

# Napa County

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559



## Agenda

**Friday, April 25, 2025**

**9:30 AM**

**Board of Supervisors Chambers, 1195 Third Street, Third Floor**

### **Climate Action Committee**

*AMERICAN CANYON* Melissa Lamattina, Mark Joseph, Pierre Washington (Alternate)

*CALISTOGA* Kevin Eisenberg (Vice-Chair), Lisa Gift, Irais Lopez-Ortega (Alternate)

*NAPA* Beth Painter, Bernie Narvaez, Christopher DeNatale (Alternate)

*NAPA COUNTY* Liz Alessio, Joelle Gallagher (Chair), Amber Manfree (Alternate)

*ST. HELENA* Billy Summers, Michelle Deasy, Vacant (Alternate)

*YOUNTVILLE* Hillery Bolt Trippe, Pamela Reeves, Eric Knight (Alternate)

*Brian D. Bordona, Director, Chris Apallas, County Counsel, Jamison Crosby, Natural Resources Conservation Manager, Jesse Gutierrez, Principal Planner, Ryan Melendez, Planner II, Alexandria Quackenbush Meeting Clerk, Angie Ramirez Vega Meeting Clerk*

**How to Watch or Listen to the Napa County Climate Action Committee Meetings**

The Climate Action Committee will continue to meet at 9:30 AM on the 4th Friday of each month. December 5, 2025 CAC meeting adopted in place of the Regular November and December meetings.

The Climate Action Committee realizes that not all County residents have the same ways to stay engaged, so several alternatives are offered. Remote Zoom participation for members of the public is provided for convenience only. In the event that the Zoom connection malfunctions for any reason, the Climate Action Committee reserves the right to conduct the meeting without remote access.

Please watch or listen to the Climate Action Committee meeting in one of the following ways:

1. Attend in-person at the Board of Supervisors Chambers, 1195 Third Street, Napa Suite 305.
2. Watch on Zoom using the attendee link: <https://countyofnapa.zoom.us/j/82901122471>. Make sure the browser is up-to-date.
3. Listen on Zoom by calling 1-669-900-6833 (Meeting ID: 829-0112-2471).

**If you are unable to attend the meeting in person and wish to submit a general public comment or a comment on a specific agenda item, please do the following:**

1. Email your comment to [meetingclerk@countyofnapa.org](mailto:meetingclerk@countyofnapa.org). Emails received will not be read aloud but will still become part of the public record and shared with the Committee Members.
2. Use the Zoom attendee link: <https://countyofnapa.zoom.us/j/82901122471>. Make sure the browser is up-to-date. When the Chair calls for the item on which you wish to speak, click "raise hand." Please limit your remarks to three minutes.
3. Call the Zoom phone number 1-669-900-6833 Enter Meeting ID 829-0112-2471 When the Chair calls for the item on which you wish to speak, press \*9 to raise hand. Please limit your remarks to three minutes.

**\*\*Please note that phone numbers in their entirety will be visible online while speakers are speaking\*\***

For more information, please contact us via telephone at (707) 253-4417 or send an email to [meetingclerk@countyofnapa.org](mailto:meetingclerk@countyofnapa.org).

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE COMMITTEE:

**ON A MATTER ON THE AGENDA**

Please proceed to the podium when the matter is called and, after receiving recognition from the Chair, give your name and your comments or questions. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the Chair or Committee, but is generally limited to three minutes.

**ON A MATTER NOT ON THE AGENDA**

Public comment is an opportunity for members of the public to speak on items that are not on the agenda but are within the subject matter jurisdiction of the Committee. Public comment is limited to three minutes per speaker, subject to the discretion of the Chair. Comments should be brief and focused, and speakers should be respectful of one another who may have different opinions. Please remember this meeting is being recorded and broadcasted live via ZOOM. The County will not tolerate profanity, hate speech, abusive language, or threats. Also, while public input is appreciated, the Brown Act prohibits the Committee from taking any action on matters raised during public comment that are not on the agenda.

1. **CALL TO ORDER; ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC COMMENT**

In this time period, anyone may address the Climate Action Committee regarding any subject over which the Committee 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.

4. **CONSENT ITEMS**

- A. Approval of minutes from the regular meeting on February 28, 2025. [25-473](#)

**Attachments:** [Draft CAC Minutes February 28 2024](#)

5. **ADMINISTRATIVE ITEMS**

- A. DISCUSSION AND POSSIBLE ACTION: FISCAL IMPACT - [25-486](#)  
CLIMATE ACTION COMMITTEE PROPOSED BUDGET FOR  
FISCAL YEAR 2025-2026.

STAFF REQUEST: Continue discussion and vote to adopt the CAC proposed budget for Fiscal Year 2025-2026 of \$664,898 (which includes placeholder funding for environmental review of the RCAAP).

**Attachments:** [Staff Time Breakdown by Task for the CAC, FY25-26 Item 5A -FY25-26 Budget April25 \(added after meeting\).pdf](#)

- B. PRESENTATION: RCAAP ADMINISTRATIVE DRAFT REVIEW [25-683](#)  
PROCESS

STAFF REQUEST: Receive a presentation from staff on the process and steps for the internal review of the upcoming RCAAP Administrative Draft. CAC members will be asked to provide a list of staff in their municipality who should be granted access to the Sharepoint for purposes of reviewing and commenting on the RCAAP Administrative Draft.

