

# **NAPA RIVER RECLAMATION DISTRICT #2109**

## **MINUTES**

### **MEETING OF THE BOARD OF TRUSTEES**

**May 2, 2024 7:00 PM**

**Miton Road, Napa, CA 94559**

#### **1. Call Meeting to Order/Roll Call**

The meeting was called to order by Chairman Lagorio at 7:00 PM

Trustees Present: Finnegan, Lagorio, Newman, Chretien, Winter

Trustees Absent: X

#### **2. Approval of Minutes:**

December 7, 2023 regular meeting

February 8, 2024 special meeting

April 4, 2024 regular meeting

A motion was made by Chairman Lagorio and seconded by trustee Finnegan and Newman and to approve December 7, 2023 regular meeting, February 8, 2024 special meeting, April 4, 2024 regular meeting.

The motion passed unanimously.

**Aye: MF, FL, RN, JW, AC**

### **3.Public Comment**

No public comment.

### **4.Consent Items**

A. Approve claims and payroll paid in December 2023 & April 2024.

Motion was made by Trustee Winters to approve consent items. Seconded by Trustee Cretien.

The motion passed unanimously.

**Aye: MF, FL, RN, JW, AC**

### **5.Old Business**

None.

### **6.Administrative and Other Items**

- Discussion and possible action regarding draft budget for fiscal year 2024/25 presented by Napa County Auditor Controller Tracy Schulze.

Napa County auditor Tracy Shultze presented and discussed the draft budget. She advised that if changes needs to be made she will implement them so that it can be adopted during the next regular board meeting. Trustee Mary Finnegan gave breakdown of projected expenses and Chairman Newman projected that ongoing funds will be spent during the next couple of years to update the leach fields. Napa County

auditor Tracy Shultze advised that proper procedure should be followed when deciding to spend these funds and this includes the motion of discussion, getting bids, and checking the budget before taking action.

- Discussion with counsel regarding legal differences between hiring permanent contractor or employee as office manager/district secretary and possible action to give direction regarding how to proceed to fill district secretary/office manager role.

Deputy County Council Wendy Dau explained the legal differences between a contractor and employee. It was advised that the starting point is the assumption that a person start as an employee and that the burden is lies in proving that the person meets the criteria to instead be an independent contractor. Deputy County Council Wendy Dau stated that the current role of the Leoni van Sandwyk as independent contractor is controlled by the influences of the board members to the extent that it be regarded as an independent contractor and rather falls under the category of an employee. It was also mentioned that there is an option to hire the employee part time instead of full time. It was agreed on by all board members and that the next step is to create and publish the position publicly on the NRRD website and bulletin board and to then interview 3 applicants and choose most suitable one. Napa County auditor Tracy Shultze advised that an ad hoc committee must be created to oversee this process. She also advised that the budget can be amended accordingly to fund this position.

A motion was made by Trustee Newman to proceed with the appointment of an employee.

Motion seconded by Chairman Lagorio and Trustee Winters.

Motion passed unanimously.

**Aye: MF, FL, RN, JW, AC**

## **7.NSU Monthly Report**

Attachments were provided.

## **8.Revenue and Expenses Budget vs. Actual Report**

Attachments were provided.

## **9. Board Members Reports and Announcements**

## **10. District Board of Trustees Member Future Agenda Items**

- Discussion and possible action regarding the possible abandonment by the County of the Brazos Street easement where the volunteer Fire Station resides, and the possible abandonment or quieting of the title of same by the NRRD.
- Final discussion, review and adoption of FY 2024-25 Budget Resolution and Tax Roll.
- Discussion and guidance from county to create an ad hoc committee to proceed with hiring process of an employee as office manager for the NRRD Office.
- Reimbursement of Steve Finnegan's gas receipt for the voluntary assistance with maintenance services of district infrastructure.

## **11. Adjournment**

Adjourn to the Board of Trustees next regular meeting on June 6, 2024, at 7:00 p.m.

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**Frank Lagorio, Chair**

ATTEST:

SECRETARY TO THE BOARD

*Leoni van Sandwyk*

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**Leoni van Sandwyk, Office Manager**

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