Consideration of Appointment of Associate Director – Kristin Belair

Approved appointment of Kristin Belair to the Associate Director role

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

6. REPORTS AND ANNOUNCEMENTS

A. Funding & Visibility Committee Report

Program Director Frances Knapczyk provided the report.

B. Executive Director's Report

Executive Director Lucas Patzek provided the report. District Conservationist Evelyn Denzin provided a report on the USDA NRCS.

C. Directors' Reports

Director Asmuth commented on the need for accurate data regarding water usage by the agricultural sector.

President Barge reported his efforts to engage Napa RCD Associate Directors.

7. ADJOURNMENT

The meeting was adjourned at 9:33 A.M.

Summary of Expenditures for June 2026

Ratify Regular	$276,020.61
Total Expenditures	**$276,020.61**

Bills Report July Meeting/June Bills									
Vendor #	Vendor Name	Object	PL Project	Activity	Subcategory	Invoice Date	Invoice	Amount	Line Description
100573	Middletown Rancheria	52490	RCD	ADMIN	RCD	6/8/2026	AR1759	$80.97	Culture Monitor Late Fee
100573	Middletown Rancheria	52490	RCD2024017	3 SULPHUR	Implement	10/29/2026	AR1695	$1,619.38	Culture Monitor SulphurCrk
999991	Molly Merkner	54805	RCD2020035	WTRCON	CmtyEngage	6/5/2026	Video2026MM	$750.00	26 Annual Video Contest Winner
999991	Mikayla Stevens	54805	RCD2020035	WTRCON	CmtyEngage	6/5/2026	Video2026MS	$750.00	26 Annual Video Contest Winner
999991	Cathryn Karabian	54805	RCD2020035	WTRCON	CmtyEngage	6/5/2026	Video2026CK	$334.00	26 Annual Video Contest Winner
999991	Jess Anglin	54805	RCD2020035	WTRCON	CmtyEngage	6/5/2026	Video2026JA	$333.00	26 Annual Video Contest Winner
999991	Aurora Scott	54805	RCD2020035	WTRCON	CmtyEngage	6/5/2026	Video2026AS	$333.00	26 Annual Video Contest Winner
999991	Everett Butler	54805	RCD2020035	WTRCON	CmtyEngage	6/5/2026	Video2026EB	$250.00	26 Annual Video Contest Winner
999991	Harper Anglin	54805	RCD2020035	WTRCON	CmtyEngage	6/5/2026	Video2026HA	$250.00	26 Annual Video Contest Winner
41075	Trinity County RCD	53140	RCD	ADMIN	RCD	6/8/2026		$100.00	CARCD N.Coast Membership 2026
102645	HANA Resources, Inc.	52490	RCD2025010	1PRJMGMT	ProjAdmin	6/5/2026	H000646	$20,178.88	DesignSvc Huichica Rest May'26
999991	Rob Kohl	54805	RCDSPECIAL	ED-YOUTH	YouthEd	6/5/2026	Video2026RK	$200.00	Video Contest Teacher Award
999991	Dean Wagner	54805	RCDSPECIAL	ED-YOUTH	YouthEd	6/5/2026	Video2026DW	$200.00	Video Contest Teacher Award
999991	Virginia Betourne	54805	RCDSPECIAL	ED-YOUTH	YouthEd	6/5/2026	Video2026VB	$200.00	Video Contest Teacher Award
999991	Julie Lovie	54805	RCD	ADMIN	RCD	6/8/2026	GreenFut2026	$500.00	Green Futures Teacher Stipend
101469	Gallagher Benefit Services	52100	RCD	ADMIN	RCD	6/10/2026	INV2538860	$2,500.00	HR Support Services June 2026
102652	Balance Hydrologics	52490	RCD2025010	1PRJMGMT	ProjAdmin	6/9/2026	225143-0526	$6,416.25	DesignSvc Huichica Rest May'26
29405	Kaiser Permanente	16200	RCD	ADMIN	RCD	6/10/2026	134133634911	$16,418.18	Kaiser Medical Insur July 2026
17990	Special District Risk Management	16200	RCD	ADMIN	RCD	6/15/2026	80473	$15,656.27	Workers Comp 2026-27 Coverage
17990	Special District Risk Management	16200	RCD	ADMIN	RCD	6/15/2026	80027	$56,893.88	Property/Liability 2026-27
41613	Lake County Resource Conservat	54800	RCD2023025	Admin	ProjAdmin	4/15/2026	2526-087	$745.42	Lake RCD WETA Inv 10 Mar 2026
36628	Sonoma County Resource Consei	54800	RCD2023025	Admin	ProjAdmin	3/31/2026	WETA-009	$13,435.08	SonomaRCD WETA Inv 10 Mar 2026
101550	Dixon Resource Conservation Dis	54800	RCD2023025	Admin	ProjAdmin	4/1/2026	2026-0024	$5,415.25	Dixon RCD WETA Inv 10 Mar 2026
41613	Lake County Resource Conservat	54800	RCD2023025	Admin	ProjAdmin	5/8/2026	2526-127	$411.29	Lake RCD WETA Inv 11 Apr 2026
101689	Principal Life Insurance Company	16200	RCD	ADMIN	RCD	6/17/2026	46190	$1,273.33	Principal Dental Prem July '26
101469	Gallagher Benefit Services	52100	RCD	ADMIN	RCD	6/17/2026	INV2539147	$2,125.00	HR Support Services June 2026
40989	Kaos Sheep Outfit	52490	RCD2023023	GRAZING	Planning	6/10/2026	6.10.26	$5,000.00	Grazing workshop - spanish
102871	Garden Guidance LLC	52490	RCD2024013	Education	CommEdu	5/4/2026	5.4.26	$1,650.00	Urban Foresty consulting
40176	Endsight	52130	RCD	ADMIN	RCD	6/17/2026	10058180	$2,408.02	Network Support - June 2026
102357	TOPO Collective	52490	RCD2024023	4 CMTY	CmtyEngage	6/18/2026	979	$492.50	Photo/Video production
102357	TOPO Collective	52490	RCD	ADMIN	RCD	6/18/2026	980	$1,148.75	Photo/Video production
102357	TOPO Collective	52490	RCD	ADMIN	RCD	6/18/2026	981	$795.00	Fundraising Strategy Support
4067	US Bank	21105	RCD	Admin	RCD	6/22/2026	06.26CALCARD	$6,683.40	CalCard Credit Card June 2026
32576	Prunuske Chatham, Inc	52490	RCD2024023	1 ASMNT	Planning	6/15/2026	2026226	$27,017.00	Fish Passage Design May 2026
101469	Gallagher Benefit Services	52100	RCD	ADMIN	RCD	6/24/2026	INV2539410	$2,250.00	HR Support Services June 2026
102611	Grace Dougan Consulting Inc	52125	RCD2021036	ADMIN	ProjAdmin	5/31/2026	10742	$822.50	Quart admin supp/Jan-Mar '26
102611	Grace Dougan Consulting Inc	52125	RCD2021036	ADMIN	ProjAdmin	6/15/2026	10770	$962.50	Quart admin supp/Jan-Mar '26
22871	Environmental Science Associate:	52490	RCD2026003	BFPlatform	Planning	6/23/2026	220437	$17,450.57	RPP Prof Svcs May 2026
27257	Jimmy Vasser Chevrolet Toyota	55400	RCD	ADMIN	RCD	7/1/2026	TA0583	$25,007.06	2023 Ram 1500 Pickup Truck
27257	Jimmy Vasser Chevrolet Toyota	55400	RCD	ADMIN	RCD	7/1/2026	TA0583	$36,964.13	2024 Toyota RAV4
								$276,020.61	

