



Meeting Minutes

Napa County Board of Supervisors

Brad Wagenknecht, District 1
Ryan Gregory, District 2
Diane Dillon, District 3
Alfredo Pedroza, District 4
Belia Ramos, District 5

* This is a simultaneous meeting of the Board of Supervisors of Napa County, Napa County Public Improvement Corporation, Silverado Community Services District, Monticello Public Cemetery District, In-Home Support Services Public Authority of Napa County, LakeBerryessa Resort Improvement District, Napa Berryessa Resort Improvement District, Napa County Housing Authority, and the Napa County Groundwater Sustainability Agency.

Tuesday, August 23, 2022

9:00 AM

Board of Supervisors Chambers
1195 Third Street, Third Floor

***Consolidated**

1. CALL TO ORDER; ROLL CALL

Present: Chair Ryan Gregory, Supervisors Diane Dillon, Alfredo Pedroza and Vice Chair Brad Wagenknecht. Supervisor Belia Ramos was en route. The meeting was called to order by Chair Ryan Gregory.

2. PLEDGE OF ALLEGIANCE

Chair Ryan Gregory led the assembly in the Pledge of Allegiance.

3. APPROVAL OF MINUTES

A. Clerk of the Board requests approval of minutes from the August 09, 2022 regular meeting.

[22-1617](#)

Motion Text: Approve minutes.

Voting Yes: Wagenknecht, Pedroza, Dillon, Ramos, and Gregory

Recusals: None

Result: Passed

4. PRESENTATIONS AND COMMENDATIONS

None

5. DEPARTMENT HEAD REPORTS AND ANNOUNCEMENTS

None

6. CONSENT ITEMS - SPECIAL DISTRICTS

Motion Text: Approve Special Districts Consent Calendar.
Voting Yes: Pedroza, Wagenknecht, Dillon, Ramos, and Gregory
Recusals: None
Result: Passed

Napa County Housing Authority

- A. Director of Housing and Homeless Services requests acceptance of fiscal year 2021-2022 donation report to Housing Authority for quarter ending March 30, 2022 and June 30, 2022. [22-1564](#)

In-Home Support Services Public Authority of Napa County

- B. Acting County Executive Officer and Aging and Disability Program Manager request the reappointment of Kimberly Richard to represent Provider of IHSS to Family Member or Non-Family Member, and Doug Weir to represent Current or Past User of IHSS to the Napa County In-Home Supportive Services (IHSS) Advisory Committee with the terms of office to commence immediately and expire September 1, 2024. [22-1552](#)

7. CONSENT ITEMS

7F and 7N correction memorandum provided.

7K and 7N pulled for discussion.

Motion Text: Approve Consent Calendar as amended.
Voting Yes: Pedroza, Dillon, Ramos, Wagenknecht, and Gregory
Recusals: None
Result: Passed

Auditor-Controller

- A. Auditor-Controller requests adoption of a resolution authorizing the implementation of the Teeter Plan as follows: [22-1560](#)
 1. Authorize the issuance of a promissory note, in the amount of \$4,415,604, to fund payment of the Fiscal Year 2021-22 delinquent secured taxes;
 2. Authorize the Chair and Clerk of the Board to sign the note; and
 3. Authorize the continuance of the Teeter Plan, as governed by Revenue and Taxation Code, for Fiscal Year 2022-23.