**Attachments:** [Item 5B-RCAAP Admin Draft Review Process April2025\(added after meeting\).pdf](#)

6. **REPORTS AND ANNOUNCEMENTS**

7. **FUTURE AGENDA ITEMS**

8. **ADJOURNMENT**

I HEREBY CERTIFY THAT THE AGENDA FOR THE ABOVE STATED MEETING WAS POSTED AT A LOCATION FREELY ACCESSIBLE TO MEMBERS OF THE PUBLIC AT THE NAPA COUNTY ADMINISTRATIVE BUILDING, 1195 THIRD STREET, NAPA, CALIFORNIA ON 4/21/25 BY 4:00P.M. A HARDCOPY SIGNED VERSION OF THE CERTIFICATE IS ON FILE WITH THE COMMITTEE CLERK AND AVAILABLE FOR PUBLIC INSPECTION

ANGIE RAMIREZ VEGA(by e-signature)

Angie Ramirez Vega, Clerk of the Commission



Napa County  
Board Agenda Letter

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559  
www.countyofnapa.org  
Main: (707) 253-4580

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Climate Action Committee

Agenda Date: 4/25/2025

File ID #: 25-473

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**TO:** Napa County Climate Action Committee  
**FROM:** Brian D. Bordona, Director, Napa County Planning, Building, & Environmental Services  
**REPORT BY:** Jesse Gutiérrez, Principal Planner - Sustainability  
**SUBJECT:** Approval of Minutes

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**RECOMMENDATION**

Approval of minutes from the regular meeting on February 28, 2025.

**EXECUTIVE SUMMARY**

The Clerk requests approval of minutes from the regular meeting on February 28, 2025.

**BACKGROUND**

Only committee members who attended the February 28, 2025 meeting of the Climate Action Committee (CAC) may vote on the minutes. All other CAC members should abstain from the vote.

**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.



# Regular Meeting Minutes

## Climate Action Committee

### Committee Members

<b>American Canyon</b>	Melissa Lamattina	Mark Joseph
<b>Calistoga</b>	Lisa Gift	Kevin Eisenberg ( <i>Vice-Chair</i> )
<b>Napa</b>	Bernie Narvaez	Beth Painter
<b>Napa County</b>	Liz Alessio	Joelle Gallagher ( <i>Chair</i> )
<b>St. Helena</b>	Michelle Deasy	Billy Summers
<b>Yountville</b>	Hillery Bolt Trippe	Pamela Reeves

### County Staff

Brian D. Bordona, Director
Chris Apallas, Committee Counsel
Jesse Gutierrez, Principal Planner
Ryan Melendez, Planner II
Alexandria Quackenbush, Meeting Clerk
Angie Ramirez Vega, Meeting Clerk

### Alternates

<b>American Canyon</b>	Pierre Washington
<b>Calistoga</b>	Irais Lopez Ortega
<b>Napa</b>	Christopher DeNatale
<b>Napa County</b>	Amber Manfree
<b>St. Helena</b>	Vacant
<b>Yountville</b>	Eric Knight

**Friday, February 28, 2025**

**9:30 AM**

**Board of Supervisors Chambers  
1195 Third Street, Third Floor**

**1. CALL TO ORDER; ROLL CALL**

Committee Members Present: Kevin Eisenberg, Liz Alessio, Hillery Trippe, Lisa Gift, Pamela Reeves, Bernie Narvaez (left at the end of item 5C), Michelle Deasy, Beth Painter (left at the end of item 5C)

Alternate Members Present:

Committee Members Excused: Melissa Lamattina, Mark Joseph, Joelle Gallagher

Committee Members Absent: Billy Summers

**2. PLEDGE OF ALLEGIANCE**

Led Vice-Chair Eisenberg.

**3. PUBLIC COMMENT**

Seven (7) public comments were received.

**4. CONSENT ITEMS**

**A. The Clerk of the Committee requests approval of minutes from the following meeting held on: January 24, 2025.**

Motion by Member Alessio to approve minutes from the January 24, 2025 regular meeting, seconded by Member Narvaez.

Vote: Carried 8-0-4

Yes: Alessio, Narvaez, Gift, Reeves, Trippe, Deasy, Eisenberg, Painter

No: None

Absent: Joseph, Lamattina, Gallagher, Summers

## 5. ADMINISTRATIVE ITEMS

### A. PRESENTATION: Video – “Why Bidirectional EV Charging is a Big Deal” - CNET

Ryan Melendez shared the video.

Vice-Chair Eisenberg opened public comment; receiving none Vice-Chair Eisenberg closed public comment.

### B. PRESENTATION AND DISCUSSION: FISCAL IMPACT – NAPA COUNTY REGIONAL CLIMATE ACTION AND ADAPTATION PLAN CEQA APPROACH MEMORANDUM STAFF REQUEST: Receive a presentation from Ascent Environmental and discuss the CEQA approach options and alternatives outlined in the Napa County RCAAP CEQA Approach Memorandum.

Erik de Kok and Greta Brownlow, Ascent presented the item. Vice-Chair Eisenberg opened public comment; one public comment was received. Vice-Chair Eisenberg closed public comment. CAC members held discussion.

### C. PRESENTATION AND DISCUSSION: FISCAL IMPACT – CLIMATE ACTION COMMITTEE PROPOSED BUDGET FOR FISCAL YEAR 2025-2026

STAFF REQUEST: Receive a presentation from staff and discuss the Climate Action Committee proposed budget for Fiscal Year 2025-2026

Jesse Gutierrez presented the item with discussion. Vice-Chair Eisenberg opened public comment; no public comment was received. Vice-Chair Eisenberg closed public comment.