Summary of Expenditures for June 2026

Regular	$37,825.93
Total Expenditures	**$ 37,825.93**

Bills Report July Meeting/June Bills

Vendor #	Vendor Name	Object	PL Project	Activity	Subcategory	Invoice Date	Invoice	Amount	Line Description
35310	Theodore L. Edwards, LLC.	16200	RCD	ADMIN	RCD	7/15/2026	Aug 2026 TE	$6,184.00	Office Lease 1303 Jeff Aug 26
102927	Wooden Eye Resource Management, L	52490	RCD2026003	BFPlatform	Planning	5/29/2026	2026-01	$375.00	ICC platform consulting
38337	Albion Surveys Inc	52490	RCD	ADMIN	RCD	6/29/2026	26ALB0118-1	$437.50	Cabral Lot Line Adjust
102357	TOPO Collective	52490	RCD2025010	2OUTREACH	CmtyEngage	6/30/2026	998	$525.00	Huichica Creek Webinar Design
102781	Gina Bartlett	52490	RCD2025017	Coordinate	CmtyEngage	6/29/2026	1072	$1,788.75	Coaching watershed group
102781	Gina Bartlett	52490	RCD2021036	Admin	ProjAdmin	6/29/2026	1071	$198.75	ICC training development
101469	Gallagher Benefit Services	52100	RCD	ADMIN	RCD	7/1/2026	INV2539742	$3,716.25	HR Support Services June 2026
102855	Swift Biological LLC	52490	RCD2024013	Implement	Implement	7/3/2026	2026-26	$839.25	Alston Park Bird Survey
40176	Endsight	52130	RCD	ADMIN	RCD	6/30/2026	10059161	$945.00	IT End User Support -June 2026
34020	Hanford ARC	52490	RCD2024017	3 SULPHUR	Implement	7/8/2026	4132502.12	$3,542.37	SulphurCrk FishPass June 2026
100880	Wildland Resource Management	52490	RCD2023022	CWPP	Planning	6/30/2026	6	$1,391.40	CWPP Support Jan -June '26
100783	Laco Associates	52490	RCD2021036	Capacity	CmtyEngage	7/8/2026	54944	$8,275.00	26 ForestHealth Supp. June'26
100520	Canon Financial Services, Inc.	52600	RCD	ADMIN	RCD	6/30/2026	43465873	$107.66	Color Copier 6/20 - 7/19/26
10211	California Association of Resource Con	53120	RCD	ADMIN	RCD	7/1/2026	Dues FY26-27 Napa	$7,500.00	CARCD Full Membership FY27
101469	Gallagher Benefit Services	52100	RCD	ADMIN	RCD	7/8/2026	INV2540093	$2,000.00	HR Support Services July 2026
								$37,825.93	

