



AGENDA

SPECIAL MEETING

Thursday, November 3, 2016, 3:00 p.m.

Napa County Office of Education
2121 Imola Avenue, Napa CA 94559

--- Note Special Meeting Location ---

Board of Directors

Susan Boswell
Tosha Comendant
Diane Dillon
Marita Dorenbecher
Jeri Gill
David Graves
Gary Kraus
Jason Lauritsen
Kenneth Leary
Gretchen Stranzl
McCann
Alfredo Pedroza
Brent Randol
Kimberly Richard
Scott Sedgley
Pamela Smithers
Peter White

Alternates

Keith Caldwell
Barry Christian
Paul Dohring
Richard Hall
Irais Lopez-Ortega
Mary Luros
Belia Ramos

Staff

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

Jeff Sharp,
Principal Planner,
Public Works

Robert C. Martin,
Legal Counsel
Deputy Counsel,
County Counsel's
Office

804 First Street,
Napa, CA
94559-2623

Tel: 707-259-8600

info@napawatersheds.org

1. **CALL TO ORDER AND ROLL CALL** (Chair)
2. **APPROVAL OF ACTION MINUTES** from September 22, 2016 (Chair) (2 min)
3. **PUBLIC COMMENT** – In this time period, anyone may comment to the Council regarding any subject over which the Council has jurisdiction, or request consideration to place an item on a future Agenda. No comments will be allowed involving any subject matter that is scheduled for discussion as part of this Agenda. Individuals will be limited to a **three-minute presentation**. No action will be taken by the Council as a result of any item presented at this time. (Chair)
4. **PUBLIC WORKSHOP: PRESENTATION, DISCUSSION AND PUBLIC COMMENT ON THE: NAPA VALLEY GROUNDWATER SUSTAINABILITY – A BASIN ANALYSIS REPORT FOR THE NAPA VALLEY GROUNDWATER SUBBASIN (DRAFT PLAN) (APPROX. 2 HRS 30 MINS)**

Napa County and its consultants have completed work on a Basin Analysis Report to meet the requirements of the California Sustainable Groundwater Management Act (SGMA). The report is a sustainability alternative defined under SGMA. The *Napa Valley Groundwater Sustainability – A Basin Analysis Report for the Napa Valley Subbasin*, provides an analysis of the basin demonstrating it has operated within its sustainable yield for a period of 10 years or more and is being managed consistent with the goals of SGMA and California Department of Water Resources regulations.

The WICC is providing this workshop to update the community on the County's SGMA implementation efforts and to provide an opportunity for community input.

Public Workshop

1. Brief overview of SGMA and Local Implementation
2. Presentation and Review of the Basin Analysis Report
3. Comments and Questions from the Council and Public
4. Next Steps

(cont.)

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5. **UPDATE, REPORT, DISCUSSION AND POSSIBLE ACTION:**

a) Report and discussion on possible amendment of the Council's Bylaws (Staff) *(10 mins)*

b) Other reports and updates (Staff/Council) *(5-10 mins)*

6. **INFORMATIONAL ANNOUNCEMENTS:**

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

7. **FUTURE AGENDA ITEMS:**

Discussion of possible items for future agendas (Staff/Council) *(5 mins)*

8. **NEXT MEETING:**

January 26, 2017 – 3:00 p.m.

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

9. **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, 804 First St., Napa CA 94559-2623.





-- ACTION MINUTES --

AGENDA

SPECIAL MEETING

Thursday, September 22, 2016, 3:00 p.m.

NVTA Conference Room
625 Burnell Street, Napa CA 94559

Board of Directors

- Susan Boswell
Tosha Comendant
Diane Dillon
Marita Dorenbecher
Jeri Gill
David Graves
Gary Kraus
Jason Lauritsen
Kenneth Leary
Gretchen Stranzl
McCann
Alfredo Pedroza
Brent Randol
Kimberly Richard
Scott Sedgley
Pamela Smithers
Rita Steiner
Peter White

Alternates

- Keith Caldwell
Barry Christian
Paul Dohring
Richard Hall
Irais Lopez-Ortega
Mary Luros
Belia Ramos

Staff

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

- Jeff Sharp,
Principal Planner,
Public Works

- Robert C. Martin,
Legal Counsel
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Tel: 707-259-8600

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1. CALL TO ORDER AND ROLL CALL (Chair)

Welcoming of new members and roundtable of introductions

Susan Boswell called the meeting to order and welcomed Kimberly Richard and Brent Randol to the Council. Ms. Boswell thanked Marc Pandone for his past 10yrs of service on the Council. After roll call, a roundtable of Council member introductions was provided welcoming the new members.