### D. PRESENTATION: AN INTRODUCTION TO THE EV EQUITY ROADMAP TOOL BY PHD CANDIDATE ARI BALL-BURACK OF UC BERKELEY’S ENERGY AND RESOURCES GROUP

STAFF REQUEST: Receive a presentation from Ari Ball-Burack of UC Berkeley, PhD student in the Energy & Resources Group at UC Berkeley, on the EV Equity Roadmap tool developed through the UC Berkeley Center for Law, Energy, & the Environment (CLEE).

Ari Ball-Burack provided the presentation informationally. No discussion was held due to loss of quorum.

## 6. REPORTS AND ANNOUNCEMENTS

None.

## 7. FUTURE AGENDA ITEMS

None.

## 8. ADJOURNMENT

Meeting adjourned at 11:37 a.m.

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ALEXANDRIA QUACKENBUSH, Meeting Clerk



# Napa County

## Board Agenda Letter

1195 THIRD STREET  
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Climate Action Committee

**Agenda Date:** 4/25/2025

**File ID #:** 25-486

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**TO:** Napa County Climate Action Committee  
**FROM:** Brian D. Bordona, Director of Napa County Planning, Building & Environmental Services  
**REPORT BY:** Jesse Gutiérrez, Principal Planner, Sustainability  
**SUBJECT:** Discussion and Possible Action: CAC Proposed Budget for Fiscal Year 2025-2026

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### **RECOMMENDATION**

DISCUSSION AND POSSIBLE ACTION: FISCAL IMPACT - CLIMATE ACTION COMMITTEE PROPOSED BUDGET FOR FISCAL YEAR 2025-2026.

STAFF REQUEST: Continue discussion and vote to adopt the CAC proposed budget for Fiscal Year 2025-2026 of \$664,898 (which includes placeholder funding for environmental review of the RCAAP).

### **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**

On January 24, 2025, the Climate Action Committee (CAC) discussed priorities for the upcoming fiscal year and directed staff to prioritize the completion of the Regional Climate Action and Adaptation Plan (RCAAP) for Fiscal Year 2025-2026 (FY25/26).

At the February 28 CAC meeting, staff presented the proposed budget for FY25/26. After brief discussion, the CAC requested a more detailed breakdown of tasks to substantiate the increase in the staffing budget compared to previous years. Staff also requested the CAC share the draft budget with their respective jurisdictions for in-depth discussions with their respective staff, agency leadership, and elected officials. Based on this direction, County staff developed a draft budget for FY25/26 to support the completion of the RCAAP and administer and support related project activities. Staff requests that the CAC continue the discussion and vote to adopt the FY25/26 budget presented herein (attached).

The proposed budget for FY25/26 is \$664,898. This includes \$163,498 in County staff costs, which is a 20% (\$42,769) decrease from the original staff time cost estimate presented at the February 28<sup>th</sup> CAC meeting. The

budget was decreased to help alleviate municipal budget concerns. In addition to staff costs, the proposed budget estimate includes \$15,600 for legal support to review the administrative, screen check, and final drafts of the RCAAP, \$10,000 for continued support by Ari Ball-Burack of the EV Charging Equity Tool, and \$9,000 for the Napa Climate Challenge. The proposed budget includes a placeholder amount of \$400,000 for the preparation of an environmental review document for the RCAAP and a placeholder for \$66,800 in counsel support for review of all necessary California Environmental Quality Act (CEQA) documents for the environmental review of the RCAAP.

For the purposes of this proposed budget, the highest anticipated cost for an environmental review of the RCAAP has been used as a placeholder. Staff have postponed any decision about a CEQA approach to allow the CAC members more time to consider the environmental review options presented and to have discussions with the staff identified to participate in the internal administrative staff level review of the Administrative Draft of the RCAAP, which is expected in spring 2025. CAC member jurisdictions will only be charged for the actual cost of the CEQA approach taken, not to exceed the placeholder estimate provided herein. In the unlikely event the cost of environmental review is higher than the placeholder amount, County staff would return to the CAC to request their approval of a budget amendment before any money more than the placeholder is spent.

### **NAPA COUNTY STAFF TIME AND RESOURCES**

The proposed FY25/26 budget includes an estimate of staff time needed to administer the completion of the RCAAP, managing the start and development of the CEQA environmental review for the RCAAP, the development of options for a potential organizational update for the CAC structure as implementation of the RCAAP draws closer (as requested), the formation of a regional inter-jurisdiction staff level working group to develop an implementation framework and prioritize the measures in the RCAAP, and administration of the CAC and supporting tasks.

As the CAC has evolved over time and with the undertaking of the RCAAP, County staff responsibilities have increased. County staff tasks related to the development of the RCAAP include biweekly coordination meetings with the consultant team, biweekly internal coordination between County and City staff, reviews of technical documents and memoranda, consolidation of staff comments and input, requests for information from agency partners, preparation of staff reports summarizing the technical documents, and presentation of those staff reports to the CAC.

Work on the RCAAP has been significant and the role of Principal Planner, Sustainability was added to provide staff support with the ability to dedicate a significant percentage of their time to the CAC, RCAAP development and implementation, and climate and sustainability-related projects, tasks, and activities.

As requested by the CAC, County staff time has been broken down by task and subtask. The total hours are presented as monthly and annual totals for the anticipated duration of the major tasks, e.g., completion of the RCAAP. The hours have been segmented by County staff position with total costs calculated for each major task and for all tasks. This information can be found in *Napa County Staff Time - Hours Breakdown by 4 Major Tasks*, which is an attachment to this agenda item.

The quoted staff hourly rates are weighted labor rates provided by the County Auditor for FY 25/26. Rates may change depending on contract negotiations.