Enactment No: R-2022-117

County Counsel

- B. County Counsel requests approval of and authorization for the Chair to sign Agreement No. 230123B with Oppenheimer Investigations Group, LLP, for a maximum compensation of \$150,000 per fiscal year for the term August 23, 2022 through June 30, 2023, for the provision of specialized legal services related to investigations into complaints or concerns of employee misconduct. [22-1611](#)

Enactment No: A-230123B

County Executive Office

- C. Acting County Executive Officer requests adoption of a Resolution making findings in accordance with Assembly Bill (AB) 361 and Government Code Section 54953, for Board of Supervisors and County boards and commissions (including committees) to hold remote teleconference meetings due to the threat of COVID-19. [22-516](#)

Enactment No: R-2022-118

- D. Acting County Executive Officer requests the reappointment of Donald Chase representing Property Appraiser Certified by the Board of Equalization to the Napa County Assessment Appeals Board with the term of office to commence immediately and expire September 2, 2025. [22-1459](#)

- E. Acting County Executive Officer requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 170689B with Bartel Associates, LLC extending the term through June 30, 2023 and updating the scope of work and hourly billing rates, with no changes to the maximum compensation, for actuarial services. [22-1535](#)

Enactment No: A-170689B Amend. 1

- F. Acting County Executive Officer requests the following actions regarding the 2021-22 Grand Jury Final Report: [22-1597](#)

1. Approve transmittal of the responses to the Grand Jury Reports as prescribed by Section 933 of the Penal Code to the Presiding Judge.

Correction memorandum provided.

Elections

- G. Registrar of Voters requests the approval of and authorization for Chair to sign an assignment letter for Agreement No. 190238B between Granicus, LLC., who acquired SouthTech Systems Inc. on November 9, 2018, with no changes made to the term or contract maximum amount, to file campaign reports electronically. [22-1610](#)

Information Technology Services – Division of CEO’s Office

- H. Chief Information Officer requests the following actions regarding replacement of portable and mobile radio equipment: [22-1566](#)
1. A waiver of competitive bidding requirement and sole source award to Motorola Solutions in the amount of \$302,000;
 2. Establishment of a capital asset in the amount of \$302,000 for Motorola portable and mobile radios; and
 3. Approval of a Budget Transfer increasing appropriations in the Information Technology Services budget (Fund 4200 Org 4200013) in the amount of \$302,000 using available Fund Balance.

Library

- I. Acting County Executive Officer and Director of Library Services and Community Outreach request the following actions: [22-1537](#)
1. Declare certain items of capital asset property as surplus and no longer required for public use; and
 2. Authorize removal of capital assets from the American Canyon Library and the Pope Valley Elementary School library outpost capital asset inventory; and
 3. Authorize E-Waste disposal.
- J. Director of Library Services and Community Outreach requests the following: [22-1572](#)
1. Acceptance of a \$70,000 donation from Friends of the Napa Library to support guest speakers, projects and programs; and
 2. Authorization for the Chair to sign a letter of appreciation in acceptance of this donation.

Public Works

- K. Director of Public Works and Acting County Executive Officer/Director of Emergency Services requests approval of the following actions: [22-1491](#)
1. Award the “Capell and Pope Valley Fire Stations Emergency Generators Project”, PW 22-21 to G.D Nielson of Napa, California for their low base bid of \$133,117 and authorization for chair to sign the construction contract; and
 2. Creation of a new project, “Capell and Pope Valley Fire Stations Emergency Generators Project”, PW 22-21(Fund 3000, Org 3000560, Project 22035) and approval of Budget Transfer for the following (4/5 vote required):
 - a. Increase appropriations in the Emergency Services budget (Fund 1000, Org 1024000) by \$100,000 with offsetting revenues from FY2019 Public Safety Power Shutoffs (PSPS) Resiliency Allocation grant to transfer to Project 22035; and
 - b. Increase appropriations by \$110,429 in the Accumulated Capital Outlay (ACO), (Fund 3000, Org 3000000) offset by use of its available fund balance to transfer to Project 22035; and
 - c. Increase appropriations by \$210,429 in Project 22035 with offsetting revenues from the Emergency Services (\$100,000) and ACO (\$110,429) budgets.
- Item pulled for discussion. See Item 8.**
- L. Director of Public Works and the UC Cooperative Extension requests the following: [22-1508](#)
1. A waiver of competitive bidding requirements and sole source award to Jimmy Vasser Toyota of Napa, CA, for the purchase of a 2022 Toyota Rav4 AWD Hybrid vehicle, pursuant to Napa County Code section 2.36.090;
 2. Establishment of one (1) fixed asset in the amount of \$42,000 in Vehicle Replacement Org (Fund 4100, Org 4102000) for the purchase of the 2022 Toyota Rav4 AWD Hybrid; and
 3. Approval of Budget Transfer increasing appropriations in the Vehicle Replacement budget (Fund 4100, Org 4102000) with offsetting revenues from the UC Cooperative Extension budget (Fund 1000, Org 1800000) (4/5 vote required)

