



Meeting Minutes

Napa County Board of Supervisors

Joelle Gallagher, District 1
Ryan Gregory, District 2
Anne Cottrell, 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.

www.countyofnapa.org

Tuesday, January 24, 2023

9:00 AM

Board of Supervisors Chambers
1195 Third Street, Third Floor

8:00 AM SPECIAL MEETING - CLOSED SESSION

***Consolidated**

1. CALL TO ORDER; ROLL CALL

Present: Chair Belia Ramos, Supervisors Anne Cottrell, Joelle Gallagher, Ryan Gregory, and Alfredo Pedroza. The meeting was called to order by Chair Belia Ramos.

2. PLEDGE OF ALLEGIANCE

Director of Health and Human Services Jennifer Yasumoto led the assembly in the Pledge of Allegiance.

3. APPROVAL OF MINUTES

- A. Clerk of the Board requests approval of minutes from the January 10, 2023 regular meeting.

[23-0115](#)

Motion Text: Approve Minutes.

Voting Yes: Gallagher, Gregory, Cottrell, Pedroza, and Ramos

Recusals: None

Result: Passed

4. PRESENTATIONS AND COMMENDATIONS

- A. Director of Human Resources to recognize County employees with 30 or more years of service. [23-0129](#)

Director of Human Resources Christine Briceno and Interim County Executive Officer David Morrison recognized County employees with 30 or more years of service.

5. DEPARTMENT HEAD REPORTS AND ANNOUNCEMENTS

Director of Housing and Homeless services Jennifer Palmer provided an update on the County's ADU Affordable Housing Program.

6. CONSENT ITEMS - SPECIAL DISTRICTS

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

In-Home Support Services Public Authority of Napa County

- A. Auditor-Controller requests acceptance of a Financial Audit Report for the Fiscal Year Ended June 30, 2022 performed by Brown Armstrong, Certified Public Accountants. [23-0062](#)

7. CONSENT ITEMS

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

Auditor-Controller

- A. Auditor-Controller requests acceptance of the Audit Report for the Napa County Local Transportation Fund for the fiscal year ended June 30, 2022 performed by Brown Armstrong, Certified Public Accountants. [23-0063](#)

County Executive Office

- B. Interim County Executive Officer requests the reappointment of Jose (Manuel) Iniguez representing Probation, Chase Haag representing Law Enforcement, and Catalina Chavez Tapia representing Interested Citizen on the Napa County Advisory Board on Alcohol and Drug Programs (ABAD) with terms of office to commence immediately and expire on January 1, 2026. [22-2172](#)

- C. Interim County Executive Officer requests authorization for out of state travel for Supervisors Ryan Gregory and Anne Cottrell to attend the National Association of Counties (NACo) Annual Legislative Conference in Washington, D.C. from February 10-16, 2023 at an estimated cost not to exceed \$3,000 each, and meetings held with federal officials regarding legislative matters related to Napa County. [23-0071](#)

- D. Interim County Executive Officer requests authorization for out ofstate travel for Supervisor Belia Ramos to represent Napa County in Washington, D.C. from February 7-9, 2023, to attend the After the Fire USA lobbying trip at a cost not to exceed \$2,500. [23-0097](#)

- E. Interim County Executive Officer requests adoption of a Resolution authorizing the Calistoga Joint Unified School District to issue Series 2023 Bonds of the District without further approval of the Board of Supervisors or Officers of Napa County. [23-0109](#)

Enactment No: R-2023-10

F. Interim County Executive Officer, acting as Director of Emergency Services, requests the following actions regarding the January 2023 Winter Storm:

[23-0119](#)