*Table 1: Napa County Staff Time and Cost*

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Napa County Staff hours and cost to administer CAC and coordinate RCAAP activities				
Position	% Time	# Hours	Labor Rate	Total
Planner II - Sustainability	18%	366	\$97.32	\$35,619
Principal Planner - Sustainability	35%	720	\$114.53	\$82,462
Natural Resources Conservation Manager	6%	116	\$145.95	\$16,930
Director of Planning, Building & Environmental Services	4%	74	\$237.39	\$17,567
Deputy County Counsel IV	3%	52	\$210.00	\$10,920
<b>Total</b>	<b>66%</b>	<b>1328</b>		<b>\$163,498</b>

\*total costs have been rounded to whole numbers

### **HISTORY OF NAPA COUNTY STAFF SUPPORT OVER THE YEARS**

As mentioned above, Napa County Staff responsibilities, as the administrative team for the CAC, have evolved and increased over time. In the Joint Powers Agreement (JPA) Exhibit A, the County was designated as the lead agency responsible for administering the Climate Action Plan and for staffing and supporting the CAC. Staffing services to the CAC included agenda creation, staff report development, monthly CAC meeting staff support, administration of the Bay Area Air Quality Management District (BAAQMD) grant; contracting and management of the consultant hired to prepare the greenhouse gas inventory pursuant to the grant; coordinating the Parties' staff working group; drafting CAC bylaws; and other administrative support. That initial year, FY21/22, the estimated total amount for County Staff time was \$59,080. That included 224 hours for an Environmental Resource Specialist, 112 hours for Director of Planning, Building, and Environmental Services Department, and 56 hours of Deputy County Counsel IV.

In FY22/23 in addition to administering and staffing the CAC and continuing the administration of the BAAQMD grant, three tasks were proposed in support of the committee's mission -1) EV Charging Station Blueprint to evaluate constraints and opportunities to accelerate EV adoption and increase EV charging stations; 2) Streamline Solar Permits through the adoption of SolarAPP+; 3) Develop a program to achieve 90% waste diversion by 2030. County Staff time proposed was 224 hours for Planner III Sustainability, 112 hours for Director of Planning, Building, and Environmental Services Department, and 56 hours of Deputy County Counsel IV for a total of \$63,560. Additionally, \$50,000-75,000 in consultant costs for the EV Charging Stations task was included in the total proposed budget range of \$113,560-\$138,560.

In FY23/24 County Staff saw a significant increase in responsibilities in addition to administering the CAC. From the budget memo dated May 26, 2023 to the Climate Action Committee: "Due to staffing changes, the additional time needed to complete the Regional Greenhouse Gas Inventory and supplemental memos, onboarding new CAC members, and the interest in a Regional Climate Action Plan, there was not significant progress on the first three priorities from FY22/23, and they are proposed to carry forward into FY23/24." The launch of the RCAAP was listed as a priority for FY23/24 with associated costs ranging between \$200,000-\$500,000. A grant proposal for \$595,500 was submitted to the California Governor's Office of Planning and Research (now the Office of Land Use and Climate Innovation). That grant would have covered the RCAAP plan preparation only and not the CEQA environmental review. In addition, a state budget request was

submitted, which would have been used to cover the costs of the CEQA environmental review of the RCAAP. County staff time proposed for FY23/24 was 336 hours for Planner III (a 50% increase in time from FY22/23), 112 hours for Director of Planning, Building, and Environmental Services Department, and 56 hours of Deputy County Counsel IV for a total of \$52,052. (Note: although the hours for the Planner III increased, the total cost dropped due to an adjustment in weighted labor rates. For FY 22/23 the labor rate was \$110/hour. For FY23/24 they were listed at \$66/hour). The total estimated amount for consultant costs for FY22/23 was \$300,000-\$775,000. The proposed budget listed a low and high range from \$402,252 - \$802,252.

In FY24/25 County Staff presented a proposed budget with an initial staff cost estimate of \$83,734. After discussions at the CAC meeting on January 26, 2024, the CAC requested an increase in staff time dedicated to CAC projects to ensure the projects were accomplished with the range and speed desired. That update in staff time increased the staff cost estimate to \$126,504, a 51% increase. Additionally, per the staff report following the meeting dated January 30, 2024, “the CAC also asked that County staff be made available for at cost reimbursement to supplement city staff on an as needed basis for climate and sustainability related tasks. The most notable increase in time was for the Planner II position which had an initial allocation of 520 hours and was increased to 1114 hours, a 114% increase. While previous fiscal year proposed budgets had three staff supporting the CAC, FY24/25 saw the addition of the Natural Resources Manager and Director of Special Projects as a result of David Morrison’s role ending in September 2024. The staff report also points out that “assuming that the RCAAP is adopted in late 2024, there will likely be additional staff work needed to begin implementation of the plan in 2025.” The bulk of the RCAAP work was to take place in FY24/25. While the grant request from the Office of Planning and Research did not materialize, a state allocation of \$500,000 was sponsored by former Senator Bill Dodd and that State money eased the cost burden of the CAC member jurisdictions. In addition to the RCAAP work continued on the EV Charging priority with a final tool demonstration to the CAC and staff training on February 28, 2025. Total estimated costs for FY24/25 were \$272,963, which included \$126,504 in staff costs, \$50,000 for the EV Charging priority project, \$9,000 for the Napa Climate Challenge, and \$87,459 for costs associated with the development of the RCAAP not covered by the State funding.