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- M. Director of Public Works requests approval of the following Budget Transfer regarding the “Building 4 Roof Project”, PW 23-01 (4/5 vote required): [22-1543](#)
1. Increase appropriations by \$115,000 in the Accumulated Capital Outlay (ACO) (Fund 3000, Org 3000000) offset by use of its available fund balance to transfer to Project 23014; and
 2. Creation of a new project, “Building 4 Roof Project” (Fund 3000, Org 3000504, Project 23014), and increase appropriations by \$115,000 in Project 23014 budget with offsetting revenue from the transfer from the ACO.
- N. Director of Public Works requests the following regarding the 2022 HSIP Cycle 11 Project: [22-1571](#)
1. Approval of the following budget transfer (4/5 vote required):
 - a. Increase appropriations by \$50,000 in SB-1 Non-Operating Special Revenue Fund (Fund 2440, Org 1220052) (SB-1 SRF) offset by use of its available fund balance to transfer to Project 22042; and,
 - b. Creation of a new Roads Capital Improvement Project for HSIP Cycle 11 (Fund 2040, Org 2040500, Project 22042) and increase appropriations by \$50,000 offset by transfer from SB-1 SRF; and
 2. Adoption of a resolution adopting the Napa County Local Roadway Safety Plan (LRSP); and
 3. Authorize the Director of Public Works to apply for and sign all documents associated with the HSIP Cycle 11 Grant.
- Item pulled for discussion. See Item 8.**
- Enactment No: R-2022-119**
- O. Director of Public Works requests approval of plans and specifications for the “JJC Domestic Water System Rehabilitation Project,” PW 21-36, authorization to advertise for sealed bids and opening of the bids at a time, date and location to be published by the Director of Public Works pursuant to Section 20150.8 of the Public Contract Code. [22-1600](#)

- P. Director of Public works request the following actions for the “South Napa Shelter Wattstopper Lighting Controls Replacement Project”, PW 22-32: [22-1602](#)
1. Creation of a new Capital Improvement Project (CIP) within the Public Works Capital Improvement Program (Fund 3000) for the South Napa Shelter Wattstopper Lighting Controls Replacement Project (Org 3000550, Project 23015); and
 2. Approval of Budget Transfers for the following (4/5 vote required):
 - a. Increase appropriations by \$40,000 in the Accumulated Capital Outlay Fund (ACO) (Fund 3000, Org 3000000) with the use of its available fund balance to transfer to Project 23015; and
 - b. Increase appropriations by \$40,000 in project 23015 offset by an increase in revenue from the transfer from the ACO budget.
- Q. Director of Public Works requests the award of a contract to Bridgeway Civil Constructor, Inc. of Vacaville, California for their low base bid of \$218,252 and authorize the Chair to sign the construction contract for the 2022 Annual County Bridge Repairs Project. [22-1603](#)
- Enactment No: A-230120B**
- R. Director of Public Works requests the following actions for the “HSIP Cycle 10 Guardrail Project”, RDS 21-31 State Project HSIPSL 5921 (085): [22-1604](#)
1. Award of the contract for the HSIP Cycle 10 Guardrail Project”, RDS 21-31 State Project HSIPSL 5921(85) to Coral Construction Company of Willsonville, Oregon, for their low base bid of \$477,777 and authorization for the Chair to sign the construction contract; and
 2. Approval of a Budget Transfer for the following (4/5 vote required):
 - a. Increase appropriations by \$575,547 in the Accumulated Capital Outlay Fund (ACO) (Fund 3000, Org 3000000) with the use of its available fund balance to transfer to project 22004 (Fund 2040, Org 2040500);
 - b. Increase appropriations by \$575,547 in Project 22004 offset by an increase in revenue from the transfer from the ACO budget.
- Enactment No: A-230121B**
- S. Director of Public Works requests approval of Budget Transfer increasing appropriations by \$235,750 in the General Fund Non-Departmental budget (Fund 1000, Org 1050000) offset by decreasing appropriations by the same amount in the General Fund Appropriation for Contingency budget (Fund 1000, Org 1059000) for the payment of liability insurance for the Napa Valley Vine Trail Project. (4/5 vote required) [22-1615](#)
- Enactment No: A-210216**