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

November 14, 2024 **RESOLUTION NO. 2024-04**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA COUNTY RESOURCE CONSERVATION DISTRICT ESTABLISHING A HUICHICA CREEK PRESERVE ADVISORY COMMITTEE

WHEREAS, the Napa County Resource Conservation District (NCRCD) is authorized by Public Resource Code 9420 to appoint advisory committees to assist in coordinating conservation programs and activities, and to share information relating to the functions or purposes of the district; and

WHEREAS, NCRCD established the Huichica Creek Sustainable Vineyard & Orchard Advisory Committee by Resolution No. 2016-07 on November 10, 2016 for the purpose of providing input to the operation and long-term goals of NCRCD's Huichica Creek Sustainable Vineyard & Orchard Demonstration property; and

WHEREAS, NCRCD has determined, following a visioning and public solicitation process (i.e., Request for Ideas), that the best use of its property going forward is a complete restoration of native habitat, continued public access, and continued opportunities for outreach, education, and research.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. NCRCD's Board of Directors establishes a Huichica Creek Preserve Advisory Committee to provide input related to restoration planning, implementation, maintenance and monitoring, public access, community engagement and research programming, and other aspects of its property.

2. The Committee shall be composed of members appointed by NCRCD's Board of Directors every two years on the January of the odd-numbered year, or following an unexpected vacancy, as follows:
    a. No more than three NCRCD Directors;
    b. Interested NCRCD Associate Directors; and
    c. Up to five members of the public with the knowledge and expertise needed to advance the goals of this property.

3. A quorum of the Committee shall be at least one (1) member from group (a) and two (2) members from groups (a) through (c) of Paragraph 2, above.

4. The Committee shall be a standing committee for purposes of the Brown Act (Government Code 54950 et seq.) due to its continuing subject matter jurisdiction, but due to nature of the subject matter, all meetings of the Huichica Creek Preserve Advisory Committee shall be "Special Meetings," as defined and regulated by the Brown Act.

5. This Resolution replaces Resolution No. 2016-07 in its entirety.

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 14th day of November 2024, by the following vote:

AYES:	Paul Asmuth, Bruce Barge, Rainer Hoenicke, Bill Pramuk, Gretchen Stranzl McCann, Karen Turjanis
NOES:	None
ABSENT:	Jim Lincoln
ABSTAIN:	None
SIGNED:	Bruce Barge Nov 15, 2024
	BRUCE BARGE, President Board of Directors

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

Subject:	Budget Amendment No. 1 to the FY 2026-27 Annual Budget
To:	Board of Directors, Napa County Resource Conservation District
From:	Lucas Patzek, Executive Director
Date:	July 16, 2026

Executive Summary

This memorandum recommends that the Board of Directors approve Budget Amendment No. 1 to the Fiscal Year 2026-27 Annual Budget as a consent item. The amendment makes two changes: it restores funding to a budget line that was drawn down to cover the purchase of a second motor pool vehicle, and it reclassifies a portion of Department of Conservation (DOC) grant revenue between two budget categories. The net effect of the amendment is a $20,000 reduction in the addition to fund balance compared with the original adopted budget.

Background

The FY 2026-27 Annual Budget included funding for the purchase of one used motor pool vehicle. Since the budget was adopted, the Natural Resources Conservation Service (NRCS) has lost one truck from its own motor pool and restricted staff access to its remaining vehicles. Napa RCD staff have relied on NRCS vehicles to help meet field needs, so this reduction in availability increased pressure on the District's own fleet. To address this, staff purchased two used vehicles rather than one.

