



## 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 Supportive Services Public Authority of Napa County, Lake Berryessa Resort Improvement District, Napa Berryessa Resort Improvement District, Napa County Housing Authority, and the Napa County Groundwater Sustainability Agency.

[www.countyofnapa.org](http://www.countyofnapa.org)

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**Tuesday, July 23, 2024**

**9:00 AM**

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

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1. CALL TO ORDER; ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

**Information Technology Services Broadband Project Manager Mark Revis led the assembly in the Pledge of Allegiance.**

3. PET OF THE WEEK

**Animal Shelter Animal Care Community Program Coordinator Luis Ambriz presented the Pet of the Week (Otto).**

4. PROCLAMATIONS AND COMMENDATIONS

**None**

5. CONSENT CALENDAR - SPECIAL DISTRICTS

**Supervisor Belia Ramos reported on the fiscal impact of Item 5B.**

**Motion Text: Approve the Special Districts Consent Calendar.**

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

**Excused: Gallagher**

**Recusals: None**

**Result: Passed**

## Lake Berryessa Resort Improvement District

- A. Approve and authorize Amendment No. 1 to Agreement No. 240306B (LBRID) with GHD, Inc. for a new maximum of \$186,071 to finalize design of the Lake Berryessa Resort Improvement District Wastewater Ponds Groundwater Inflow Mitigation Project in advance of public bid; and approve a Budget Amendment for the Project. (Fiscal Impact: \$2,265,934 Expense offset by State Revenue; Lake Berryessa Resort Improvement District Fund; Not Budgeted; Discretionary) [4/5 vote required] [24-1254](#)

**Enactment No: A-240306B (LBRID) Amend. 1**

## Napa Berryessa Resort Improvement District

- B. Adopt a Resolution; authorize a letter requesting a loan from the Napa County Board of Supervisors in the amount of \$1,160,366 pursuant to Government Code Section 25214.4; authorize the promissory note; and approve a Budget Amendment if Napa County approves the loan. (Fiscal Impact: \$160,366 Revenue, Napa Berryessa Resort Improvement District Fund, Not Budgeted, Discretionary) [4/5 vote required] [24-1172](#)

**Enactment No: R-2024-04 (NBRID)**

6. CONSENT CALENDAR

**Vice-Chair Anne Cottrell reported on an amendment to Item 6N Vote requirement and pulled item 6W for discussion.**

**Motion Text: Approve the Consent Calendar as amended.**

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

**Excused: Gallagher**

**Recusals: None**

**Result: Passed**

## Auditor-Controller

- A. Approve and instruct the Clerk of the Board to file the Internal Audit Plan for Fiscal Year 2024-25 and accept the results of Fiscal Year 2023-24 Audit Plan. (No Fiscal Impact) [24-1187](#)
- B. Accept and file the quarterly report of cash and non-cash donations received for the quarter-ended June 30, 2024 (Fiscal Impact: \$170,655 Revenues, Various Funds; Not Budgeted; Discretionary). [24-1228](#)
- C. Accept and instruct the Clerk of the Board to file the interim Compliance Review of the Proximity Workforce Housing Assistance Program for the period of January 1, 2024 - June 30, 2024. (No Fiscal Impact; Discretionary) [24-1263](#)

## Clerk of the Board

- D. Approval of minutes from the July 9, 2024 regular meeting. (No Fiscal Impact) [24-928](#)

## Corrections

- E. Approve and authorize Amendment No. 1 to Agreement No. 220058B with the Salvation Army for meals for incarcerated persons housed within the Napa County Jail in the event of emergencies. (Fiscal Impact: \$100,000 Expense; General Fund; Budgeted; Discretionary) [24-1179](#)

**Enactment No: A-220058B Amend. 1**

- F. Approve and authorize Amendment No. 3 to Agreement No. 180161B with Legal Research Associates to provide legal research services and materials to incarcerated persons housed in the Jail. (Fiscal Impact: \$15,000 Expense; General Fund; Budgeted; Discretionary) [24-1195](#)