Members Present: Susan Boswell, Tosha Comendant, Diane Dillon, Jeri Gill, David Graves, Gary Kraus, Kenneth Leary, Gretchen Stranzl McCann, Alfredo Pedroza, Brent Randol, Kimberly Richard, Scott Sedgley, Pamela Smithers, Rita Steiner, Peter White

Members excused: Marita Dorenbecher, Jason Lauritsen

Members absent: None

Staff present: Patrick Lowe, Jeff Sharp, Chris Apallas

2. APPROVAL OF ACTION MINUTES from July 28, 2016 (Chair) (2 min)

Approved as presented.

Table with 16 columns: SB, TC, DD, MD, JG, DG, GK, JL, KL, AP, BRI, KR, SS, PS, RS, GSMC, PW. Row 1: A, E, A, E, A

3. PUBLIC COMMENT - In this time period, anyone may comment to the Council regarding any subject over which the Council has jurisdiction, or request consideration to place an item on a future Agenda. No comments will be allowed involving any subject matter that is scheduled for discussion as part of this Agenda. Individuals will be limited to a three-minute presentation.

No action will be taken by the Council as a result of any item presented at this time. (Chair)

Gary Margadant, Mt. Veeder Rd., commented on the recent article in the newspaper that Susan Boswell wrote regarding level of volunteer conservation efforts taking place in local vineyards. Mr. Margadant commended those doing such practices and said that he would like to see more of this type of action among all of the vineyards in order to improve water quality runoff. Mr. Margadant would like to see a list of those vineyards that are doing these practices. Mr. Margadant noted that these actions are being done as part of Fish Friendly Farming and he would like to see how well the fish are doing as a result.

(cont.)

4. **PUBLIC WORKSHOP: PRESENTATION, DISCUSSION AND PUBLIC COMMENT ON THE:**
NAPA VALLEY GROUNDWATER SUSTAINABILITY – A BASIN ANALYSIS REPORT FOR THE NAPA VALLEY
GROUNDWATER SUBBASIN (DRAFT ELEMENTS) (APPROX. 2 HRS 30 MINS)

Napa County and its consultants are completing work on a Basin Analysis Report to meet the requirements of the California Sustainable Groundwater Management Act (SGMA). The report is a sustainability alternative defined under the Act. The *Napa Valley Groundwater Sustainability – A Basin Analysis Report for the Napa Valley Subbasin*, provides an analysis of the basin demonstrating it has operated within its sustainable yield for a period of 10 years or more and is being managed consistent with the goals of SGMA and California Department of Water Resources regulations.

The WICC is providing this workshop to update the community on the County's SGMA implementation efforts and to provide an opportunity for community input.

Public Workshop

1. Overview of SGMA and Local Implementation
2. Presentation and Review of the Draft Basin Analysis Report
3. Comments and Questions from the Council and Public
4. Next Steps

Patrick Lowe, introduced the workshop and provided an overview presentation on the Sustainable Groundwater Management Act (SGMA), the State's role under the Act, the County's groundwater policies and studies since 2008, groundwater monitoring and work of the Groundwater Resources Advisory Committee (GRAC), direction given by the Board of Supervisors, and current County efforts to comply with SGMA through the preparation of a Basin Analysis Report due to the state by January 1st 2017, and next steps in the County's groundwater planning and management process.

