



Board of Directors

Michelle Benvenuto
Barry Christian
Tosha Comendant
Anne Cottrell
Evelyn Denzin
Diane Dillon
Marita Dorenbecher
Geoff Ellsworth
David Graves
Jason Lauritsen
Kenneth Leary
Alfredo Pedroza
Bill Pramuk
Kimberly Richard
Scott Sedgley
Pamela Smithers
Donald Williams

Alternates

Mariam Aboudamous
Jeffrey Durham
Doris Gentry
Ryan Gregory
Mary Koberstein
Irais Lopez-Ortega
Brent Randol

Staff

David Morrison
Secretary
Director of Planning,
Building &
Environmental Services

Jeff Sharp,
Supervising Planner,

1195 Third St,
2nd Floor
Napa, CA
94559

Tel: 707-253-4417

info@napawatersheds.org

AGENDA

REGULAR MEETING

Thursday, October 22, 2020, 3:00 p.m.

Via Zoom Meeting Conference

**1195 Third St., Suite 103, First Floor, HR Conference Room
Napa, CA 94559**

IMPORTANT NOTICE REGARDING COVID-19 AND PARTICIPATION IN THE WATERSHED INFORMATION & CONSERVATION COUNCIL MEETING. Watershed Information & Conservation Council meetings will be conducted via teleconference using the zoom conferencing platform in order to minimize the spread of the COVID-19 virus, in accordance with the State of Emergency proclaimed by Governor Newsom on March 4, 2020, Executive Order N-29-29 issued by Governor Newsom on March 17, 2020, and the Shelter in Place Order issued by the Napa County Health Advisory Committee meeting, the public are invited to observe and address the Council telephonically or electronically. Instructions for public participation are below:

The Watershed Information & Conservation Council realizes that not all County residents have the same ways to stay engaged, so several alternatives are offered. Please watch or listen to the Watershed Information & Conservation Council meetings in one of the following ways:

1. Listen on your phone – via Zoom at 1-669-900-6833 Enter Meeting ID (858 9812 7545) once you have joined the meeting.
2. Watch via the Internet – view the Live Stream via Zoom by <https://www.zoom.us/join>, then enter Meeting ID (858 9812 7545).

You may submit public comment for any item that appears on the agenda or general public comment for any item or issue that does not appear on the agenda, as follows:

Please provide your name and the agenda item on which you are commenting

1. **Via Email** – send your comment to the following email address: wicc@countyofnapa.org. Emails received will not be read aloud but will still become part of the public record.
2. **Online**
 1. Use the Zoom attendee link: <https://www.zoom.us/j/85898127545>. Make sure the browser is up-to-date.
 2. Enter an email address and your name. Your name will be visible online while you are speaking.
 3. When the Chair calls for the item on which you wish to speak, click “**raise hand**”. Mute all other audio before speaking to avoid feedback.

When called, please limit your remarks to three minutes. After the comment, your microphone will be muted.

(cont.)

3. **By Phone**

1. Call the Zoom phone number and enter the webinar ID: **1-669-900-6833** Enter Meeting ID: **858 9812 7545**
2. When the Chair calls for the item on which you wish to speak, **press *9 to raise a hand.** ****Please note that phone numbers in their entirety will be visible online while speakers are speaking****
3. Please limit your remarks to three minutes. After the comment has been given, your phone will be muted.

All comments will be heard in the order received.

The above-identified measures exceed all legal requirements for participation and public comment, including those imposed by the Ralph M. Brown Act and Executive Order N-29-20. If you have any questions, contact us via telephone at (707) 253-4417 or send an email to PBES@Countyofnapa.org.

1. **CALL TO ORDER AND ROLL CALL (Chair) (2 min)**

Welcome Michelle Benvenuto – Appointed September 15, 2020

2. **APPROVAL OF ACTION MINUTES – November 21, 2019 (Chair) (2 min)**

3. **PUBLIC COMMENT –** In this time period, anyone may address the Council regarding any subject over which the Council has jurisdiction but which is not on today's posted agenda. In order to provide all interested parties an opportunity to speak, time limitations shall be at the discretion of the Chair. As required by Government Code, no action or discussion will be undertaken on any item raised during this Public Comment period (Chair)

4. **UPDATE ON WICC MEMBERSHIP, BYLAWS AND MEETING CALENDAR**

Update on WICC membership appointment and reappointments, adopted bylaws and new meeting calendar for 2021 (Staff) (5 min)

5. **UPDATE ON NAPA VALLEY DROUGHT CONTINGENCY PLAN**

Update and presentation on the Napa Valley Drought Contingency Plan (DCP), including current tasks involving drought mitigation and response actions and DCP administrative and organizational framework (Patrick Costello, City of Napa, DCP Task Force) (20 min)