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

- 7K

Supervisor Diane Dillon made presentation

Supervisor Belia Ramos made presentation.

Motion Text: Approve requested actions.
Voting Yes: Dillon, Wagenknecht, Pedroza, Ramos, and Gregory
Recusals: None
Result: Passed

- 7N

Correction memorandum provided.

Director of Public Works Steven Lederer made presentation.

Discussion held.

Motion Text: Approve requested actions.
Voting Yes: Dillon, Wagenknecht, Pedroza, Ramos, and Gregory
Recusals: None
Result: Passed

9. PUBLIC COMMENT

Three (3) people spoke during public comment.

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

None

11. ADMINISTRATIVE ITEMS

County Executive Office

- A. Acting County Executive Officer requests the following actions regarding the 2021-22 Grand Jury Final Report: [22-1568](#)

1. Review and provide input of the proposed responses to the 2021-22 Grand Jury Final Reports: “Napa County Juvenile Hall Good Facility Dysfunctional Governance Unused Beds Outdated Program,” and “The Napa County Airport Under the Rader: The Saga to Bring Napa’s Airport Into the 21st Century,” and

2. Approve transmittal of the unedited responses to the Grand Jury Reports as prescribed by Section 933 of the Penal Code to the Presiding Judge.

County Executive Office Senior Management Analyst Daniel Sanchez made presentation.

Director of Public Works Steven Lederer made presentation.

One (1) person spoke during public comment.

Discussion held.

Supervisor Ramos proposed edits to the draft responses.

Motion Text: Approve proposed response to Grand Jury Juvenile Hall report.
Voting Yes: Wagenknecht, Pedroza, Dillon, Ramos, and Gregory
Recusals: None
Result: Passed

Motion Text: Approve proposed response to Grand Jury Airport report.
Voting Yes: Dillon, Pedroza and Gregory
Voting No: Ramos and Wagenknecht
Recusals: None
Result: Passed

Planning, Building and Environmental Services (PBES)

- B. Director of Planning, Building, and Environmental Services will provide an update and presentation on the process for a comprehensive update to the Napa County General Plan. [22-1575](#)

Director of Planning, Building, and Environmental Services David Morrison made presentation.

Discussion held.

One (1) person spoke during public comment.

Direction provided to staff.

Auditor-Controller

- C. Auditor-Controller requests authorization to prepare the necessary accounting entries to close the financial books for the fiscal year ended June 30, 2022. (4/5 vote required) [22-1334](#)

Auditor-Controller Tracy Cleveland made presentation.

Discussion held.

Motion Text: Approve requested actions.

Voting Yes: Wagenknecht, Dillon, Pedroza, Ramos, and Gregory

Recusals: None

Result: Passed

SPECIAL DISTRICTS

Lake Berryessa Resort Improvement District

- A. Auditor-Controller requests authorization to prepare the necessary accounting entries to close the financial books for the fiscal year ended June 30, 2022. (4/5 vote required) [22-1594](#)

Auditor-Controller Tracy Cleveland made presentation.