Vicki Kretsinger Grabert, Luhdorff & Scalmanini Consulting Engineers (LSCE), the County's groundwater consultant, provided a presentation on the content requirements for a Basin Analysis Report, what it is and is not. Ms. Grabert provided an overview of groundwater studies and conditions, surface water and groundwater interactions. Reid Bryson, LSCE, provided an overview of Chapter 6 of the Draft Report, including the hydrologic base period used for the analysis, the water budget developed, and the groundwater basin's storage capacity and sustainable yield. Ms. Grabert continued the presentation by outlining Chapter 7 of the Draft Report that includes a set of proposed sustainability goals, measureable objectives and minimum thresholds. Ms. Grabert concluded with an overview of next steps in the Report's development.

Susan Boswell thanked the presenters and requested comments from the public.

Gary Margadant, Mt. Veeder Rd., referenced the Napa County Grand Jury Report 2014-15 and commented that the report said the County had no groundwater contingency plans for the drought and no means of monitoring groundwater usage. Mr. Margadant mentioned the Petra Dr. area and development of a winery in the area. Mr. Margadant would like a comparison of the Petra Dr. area to that of the hillside areas, and noted the 1 ac/ft/ac/year water allotment on the valley floor. He also noted that there are 13 wells along Petra Dr. within 500' of the proposed winery development. Mr. Margadant said there is no monitoring well nearby. Mr. Margadant mentioned the 2014 CASGEM Report, the 36 wells in the report and that 6 of the wells are less than two years old. Mr. Margadant also mentioned the 2015 monitoring report and 108 wells, of which 61 are less than two years old; concluding that 56% of the wells do not come close to the 10 year period that is required for looking at sustainability. Mr. Margadant mentioned recharge, saying the RCD has changed its position on deep ripping, concluding it changes recharge rate due to changes in the soil properties and compaction. Mr

Margadant also said Weil Ln. has its problems and said these areas (Petra Dr. included) are going to have to be dealt with in some way.

Gordon Evans, Atlas Peak Rd., noted that there are a number of wells in decline and 3 total failures in the last couple of years. Mr. Evans said to look at the Napa Valley subbasin only is myopic and doesn't take into account the recharge the MST basin and hillside watersheds provide to the lowest aquifer in the subbasin. Mr. Evans mentioned the conclusion and recommendations in the Grand Jury 2014-15 Report and the Board of Supervisor's responses; saying the conclusions and the recommendations by the Grand Jury have largely not been followed by the Board of Supervisors and no contingency plans are in place for groundwater like there are for earthquakes and floods. Mr. Evans stated that even if you assume that the groundwater models show there is no current groundwater deficiency there is no monitoring beyond the subbasin and the Board of Supervisors response has been "will include significant outreach and input from the public." Mr. Evans said contrary to statements by Patrick Lowe, no one has been in contact with him despite repeated inquiries to Mr. Lowe and Jeff Sharp over the years. Mr. Evans quoted the 2014-15 Grand Jury report: "In contrast to the County's position, the well drillers reported that wells on the Valley floor must be drilled to depths of 300-750 feet and in some cases over 1,000 feet to find water vs. a drilling depth of 100-200 feet or less in previous years. They still find water on the Valley floor 90-95% of the time, just at lower depths. The well drillers agree that it is far less certain that water will be found on the county's hillsides. Drillers that were interviewed said finding water there is a 50-50 proposition and that reports of wells drying up are not uncommon." Mr. Evans said that common sense and experience tell us water flows downhill. Mr. Evans stated that the MST basin is in depletion and continues to decline with no groundwater management planning. Mr. Evans believes we do not qualify for a SGMA plan alternative because we do have more than ten years of undesirable results as previously defined, especially in areas around and feeding the Subbasin. Mr. Evans believes LSCE has glossed over these items in their presentation. Mr. Evans said the hills and the upper watersheds need management and must be included with any groundwater sustainability planning because if you don't manage those recharge areas, especially those being deforested, you are not managing for long-term sustainability.

Michelle Novi, Napa Valley Vintners, acknowledged the work put into the report. Ms. Novi said the community is in a lucky position to be able to investigate these issues early and to hire competent people to do it, preparing us for SGMA and the application of an alternative plan; which would be a benefit to the community. She noted that the plan does not avoid looking at potential areas of concern, but leverages the information we have and puts it to good work. Ms. Novi congratulated those involved in the process and the Board of Supervisors. Ms. Novi said she is looking forward to continued discussion and more work on the data, number of wells we have and their levels.