**Enactment No: A-180161B Amend. 3**

## County Counsel

- G. Approve and authorize six amendments to Conflict Public Defender services agreements. (Fiscal impact: \$263,098 Expense; General Fund; Budgeted; Discretionary). [24-1217](#)

**Enactment No: A-230239B Amend. 1; A-220010B Amend. 1;  
A-250045B Amend. 1; A-210304B Amend. 1;  
A-220011B Amend. 1; A-220013B Amend. 1**

- H. Adopt an Ordinance ordering a special election and consolidating it with the November 5, 2024 statewide presidential general election for the purpose of enabling the voters of Napa County to approve or reject Napa Valley Transportation Authority - Tax Agency ("Authority") Ordinance No. 2024-01 (more commonly known as the Napa Valley Transportation Improvement Act) which would, if approved by the voters, establish a one-half percent countywide sales tax, replacing the existing one-half percent sales tax previously approved by the voters in 2012 (Measure T), that will take effect on July 1, 2025. (No Fiscal Impact, Mandatory) [24-1226](#)

**Enactment No: O-1492**

- I. Adopt an Ordinance adopting local modifications of the 2022 edition of the California Energy Code to reduce greenhouse gas emissions and to reduce the impacts of climate change. (No Fiscal Impact; Discretionary). [24-1233](#)

**Enactment No: O-1493**

## County Executive Office

- J. Adopt a Resolution granting a loan from the County in the amount of \$1,160,366 to the Napa Berryessa Resort Improvement District in accordance with the promissory note for the purpose of funding 1) ongoing operations of facilities and 2) implementation of two small capital projects, and approve a Budget Amendment to fund the loan to Napa Berryessa Resort Improvement District. (Fiscal Impact: \$1,160,366 Expense; General Fund; Not Budgeted; Discretionary)  
[4/5 vote required] [24-1173](#)
- Enactment No: R-2024-73**
- K. Adopt a Resolution adopting a Workplace Violence Prevention Plan in accordance with SB553. (No Fiscal Impact, Mandatory) [24-1202](#)
- Enactment No: R-2024-74**
- L. Adopt a Resolution continuing the State of Local Emergency due to pervasive tree mortality in Napa County. (No Fiscal Impact; Discretionary) [24-1206](#)
- Enactment No: R-2024-75**
- M. Approve and authorize out of country travel for Chair Joelle Gallagher; Great Wine Capitals Executive Committee Member Supervisor Alfredo Pedroza; Director of Planning, Building, and Environmental Services Brian D. Bordona; and Agricultural Commissioner/Sealer of Weights and Measures Tracy Cleveland to attend the Great Wine Capitals Annual 2024 Conference in Verona, Italy from October 20-24, 2024 for a cost not to exceed \$33,000. (Fiscal Impact: \$33,000 Expense; General Fund; Budgeted; Discretionary) [24-1229](#)

## County Fire Department

- N. Approve a waiver of competitive bidding requirement and provide a sole source award to Golden State Fire Apparatus due to technical compatibility requirements. (Fiscal Impact: \$2,800,000 Expense; Fire Fund; Budgeted; Discretionary)  
[4/5 vote required] [24-1260](#)

## Health and Human Services Agency

- O. Approve and authorize Agreement No. 240378B with Aldea, Inc., and Agreement No. 240379B with Stanford Youth Solutions, Inc., each for \$29,000 for Fiscal Year 2024-2025, and each subsequent renewal, for the provision of Therapeutic Foster Care services for foster families. (Fiscal Impact: \$58,000 Expense; Health and Human Services Agency Fund; Budgeted; Mandatory). [24-868](#)
- Enactment No: A-240378B; A-240379B**