Discussion held.

Motion Text: Approve requested actions.

Voting Yes: Wagenknecht, Dillon, Pedroza, Ramos, and Gregory

Recusals: None

Result: Passed

Napa Berryessa Resort Improvement District

- B. Auditor-Controller requests authorization to prepare the necessary accounting entries to close the financial books for the fiscal year ended June 30, 2022. (4/5 vote required) [22-1595](#)

Auditor-Controller Tracy Cleveland made presentation.

Motion Text: Approve requested actions.
Voting Yes: Wagenknecht, Dillon, Pedroza, Ramos, and Gregory
Recusals: None
Result: Passed

12. SET MATTERS OR PUBLIC HEARING - SPECIAL DISTRICTS

None

13. SET MATTERS OR PUBLIC HEARINGS

Planning, Building and Environmental Services (PBES)

[22-1403](#)

- A. PUBLIC HEARING 9:00 AM

Director of Planning, Building, and Environmental Services requests adoption of a resolution regarding the proposed assessment for abatement costs for 1091 Rimrock Dr. (Assessor’s Parcel No. 019-381-001-000) by allowing for one of the following actions:

1. Confirm the \$38,156.80 proposed assessment; or
2. Deny the \$38,156.80 proposed assessment; or
3. Order such modifications and revisions of the proposed assessment as the Board deems appropriate. See background section on discussion of lien options.

Planning, Building and Environmental Services Code Compliance Manager David Giudice and Code Compliance Supervisor Akenya Robinson-Webb made presentation.

Discussion held.

Motion Text: Confirm the assessment and proceed with the contract obtained by staff.
Voting Yes: Dillon, Wagenknecht, Pedroza, Ramos, and Gregory
Recusals: None
Result: Passed
Enactment No: R-2022-120

County Executive Office

B. SET MATTER 10:30 AM - American Rescue Plan (ARPA)

[22-1613](#)

Acting County Executive Officer requests the Board of Supervisors receive American Rescue Plan Act (ARPA) funding requests including an overview and proposal from the Office of Emergency Services for an After-Action-Report, a presentation of Older Adult’s funding request, the Napa County Child Care Assessment Report, and Staff’s recommendation to:

1. Authorize an After-Action-Report for the COVID-19 pandemic response in an amount not to exceed \$100,000;
2. Invest in Older Adults programming by funding Bischoff Consulting and Collabria Care’s joint proposal to conduct an Older Adult Pandemic Recovery Needs Assessment;
3. Develop a forgivable loan program to fund the maintenance and addition of childcare slots; and
4. Enhance digital connectivity for families seeking childcare services.

County Executive Office Senior Management Analyst Michael Parker made presentation.

County Executive Office Management Analyst Jasmine Elo made presentation.

Management Daniel Sanchez made presentation.

Director of Health and Human Services Agency Jennifer Yasumoto made presentation.

Upfront Chief Executive Officer Dana Levin-Robinson made presentation.

Discussion held.

Ten (10) people made public comment.

The Board of Supervisors approved Actions 1, 2, and 3.

14. LEGISLATIVE ITEMS

None

15. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS

None

16. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS

Supervisor Belia Ramos requested the following be agendized for future meeting dates:

- 1. Request a presentation from the Napa County Bicycle Coalition regarding walking audits for schools located in the unincorporated county, as well as safe routes to schools that also traverse county roads; and**
- 2. Request a report back from anyone in the County who may have had discussions with Cal Fire after the Board of Supervisors meeting of August 9, 2022 regarding the County’s Cooperative Agreement and the next steps to address future communication on this subject.**

Supervisor Diane Dillon requested the discussion of an ethical breach that occurred mid-July concerning a recording be agendized for a future meeting date.

17. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

None

18. CLOSED SESSION

None

19. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING,
TUESDAY, SEPTEMBER 13, 2022 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board