6. **UPDATE ON NAPA VALLEY SUBBASIN GROUNDWATER SUSTAINABILITY PLAN**

Update and presentation on the Sustainable Groundwater Management Act and Groundwater Sustainability Plan (GSP) for the Napa Valley Subbasin. This presentation will provide an overview of GSP development efforts underway, including the GSP Advisory Committee's activities and input, stakeholder Communication and Engagement Plan update, GSP technical work, and upcoming activities, including coordination with other programs, additional

(cont.)

dedicated monitoring well installation, and planning for future water resources sustainability (Vicki Kretsinger Grabert, Luhdorff & Scalmanini, Consulting Engineers) (15 min)

7. PANEL DISCUSSION: AFTER THE FIRES - TAKING STOCK OF LNU LIGHTNING COMPLEX AND GLASS FIRES

Napa County has experienced another difficult fire season in 2020. A variety of experts will discuss what happened on-the-ground, how the County and a collaboration of agencies and NGOs are working together to assist the community recover and protect water quality, and discuss new programs for improving local resiliency to wild fires moving forward. (60 min)

Moderator	Lucas Patzek	Executive Director, Napa County RCD
What Happened? Cal Fire WERT Reports	John Ramaley	Forest Practice Manager, Cal Fire
	Kevin Doherty	Geologist, CA Geological Survey
Response from Local Task Force	Patrick Ryan	Engineering Manager, Napa County PBES
Impacts to Lake Berryessa	Alex Rabidoux	Water Resources Engineer, Solano County Water Agency
NRCS Support of Recover on Public & Private Lands	Liz Colby	Engineer, Nat. Resource Conservation Service
Building Resilience for the Next Time	Amanda Benton	Forestry Program Manager, Napa County RCD

8. INFORMATIONAL ANNOUNCEMENTS:

Exchange of informational announcements and events (Staff/Council/Public) (5-10 min)

9. FUTURE AGENDA ITEMS:

Discussion of future agenda items (Staff/Council) (5 min)

10. NEXT MEETING:

Next scheduled meeting: **January 28, 2020 – 3:00 p.m.**
Via Zoom Meeting Conference
 1195 Third St. Suite 103, Conference Room
 Napa, CA 94559

11. ADJOURNMENT (Chair)

Note: If requested, the agenda and documents in the agenda packet shall be made available in appropriate alternative formats to persons with a disability. Please contact Jeff Sharp at 707-259-5936, 1195 Third St. Suite 210, Napa CA 94559





-- ACTION MINUTES --

REGULAR MEETING

Thursday, November 21, 2019, 3:00 p.m.

**2751 Napa Valley Corporate Drive, South Campus, Building A
First Floor, Willow Conference Room, Napa CA 94558**

--- Note Meeting Location/Map ---

Board of Directors

Susan Boswell
Barry Christian
Tosha Comendant
Anne Cottrell
Evelyn Denzin
Diane Dillon
Marita Dorenbecher
Geoff Ellsworth
David Graves
Jason Lauritsen
Kenneth Leary
Alfredo Pedroza
Bill Pramuk
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Donald Williams

Alternates

Mariam Aboudamous
Jeffrey Durham
Doris Gentry
Ryan Gregory
Mary Koberstein
Irais Lopez-Ortega
Brent Randol

Staff

Patrick Lowe,
Secretary
Natural Resources
Conservation Mgr.,
Public Works

Jeff Sharp,
Principal Planner,
Public Works

804 First Street,
Napa, CA
94559-2623

Tel: 707-259-8600

info@napawatersheds.org

1. CALL TO ORDER AND ROLL CALL (Chair) (2 min)

Members Present: Barry Christian, Evelyn Denzin, Tosha Comendant, Anne Cottrell, Ryan Gregory, Marita Dorenbecher, Geoff Ellsworth, David Graves, Jason Lauritsen, Kenneth Leary, Alfredo Pedroza, Kimberly Richard, Pamela Smithers, Donald Williams

Members excused: Diane Dillon, Bill Pramuk, Scott Sedgley

Members absent: Susan Boswell

Staff present: Patrick Lowe, Jeff Sharp

2. APPROVAL OF ACTION MINUTES – November 21, 2019 (Chair) (2 min)

Approved as presented

BC	TC	AC	ED	DD	MD	GE	DG	RG	JL	KL	AP	BP	KR	SS	PS	DW
				E				A				E		E		

3. PUBLIC COMMENT – In this time period, anyone may address the Council regarding any subject over which the Council has jurisdiction but which is not on today's posted agenda. In order to provide all interested parties an opportunity to speak, time limitations shall be at the discretion of the Chair. As required by Government Code, no action or discussion will be undertaken on any item raised during this Public Comment period (Chair)

Chris Malan asked if Notices of Violation, Cease and Desist Orders and Abatement Orders by the Water Board and Napa County issued to the Clover Flat Landfill could be posted on the WICC website. An unknown person voiced concern about physical impacts of tourism and the need to look at many sources of data to have a better understanding of impacts.

(cont.)