## Housing &amp; Homeless Services – Division of CEO’s Office

- P. Approve and authorize Agreement No. 250043B with Collabria Care for a maximum amount of \$25,000 for the term July 1, 2024, through June 30, 2025, with three (3) one-year renewals, to provide outreach services and application assistance for the older adult, extremely low-income rental stabilization program known as the Stable Housing and Community Resiliency Program. (Fiscal Impact: \$25,000 Expense; Affordable Housing Fund, Budgeted, Discretionary) [24-1188](#)

**Enactment No: A-250043B**

## Human Resources – Division of CEO’s Office

- Q. Adopt a Resolution amending the Departmental Allocation List for the Health and Human Services Agency. (Fiscal Impact: \$12,000 Expense; HHSA Fund; Budgeted; Discretionary) [24-1121](#)

**Enactment No: R-2024-76**

- R. Approve and authorize Amendment No. 2 to Agreement 220215B with Public Service Search, L.L.C. for the term through June 30, 2025, with an option to extend for two additional years through June 30, 2027, to provide recruiting services in specialized fields for hard-to-fill classifications. (Fiscal Impact: \$216,000 Expense; General Fund and Health and Human Services Agency Fund; Budgeted; Discretionary) [24-1236](#)

**Enactment No: A-220215B Amend. 2**

- S. Approve and authorize Amendment No. 1 to Agreement 230174B with The Centre for Organization Effectiveness for a maximum annual amount of \$500,000 for the term effective July 1, 2023, through June 30, 2025, with an option to extend for three additional years through June 30, 2028, to conduct specialized professional development academies, training, coaching, and strategic planning sessions countywide. (Fiscal Impact: \$500,000 Expense; General Fund; Budgeted; Discretionary) [24-1237](#)

**Enactment No: A-230174B Amend. 1**

## Information Technology Services – Division of CEO’s Office

- T. Approve and authorize Amendment No. 3 to Agreement 170009B with Tyler Technologies, Inc., increasing the contract by \$70,000 for a new maximum of \$389,052 and extending the term through June 30, 2026, for consulting services, data storage, maintenance, and support for the County’s current customized Digital Health Department System. (Fiscal Impact: \$70,000 Expense; Information Technology Services Fund; Budgeted; Discretionary) [24-1050](#)

**Enactment No: A-170009B Amend. 3**

## Library

- U. Approve and authorize 17 agreements with 14 different organizations for Napa County Arts and Culture Advisory Committee grant awards and a Napa Valley Tourism Improvement District-Unincorporated grant award for the term July 1, 2024, through June 30, 2025. (Fiscal Impact: \$267,753 Expense; General Fund \$242,753 and Napa Valley Tourism Improvement District [NVTID]-Unincorporated \$25,000; Budgeted; Discretionary). [24-1184](#)

**Enactment No:**        **A-250103B; A-250104B; A-250105B; A-250106B;  
A-250107B; A-250108B; A-250109B; A-250110B;  
A-250111B; A-250112B; A-250113B; A-250114B;  
A-250115B; A-250116B; A-250117B; A-250118B;  
A-250119B**

- V. Accept and file the fourth quarter report of Friends group donations received under \$10,000 gifted to the Library from April 1, 2024, through June 30, 2024, and sign letters of appreciation. (Fiscal Impact, \$9,724 Revenue; Napa County Library Fund; Budgeted; Discretionary) [24-1196](#)

## Planning, Building and Environmental Services (PBES)

- W. Approve and authorize Agreement No. 8676 with the San Francisco Regional Water Quality Control Board to continue to provide oversight and issue operating permits to existing wineries. (No Fiscal Impact; Discretionary) [24-1251](#)

**Item pulled for further discussion. See Item 9.**

**Enactment No:**        **A-8676**

## Probation

- X. Approve and authorize Amendment No. 1 to Agreement No. 200078B with Satellite Tracking of People LLC to provide juvenile and adult electronic monitoring for the Probation and Corrections departments. (Fiscal Impact: \$100,000 Expense; General Fund; Budgeted; Discretionary) [24-1130](#)