To fund the second vehicle, staff transferred $20,000 in budget between line items. Budget Amendment No. 1 restores this amount to the line item from which it was drawn.

Amendment Details

- **Motor Pool Vehicle Purchase:** Restores $20,000 to the budget line used to fund the purchase of a second motor pool vehicle. This results in a $20,000 reduction in the addition to fund balance compared with the original budget.
- **DOC Regional Forest and Fire Capacity (RFFC) Revenue Reclassification:** Moves a portion of DOC RFFC Program block grant revenue from the Other State Agencies category to the Intrafund Transfers-In category. This revenue represents an advance, which the District accounts for separately from grant reimbursements. This change affects presentation only and does not change total revenue.

Looking Ahead

Staff anticipates that additional budget amendments may be necessary during FY 2026-27. The District's funding environment has become more dynamic, and staff will bring further amendments to the Board as needed to keep the budget aligned with actual grant awards and operational needs.

Recommendation

Staff recommends that the Board of Directors approve Budget Amendment No. 1 to the FY 2026-27 Annual Budget as presented, on consent.

NAPA COUNTY RESOURCE CONSERVATION DISTRICT

Proposed Amendment Number 1

Presented at the District's July 16, 2026 Special Board Meeting

Annual Budget — Fiscal Year 2026-27

Adopted at the District's June 11, 2026 Regular Board Meeting

REVENUES

	Description	Account	Adopted FY2027 Budget	Proposed $ Change to Adopted Budget	Proposed Amendment No. 1
	TAXES AND INTEREST				
1	Property Tax	41100	$ 520,426	$ -	$ 520,426
	Interest	45100	$ 20,000	$ -	$ 20,000
	Dividends / Rebates	45200	$ 2,000	$ -	$ 2,000
	TOTAL TAXES AND INTEREST		**$ 542,426**	**$ -**	**$ 542,426**
	INTERGOVERNMENTAL REVENUES				
2	State: Agriculture	43300	$ 168,700	$ -	$ 168,700
3	State: Coastal Conservancy	43410	$ 207,250	$ -	$ 207,250
4	State: Dept. of Conservation	43420	$ 728,572	$ (295,800)	$ 432,772
5	State: Other	43790	$ 972,388	$ -	$ 972,388
6	Federal: Other	43890	$ 1,825,850	$ -	$ 1,825,850
7	County of Napa	43910	$ 635,361	$ -	$ 635,361
8	Napa County Flood Control District	43915	$ 233,080	$ -	$ 233,080
9	Other Governmental Agencies	43950	$ 1,134,429	$ -	$ 1,134,429
	TOTAL INTERGOVERNMENTAL		**$ 5,905,630**	**$ (295,800)**	**$ 5,609,830**
	OTHER REVENUES				
10	Charges for Services	46800	$ 501,895	$ -	$ 501,895
11	Other Grants	47150	$ 367,600	$ -	$ 367,600
12	Donations/Contributions	47500	$ 193,500	$ -	$ 193,500
13	Intrafund Transfers-In	49900	$ -	$ 295,800	$ 295,800
	TOTAL OTHER REVENUES		**$ 1,062,995**	**$ 295,800**	**$ 1,358,795**
	TOTAL REVENUE		**$ 7,511,051**		**$ 7,511,051**

EXPENSES

	Description	Account	Adopted FY2027 Budget	Proposed $ Change to Adopted Budget	Proposed Amendment No. 1
1	**SALARIES & EMPLOYEE BENEFITS**				
	Salaries and wages	51100	$ 2,155,722	$ -	$ 2,155,722
	Extra help	51110	$ -	$ -	$ -
	Cell Phone Allowance	51205	$ 6,840	$ -	$ 6,840
	Medicare	51300	$ 31,258	$ -	$ 31,258
	Employee Insurance: Medical	51400	$ 246,000	$ -	$ 246,000
	Workers Compensation	51405	$ 20,038	$ -	$ 20,038
	Unemployment Comp: Insurance	51410	$ 5,320	$ -	$ 5,320