1. Adoption of a Resolution ratifying a Proclamation of Local Emergency that began on January 8, 2023 and delegating additional authorities to the County Executive Officer/Director of Emergency Services related to the County's response to the emergency;
2. Provide direction to staff to expeditiously pursue repairs to affected areas in light of this emergency while in parallel pursuing reimbursement from State and Federal agencies if available and warranted;
3. Approval of a Budget Amendment for the following (4/5 vote required):
 - a. Increase appropriation by \$8,500,000 in General Fund Non-Departmental budget (Fund 1000, Org 1050000, Object 56120) with the use of General Reserves (Fund 1000, Org 1050000, Object 31120) to transfer to Roads Capital Improvement Projects (CIP) (Fund 2040, Org 2040500, Object 48210) to repair road damages caused by the January 2023 Winter Storm with the initial estimated projects' costs;
 - b. Creation of new Roads CIP for Dry Creek Road mile post marker (MPM) 11.6 (Fund 2040, Org 2040500, Project 23033) and increase its appropriations by \$1,000,000 (Object 52360) offset by a transfer-in;
 - c. Creation of new Roads CIP for Lawley Toll Road MPM 2.50 (Fund 2040, Org 2040500, Project 23034) and increase its appropriations by \$1,000,000 (Object 52360) offset by a transfer-in;
 - d. Creation of new Roads CIP for Mt. Veeder Road MPM 3.75 (Fund 2040, Org 2040500, Project 23035) and increase its appropriations by \$2,000,000 (Object 52360) offset by a transfer-in;
 - e. Creation of new Roads CIP for Mt. Veeder Road MPM 6.25 (Fund 2040, Org 2040500, Project 23036) and increase its appropriations by \$1,000,000 (Object 52360) offset by a transfer-in;
 - f. Creation of new Roads CIP for Mt. Veeder Road MPM 3.99 (Fund 2040, Org 2040500, Project 23037) and increase its appropriations by \$1,000,000 (Object 52360) offset by a transfer-in;
 - g. Creation of new Roads CIP for Steele Canyon Road MPM 6.4 (Fund 2040, Org 2040500, Project 23038) and increase its appropriations by \$1,500,000 (Object 52360) offset by a transfer-in;
 - h. Creation of new Roads CIP for Redwood Road MPM 4.5 (Fund 2040, Org 2040500, Project 23039) and increase its appropriations by \$1,000,000 (Object 52360) offset by a transfer-in; and
4. Authorize Assistant County Executive Officer to transfer funds as needed between the listed projects to ensure timely completion. (4/5 vote required)

Item pulled for discussion. See Item 8.**Enactment No: R-2021-35**

Housing & Homeless Services – Division of CEO’s Office

- G. Director of Housing & Homeless Services requests adoption of the following two updated Resolutions related to the application and acceptance of the 2022 Emergency Solutions Grant (ESG) in an amount not to exceed \$520,000:

[22-2303](#)

1. Non-Competitive Balance of State allocation in an amount not to exceed \$120,000; and
2. Competitive Balance of State allocation in an amount not to exceed \$400,000.

Enactment No: R-2023-12; R-2023-13

- H. Director of Housing & Homeless Services requests the approval of and authorization for the Chair to sign Agreement No. 230270B for \$125,000 with Napa Sonoma ADU to provide technical assistance with the County’s Affordable Accessory Dwelling Unit (AADU) Forgivable Loan Program.

[23-0068](#)**Enactment No: A-230270B**

Human Resources – Division of CEO’s Office

- I. Director of Human Resources and Chief Information Officer request adoption of a Resolution amending the Departmental Allocation List for the Information Technology Services Division of the County Executive Office, by adding one 1.0 full-time equivalent (FTE) Staff Services Manager and deleting one 1.0 FTE Supervising Staff Services Analyst, with no net increase to FTEs, and a slight impact to the County General Fund.

[23-0098](#)**Enactment No: R-2023-14**

- J. Director of Human Resources request adoption of a Resolution amending the Table and Index of Classes and the Departmental Allocation List for the Local Area Formation Commission of Napa County (LAFCO), as follows, effective February 4, 2023, with a slight increase of full-time equivalents, and no impact to the County General Fund:

[23-0107](#)

1. Amend the Table and Index of Classes by adding LAFCO Clerk/Junior Staff Analyst; and
2. Amend the Departmental Allocation List for the LAFCO by deleting one 0.75 full-time equivalent (FTE) Secretary and adding one 1.0 FTE LAFCO Clerk/Junior Staff Analyst.

Enactment No: R-2023-15

- K. Director of Human Resources requests adoption of a Resolution approving an adjustment for a certain management classification, effective December 24, 2022. [23-0111](#)

Enactment No: R-2023-16

Information Technology Services – Division of CEO’s Office

- L. Chief Information Officer requests the following: [23-0059](#)
1. Declare certain items of personal property as surplus and no longer required for public use; and
 2. Authorize the Purchasing Agent to dispose of these items of personal property by donating them to Computer for Classrooms.

Library

- M. Director of Library Services and Community Outreach requests approval of and authorization for the Chair to sign Memorandum of Understanding (MOU) Agreement No. 230283B with the Napa Valley College (NVC) with an annual maximum of \$11,200 for the term January 24, 2023, through June 30, 2027, to teach English as a Second Language (ESL) classes at the Napa County Library. [23-0045](#)

Item pulled for discussion. See Item 8.