Bernhard Krevet, Friends of the Napa River, reflected on the fact that nearly 20 years ago a meeting was held to look at water availability, then focusing on surface water, and noted that he was happy that groundwater is now part of the discussion. Mr. Krevet said that we have made significant progress and is pleased to see the measurement system proposed and that we are looking at groundwater as being part of the supply. Mr. Krevet said that our water system is very complex and we need to do more and be more careful with the resources we have so the aquifer can be replenished. Mr. Krevet noted that the emphasis has always been to do more measurements and that is what we are doing and congratulated the Council for doing it.

Susan Boswell thanked those who commented and asked the Council had any comments.

Scott Sedgley agreed that this is great work and that it puts us in a good position to submit a plan for the basin. Mr. Sedgley added that as we move into the future, the hillsides need to be brought into the same scrutiny, particularly those sensitive areas surrounding our reservoirs, and pledged to work on improving ordinances affecting conditions in those areas. Mr. Sedgley thanked those for the good work, saying it is a milestone, but there is more to be done to include the entirety watershed including both groundwater and surface water.

Kenneth Leary agreed with Mr. Sedgley regarding the need for broadening the scope. Mr. Leary noted that every well should be monitored and that everyone should participate, whether they want to or not, in order to grow the scope of our understanding.

Patrick Lowe noted that this coming spring, as part of the WICC's bi-annual watershed summit, there will be a focused effort to bring together watershed experts to explore the hillside and reservoir issues that Mr. Sedgley brings up. Mr. Lowe also mentioned that outreach is conducted continually for monitoring and that additional wells are not needed in most cases because we have the geographic coverage needed. Each potential monitoring well is sent to the County's groundwater consultant to assess if the well is worth adding to the monitoring program. Mr. Lowe said the County is working with the RCD to promote the use of sonic self-monitoring devices and is training and assisting well owners on the use of the device so they can borrow a portable one from the County to get a base reading. Mr. Lowe said the device manufacture will provide a discount to anyone in the monitoring program and that the basic device costs about \$300.

Susan Boswell said we need more quantifiable data in regard to best management practices that are already currently in place, and that this applies not only to agriculture but other areas of the community as well. Ms. Boswell appreciated the root zone model presented and wondered how winter cover crops in the valley might foster a better source of groundwater recharge and that there may be other things out there that we are doing that could provide better quantifiable data.

Pamela Smithers appreciated the level of data collected. Ms. Smithers said that maintaining the current status of the river is not enough, noting that in the past the river flowed year-round in the area of St Helena and now it is often dry late in the year. Ms. Smithers suggested that our starting point should be at time when the river flowed. Ms. Smithers had a question about the use of irrigation as an input in the water budget and also asked how recycled water being calculated into the water budget.

Kimberly Richard enjoyed the presentation, but questioned how the root zone model and soil moisture is affected by deforestation and asked how important the trees are in maintaining the resulting groundwater recharge. Ms. Richard noted that trees play a vital role in a healthy ecosystem and without them the land could dry up. Ms. Richard asked how important is it to reduce deforestation to maintain healthy soil moisture.

Ben Brezing, LSCE, clarified that irrigation is an input to the root zone, but that it is not an input to deeper groundwater recharge. Mr. Brezing noted that the irrigation input is utilized in the root zone model to supply soil moisture to feed evapotranspiration during the dry months for areas that apply irrigation. In the total budget irrigation pumping is an output/outflow in the groundwater model. Regarding deforestation, Mr. Brezing added that the model considers each land use type (including forests) and considers the rooting depth and crop type (vegetation) of each model cell. The model does not account for individual trees but is reliant on the resolution of the vegetation data utilized (from DWR). Land uses that specified the use of recycled water are accounted for. Mr. Brezing said the model accounts for sources of water including groundwater through pumping, surface water, imported water and recycled water and does not double account the supplies used.

Pam Smithers suggested separating the presentation of the surface water component into surface water and recycled water to make it more clear to the public which supply is being used. – Mr. Brezing replied that those two components are accounted for separately.