	Retirement	51600	$ 297,000	$ -	$ 297,000
	TOTAL SALARIES AND BENEFITS		**$ 2,762,178**	**$ -**	**$ 2,762,178**
	SERVICES				
2	Administration Services	52100	$ 53,000	$ -	$ 53,000
	Property Tax/Assessment Admin	52115	$ 6,000	$ -	$ 6,000
	Agricultural Services	52120	$ -	$ -	$ -
3	Accounting/Auditing Services	52125	$ 63,500	$ -	$ 63,500
4	IT Services	52130	$ 87,000	$ -	$ 87,000
5	Legal Services	52140	$ 27,000	$ -	$ 27,000
	Lobbyist Services	52160	$ 500	$ -	$ 500
6	Construction Services	52360	$ 25,000	$ -	$ 25,000
7	Other Professional Services	52490	$ 3,399,215	$ -	$ 3,399,215
	Maintenance: Vehicles	52520	$ 15,000	$ -	$ 15,000
	Rents and Leases: Equipment	52600	$ 5,800	$ -	$ 5,800
8	Rents and Leases: Buildings/Land	52605	$ 113,422	$ -	$ 113,422
9	Insurance: Premiums	52705	$ 57,382	$ -	$ 57,382
	Communications/Telephone	52800	$ 2,000	$ -	$ 2,000
	Advertising/Marketing	52810	$ 2,050	$ -	$ 2,050
	Printing & Binding	52820	$ 5,000	$ -	$ 5,000
	Publications & Legal Notices	52830	$ 1,000	$ -	$ 1,000
	Filing Fees	52835	$ 500	$ -	$ 500
	Permits/License Fees	52840	$ 16,125	$ -	$ 16,125
10	Training/Conference Expenses	52900	$ 62,600	$ -	$ 62,600
	Business Travel/Mileage	52905	$ 24,123	$ -	$ 24,123
	TOTAL SERVICES		**$ 3,966,217**	**$ -**	**$ 3,966,217**
	SUPPLIES & OTHER				
	Office Supplies	53100	$ 4,000	$ -	$ 4,000
	Office Supplies: Furniture/Fixtures	53105	$ 10,000	$ -	$ 10,000
	Freight/Postage	53110	$ 1,000	$ -	$ 1,000
	Books/Media/Subscriptions	53115	$ 800	$ -	$ 800
11	Memberships/Certifications	53120	$ 18,000	$ -	$ 18,000
	Fuel	53250	$ 8,000	$ -	$ 8,000
12	Clothing and Personal Supplies	53300	$ 11,000	$ -	$ 11,000
	Safety Supplies	53320	$ 600	$ -	$ 600
	Landscaping/Agriculture Supplies	53325	$ 5,000	$ -	$ 5,000
	Construction Supplies/Materials	53345	$ 20,000	$ -	$ 20,000
	Minor Equipment/Small Tools	53400	$ 9,500	$ -	$ 9,500
	Computer: Equipment/Accessories	53410	$ 10,000	$ -	$ 10,000
	Computer: Software/Licensing Fees	53415	$ 29,000	$ -	$ 29,000
	Special Department Expense	53600	$ 71,752	$ -	$ 71,752
	Business Related Meals/Supplies	53650	$ 12,000	$ -	$ 12,000
	Taxes and Assessments	54500	$ 20	$ -	$ 20
	Depreciation Expense	54600	$ -	$ -	$ -
13	Contributions (Public Agencies)	54800	$ 125,000	$ -	$ 125,000
14	Community Grants (Non-Profits)	54805	$ 100,600	$ -	$ 100,600

	Buildings and Improvements	55300	$ -	$ -	$ -
15	Equipment	55400	$ 45,000	$ 20,000	$ 65,000
	TOTAL SUPPLIES & OTHER		**$ 481,272**	**$ 20,000**	**$ 501,272**
	TOTAL EXPENSES		**$ 7,209,667**		**$ 7,229,667**

	Adopted FY2027 Budget	Proposed $ Change to Adopted Budget	Proposed Amendment No. 1
Total Revenues:	**$ 7,511,051**	**$ -**	**$ 7,511,051**
Total Expenses:	**$ 7,209,667**	**$ 20,000**	**$ 7,229,667**
Net Surplus/(Deficit)	**$ 301,384**	**$ (20,000)**	**$ 281,384**

FINANCIAL SNAPSHOT

The Draft FY2026-27 Budget projects total revenues of $7,511,051 and total expenses of $7,229,667, resulting in a projected addition to fund balance of $281,384. This represents a responsible budget that maintains the District's financial stability while supporting a robust program of work.

Projected revenues by major category are as follows:

- Taxes and Interest: $542,426 (7% of total revenues)
- Intergovernmental Revenues: $5,905,630 (79% of total revenues)
- Other Revenues: $1,062,995 (14% of total revenues)

Projected expenses by major category are as follows:

- Salaries and Employee Benefits: $2,762,178 (38% of total expenses)
- Services: $3,966,217 (55% of total expenses)
- Supplies and Other: $501,272 (7% of total expenses)

The draft budget reflects a significant reduction in total revenues and expenses compared to the FY2025-26 Adopted Budget ($10,461,297 and $10,522,707 respectively). The primary driver of this reduction is a change in how the California Department of Conservation's Regional Forest and Fire Capacity (RFFC) Program is administered. In FY2025-26, the District received and passed through a large advance payment to neighboring county organizations, which was reflected on both the revenue and expense sides of the budget. That advance mechanism is not anticipated to recur in FY2026-27, resulting in a significant reduction on both sides. Two additional factors contributed to the year-over-year reduction: the District is completing the grant terms for several important awards this fiscal year, including the CDFA Conservation Agriculture Planning Grants Program (CAPGP), which will not carry forward into FY2026-27; and federal revenues and expenses in FY2025-26 were significantly influenced by major construction costs associated with the Sulphur Creek Fish Passage Improvement Project, costs that were unique to that year and will not recur.