4. PRESENTATIONS AND DISCUSSION

- a) Precipitation Outlook for 2020 - Are we heading for another drought? (Phil Miller, Deputy Director, Napa County Public Works) (10 min)

Phil Miller discussed the predicted precipitation and drought conditions of the region. Rainfall is projected to be below normal ranges, as outlined in a 90 day forecast released by The National Weather Service. Drought conditions are similar to last year, however future storms could change the region's precipitation outlook. The North Bay is not expected to be above normal rainfall rates this year's condition. The Federal State Water Project's reservoirs are high from last year's rainfall, and water will be moved from northern to southern locations to make room for this winter's water collection. On December 1st, an initial allocation will be released by the Department of Water Resources outlining water availability for the year. At this time, detailed data concerning the allocation cannot be confirmed until the Director of Water Resources releases the information. The public voiced concerns about fire preparedness and what happens if state water allocations are very low and if there is prolonged drought. It was noted that a Drought Contingency Plan is being developed which will examine this issue. Others asked questions about water quality monitoring proposed by Napa County/Napa City for the Hennessy watershed and if that data would be publically available. It was noted that annual updates on the water quality monitoring effort will be presented publically at the Board of Supervisors.

- b) Countywide Stormwater Program – overview, inspections and monitoring (Jamison Crosby, Stormwater Program Manager, Napa County Flood Control Dist.) (15 min)

Jamison Crosby provided a presentation on storm drain outfall monitoring and why it is done. The purpose of outfall monitoring is to track illicit discharges of pollutants into city and county storm drains. Jamison outlined examples and recent incidents of illicit discharges, as well as how they are measured and monitored. The public asked questions about the analyses and what investigations are being done. Jamison explained that analyses don't necessary need a lot of parameters as some illicit discharges can sometimes be distinguished by color, odor, and flow strength. There are about 308 outfalls in all of the jurisdictions combined. Throughout the program, there is the possibility of discovering new or decommissioning old outfalls. The outfalls were assessed and prioritized by those discharging to Class 1 or Class 2 water bodies that are known to have fish habitat (about 152 sites). Monitoring is only done during the dry season – to catch illicit flows/dumping. In the case of a discharge, samples, if taken, are analyzed in the field. If results are above established thresholds the County is required to investigate. If the results are less than the action levels, the County still investigates to determine the source of the pollutants, even though it is not required under the County's stormwater permit. In the first year, 304 outfalls were assessed and only 1 was reported as an illicit discharge due to high turbidity – from a construction site, which was subsequently addressed. Last year 162 priority outfalls were assessed and no illicit discharges were identified above established action levels. Over the past 6 years, out of 1100 assessments, only 3 had illicit discharges. The monitoring has costed \$138,000 dollars over the course of 6 years, and allowed the County to become more familiar with the outfalls located throughout the jurisdictions. Ms. Crosby shared that the public can also report illicit discharges via the County website www.countyofnapa/stormwater or via phone. The Council and pubic asked questions about the program and timing of sampling for illicit discharges. Wineries are required to test runoff from their processing facilities as part of their separate industrial stormwater permit. The Department of Pesticide Regulation is in charge of testing runoff from agricultural fields.

- c) Water Board's General Permit for Vineyard Properties: update about required actions in 2020 and resources to facilitate compliance (Michael Napolitano, Engineering Geologist, SF Bay Regional Water Quality Control Board) (15 min)

Michael Napolitano provided a presentation about the Water Board's General Permit for Vineyard Properties and the regulation of vineyards in the watershed. The Water Board's General Permit

was adopted 2.5 years ago. It outlines that any parcel in the Napa River watershed of 5 acres or more planted in grapes is typically subject to this permit. Mr. Napolitano explained that the program is largely focused on controlling sediment runoff from vineyard lands in the watershed. About 1 in 6 acres of land in the Napa River watershed is planted in grapes; portions of those lands also contain unpaved roads. If conservation practices are not in place, these areas can be significant sources of sediment discharge. The goal of the General Permit is to ensure that conservation practices are in place to control the discharge of sediment into waterways to protect fish habitat. The permit builds largely on the work of Napa County's Conservation Regulations that apply to vineyard construction on 5% slopes or greater. Mr. Napolitano provided a fact sheet that described the permit and outlined the fees associated with it. By July of 2020, areas that require the permit will need to enroll, pay the permit fee, develop a farm plan that is independently verified, submit annual reports outlining what has been done on the land, and lastly, submit a water quality monitoring plan. Four local non-profits and conservation organizations exist to help property owners with preparing a farm plan. The Napa and Sonoma County Farm Bureaus have been actively engaged in the water quality monitoring process to move the permit process forward. Farm plan templates are available to those interested. There are also public workshops that the public can attend to learn what a farm plan is, and how it is developed. There will be an audit of farm plans every 3-5 years. The list of the properties that have been verified independently will be available to the public. Farm plan annual reports are used to track the progress of vineyards reaching the 2028 deadline of completing their permit adherence. It was asked what the violation process is if a vineyard is not compliant with standards. The RWQCB has a database that tracks violations, and will send out notices to those properties that have not met the deadlines. After the July of 2020 deadline, properties that don't comply with the permit will receive a letter from RWQCB. There is a state policy for enforcement actions if there is a violation. The permit does have a standard for the control of pesticides and nutrients. Questions were asked about the impact of the permit on the conservation of steelhead and salmon populations/habitats. Mr. Napolitano noted that this permit is only one element of the conservation and protection of the many stressors on the local endangered species. 20 years of data would be needed to assess the change of watershed's steelhead population. The current population is likely low, but the species is resilient. There is a lot more work to do to help improve population levels such as habitat improvements and increased water supply for fish.