Tosha Comendant commented on the 1988-2015 base-period used for the analysis and asked if any sensitivity analysis was conducted to if adjusting the period 5yrs one way or the other influenced the results shown.

Reid Bryson, LSCE, responded that a sensitivity analysis was not performed, but the process of looking at other versions of the base-period found that the 1988-2015 timeframe best fit historic cumulative departure results and contained the best land use data available. Mr. Bryson added that the base-period also contained significant wet (flooding) and dry (drought) years.

David Graves asked about the process going forward and what can the Council expect at their next meeting.

Susan Boswell informed the Council that they will receive a full draft of the Basin Analysis Report two weeks before their next meeting (Nov. 3rd) to review

Patrick Lowe added that a response to comments documents will be prepared and depending on the amount of comments received, they may be available for the November 3rd meeting, but will certainly be ready for the December 6th meeting of the Board of Supervisors. Mr. Lowe mentioned that a similar comment tracking format was used to support changes to the Water Availability Analysis document and provides the commenters a quick way to see that they were heard and how their comments were addressed. Mr. Lowe noted that comments on the draft Basin Analysis Report can be sent in anytime and that the November 3rd workshop will include all of the other sections of the report and any updates to chapters 6 and 7 and appreciated everyone's comments.

5. UPDATE, REPORT, DISCUSSION AND POSSIBLE ACTION:

- a) Election of Vice-Chair for the remainder of 2016 (per Bylaws§ II.A.) (Council/Staff) (5 min)

The Council elected David Graves as Vice-Chair, to serve through the remainder of 2016.

<i>SB</i>	<i>TC</i>	<i>DD</i>	<i>MD</i>	<i>JG</i>	<i>DG</i>	<i>GK</i>	<i>JL</i>	<i>KL</i>	<i>AP</i>	<i>BRI</i>	<i>KR</i>	<i>SS</i>	<i>PS</i>	<i>RS</i>	<i>GSMC</i>	<i>PW</i>
			<i>E</i>				<i>E</i>									

- b) Report and discussion on possible amendment of the Council's Bylaws (Staff) (10 mins)

Jeff Sharp reported that the Council, at their last meeting in July, discussed the possibility of holding its regular meetings at 3:00pm rather than 4:00pm. Mr. Sharp also mentioned the need to locate a larger room to better accommodate the Council. The Council asked if listing a location in the bylaws is a requirement. Mr. Sharp will follow up with the WICC's counsel regarding bylaw requirements and will bring back revised set bylaws for the Council's consideration to amend the meeting time and location of future Council meetings.

- c) Update on WICC Website Sub-Committee meeting scheduled for October 3, 2016 (Staff) (5 mins)

Jeff Sharp provided an update on the Council's website sub-committee and planned website workshop on October 3, 2016.

- d) Other reports and updates (Staff/Council) (5-10 mins)

Jeff Sharp reported that the Napa RCD has published a report on the 2015-16 monitoring year; available on their website.

Tosha Comendant reported Conservation Biology's work on developing a groundwater visualization tool for the CA Department of Water Resources and the possibility of showing that work to the Council early in 2017.

6. INFORMATIONAL ANNOUNCEMENTS:

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

Jeff Sharp announced the Friends of the Napa River benefit concert at CIA on Oct 8th.

7. FUTURE AGENDA ITEMS:

Discussion of possible items for future agendas (Staff/Council) (5 mins)

None provided.

8. NEXT MEETING:

Special Meeting scheduled on: **November 3, 2016 – 3:00 p.m.**

Napa County Office of Education, 2121 Imola Avenue, Napa, CA 94559

Next meeting date announced by staff.

9. **ADJOURNMENT** (Chair)

Meeting adjourned.