BUDGET OVERVIEW AND KEY ASSUMPTIONS

The revenue projections in this budget reflect a combination of executed contracts, approved grants not yet under contract, and pending grant applications with a high likelihood of funding. While it is unlikely that all outstanding applications will be awarded, additional proposals are expected to be submitted during the fiscal year. The budget will likely be amended as funding levels are confirmed or updated.

Estimated revenue by source is as follows: state funding is projected to account for 29% of total revenues, federal funding 25%, local and regional governmental sources 23%, and all other sources 22%. Of intergovernmental funding, approximately 57% supports stream and habitat restoration and watershed sustainability, 28% forest health and wildfire resilience, 8% agriculture-related initiatives, and 7% urban sustainability efforts including urban forestry. Community education and engagement activities are integrated across all program areas. This distribution reflects a significant increase in on-the-ground restoration work focused on streams, wetlands, and riparian areas relative to previous years, driven in large part by the fish passage barrier remediation program and the Huichica Creek and Suscol Creek riparian and salt marsh restoration projects.

Federal funding is primarily driven by three major awards: a NOAA grant supporting the Napa River Watershed Fish Passage Restoration Program, a U.S. Forest Service grant for urban and community forestry projects, and a National Association of Conservation Districts (NACD) Technical Assistance grant funded through USDA-NRCS. None of the District's federal awards are currently frozen or canceled; however, the District is approaching additional federal funding opportunities cautiously given the current national funding environment. State funding remains a strong and diverse revenue base, supported by active relationships with the California Department of Food and Agriculture, the California Department of Conservation, CAL FIRE, the Wildlife Conservation Board, the State Coastal Conservancy, and the California Air Resources Board. While state budgetary pressures warrant ongoing monitoring, the District's state-funded portfolio reflects a healthy mix of active contracts and promising pending awards across its core program areas. Agreements with local governments remain key sources of support for community-based conservation work, including the Joint Powers Agreement with Napa County, a contract with the Flood Control District, and contracts with the cities of Napa and St. Helena. Donations and foundation grants are budgeted conservatively, reflecting the District's ongoing efforts to test and refine approaches to donor engagement and philanthropic outreach. Fee-for-service revenue is similarly budgeted at a modest level, though donations, foundation grants, and fee-for-service opportunities together represent prime targets for funding diversification in the coming year.

Approximately 78% of all expenses are expected to be directly billable to projects. Several key trends are shaping the expense profile for the fiscal year:

Inflationary Pressures. The budget reflects significantly higher estimates across a range of expense categories in response to continued inflationary pressures, including fuel, computer equipment, and project materials. While the full extent of these impacts is difficult to predict, the budget has been conservatively adjusted to account for anticipated cost increases.

Staffing. The District is currently down two staff positions. While the budget includes capacity for additional hiring, the appropriate staffing level and skill mix requires further analysis. This process will include exploring how to best deploy existing internal talent in new or expanded ways.

Consulting Services. There remains significant demand for project-specific consulting services, particularly for specialized work the District cannot fully maintain in-house. Key areas include restoration and forest management planning, engineering and environmental compliance, Regional Priority Plan development and supporting platform, and vegetation management. As the District continues to lead more on-the-ground restoration, monitoring, and stewardship work directly, specialized and licensed consultants will remain an important complement to in-house capacity.

Pass-Through Funding. The District will continue to administer increased pass-through funding to public agency and nonprofit partners, particularly for regional forestry and agriculture programming in counties beyond the District's primary service area.

Organizational Development and Infrastructure. The budget reflects continued investment in organizational development priorities aimed at strengthening internal systems and long-term capacity. This includes a light remodel of Suite 100B to better accommodate additional staff and interns, two additional vehicles to support expanded field operations, and the evaluation and implementation of new financial and project management systems.