### **REGIONAL CLIMATE ACTION AND ADAPTATION PLAN (RCAAP)**

The RCAAP is expected to be completed and considered for adoption by the CAC member jurisdictions during FY25/26. The CEQA environmental review for the RCAAP could take between 6-18 months to complete depending on the required CEQA document type, level of engagement, and depth of analysis.

Once adopted, the implementation of the RCAAP will require the establishment of clear lines of communication between all participating jurisdictions at the staff level. The CAC and supporting County staff can bolster jurisdictional resources for tasks, but it will be imperative to have jurisdictional agency staff coordinating and communicating directly with their elected officials, executive staff, and jurisdictional departments. The RCAAP point(s) of contact within each jurisdiction will have a more direct understanding of their jurisdiction and community needs and priorities.

For these reasons, staff recommends the formation of an RCAAP inter-jurisdiction staff-level working group to collaborate on adoption and implementation of the RCAAP. The first meeting of the working group was held on April 15<sup>th</sup>. The working group will assist in developing an implementation framework for the RCAAP, prioritizing the measures and actions for each jurisdiction taking into account local needs, optimizing shared resources, and collaborating on funding strategies, etc.

Costs for the RCAAP have been spread across several fiscal years and covered both by State funding and member jurisdictions. According to January 30, 2024, budget memo for the CAC, \$500,000 of the total contract cost (\$599,660) will be covered by a state allocation of funds sponsored by former Senator Bill Dodd. The bulk of the RCAAP costs will occur within FY24/25. A portion of the state funds were allocated to early work on the RCAAP during FY23/24. The remainder of the RCAAP costs not covered by state funds are to be covered by member jurisdictions. Noted in the staff report was that the cost of preparing a “substantive CEQA document for the RCAAP” was not included in the budget for FY24/25.

### **ENVIRONMENTAL REVIEW APPROACH FOR THE RCAAP**

The CAC members representing the six jurisdictions in the Joint Powers Agreement (JPA) have discussed over the past several years the need for a CEQA-qualified RCAAP and GHG reduction plan.

At the February 28 CAC meeting Ascent Environmental presented the CEQA Approach Memorandum (CEQA Memo) for the RCAAP. The presentation provided an overview and summary of several types of environmental analysis documents which are described in greater detail in the CEQA Memo. The presentation consisted of describing the requirements for environmental review, Green House Gas emissions evaluations and streamlining benefits for future projects, an overview of options for an environmental review approach, additional considerations, and a recommended option. Presenters from Ascent emphasized the importance of continued cooperation by CAC member jurisdictions.

Based on the discussion at the February 28 CAC meeting a decision on the type of environmental review for the RCAAP has been put on hold. CAC members will identify staff from their respective jurisdictional departments and agencies to participate in the internal administrative staff level review of the Administrative Draft of the RCAAP in spring 2025. CAC members should continue to hold discussions with their respective jurisdiction agencies and departmental staff, particularly those who will participate in the internal staff level review the Administrative Draft, to get a better sense of what is in the RCAAP and to consider the benefits of an environmental review. The “public” draft of the RCAAP is expected to be ready in summer 2025.

### **PROPOSED FY25/26 BUDGET**

The estimated proposed budget amount for FY25/26 is \$664,898. This includes \$163,498 in estimated County staff costs, which is a 20% (\$42,769) decrease in the original staff time cost estimate presented at the February 28<sup>th</sup> CAC meeting. The budget was decreased to alleviate municipal budget concerns. In addition to staff costs, the proposed budget estimate includes \$15,600 for legal support to review the administrative, screen check, and final drafts of the RCAAP, \$10,000 for continued support by Ari Ball-Burack of the EV Charging Equity Tool, and \$9,000 for the Napa Climate Challenge. The proposed budget total includes a placeholder amount of \$400,000 for the preparation of the environmental review document for the RCAAP and a placeholder for \$66,800 in requested counsel support for review of all necessary California Environmental Quality Act (CEQA) documents for the environmental review of the RCAAP.

*Table 2: Climate Action Committee FY25/26 Proposed Budget*

Climate Action Committee FY 25/26 Proposed Budget		
Task	Cost	Status
County Staff Time	\$163,498	Ongoing
Legal review for RCAAP	\$15,600	Legal review support for review and comments on RCAAP admin draft, screen check draft, admin final draft, and screen check final draft.
EV Charging Tool	\$10,000	The tool is ready for use and was presented to the CAC and agency staff on February 28, 2025; Costs are for possible updates and continued support.
Napa Climate Challenge	\$9,000	Recurring annual cost
Subtotal County Staff, RCAAP, & CAC tasks	\$198,098	
PLACEHOLDER: CEQA environmental review document	\$400,000	Based on recommended environmental review option; this is a placeholder number contingent on CAC discussion and decision
PLACEHOLDER: Legal review for CEQA environmental documents	\$66,800	Based on need for legal review support of the recommended environmental document; this is a placeholder number contingent on CAC discussion and decision
Placeholder Total for environmental review	\$466,800	
Grand Total	\$664,898	

### COST-SHARE

Under the Joint Powers Agreement, the County contributes 33.0% of the actual costs of the CAC Program Administration costs, from the PBES budget. The cities and town each reimburse the County for the remaining Program Administration, according to a formula that allocates costs based on fifty percent (50%) equal shares and fifty percent (50%) proportional share of population exclusive of the unincorporated area population, more specifically as follows:

American Canyon: 12.8%

Calistoga: 8.3%

Napa: 29.9%

St. Helena: 8.5%

Yountville: 7.5%

The allocation among the member jurisdictions would be as follows:

*Table 3: Climate Action Committee FY25/26 Proposed Budget Breakdown by Jurisdiction*

FY 25/26 Proposed Budget Breakdown by Jurisdiction		
Jurisdiction	Percentage	Total
Napa County	33.00%	\$219,416
American Canyon	12.80%	\$85,107
Calistoga	8.30%	\$55,187
Napa	29.90%	\$198,805
St. Helena	8.50%	\$56,516
Yountville	7.50%	\$49,867
<b>Total</b>	<b>100%</b>	<b>\$664,898</b>

\*total costs have been rounded to whole numbers

In accordance with Section 7(a) of the Joint Powers Agreement, the Administering Agency will provide the Estimated Amount (aka Draft Budget) for FY25/26 to all Parties at the February 2025 meeting.