**Enactment No:**        **A-200078B Amend. 1**

- Y. Approve and authorize Agreement No 250071B with the City of Napa for use of its shooting range by Probation sworn personnel. (Fiscal Impact: \$24,000 Expense; General Fund; Budgeted; Discretionary) [24-1178](#)

**Enactment No:**        **A-250071B**

## Public Works

- Z. Approve and authorize three (3) agreements for a maximum of \$250,000 each per fiscal year for the term July 1, 2024, to June 30, 2025, with automatic one-year renewal option for up to four (4) additional years to provide on-call arborist services to support disaster response and construction projects for Napa County. (Fiscal impact: \$750,000 Expense; Various Capital Improvement Projects; Budgeted; Discretionary) [24-1137](#)

**Enactment No: A-250047B; A-250048B; A-250049B**

- AA. Approve recommendations for and authorize staff to issue reimbursements for Edible Food Recovery Capacity Building projects to support the expansion of edible food recovery programs as required by Senate Bill 1383. (Fiscal Impact: \$90,000 Expense; Zone-1 Garbage; Budgeted; Discretionary) [24-1214](#)

- AB. Approve and authorize creation of Project 25008 for the “Redwood Road 2.3 Repair Wall” RDS 24-20, and appropriation for expenditures from the PG&E Settlement Designation within the Capital Improvement Projects Fund; and approve a Budget Amendment. (Fiscal impact: \$350,000 Expense; Capital Improvement Projects Fund; Not Budgeted; Discretionary) [24-1216](#)  
[4/5 vote required]

- AC. Approve and authorize creation of Project 25007 for the “HSIP Cycle 12 Guardrail Project” RDS 25-03 and approve a Budget Amendment to increase appropriations from Senate Bill 1 Non-Operating Special Revenue Fund. (Fiscal Impact: \$75,000 Expense; SB-1 Non-Operating Special Revenue Fund; Not Budgeted; Discretionary) [24-1219](#)  
[4/5 vote required]

## Sheriff

- AD. Adopt a Resolution accepting the State of California Department of Parks and Recreation, Off-Highway Motor Vehicle Recreation Division Grant Funding. (Fiscal Impact: \$88,303 Revenue; General Fund; Budgeted; Discretionary) [24-1032](#)

**Enactment No: R-2024-77**

## 7. PUBLIC COMMENT

**One (1) person spoke during public comment.**

**8. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS**

**Supervisor Belia Ramos reported on her recent trip to Vienna, Austria on behalf of the Association of Bay Area Governments to view social housing sites. She will bring a presentation back to the Board in the future to go over specific details, such as the funding mechanism used, and she cited this worldwide capital of 2 million people has virtually no homelessness, and 70% of the population lives in rental units based on equity of fairness.**

**Supervisor Ryan Gregory reported on attending a Napa Valley Transportation Authority meeting last week, and the best news was the newly constructed roundabouts at the State Route 29/Soscol Junction will be active on July 26, and the traffic signals will begin to be dismantled. Supervisor Gregory also reported on attending a Napa Sanitation District/North Bay Watershed Association meeting this month where they reviewed the Napa Sanitation District/City of Napa direct potable reuse water study, which is the idea of using excess treated water as drinking water. While Napa is the first in the Bay Area to review this subject, this type of water is very expensive and would represent only a small portion of the overall demand for the city of Napa. It didn't prove to be worthwhile at the moment, but it may be reviewed again in the future as a drought contingency.**

**Supervisor Alfred Pedroza acknowledged Supervisor Gregory's comments and requested a presentation on the full capability and capacity of recycled water be brought to the Board at a future meeting.**