5. UPDATES AND REPORTS

- a) Update on Napa County's Groundwater Sustainability Program; Department of Water Resources decision on the Groundwater Sustainability Plan/Alternative, preliminary Fall 2019 monitoring results and next steps in groundwater model development (15 min)

Patrick Lowe provided updates on the Department of Water Resources' (DWR's) decision to reject the County's Groundwater Sustainability Plan/Alternative that was submitted in December of 2016. DWR's letter regarding the Plan can be read on their website. DWR stated that their decision is not a judgement on the health or the management of the basin, and no concerns were raised about the current management of the Napa Valley basin. The decision to reject the Alternative Plan was based upon DWR's interpretation of the Sustainable Groundwater Management Act (SGMA) regulations. The County will continue to consult with DWR and the State Board to adhere to regulations, and has 6 months from the receipt of the letter to form a Groundwater Sustainability Agency (GSA). The Alternative Plan will largely be the foundation moving forward for completing a Groundwater Sustainability Plan (GSP). The Board of Supervisors will meet in December to discuss DWR's decision, discuss options and provide direction on next steps. The deadline to prepare a GSP for the Napa Valley Subbasin is January 31, 2022. As the GSP tasks form over the next 2 years, elements of the GSP and its technical components related to a groundwater model will be shared with the public for comment and input. Paul Wells from DWR noted that DWR's letter is available on their website. Mr. Wells also offered DWR's support/resources for developing a GSP, including technical support for monitoring well drilling and facilitation support services to assist with public

involvement and outreach. Mr Lowe noted that the County will likely be seeking grant funding to help with the GSA and GSP work effort. Steve Lederer said that there are three options at this time: form a GSA and submit a GSP by January 2022, reject DWR's decision and file a lawsuit, or do nothing and let the State Water Board manage the Subbasin. The Board of Supervisors will provide their direction on what steps to take in December. Members of the public noted that this provides an opportunity for the County to move forward with more knowledge on how best to manage local groundwater resources and do a better job with public outreach and information. The timing also allows for use of DWR's recently published guidance and best management practices on how to develop a GSA and GSP process over the next two years. A GSP has a 20-year implementation period after the January 31, 2022 plan deadline. Annual reports will be provided to DWR and the public to keep the implementation on track.

b) Update on 2020 Watershed Education Calendar (Ashley Kvitek, Napa County Resource Conservation District) (5 min)

Patrick Lowe introduced the 2020 Watershed Calendar. Ashley Kvitek provided a preview of the calendar via a slideshow. Each month displays a watershed image and educational facts. Calendars can be picked up at the RCD and WICC offices. Calendars will also be distributed throughout the community. One can contact the RCD directly for more copies if needed.

c) Update on WICC Meeting Calendar for 2020 (Staff) (5 min)

Jeff Sharp provided an overview of the WICC's 2020 meeting calendar. In 2020 the WICC will meet on the even-numbered months to help with City/Town member attendance, holidays and grape harvest schedules. The WICC will adopt the 2020 meeting calendar at their first meeting of the year. A draft calendar is included in the agenda packet.

6. INFORMATIONAL ANNOUNCEMENTS:

Exchange of informational announcements and events (Staff/Council/Public) (5-10 min)

Tosha Comendant announced the Bay Area Open Space Council's Conservation Lands Network noting information about protected areas and areas needing protection that can be found on the Bay Area Open Space Council website.

Barry Christian announced the removal of an upper Richey Creek fish barrier– a project lead be State Parks.

Marita Dorenbecher suggested that there be discussion about Disaster Preparedness and watershed protection - maybe a topic for the WICC next year.

Kenneth Leary announced a regional water legislative workshop on December 13th, from 11:30a-1:30p in Calistoga.

Tosha Comendant announced that the Newell Preserve will be hosting a Fire Ecology Walk at 10:00a-12:00p on November, 29th. More information about the Walk can be found on American Canyon Community and Parks Foundation website.

7. FUTURE AGENDA ITEMS:

Discussion of future agenda items (Staff/Council) (5 min)

- Election of 2020 Chair and Vice Chair
- Adoption of 2020 Meeting Calendar
- State of the Estuary Report by the San Francisco Estuary Partnership
- Napa County Climate Action Plan
- Nature's City, a framework for building urban biodiversity
- Other items

Drought Contingency Plan update

Water Quality Monitoring efforts of Napa County and the City of Napa for Lake Hennessy

Report on local fisheries from Napa RCD

8. NEXT MEETING:

Next scheduled meeting: **February 27, 2020 – 3:00 p.m.**

2751 Napa Valley Corporate Drive, South Campus, Building A
 First Floor, Conference Room, Napa CA 94558

9. ADJOURNMENT (Chair)

Motion and approval to adjourn.