Enactment No: A-230283B

Public Works

- N. Director of Public Works requests the following actions regarding the Campbell Creek Culvert/Fish Passage Project, RDS 22-01: [22-2222](#)
1. Approval of and authorization for the Chair to sign an Amendment No. 1 to Agreement No. 220242B with Cardno Inc. (Cardno), reassigning the contract to Stantec Consulting Services, Inc. (Stantec), and increasing maximum compensation by \$59,250 for a new maximum of \$441,605; and
 2. Approval of a Budget Transfer for the following (4/5 vote required):
 - a. Increase appropriation by \$59,250 in the SB1 Non-Operating Special Revenue Fund (Fund 2440, Org 1220052, Object 56100) with the use of its available fund balance to be transferred to Project 22012 (Fund 2040, Org 2040500, Object 48200); and
 - b. Increase appropriations by \$59,250 in Project 22012 (Campbell Creek Culvert) (Fund 2040, Org 2040500, Object 52360) budget offset by a transfer-in revenue from the SB1 Non-Operating Special Revenue Fund.

Enactment No: A-220242B Amend. 1

- O. Director of Public Works requests approval the following easements necessary for the “Chiles Pope Bridge Replacement Project”, RDS 15-23: [22-2280](#)
1. Approval and authorization for the Chair to sign a Purchase and Sale Agreement No. 230291B with Carter Randall Callahan and Lisa Michelle Cannon, as co-trustees of the Carter Callahan Living Trust, for the benefit of Carter R. Callahan, and others, for the value of \$500 (Assessor’s Parcel Number 025-440-002);
 2. Approval and authorization for the Chair to sign a Purchase and Sale Agreement No. 230292B with Raja Financial Corp., for the value of \$500 (Assessor’s Parcel Number 025-440-047); and
 3. Approval and authorization for the Chair to sign a Purchase and Sale Agreement No. 230293B with Julia Williams Hinshaw, for the value of \$500 (Assessor’s Parcel Number 025-440-003).
- Enactment No: A-230291B; A-230292B; A-230293B**
- P. Director of Public Works requests adoption of a Resolution authorizing the Director of Public Works or designee to sign California Department of Transportation (Caltrans) Program Supplement Agreements F061 to administering Agency-State Agreement No. 04-5921F15 for the Silverado Trail PM 24.25-24.50 Project. [22-2304](#)
- Enactment No: R-2023-17**
- Q. Director of Public Works requests the following: [23-0004](#)
1. Approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 230084B with ADKO Engineering, Inc. increasing the maximum compensation by \$19,955 for additional engineering design and support services for the Chiles Pope Valley Road MPM 3.63 portion of the project, for a new accumulated total maximum compensation of \$317,600; and
 2. Approval of a Budget Transfer for the following (4/5 vote required):
 - a. Increase appropriations by \$19,955 in the SB-1 Non-Operating Special Revenue Fund (Fund 2440, Org 1220052, Object 56100) with the use of its available fund balance to be transferred to Project 23006 (Fund 2040, Org 2040500, Object 48200); and
 - b. Increase appropriations by \$19,955 in Project 23006 (2023 Annual Guardrail Repairs) (Fund 2040, Org 2040500, Object 52360) budget offset by a transfer-in revenue from the SB-1 Non-Operating Special Revenue Fund.
- Enactment No: A-230084B Amend. 1**

- R. Director of Public Works requests the approval of a Budget Transfer for the “Oakville Grade Road Repair”, RDS 19-65 Project (4/5 vote required): [23-0006](#)
1. Increase appropriations by \$268,280 in the Accumulated Capital Outlay Fund (ACO) (Fund 3000, Org 3000000, Object 56100) budget with the use of its available fund balance to transfer to Project S9103 (Fund 2040, Org 2040500, Object 48200); and
 2. Increase appropriations by \$268,280 in Project S9103 (Oakville Grade Road Repair) (Fund 2040, Org 2040500, Object 52360) budget offset by a transfer-in revenue from the ACO budget.
- S. Director of Public Works requests approval of a Budget Transfer for the following (4/5 vote required): [23-0072](#)
1. Increase appropriation by \$37,000 in the Accumulated Capital Outlay Fund (ACO) (Fund 3000, Org 3000000, Object 56100) with the use of its available fund balance to be transferred to Project 22006 (Fund 2040, Org 2040500, Object 48200); and
 2. Increase appropriations by \$37,000 in Project 22006 “White-Sobelman Landslide Nuisance Abatement - 3435 Redwood Road”, (Fund 2040, Org 2040500, Object 52360) offset by a transfer-in revenue from the ACO.
- T. Director of Public Works requests approval of and authorization for the Chair to sign an amendment to agreement 210324B with GHD increasing the agreement by \$300,000 to a new a maximum of \$600,000 for fiscal year 2022-2023 to provide on-call engineering professional services for various local roadway capital improvement projects. [23-0081](#)
- Enactment No: A-210324B Amend.**
- U. Director of Public Works requests the Board accept a report on Space License Agreements and Lease Agreements executed by the County Executive Officer during the period July 1, 2022, through December 31, 2022, pursuant to Resolution No. 2018-36. [23-0104](#)
- V. Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 1 to Lease Agreement No. 210254B with Congressman Mike Thompson, United States House of Representatives, to extend the term of the Agreement through January 2, 2025, and increase the rent by 3%, for a new rental amount of \$796 per month, for use of office space located at 2721 Napa Valley Corporate Drive, Napa, California. [23-0108](#)
- Enactment No: A-210254B Amend. 1**