**Vice-Chair Anne Cottrell requested a presentation on the state of insurance - what are the possibilities, and where we can advocate for residents and businesses, be brought to the Board at a future meeting. Vice-Chair Cottrell reported on the following: the Path to Papers program, which is for employers who may have employees with Deferred Action of Childhood Arrivals (DACA) status to support them on their path to citizenship. Participating agencies include On the Move, Up Valley Family Centers, Immigration Institute of the Bay Area, Puertas Abiertas, and Napa Valley Community Foundation as a lead agency. Up Valley Family Centers will hold a DACA Advanced Parole Forum on July 24 at 5:30 p.m. at the Vintage High School Theater. Vice-Chair Cottrell reported on her role as a Rural County Representatives of California Board Member, she was on a call with Assemblymember Lori Wilson in which they discussed the \$10 billion climate bond that will provide funding to counties for wildfire and flood prevention and other natural disasters. A key component is in order for counties to access the funds, they must have a vulnerability assessment in place, which Napa County's Climate Action Committee recently reviewed. Lastly, Vice-Chair Cottrell announced there will be a key handover ceremony for the Calistoga Fair Grounds tomorrow at 4:00 p.m.**



## 9. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

- 6W

**Planning, Building and Environmental Services Environmental Health Manager Stacey M. Harrington made presentation.**

**Planning, Building and Environmental Services Environmental Health Supervisor Kim Withrow made presentation.**

**Discussion held.**

<b>Motion Text:</b>	<b>Approve the requested actions.</b>
<b>Voting Yes:</b>	<b>Pedroza, Ramos, Gregory, and Cottrell</b>
<b>Excused:</b>	<b>Gallagher</b>
<b>Recusals:</b>	<b>None</b>
<b>Result:</b>	<b>Passed</b>

## 10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

**None**

## 11. ADMINISTRATIVE ITEMS

Clerk of the Board

- A. Appointment of one of the following applicants to serve as the Public At Large Representative on the Napa County Veterans Commission with a term of office commencing immediately and ending on March 20, 2028. (No Fiscal Impact)

[24-1025](#)

John Lee  
Matthew Price

**Clerk of the Board Neha Hoskins made presentation.**

**Discussion held.**

<b>Motion Text:</b>	<b>Approve the appointment of Matthew Price to serve as the Public At Large Representative on the Napa County Veterans Commission.</b>
<b>Voting Yes:</b>	<b>Gregory, Pedroza, Ramos, and Cottrell</b>
<b>Excused:</b>	<b>Gallagher</b>
<b>Recusals:</b>	<b>None</b>
<b>Result:</b>	<b>Passed</b>

## Health and Human Services Agency

- B. Receive a presentation on the Emergency Medical Care Committee/Emergency Medical Services Agency. (No Fiscal Impact) [24-863](#)

**Queen of the Valley Medical Center Base/Emergency Management Coordinator and Napa County EMS Society Chair Lois Husted made presentation.**

**Health and Human Services Agency (HHSA) Emergency Medical Services Administrator Shaun Vincent made presentation.**

**Discussion held.**

**One (1) person spoke during public comment.**

## Housing &amp; Homeless Services – Division of CEO’s Office

- C. Receive a presentation regarding Farmworker Housing Needs & Impacts Assessment. (No Fiscal Impact) [24-1198](#)

**Director of Housing and Homeless Services Jennifer Palmer made presentation.**

**Four (4) people spoke during public comment.**

**Discussion held.**

**Direction provided to staff.**

## Information Technology Services – Division of CEO’s Office

- D. Receive a presentation and approve and authorize a Strategic Plan for Broadband for Napa County. (No Fiscal Impact; Discretionary) [24-569](#)

**Chief Information Officer Jon Gjestvang made presentation.**

**Information Technology Services Broadband Project Manager Mark Revis made presentation.**

**Discussion held.**

**Motion Text: Approve the requested actions.**

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

**Excused: Gallagher**

**Recusals: None**

**Result: Passed**

## Planning, Building and Environmental Services (PBES)

- E. Receive a presentation and adopt a Resolution adding Section 12D to Part I of the County Policy Manual setting forth policies and goals governing the Code Compliance Division and direct Code Compliance Staff to maintain a Procedures Manual in accordance with the adopted Policy. (No Fiscal Impact; Discretionary)