County staff time for the implementation of actions in the RCAAP affecting only Napa County jurisdiction will not be billed to the member jurisdictions. If the CAC directs additional actions or efforts beyond the scope of the proposed budget, the budget may be amended with the approval of all Parties.

Napa County Staff Time - Hours Breakdown by 4 Major Tasks							
	Planner II	Planner Principal	Natural Resources Conservation Manager	Director of Planning, Building & Environmental Services	Deputy County Counsel IV		
<b>1. RCAAP (x6 months expected completion Oct/Nov 2025)</b>							
Bi-weekly Coordination with Ascent (City and County staff incl.) 2 meetings a month 30-45mins each, additional coordination with Ascent and team	2	3	1	1	0		
Bi-weekly County and City staff Coordination (coordinate document reviews, meeting follow up)	2	7	0	0	0		
RCAAP Administrative & Final Drafts (review, comment, consolidate external and agency comments)	5	10	0	0	1		
RCAAP Community Engagement (municipal council meetings, community organizations, private sector)	2	4	0	0	0		
Ascent Contract Admin (review invoices and communications)	0	1	1	0	0		
Total Hours (Monthly)	11	25	2	1	1		
Total Hours (6 months)	66	150	12	6	6	Total Task 1	
Task 1 -- RCAAP -- Total (FY 25-26)	\$ 6,423.12	\$ 17,179.50	\$ 1,751.40	\$ 1,424.34	\$ 1,260.00		\$ 28,038.36
<b>2. CEQA Environmental Review (x12 months expect start July/August 2025)</b>							
Bi-weekly Coordination with Ascent (City and County staff incl.) 2 meetings a month 30-45mins, additional coordination with Ascent and team	2	3	1	1	0		
Bi-weekly County and City staff Coordination (coordinate document reviews, meeting follow up)	2	3	1	0	0		
CEQA Environmental Review Documents (review, comment, consolidate stakeholder and agency comments)	4	7	0	0	1		
CEQA Community Engagement (municipal council meetings, community organizations, private sector)	1	3	0	0	0		
Ascent Contract Admin (review invoices and communications)	0	1	1	0	0		
Total Hours (Monthly)	9	17	3	1	1		
Total Hours (12 months)	108	204	36	12	12	Total Task 2	
Task 2 -- CEQA -- Total (FY 25-26)	\$ 10,510.56	\$ 23,364.12	\$ 5,254.20	\$ 2,848.68	\$ 2,520.00		\$ 44,497.56
<b>3. Strategic Planning</b>							
Organize and facilitate staff-level working group for RCAAP implementation priority setting and coordination	2	5	1	1	0		
Monitor RCAAP implementation actions by coordinating with jurisdiction agencies	1	5	0	0	0		
RCAAP Implementation Outreach & Engagement with Community Partners	1	3	0	0	0		
Research and potential development of CAC organizational restructure (CAC request to potential become Authority)	1	1	1	0	1		
Total Hours (Monthly)	5	14	2	1	1		
Total Hours (12 months)	60	168	24	12	12	Total Task 3	
Task 3 -- Strategic Planning -- Total (FY 25-26)	\$ 5,839.20	\$ 19,241.04	\$ 3,502.80	\$ 2,848.68	\$ 2,520.00		\$ 33,951.72
<b>4. CAC Administration (Monthly Hours x 11 meetings)</b>							
Agenda Prep (monthly meetings w/ Chair & Vice Chair)	2	2	1	1	0		
CAC communications (logistics, quorum monitoring, emails to City Managers)	1	1	0	0	0		
Staff Report Prep, research, revision & Legistar entry and approval; annual budget proposal	5	12	1	1	0		
CAC Meeting participation (setup/breakdown, clerking and meeting time, minute prep)	3	3	2	2	2		
EV Charging Tool (updates, coordination, outreach engagement)	1	0	0	0	0		
Total Hours (Monthly)	12	18	4	4	2		
Total Hours (11 meetings)	132	198	44	44	22	Total Task 4	
Task 4 -- CAC Admin -- Total (FY 25-26)	\$ 12,846.24	\$ 22,676.94	\$ 6,421.80	\$ 10,445.16	\$ 4,620.00		\$ 57,010.14
	Planner II	Planner Principal	Natural Resources Conservation Manager	Director of Planning, Building & Environmental Services	Deputy County Counsel IV		\$ 163,497.78
Year All Total Hours	366	720	116	74	52		
Percentage of FTE	18%	35%	6%	4%	3%		
Cost	\$ 35,619.12	\$ 82,461.60	\$ 16,930.20	\$ 17,566.86	\$ 10,920.00		\$ 163,497.78