BC	TC	AC	ED	DD	MD	GE	DG	RG	JL	KL	AP	BP	KR	SS	PS	DW
				E								E		E		

Note: If requested, the agenda and documents in the agenda packet shall be made available in appropriate alternative formats to persons with a disability. Please contact Jeff Sharp at 707-259-5936, 804 First St., Napa CA 94559-2623.



Voting Key

If not unanimous, votes will be tallied (N = No; A = Abstained, E = Excused) using the following Board Member abbreviations: SB = Susan Boswell; BC = Barry Christian; TC = Tosha Comendant; AC = Anne Cottrell; ED = Evelyn Denzin; DD = Diane Dillon; MD = Marita Dorenbecher; GE = Geoff Ellsworth; DG = David Graves; JL = Jason Lauritsen; KL = Kenneth Leary; AP = Alfredo Pedroza; BP = Bill Pramuk; KR = Kimberly Richard; SS = Scott Sedgley; PS = Pamela Smithers; DW = Donald Williams; Alternates: MA = Mariam Aboundamous, JD = Jeffrey Durham, DG2 = Doris Gentry, RG = Ryan Gregory, ILO = Irais Lopez-Ortega, BR = Brent Randol.

Example Key:

SB	BC	TC	AC	ED	DD	MD	GE	DG	JL	KL	AP	BP	KR	SS	PS	DW
	N				A			A							E	



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/15/2020

Agenda Placement: 10C

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: David Morrison - Director
Planning, Building and Environmental Services

REPORT BY: Jeff Sharp, Principal Planner - 707-259-5936

SUBJECT: Adoption of a resolution to amend the Watershed Information and Conservation Council (WICC) bylaws and make appointments to the WICC

RECOMMENDATION

Director of Planning, Building and Environmental Services requests the following actions regarding the Watershed Information and Conservation Council (WICC) of Napa County:

1. Adoption of a resolution amending the WICC's bylaws to reflect the transfer of the Council to Planning, Building and Environmental Services Department, changes to regular meeting dates and designation of a new meeting location;
2. Reappoint the following members with the terms of office to commence immediately and expire August 2024: Barry Christian to represent the Napa County Regional Parks and Open Space District; Evelyn Denzin to represent the Natural Resources Conservation Service; and Kimberly Richard representing the Public At Large; and
3. Appointment of one of the following applicants to represent the Public At Large, with the terms of office to commence immediately and expire on August 2021:

<u>Name</u>	<u>District</u>
Sharon Frances Fernandez	2
Eileen Pereira	5
Daniel Mufson	4
Michelle Benvenuto	4
Gary Margadant	3
Jay Turnipseed	1

Louann Talbert

1

EXECUTIVE SUMMARY

Adoption of the proposed resolution will amend the WICC bylaws to reflect the transfer of the WICC to the Department of Planning, Building and Environmental Services, change the meeting frequency to quarterly, and will designate a new meeting location.

Additionally, staff is recommending the reappointment of Barry Christian to serve as the Napa County Regional Parks and Open Space District representative; reappointment of Evelyn Denzin as the USDA Natural Resource Conservation Service representative; Kimberly Richard representing the Public At Large, and is requesting the appointment of an additional Public at Large member. The vacant Public at Large appointment is the result of a resignation, with the term set to expire in August 2021. The County Executive Office advertised the openings and received reappointment requests from Barry Christian, Evelyn Denzin, Kimberly Richard, and seven new applications from Sharon Frances Fernandez, Eileen Pereira, Daniel Mufson, Michelle Benvenuto, Gary Margadant, Jay Turnipseed, and Louann Talbert, all representing the Public at Large.

PROCEDURAL REQUIREMENTS

1. Staff reports.
2. Public Comments.
3. Motion, second, discussion and vote on the item.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No

County Strategic Plan pillar addressed:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Watershed Information and Conservation Council (WICC) of Napa County is charged with guiding and supporting community efforts to maintain and improve the health of Napa County's watershed lands by coordinating and facilitating partnerships among the individuals, agencies, and organizations involved in improving watershed health and restoration; supporting watershed research activities; and providing watershed information and education through an interactive website. The WICC is an important forum for developing solutions to watershed issues and concerns and is guided by a set of adopted principles that embrace political neutrality, information collection and dissemination, collaboration, cooperation and funding development.

On November 21, 2019, the WICC discussed revising its meeting dates to better facilitate member attendance around harvest months, and changing its meeting location. Staff is recommending that the WICC meet quarterly, in the months of January, April, July and October on the 4th Thursday at 3:00pm and move its location to the Human Resources Conference Room, 1195 Third Street, Suite #103. Due to Covid-19, and until social distancing requirements are lifted, all WICC meetings will be held on-line.