[24-1177](#)

**Planning, Building, and Environmental Services - Building Department Code Compliance Manager Shawn Brown made presentation.**

**Deputy County Counsel Jason Dooley made presentation.**

**Discussion held.**

**Motion Text: Adopt the Resolution.**  
**Voting Yes: Ramos, Pedroza, Gregory, and Cottrell**  
**Excused: Gallagher**  
**Recusals: None**  
**Result: Passed**  
**Enactment No: R-2024-78**

- F. Receive a presentation on the progress of Fire Rebuild Program; adopt a Resolution correcting clerical errors and inconsistencies in Part III: Part 10 of the County's Fee Policy; and provide direction on the expiration of Disaster Recovery policies. (No Fiscal Impact, Discretionary)

[24-1277](#)

**Planning, Building, and Environmental Services - Building Department Chief Building Official David Giudice made presentation.**

**Discussion held.**

**Motion Text: Approve the requested actions.**  
**Voting Yes: Gregory, Pedroza, Ramos, and Cottrell**  
**Excused: Gallagher**  
**Recusals: None**  
**Result: Passed**  
**Enactment No: R-2024-79**

12. PUBLIC HEARING - SPECIAL DISTRICTS

None

## 13. PUBLIC HEARINGS

Planning, Building and Environmental Services (PBES)

## A. PUBLIC HEARING - William Cole Winery Appeal

[24-1066](#)

Open and move to continue the public hearing for an appeal filed by Water Audit California (Appellant) to the Napa County Planning Commission's decision on May 1, 2024, to approve the William Cole Winery Use Permit Modification No. P19-00101-UP and Variance P19-00441-VAR filed by William and Jane Ballentine on behalf of the William Ballentine Jr. and Jane Sorenson TR (Applicant). (No Fiscal Impact)

(APPELLANT, APPLICANT, AND STAFF REQUEST A  
CONTINUANCE TO OCTOBER 15, 2024, AT 2:00 PM)

**Vice-Chair Anne Cottrell opened the public hearing.**

**Director of Planning, Building, and Environmental Services Brian Bordona made presentation.**

**Vice-Chair Anne Cottrell provided disclosures.**

**Motion Text:** Approve the continuation of the public hearing to  
October 15, 2024 at 2:00 p.m.

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

**Excused:** Gallagher

**Recusals:** None

**Result:** Passed

## County Fire Department

## B. PUBLIC HEARING - Fire Capital Facilities Fee

[24-1079](#)

Adopt a Resolution to adjust the Fire Capital Facilities Fee to align with the Consumer Price Index for properties located within the unincorporated area of the County that are also within the American Canyon Fire Protection District. (No Fiscal Impact; Mandatory).

**Vice-Chair Anne Cottrell opened the public hearing.**

**Assistant County Executive Officer Rebecca Craig introduced the Chief of the American Canyon Fire District Geoff Belyea who made a presentation.**

**Vice-Chair Anne Cottrell closed the public hearing.**

<b>Motion Text:</b>	<b>Adopt the Resolution.</b>
<b>Voting Yes:</b>	<b>Gregory, Pedroza, Ramos, and Cottrell</b>
<b>Excused:</b>	<b>Gallagher</b>
<b>Recusals:</b>	<b>None</b>
<b>Result:</b>	<b>Passed</b>
<b>Enactment No:</b>	<b>R-2024-80</b>

## 14. CLOSED SESSION

## A. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

[24-1272](#)

(Government Code section

54956.9(d)(1)) Name of case: Hopkins, et al. v. County of Napa, et al., U.S.

District Court (N.D. Cal.) Case No. 3:22-cv-04644-JSC

**Closed session held. No reportable action. Direction was given to Counsel.**

## 15. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, AUGUST 6, 2024 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board