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

- 7F:

Supervisor Ryan Gregory made presentation.

Director of Public Works Steven Lederer made presentation.

Discussion held.

Motion Text: Approve requested actions.

Voting Yes: Gregory, Cottrell, Gallagher, Pedroza and Ramos

Recusals: None

Result: Passed

- 7M:

Supervisor Alfredo Pedroza made presentation.

Director of Library Service Anthony Halstead made presentation. Discussion held.

Motion Text: Approve requested actions.

Voting Yes: Pedroza, Cottrell, Gallagher, Gregory, and Ramos

Recusals: None

Result: Passed

9. PUBLIC COMMENT

Two (2) people spoke during public comment.

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

None

11. ADMINISTRATIVE ITEMS

Agricultural Commissioner

- A. Interim County Executive Officer and Agricultural Commissioner/Sealer of Weights and Measures request the following: [22-2325](#)
 - 1. Receive a presentation by Supervisor Pedroza, Supervisor Gregory, Agricultural Commissioner Tracy Cleveland, and Sarah Gillihan and Tom Davies of Visit Napa Valley on Napa County’s participation in the 2022 Great Wine Capitals (GWC) Annual Conference held in Mendoza, Argentina on October 28 - November 5, 2022;
 - 2. Appoint Board representation for GWC per Napa County Policy Manual, Part 1, Section 8B, Rule 25-E; and
 - 3. Authorize out of country travel for two elected official GWC representatives to attend the 2023 GWC Annual Conference in Lausanne, Switzerland from October 20 - 28, 2023 at an estimated cost of \$14,000.

Agricultural Commissioner/Sealer of Weights and Measures Tracy Cleveland made presentation.

Supervisor Alfredo Pedroza made presentation.

Visit Napa Valley Director of Communications, Community & Industry Relations Sarah Gillihan made presentation.

Supervisor Ryan Gregory made presentation.

Assistant County Executive Officer Rebecca Craig made presentation.

Discussion held.

Motion Text: To approve the requested actions and to appoint Supervisors Alfredo Pedroza and Belia Ramos to represent the Board for the Great Wine Capitals Annual Conference.

Voting Yes: Cottrell, Gallagher, Gregory, Pedroza, and Ramos

Recusals: None

Result: Passed

Auditor-Controller

- B. Auditor-Controller to present and request acceptance of the Annual Comprehensive Financial Report (ACFR) for fiscal year ended June 30, 2022. [23-0061](#)

Auditor-Controller Tracy Schulze made presentation.

Discussion held.

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

- 12. SET MATTERS OR PUBLIC HEARING - SPECIAL DISTRICTS

None

- 13. SET MATTERS OR PUBLIC HEARINGS

Public Works

- A. PUBLIC HEARING 9:00 AM (PORTION OF ROAD ABANDONMENT) [23-0140](#)

Director of Public Works requests adoption of a Resolution abandoning excess right-of-way on Milton Road, lying easterly of 1301 Milton Road. (CONTINUED FROM JANUARY 10, 2023; STAFF REQUESTS THAT THIS ITEM BE DROPPED FROM THE AGENDA.)

Director of Public Works Steven Lederer made presentation.

Motion Text: Approve staff’s request to remove the item from the agenda.
Voting Yes: Gregory, Gallagher, Cottrell, Pedroza, and Ramos
Recusals: None
Result: Passed

County Executive Office

- B. SET MATTER 11:00 AM - Economic Outlook [23-0014](#)

Dr. Robert Eyler, Economist at Sonoma State University will provide the Board with an update on the economic outlook for Napa County.