REVENUE AND EXPENSE NOTES

Revenues	
1	**Property Tax:** Assumes a 5% increase in property tax revenue over the FY2026 amount.
2	**California Department of Food & Agriculture (CDFA):** Includes five grant agreements: three currently under contract and active, and two pending award with strong probability of funding. The two largest are a CDFA Water Efficiency Technical Assistance (WETA) grant and a CDFA Weed Management Area (WMA) grant. CDFA funding supports the District's agricultural technical assistance, planning, assessment, outreach, and education programming, including irrigation efficiency and soil health initiatives.
3	**State Coastal Conservancy (SCC):** Includes one award administered regionally through the Humboldt RCD, which passes through funding to the District to support forest health and wildfire resilience activities in Napa County. Funded activities include vegetation management at Westwood Hills Park and capacity-building for the Napa Prescribed Burn Association.
4	**California Department of Conservation (DOC):** Funding consists primarily of a Regional Forest and Fire Capacity (RFFC) Program block grant serving Napa, Lake, Solano, Sonoma, Yolo, and Colusa Counties. The majority of this year's funding will support development of the Regional Priority Plan, in addition to funding for the Napa Prescribed Burn Association, technical assistance, and project planning. Also included is a smaller DOC award supporting the District's contribution to a webinar series on RCD and Land Trust partnerships to implement nature-based solutions for land conservation across California.
5	**Other State Agencies:** Includes seven agreements across three state funding sources: four from CAL FIRE, two from the Wildlife Conservation Board (WCB), and one from the California Air Resources Board (CARB). WCB funding represents the majority of this category (62%), supporting the District's fish passage barrier remediation program. CAL FIRE funding accounts for 18% of the category, much of which supports the North Bay Forest Improvement Program and the City of Napa Community Wildfire Protection Plan. The remaining balance reflects the CARB agreement.
6	**Federal Agencies:** Includes eight agreements across multiple federal funding sources. Six of the eight agreements are currently under contract and active; the two NACD grants are pending award. Approximately 65% of federal revenue is anticipated from a NOAA grant supporting the District's fish passage barrier remediation program. The remaining federal revenue is spread across four additional sources, together accounting for nearly 34% of the total: • US Forest Service: Urban and community forestry project agreement • USDA-NRCS (via Lake RCD and Solano RCD): Technical assistance funding through two National Association of Conservation Districts (NACD) grants supporting the District's forestry and agriculture programs (pending award) • Bureau of Reclamation: WaterSmart grant supporting watershed group formation • USDA Farm Service Agency: Technical assistance for the Emergency Forest Restoration Program, administered through an agreement with the California Association of Resource Conservation Districts (CARCD)

7	**County of Napa:** Includes one Joint Powers Agreement (JPA) with Napa County supporting long-term natural resource management and protection across a broad range of program areas, including groundwater sustainability and watershed health, environmental monitoring, natural resource inventory and assessment, erosion control, forest health, public outreach and education, and data management.
8	**Napa County Flood Control District:** Includes one contract supporting hydrologic monitoring and water quality services, including maintenance of the Regional Rainfall and Stream Monitoring System, stream gauging, hydrologic monitoring and modeling, and support for the Napa Countywide Stormwater Pollution Prevention Program.
9	**Other Governmental Agencies:** Includes eight contracts across six governmental agency partners. The dominant funding source is the San Francisco Bay Restoration Authority (SFBRA), accounting for 81% of category revenue and supporting restoration planning and permitting at Huichica Creek. The City of Napa represents approximately 10% of category revenue through three agreements: • City of Napa Water Division: Water conservation initiatives • City of Napa Parks & Recreation Department: Urban forestry and related conservation efforts • City of Napa: Climate action and education initiatives The remaining contracts account for approximately 9% of category revenue and include agreements with the City of St. Helena, the Napa County Groundwater Sustainability Agency (GSA), the Napa Valley Transit Authority, and the North Bay Watershed Association.
10	**Charges for Services:** The majority of revenue in this category (91%) comes from a mitigation funding agreement supporting the Huichica Creek Riparian and Salt Marsh Restoration Project. The remaining 9% reflects a mix of fee-for-service agreements, including maintenance support for the Carneros and Huichica stream gauges, technical assistance to the Land Trust of Napa County, and compliance services to the Napa Farm Bureau related to vineyard Waste Discharge Requirements (WDR).
11	**Other Grants:** Includes six grant sources, three of which are currently under contract and active and three of which are pending. Two of the three active agreements together account for 74% of category revenue and are both with Blue Forest, supporting development of a Napa County-focused prioritization platform to help project planners and implementers identify where forest and ecosystem restoration projects will best meet conservation priorities. The remaining four grant sources represent foundation funders that have historically supported the District's work, three of which are pending award.
12	**Donations and Contributions:** Includes revenue from individual donations, event contributions, and GiveGuide participation. The District has set a donor engagement goal of $150,000 for the fiscal year.
13	**Intrafund Transfers-In:** This category represents an advance from the California Department of Conservation (DOC) for the Regional Forest and Fire Capacity (RFFC) Program block grant. The District accounts for this advance separately from grant reimbursements, so it appears in this category rather than under Other State Agencies.