<i>SB</i>	<i>TC</i>	<i>DD</i>	<i>MD</i>	<i>JG</i>	<i>DG</i>	<i>GK</i>	<i>JL</i>	<i>KL</i>	<i>AP</i>	<i>BRI</i>	<i>KR</i>	<i>SS</i>	<i>PS</i>	<i>RS</i>	<i>GSMC</i>	<i>PW</i>
			<i>E</i>				<i>E</i>									

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; *TC* = Tosha Comendant; *DD* = Diane Dillon; *MD* = Marita Dorenbecher; *JG* = Jeri Gill; *DG*=David Graves; *GK* = Gary Kraus; *JL* = Jason Lauritsen; *KL* = Kenneth Leary; *AP* = Alfredo Pedroza; *BRI*=Brent Randol; *KR*=Kimberly Richard; *SS* = Scott Sedgley; *PS* = Pamela Smithers; *RS* = Rita Steiner; *GSMC* = Gretchen Stranzl McCann; *PW* = Peter White; Alternates: *KC* = Keith Caldwell; *BC*=Barry Christian; *PD* = Paul Dohring, *ILO* = Irais Lopez-Ortega, *ML* = Mary Luros, *BR2* = Belia Ramos.

Example Key:

<i>SB</i>	<i>TC</i>	<i>DD</i>	<i>MD</i>	<i>JG</i>	<i>DG</i>	<i>GK</i>	<i>JL</i>	<i>KL</i>	<i>AP</i>	<i>BRI</i>	<i>KR</i>	<i>SS</i>	<i>PS</i>	<i>RS</i>	<i>GSMC</i>	<i>PW</i>
<i>E</i>			<i>A</i>				<i>N</i>		<i>A</i>							



October 19, 2016

Item #4 - PUBLIC WORKSHOP: PRESENTATION, DISCUSSION AND PUBLIC COMMENT ON THE NAPA VALLEY GROUNDWATER SUSTAINABILITY – A BASIN ANALYSIS REPORT FOR THE NAPA VALLEY GROUNDWATER SUBBASIN (DRAFT PLAN)

Napa County and its consultants have completed work on a Basin Analysis Report to meet the requirements of the California Sustainable Groundwater Management Act (SGMA).

The report is available for download at: http://www.napawatersheds.org/app_folders/view/8094

The report is a sustainability alternative defined under SGMA. The Napa Valley Groundwater Sustainability – A Basin Analysis Report for the Napa Valley Subbasin, provides an analysis of the basin demonstrating it has operated within its sustainable yield for a period of 10 years or more and is being managed consistent with the goals of SGMA and California Department of Water Resources regulations.

The WICC is providing this workshop to update the community on the County's SGMA implementation efforts and to provide an opportunity for community input.

Public Workshop Agenda

1. Brief overview of SGMA and Local Implementation
2. Presentation and Review of the Basin Analysis Report
3. Comments and Questions from the Council and Public
4. Next Steps



October 19, 2016

Item #5a - Report and discussion on possible amendment of the Council's Bylaws

At their September 22, 2016 meeting, the Council discussed the possibility of holding its regular meetings at 3:00pm rather than 4:00pm. At that time Staff also mentioned the need to relocate WICC meetings a larger room to better accommodate the needs of the Council.

Change in the WICC's meeting time and location must be approved by the Board of Supervisors and memorialized in the WICC's bylaws.

A revised draft of the WICC bylaws has been prepared (attached) for the Council's discussion, consideration and possible recommendation for approval by the Board of Supervisors.

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

**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 Board 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 Natural Resources Conservation Manager, in the Water Resources Division of the Public Works Department, shall serve ex officio as the Secretary of the WICC.

E. Authority to Bind the WICC-Board. 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 ~~members acting for the County Board of Supervisors~~ 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.** His or her 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 her/his position as a member of the WICC.
 - b.** His or her resignation is submitted to the Chair.
 - c.** His or her ceasing residency in Napa County.
 - d.** His or her conviction of a felony or any offence involving a violation of his or her official duties.
 - e.** Refusal or neglect to file the required oath of office.

III. MEETINGS

- A. Date of Regular Meetings.** All dates of regular meetings of the WICC shall be on the fourth Thursday of every other month beginning in January, apart from November, when the meeting shall be held on the third Thursday, 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 4:30 pm and continue until all adjourned 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 2751 Napa Valley Corporate Drive, Building A, First Floor Conference Room - Madrone 625 Burnell Street, in the NCTPA/NVTA Board Room, 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.
 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 Board Council.** Any person desiring to address the WICC

shall, when recognized by the Chair, give his or her name and 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 Board-Council 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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