On July 1, 2020 the WICC was transferred to the Department of Planning, Building and Environmental Services (PBES). The transfer of the WICC to PBES and a change to the WICC meeting dates and location necessitates an update of the WICC bylaws. Approval of a resolution by the Board is required to amend the WICC bylaws. A resolution and a track-version and clean-version of the WICC Bylaws are included for the Board's consideration.

The Watershed Information and Conservation Council (WICC) of Napa County consists of seventeen (17) regular members and six (6) alternate members representing the following areas:

- | One member and an alternate member nominated by the Napa County Regional Parks and Open Space District Board of Directors;
- | One director or associate director nominated by the Napa County Resource Conservation District;
- | One representative recommended by the Natural Resources Conservation Service;
- | Two members and one (1) alternate member of the Napa County Board of Supervisors;
- | One member of the Napa County Planning Commission;
- | Five members consisting of one representative from each city or town in Napa County nominated by their respective city or town council (American Canyon, Calistoga, Napa, St. Helena and Yountville); and five (5) alternate City and Town council members; and
- | Six Napa County residents from the public at large representing environmental, agricultural, development and community interests.

To maintain full WICC membership, staff is additionally requesting the reappointment of Barry Christian as the Napa County Regional Parks and Open Space District representative and reappointment of Evelyn Denzin as the USDA Natural Resource Conservation Service representative. Staff is further requesting the reappointment, or appointment, of two Public At Large members. For the first Public at Large position, staff recommends the reappointment of the current appointee, Kimberly Richard. The second position is needed to fill a Public at Large vacancy created by the resignation of Susan Boswell, with the term expiring in August 2021. The County Executive Office advertised the openings and received reappointment requests from Barry Christian, Evelyn Denzin, and Kimberly Richard, and seven new applications from Sharon Frances Fernandez, Eileen Pereira, Daniel Mufson, Michelle Benvenuto, Gary Margadant, Jay Turnipseed, and Louann Talbert, all representing the Public at Large. Reappointment requests and new applications are provided in the attachments.

The Director of Planning, Building and Environmental Services is requesting adoption of the attached resolution amending the WICC's bylaws to reflect the transfer of the WICC to PBES and changes to the WICC's regular meeting dates and location, and the reappointment and appointment of WICC members.

SUPPORTING DOCUMENTS

- A . Christian Rpt
- B . Denzin Rpt
- C . Richard Rpt
- D . Fernandez Application
- E . Pereira Application

- F . Benvenuto Application
- G . Margadant Application
- H . Turnipseed Application
- I . Talbert Application
- J . Timeline
- K . Resolution to Amend WICC Bylaws
- L . Exhibit A-1 Track Bylaws
- M . Exhibit A-2 Clean Bylaws

CEO Recommendation: Approve

Reviewed By: Helene Franchi

Adopted May 21, 2002; Resolution 02-103
Amended February 24, 2004; Resolution 04-26
Amended June 8, 2004; Resolution 04-77
Amended July 13, 2004; Resolution 04-102
Amended November, 1, 2005; Resolution 05-202
Amended April 25, 2006; Resolution 06-82
Amended January 29, 2013; Resolution 2013-06
Amended June 23, 2015; Resolution 2015-82
Amended August 30, 2016; Resolution 2016-118
Amended December 20, 2016; Resolution 2016-189
Amended September 15, 2020; Resolution 2020-116

**BYLAWS OF THE WATERSHED INFORMATION AND
CONSERVATION COUNCIL OF NAPA COUNTY**

**I. THE WATERSHED INFORMATION AND CONSERVATION COUNCIL OF
NAPA COUNTY**

A. Name. The official name of the Council shall be the Watershed Information and Conservation Council of Napa County, hereinafter referred to as the “WICC.”
(Per Resolution No. 2015-82)

II. OFFICERS. The officers of the WICC shall be the Chair, Vice-Chair and Secretary, chosen as follows:

A. Time of Election of the Chair and Vice-Chair. At the first organizational meeting and thereafter at the WICC’s annual organizational meeting, the membership of the WICC shall elect the Chair and Vice-Chair from among themselves.

B. Term of the Chair and Vice-Chair. The Chair and Vice-Chair shall serve one calendar year or until their successors are elected and assume office. If the office of Chair becomes vacant during the term, the Vice-Chair shall become Chair. Vacancy in the office of Vice-Chair during the term shall be filled by election to serve the remainder of the term.

C. Duties of the Chair and Vice-Chair. The Chair, or the Vice Chair in the absence of the Chair, shall act as the presiding officer of the WICC and in that capacity shall preserve order and decorum, decide questions of order subject to being overruled by a two-thirds vote and perform such other duties as are required by the WICC. The Chair shall have all the rights and duties enjoyed by any other member of the WICC, including the right to make and second motions.