Expenses	
1	**Salaries and Employee Benefits:** Reflects compensation and benefits for the District's current 16 staff, with capacity for additional staffing growth during the fiscal year. The appropriate level of growth remains under analysis and will be evaluated as the year progresses. The salary schedule includes a 2.5% cost-of-living adjustment based on the 12-month SF Bay Area Consumer Price Index (CPI). The District is maintaining its current Kaiser medical plan and Principal dental, life, and long-term disability (LTD) plans, administered through Arrow Benefits, as well as its CalPERS pension obligation.
2	**Administration Services:** Includes consultant support for recruitment and on-call human resources (HR) services.
3	**Accounting and Auditing Services:** Includes fees for Napa County Auditor-Controller Office support, annual and federal audits, and on-call accounting services. Also includes consultant support for developing an indirect cost rate (ICR) proposal and budget forecasting.
4	**IT Services:** Approximately 80% of budgeted IT expenses reflect ongoing services provided by two vendors: Napa County ITS, which operates the District's financial and payroll systems, and EndSight, a third-party provider of network and business computer support services. The remaining IT expenses primarily reflect consultant costs to support the evaluation and implementation of new financial and project management system(s).
5	**Legal Services:** Covers legal services provided by County Counsel or outside legal counsel as needed. Costs are anticipated to be lower than in recent years, reflecting a reduced need to navigate complex legal aspects of large grant agreements, subcontracts, and bidding processes.
6	**Construction Services:** The District plans to undertake a light remodel of Suite 100B with the goals of accommodating up to three additional workspaces, achieving fire code compliance through the addition of a secondary suite exit, and enhancing the kitchen area. Total remodel costs are distributed across multiple expense categories and are anticipated to total $65,000.
7	**Other Professional Services:** Approximately 3% of budgeted costs in this category are non-billable to projects and cover communications, graphic design, website improvements, interior design, and other specialized services. The remaining 97% supports project-specific professional services, with the largest expenditures attributed to fish passage barrier remediation engineering and environmental compliance, Huichica Creek and Suscol Creek restoration planning and permitting, forest management planning and environmental compliance, Regional Priority Plan development including a supporting platform, and vegetation management.
8	**Rents and Leases:** Includes the District's office space at 1303 Jefferson Street (Suites 100B, 110B, and 700B) and a storage unit. Also includes event space rental for the Watershed Symposium and other educational events.
9	**Insurance Premiums:** Coverage is provided through the Special District Risk Management Authority (SDRMA). Premiums have increased over time reflecting both staffing growth and broader inflationary pressures.
10	**Training and Conference Expenses:** Training costs are funded through a combination of District general funds and grant sources. Budgeted activities include individual staff professional development as identified through the annual goal-setting process, participation in the California Association of Resource Conservation Districts (CARCD) Annual Conference, a leadership development program, and targeted all-staff trainings addressing critical organizational needs.

11	**Memberships and Certifications:** Includes annual membership dues for professional and industry associations, including the California Association of Resource Conservation Districts (CARCD), National Association of Conservation Districts (NACD), California Special Districts Association (CSDA), American Fisheries Society, Napa Valley Grapegrowers, and Napa County Farm Bureau. Also includes professional licensing and certification costs for applicable staff, such as Certified Professional in Erosion and Sediment Control (CPESC) and Certified Crop Adviser (CCA) credentials.
12	**Clothing and Personal Supplies:** Includes a $300 per-staff allowance for work-related clothing and footwear, as well as a budget for District-branded apparel such as hats and shirts.
13	**Contributions (Public Agencies):** Includes subcontracts with partner Resource Conservation Districts - Colusa, Lake, Solano, Sonoma, and Yolo RCDs - to deliver Regional Forest and Fire Capacity (RFFC) Program block grant activities in their respective counties. Also includes subcontracts with Sonoma, Dixon, Lake, and Solano RCDs for irrigation efficiency services under the CDFA Water Efficiency Technical Assistance (WETA) grant.
14	**Community Grants (Non-Profits):** Includes subcontracts with nonprofit organizations supporting the Regional Forest and Fire Capacity (RFFC) Program block grant. Also includes small awards to local nonprofit partners assisting with District projects, as well as educational awards for Teen Conservation Interns, teacher stipends, and youth scholarships.
15	**Equipment:** Includes the purchase of two used vehicle to support increased field operations. Vehicle demand has grown significantly in recent years as field work has expanded across the District's programs.