Economist at Sonoma State University Dr. Robert Eyler made presentation.

Discussion held.

Planning, Building and Environmental Services (PBES)

- C. PUBLIC HEARING 1:30 PM - PROPOSED GENERAL PLAN AMENDMENT: 2023 - 2031 HOUSING ELEMENT UPDATE

[23-0099](#)

Interim Director of Planning, Building and Environmental Services requests the Chair hold a public hearing and adopt resolutions recommending the following:

- (1) certification of the FEIR and adoption of Findings, a Statement of Overriding Considerations and a Mitigation Monitoring and Reporting Program pursuant to CEQA, and
- (2) adoption of a resolution replacing the 2014 Housing Element with the updated Housing Element amendment to the General Plan for the 2023 - 2031 planning period.

Chair Belia Ramos opened the public hearing.

Planning, Building, and Environmental Services Supervising Planner Trevor Hawkes made presentation.

Thirteen (13) people spoke during public comment.

Chair Belia Ramos closed the public hearing.

Discussion held.

Motion Text: Approve requested actions as amended.
Voting Yes: Pedroza, Gallagher, and Ramos
Voting No: Gregory and Cottrell
Recusals: None
Result: Passed
Enactment No: R-2023-18; R-2023-19

14. LEGISLATIVE ITEMS

Supervisor Ryan Gregory discussed the Legislative Subcommittee's review of HR 7305 and the decision to support the bill. Supervisor Gregory also reported that the Legislative Subcommittee meeting on 1/23/23 was cancelled due to lack of business. Lastly, Supervisor Ryan Gregory reported on the upcoming preparation for the trip to Washington D.C.

15. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS

Supervisor Ryan Gregory reported on attending a Napa Sanitation District meeting last week with a discussion on the Drought Contingency plan where a portion of the discussion was on the regional effort to support the Memorandum of Understanding with the City of Napa.

Supervisor Alfredo Pedroza reported on attending a Napa Valley Transportation Authority meeting where it was reported to have secured 1.5 million dollars in funding towards American Canyon for the Highway 29 environmental process. Supervisor Pedroza and NVTa are looking to secure an additional 1.5 million dollars to fully fund the environmental process.

Supervisor Anne Cottrell reported on attending a Rural County Representatives of California meeting where they discussed a partnership program with the Golden State Finance Authority to assist employees with the purchase of a new home and would like the Human Resources department within the County of Napa to see if this program can be offered to County employees. Supervisor Cottrell also reported on the election of Eddie Crandell as the new Board Chair for Lake County Board of Supervisors. Supervisor Cottrell discussed her visit with Supervisor Joelle Gallagher to the Napa County Library where they visited the Mental Health Team to see the different sets of social services that are being offered. Lastly, Supervisor Cottrell mentioned her visit to Old Howell Mountain Road and will await more information from the Director of Public Works.

16. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS

Chair Belia Ramos requested that the new requirements under SB 1439 be agendaized at a future meeting.

Supervisor Alfredo Pedroza requested the ability to build capacity around municipal reservoirs concerning water conservation be agendaized at a future meeting.

Supervisor Joelle Gallagher requested the review of the counties investments policies. specifically looking to add ESG provisions be agendaized at a future meeting.

17. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

Interim County Executive Officer David Morrison reported on attending the Calistoga City Council meeting where they supported Calistoga moving forward with the Climate Action Plan. Interim CEO Morrison also mentioned his upcoming visits with St. Helena and Yountville City Council to discuss the Climate Action Plan. Lastly, Interim CEO Morrison discussed the subject matter and procedures of the upcoming Board of Supervisors Special meeting to be held on January 31, 2023 at 9:00 AM.

18. CLOSED SESSION

- A. SET MATTER 8:00 AM [23-0112](#)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)

Closed Session held. No reportable action.

- B. SET MATTER 8:00 AM [23-0130](#)

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9(d)(1))

Name of case: Katina Davis, et al. v. Napa County
United States District Court, Case No. 3:21-CV-04603-JCS

Closed Session held. No reportable action.

- C. SET MATTER 11:45 AM [23-0124](#)

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): Claim of Minh Tran, Claim No. 21-241 (1 Case).

Closed Session held. No reportable action.

- D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957) [23-0084](#)

Title: Director of Public Works

Motion Text: Approve the item be continued to a date to be determined.

Voting Yes: Pedroza, Cottrell, Gallagher, Gregory, and Ramos

Recusals: None

Result: Passed

19. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING,
TUESDAY, FEBRUARY 7, 2023 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board