D. Secretary. The Director of the Planning, Building and Environmental Services Department, shall serve ex officio as the Secretary of the WICC.

- E. Authority to Bind the WICC.** No member of the WICC shall have any power or authority to bind the WICC by any contract, to pledge its credit, or to render it liable for any purpose in any amount.
- F. Term of WICC members.** Each member of the WICC shall serve for a period of four (4) years. Members serving on the WICC as elected officials and their alternates shall serve the same term as their elected office.
- G. Service and termination of WICC membership.**
- 1. Service.** Members appointed to the WICC by the County Board of Supervisors shall serve at the will and pleasure of the County Board of Supervisors.
 - 2. Termination.** A WICC member's term may be concluded before expiration if any one of the following events occurs:
 - a. The member's absence from three consecutive regular meetings during the term year, unless confined by illness or other absence approved by a majority of the WICC at any meeting thereof, will be considered as having involuntarily resigned the position as a member of the WICC.
 - b. The member's resignation is submitted to the Chair.
 - c. The member no longer resides in Napa County.
 - d. The member is convicted of a felony or any offence involving a violation of the member's official duties.
 - e. Refusal or neglect to file the required oath of office.

III. MEETINGS

- A. Date of Regular Meetings.** All regular meetings of the WICC shall be held on a quarterly basis on the fourth Thursday of every other month beginning in the month of January, and then in April, July and October, as shown on a calendar, which the WICC shall adopt at the first meeting of the WICC, of each calendar year. Notwithstanding the foregoing, any regularly scheduled meeting of the WICC may be canceled by majority vote or, if there is not a quorum, be adjourned by the Chair or Secretary in the manner set forth in Section III(G) of these by-laws.
- B. Time of Regular Meetings.** Regular meetings shall commence at 3:00 pm and continue until all agenda business is concluded unless adjourned earlier on

motion of the WICC for any reason or by the Secretary for lack of a quorum.

- C. Location of Regular Meetings.** Unless specially noticed otherwise, regular meetings shall be held at—the Napa County Administration Building, Human Resources Conference Room, 1195 Third Street, Suite #103, Napa, California.
- D. Emergency Meetings.** Emergency meetings shall be called in conformance with Section 54956.5 of the California Government Code
- E. Special Meetings.** A special meeting may be called at any time by the Chairman or upon the request of a majority of the members of the WICC by delivering written notice to each member and to each person or entity entitled by law to receive such notices in the manner required by Government Code Section 54956 at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed and shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public. No other business shall be considered at such meetings by the WICC. Such written notice may be dispensed with as to any WICC member who at or prior to the time the meeting convenes files with the Secretary of the WICC a written waiver of notice. Such waiver may be given by telegram. Such written notice may also be dispensed with as to any member who is actually present at the time the meeting convenes.
- F. Agendas Involving Regular Meetings.** At least 72 hours before a regular meeting, an agenda containing a brief general description of each item of business to be transacted or discussed shall be posted at a location freely accessible to members of the public. All agendas shall include a time period for public comment and shall specify the time and location of the regular meeting. No discussion shall occur, or action be taken, on any item not appearing on the posted agenda except as permitted by law. Questions or comments regarding items not included on the agenda shall be limited to the scope permitted for “public comment”. Supplemental agendas involved in a regular meeting will be prepared and considered by the WICC only under the following conditions:
- 1. Emergencies.** Upon a determination by the WICC that an emergency situation exists, as defined in Section 54956.5 of the Government Code.
 - 2. Need Arising after Posting.** Upon a determination by a two-thirds vote of the WICC or, if less than two-thirds of the potential votes are present, a unanimous vote of the WICC members present, that there is a need to take immediate action and the need to take action came to the attention of WICC or staff subsequent to the regular agenda being posted.

3. **Recently Continued Item.** The item was properly posted for a prior meeting of the WICC occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

- G. **Adjourning Meetings.** The WICC may adjourn any meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all WICC members are absent from any regular meeting or adjourned regular meeting the Secretary or Acting Secretary of the WICC may declare the meeting adjourned to the next regular meeting of the WICC. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

- H. **Meetings to be Open and Public.** All meetings of the WICC to take action or to deliberate concerning WICC business and its conduct shall be open and public. All persons shall be permitted to attend any such meetings except as otherwise provided or permitted by law.

IV. CONDUCT OF MEETINGS

- A. **Order of Business.** The regular order of business of the WICC shall be:
 1. Call to order.
 2. Approval of the minutes of the previous meeting.
 3. Public comment on unagendized items. In the event total public comment exceeds ten minutes, the Chair may, in the Chair's discretion, continue public comment on the unagendized items to the end of the meeting.
 4. Consideration and Action on Agenda Items.
 5. Adjournment.

- B. **Parliamentary Procedure.** Unless otherwise provided by these Bylaws, all proceedings before the WICC shall be conducted in accordance with and pursuant to the parliamentary procedure prescribed in the most current version of the Sturgis "Standard Code of Parliamentary Procedure."