Planning, Building & Environmental Services

# Climate Action Committee (CAC)



Jesse Gutierrez & Ryan Melendez

April 25, 2025



# Presentation and Discussion

- Fiscal Year 2025/2026 Proposed CAC Budget
- RCAAP has increased the need for staff time, responsibilities, and resources
- Placeholder amounts for environmental review



## FY25/26 Proposed Budget

Task	Cost	Status
County Staff Time	\$163,498	20% decrease from original proposal to alleviate municipal budget concerns. Reduced by <b>\$42,769</b>
Support for legal review the RCAAP	\$15,600	This is for legal support to review and comment on various upcoming RCAAP drafts
EV Charging Tool	\$10,000	For continued consultant support, trainings, and potential data updates
Napa Climate Challenge	\$9,000	Annual cost
<b>Subtotal</b>	<b>\$198,098</b>	
PLACEHOLDER: Environmental Review document	\$400,000	Placeholder amount. Actual amount will be determined by level of environmental review agreed upon by CAC and JPA jurisdictions
PLACEHOLDER: legal review of environmental review documents and drafts	\$66,800	Placeholder amount. Based on the need for legal review support for RCAAP environmental review documents and drafts.
<b>Total</b>	<b>\$664,898</b>	

# Napa County Staff Time & Costs

Position	% Time	# Hours	Labor Rate	Total
Planner II – Sustainability	18%	366	\$97.32	\$35,619
Principal Planner – Sustainability	35%	720	\$114.53	\$82,462
Natural Resources Conservation Manager	6%	116	\$145.95	\$16,930
Director of Planning, Building & Environmental Services	4%	74	\$237.39	\$17,567
Deputy County Counsel IV	3%	52	\$210.00	\$10,920
				<b>\$163,498</b>



# Cost share breakdown by CAC Jurisdiction for FY25/26

Jurisdiction	Percentage	Total with CEQA Review
Napa County	33%	\$219,416
American Canyon	12.8%	\$85,107
Calistoga	8.3%	\$55,187
Napa	29.9%	\$198,805
St. Helena	8.5%	\$56,516
Yountville	7.5%	\$49,867
<b>Total</b>		<b>\$664,898</b>



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# Thank you

Jesse Gutierrez - Principal Planner

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707-299-1362

Ryan Melendez - Planner II

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# Napa County

## Board Agenda Letter

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559  
www.countyofnapa.org  
Main: (707) 253-4580

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Climate Action Committee

**Agenda Date:** 4/25/2025

**File ID #:** 25-683

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**TO:** Napa County Climate Action Committee  
**FROM:** Brian D. Bordona, Director of Napa County Planning, Building & Environmental Services  
**REPORT BY:** Jesse Gutiérrez, Principal Planner, Sustainability  
**SUBJECT:** Presentation: RCAAP Administrative Draft review process

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### **RECOMMENDATION**

#### **PRESENTATION: RCAAP ADMINISTRATIVE DRAFT REVIEW PROCESS**

**STAFF REQUEST:** Receive a presentation from staff on the process and steps for the internal review of the upcoming RCAAP Administrative Draft. CAC members will be asked to provide a list of staff in their municipality who should be granted access to the Sharepoint for purposes of reviewing and commenting on the RCAAP Administrative Draft.

### **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 Administrative Draft is the initial complete draft of the Napa Regional Climate Action and Adaptation Plan (RCAAP). This draft will summarize the findings reported in the various technical memoranda and the Greenhouse Gas (GHG) Emissions reduction measures and the climate adaptation measures developed from them. All memos and measures have been previously presented to the CAC members and vetted by the project team and staff from jurisdiction agencies. The Administrative Draft will include chapters on GHG Emissions, Climate Change Vulnerability, GHG Measures, Adaptation Measures, Plan Implementation & Monitoring, an Executive Summary, and Appendices.

The purpose of the upcoming Administrative Draft (Admin Draft) of the RCAAP is for staff to review and refine the document internally, at the administrative/staff level, before becoming a “public” draft. The staff project team and the inter-jurisdictional staff-level working group, which met on April 15, will review this draft. Additionally, staff requests that the CAC members identify individuals from their respective municipalities that should also review the Admin Draft. This can include city managers, municipal legal counsel, and jurisdiction agency representatives.

The Administrative Draft of the RCAAP is not a “public” draft for wide release. The public draft of the RCAAP is expected to be ready in summer 2025. The release of the public draft will provide time for public comment and review. The public draft review can include the presentation of the document to public advisory and hearing bodies, such as the CAC and other appointed commissions, the board of supervisors, and city/town councils. In the meantime, interested individuals can visit the [RCAAP project website <https://www.countyofnapa.org/3732/Regional-Climate-Action-Adaptation-Plan->](https://www.countyofnapa.org/3732/Regional-Climate-Action-Adaptation-Plan-), a public resource hub that hosts all project background studies, GHG and adaptation measures, and accompanying memoranda. These background documents serve as the foundation for what will be presented and summarized in the RCAAP drafts.

### Review Process

1. Reviewers of the Administrative Draft are asked to focus their comments and review on ensuring the document is evoking the proper tone, that information is being communicated properly, and that the document is engaging and accessible to a diverse audience.

The technical substance of the RCAAP has been vetted over the course of the past 16 months by the CAC members, project staff, and jurisdiction agencies. See the Roadmap to the RCAAP below for a milestone timeline. At this point in the project process and plan development, it is not feasible to make major changes to the proposed GHG Measures, Adaptation Measures, or emissions counts.

2. The project schedule allows for a three-week window for the RCAAP Administrative Draft review. To ensure a coordinated and succinct review, Napa County will host the Administrative Draft as a shared file on the Napa County SharePoint drive. This will be the only copy of the Administrative Draft. Individually saved drafts from reviewers will not be accepted. All comments and input should be made directly on the shared copy of the Administrative Draft document.
3. Due to the tight 3-week review schedule, staff request that CAC members provide, as soon as possible, the list of individuals, with their email addresses, who should be granted access to the Sharepoint drive for purposes of reviewing and commenting on the RCAAP Administrative Draft on behalf of their municipal government. Access to the shared Administrative Draft file will not be granted without a name and email address. Potential reviewers can include city managers, legal counsel, and agency staff. Staff from agencies and departments that might take on the responsibility of implementing measures from the RCAAP should also be consulted and invited to review. For example, interested parties can include representatives and staff from public works, planning, recycling and solid waste, natural resources management, transportation, etc. Members of the all-jurisdiction staff-level working group have met and will be reviewing and commenting on the Administrative Draft.

For access to the Sharepoint drive for the purposes of reviewing and commenting on the RCAAP Administrative Draft please send your list of individuals representing your municipality to [jesse.gutierrez@countyofnapa.org](mailto:jesse.gutierrez@countyofnapa.org) and [ryan.melendez@countyofnapa.org](mailto:ryan.melendez@countyofnapa.org). Jesse and Ryan will work to troubleshoot document access problems should they arise.

Week 1: Staff will share access to the RCAAP Administrative Draft.

Week 2: Staff will check in with reviewers via email as a reminder and count down to the deadline.

Week 3: Staff will send one final call for comments and remind reviewers of the deadline.

## Roadmap to the RCAAP

Jan 2024 - Project Kickoff Meeting with Ascent, Napa County, and jurisdictional staff about scope of work, timelines, etc.

April 2024 - Public Engagement and Outreach Strategy Framework - Outlined Ascent and RCAAP team's strategies for engaging with the public throughout the RCAAP planning process

May 2024 - RCAAP Project Website launched. Online hub for public to access and provide comment on intermediary technical documents, find information about the RCAAP, and contact the project team

June 2024 - RCAAP survey to gather community input opens on project website

May 2024 - Emissions Forecast Update. Provides a forecast of emissions by sector and by jurisdiction for Business-As-Usual emissions and Legislative-Adjusted (Federal, state, regional) emissions scenarios.

May 2024 - Climate Vulnerability Assessment. Provides an assessment of what climate change impacts are projected to occur in Napa County (i.e., flood, heat, fire, energy grid stress, etc.) and estimates the severity of each impact to the region as a whole and to each jurisdiction.

May-September 2024 - Green House Gas (GHG) Emissions Reduction Measures. Framework of 44 Measures with over 140 individual actions to achieve GHG emissions reductions across 8 sectors in the Napa Region.

July 2024 - Community Meetings (In-person & Virtual) and 6 Focus Group Discussions. Two general community meetings were held at the Yountville Community Center and over Zoom to solicit input and feedback from community members.

Five targeted Focus Group Discussions (with a 6th overflow) to gather input and feedback from marginalized or underserved groups in the region (1. Family groups, 2. Youth, 3. Public Health, 4. Community-Based Organizations, 5. Multi-language serving, and 6. Overflow)

August 2024 - RCAAP Survey Results completed with 260 participants

September 2024 - Climate Adaptation Strategies Memo. Framework of 40 measures and 87 individual actions to prepare the Napa region to better adapt to climate change and climate stressors as presented in the Climate Vulnerability Assessment.

November 2024 - GHG Measures Quantification and Gap Analysis. Analysis of how much the implementation of each measure in the plan would reduce the Napa region's emissions and shows the projection of how we would reach "Net Zero" emissions by certain timelines in line with the CARB 2022 Scoping Plan (2030, 2035, and 2045).

December 2024 - Draft Outline and Branding guide for Administrative RCAAP Document. Outline of the sections and chapters of the RCAAP, and color/text guides.

February 2025 - CEQA Qualification Approach Memo. Outlines several options the County and Jurisdictions could take (at various additional costs) for Environmental Review Documents to be prepared to ensure the RCAAP is "CEQA Qualified."

Planning, Building & Environmental Services

# Climate Action Committee (CAC)



Jesse Gutierrez & Ryan Melendez

April 25, 2025



# Presentation and Discussion

- RCAAP Administrative Draft ready in mid-May
- Asking CAC to identify administrative & staff level individuals to take part in this internal review



# RCAAP Administrative Draft

The purpose of the upcoming Administrative Draft of the RCAAP is for staff to review and refine the document internally, at the administrative/staff level, before the RCAAP becomes a “public” draft.



# RCAAP Administrative Draft Review Process

- The County will host the only copy of the Administrative Draft RCAAP on our internal Sharepoint site
- We will grant access to individuals identified by the Internal Staff-level Working Group and the CAC.
- These staff will be asked to review during a 3+ week period.



# RCAAP Administrative Draft Review Process

Reviewers are asked to focus their comments on:

- ensuring the document is evoking the proper tone,
- that information is being communicated properly, and
- that the document is engaging and accessible to a diverse audience.



# RCAAP Administrative Draft Review Process

Week 1: Staff will share access to the RCAAP Administrative Draft.

Week 2: Staff will check in with reviewers via email as a reminder and count down to the deadline.

Week 3: Staff will send one final call for comments and remind reviewers of the deadline.



# RCAAP Website & Supporting Background Documents

We encourage individuals who are interested in reviewing the supporting background documents which are the building blocks of the RCAAP drafts to visit the project website..

<https://climateactionnapa.konveio.com/>



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# Thank you

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