- C. **Recording of Meetings.** Any meeting of the WICC, other than a closed session permitted under the Brown Act, may be recorded by any person, unless the WICC determines that such recording could constitute a disruption of the proceedings.
- D. **Presentations to the WICC.** Any person desiring to address the WICC shall, when recognized by the Chair, give their name and/or address. The Chair may, in the interest of facilitating the business of the WICC, set in advance of the presentation of testimony reasonable time limits for oral presentations. Persons may be required to submit written testimony in lieu of oral testimony if the Chair determines that a reasonable opportunity for oral presentations has been provided, and in such a case, the matter may be continued to a later date to allow a reasonable time for such submittals to occur.
- E. **Recordation of WICC Actions.** All official actions or decisions by the WICC shall be documented and kept by the Secretary. The vote or votes of each member of the WICC on every question shall be recorded. Only action minutes will be maintained, however, electronic recordings will be made of each meeting of the WICC whenever possible and shall be available to the public at the WICC offices.

V. VOTING AND QUORUM

- A. **Roll Call Vote.** A roll call vote may be required in voting upon any motion of the WICC at the discretion of the Chair.
- B. **Inaudible Votes.** Any member present who does not vote in an audible voice or abstains for a legally insufficient reason shall be recorded as voting "aye".
- C. **Quorum.** A majority of the members of the WICC shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other official purposes, except that less than a quorum may adjourn from time to time until a quorum is obtained.
- D. **Number of Votes Required for Action.** All actions require a motion and a second. No action or recommendation of the WICC shall be valid and binding unless a quorum is present and the motion is approved by at least a majority of the members present. Each member shall have one vote. No votes may be cast by proxy. Tie votes shall be considered as denial of the motion.
- E. **Voting Affected by Conflict of Interest.** As a general rule, no member shall participate as a member in any discussion or voting if to do so would constitute a conflict of interest. However, if a quorum cannot be achieved or the required number of affirmative votes for action obtained because conflicts of interest exist that prevent members having such conflicts from discussing or voting on the matter, and the conflicts are such that the members with conflicts will be unable to

vote at a later date even if the matter is continued, the matter shall not be continued and a sufficient number of members having conflicts of interest, selected by lot, shall be allowed to participate to provide enough votes for the WICC to form a quorum and take affirmative action.

1. A final vote on any matter before the WICC may be reconsidered during the meeting at which the vote was taken provided all persons concerned with the matter are still present, and further provided the motion to reconsider shall be made by a member voting with the majority on the final vote.
2. If all persons concerned with a matter are not present, or if a member so chooses, a motion to reconsider a final vote on any matter may be given not later than the next regular meeting by a member voting with the majority on the final vote, provided notice of intention to move such reconsideration shall have been given at the meeting on which the final vote was taken.
3. A motion for reconsideration shall have precedence over every motion except a motion to adjourn.

VI. CHANGES TO BYLAWS

The provisions of these Bylaws may be altered, amended, or repealed at any time, within limitations imposed by the Brown Act.

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Watershed Information & Conservation Council

WICC



2020

Meeting Calendar

A Tradition of Stewardship
A Commitment to Service

Members:

- Michelle Benvenuto
- Barry Christian
- Tosha Comendant
- Anne Cottrell
- Evelyn Denzin
- Diane Dillon
- Marita Dorenbecher
- Geoff Ellsworth
- David Graves
- Jason Lauritsen
- Kenneth Leary
- Alfredo Pedroza
- Bill Pramuk
- Kimberly Richard
- Scott Sedgley
- Pamela Smithers
- Donald Williams

Alternates:

- Mariam Aboudamous
- Jeffrey Durham
- Doris Gentry
- Ryan Gregory
- Mary Koberstein
- Irais Lopez-Ortega
- Brent Randol

Staff:

- David Morrison
Director, Planning, Building and Environmental Services (PBES)
- Jeff Sharp
Supervising Planner, PBES

— Meeting Details —

Time: 3:00 PM

Location: Virtual via Zoom

[See Agenda for Log-in Details]

These are public meetings
All are welcome to attend

Time and location may change
as directed by the Council

January

S	M	T	W	T	F	S
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- Regular Meeting Dates

www.napawatersheds.org



Watershed Information & Conservation Council

WICC



2021

Meeting Calendar

A Tradition of Stewardship
A Commitment to Service

Members:

- Michelle Benvenuto
- Barry Christian
- Tosha Comendant
- Anne Cottrell
- Evelyn Denzin
- Diane Dillon
- Marita Dorenbecher
- Geoff Ellsworth
- David Graves
- Jason Lauritsen
- Kenneth Leary
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- Jeffrey Durham
- Doris Gentry
- Ryan Gregory
- Mary Koberstein
- Irais Lopez-Ortega
- Brent Randol

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- David Morrison
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- Jeff Sharp
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— Meeting Details —

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Location: Virtual via Zoom

[See Agenda for Log-in Details]

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