



# 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.

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**Tuesday, February 27, 2024**

**9:00 AM**

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

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1. CALL TO ORDER; ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

**Chair Joelle Gallagher led the assembly in the Pledge of Allegiance.**

3. PET OF THE WEEK

**Animal Shelter Manager Katie Ribardiere presented the Pet of the Week (Copper).**

4. PROCLAMATIONS AND COMMENDATIONS

**None**

5. CONSENT CALENDAR - SPECIAL DISTRICTS

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

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

**Recusals: None**

**Result: Passed**

## Napa County Housing Authority

- A. Acceptance of donation report for quarter ending December 31, 2023  
(No Fiscal Impact; Discretionary) [24-148](#)

## Napa Berryessa Resort Improvement District

- B. Approve a Budget Amendment to increase appropriations in the District operations budget in the amount of \$250,000 offset by its available fund balance to cover the cost of continued operations and maintenance expenses through the end of the fiscal year (Fiscal Impact: \$250,000, Napa Berryessa Resort Improvement District Operations Fund, Not Budgeted; Mandatory)  
[4/5 vote required] [24-254](#)

## 6. CONSENT CALENDAR

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

## Clerk of the Board

- A. Approval of minutes from the February 6, 2024 regular meeting. (No Fiscal Impact) [24-308](#)
- B. Reappointment of Frank J. Cabral, for a third term, to serve as the Napa County representative on the Napa County Mosquito Abatement District Board of Trustees with a term of office to commence immediately and expire on December 31, 2025. (No Fiscal Impact) [24-221](#)
- C. Reappointment of Gregory Matsumoto, for a third term, and Kimberly Richard, for a fourth term, to represent the Public At Large to the Napa County Wildlife Conservation Commission with terms of office to commence immediately and expire February 1, 2027. (No Fiscal Impact) [24-298](#)
- D. Reappointment of Tim M. Borman, for a sixth term, to represent Public Member, on the Napa County Fire Services Advisory Committee with term of office to commence immediately and expire on December 31, 2025. (No Fiscal Impact) [24-299](#)

## County Fire Department

- E. Approve and authorize the Chair to sign Amendment No. 7 to Agreement No. 180073B with Superior Building Services, Inc. to add 951 California Boulevard as a regular routine custodial service location and increase maximum compensation under the agreement due to the relocation of the Napa County Fire Department office. [24-270](#)  
(Fiscal Impact: \$16,000; Fire Fund; Not Budgeted; Discretionary)  
**Enactment No: A-180073B Amend. 7**

## Health and Human Services Agency

- F. Approve and authorize Amendment No. 4 to Agreement No. 190321B with Community Resources for Children, Inc., to decrease the contract maximum by \$45,755 for a new annual contract maximum of \$187,686. [24-164](#)  
(Fiscal Impact: \$187,686 annual expense with \$44,755 annual savings; Health and Human Services Agency Fund, Child Welfare Services Division; Budgeted; Discretionary).  
**Enactment No: A-190321B Amend. 4**
- G. Approve and authorize Agreement No. 240260B with Puertas Abiertas Community Resource Center for a contract maximum of \$9,710 to obtain training, outreach, and interpretation services related to engagement with indigenous Mesoamerican community members. [24-213](#)  
(Fiscal Impact: \$9,710 expense; Health and Human Services Agency Fund, Public Health Division; Budgeted; Discretionary).  
**Enactment No: A-240260B**
- H. Approve and accept Revenue Agreement No. 240252B from Advocates for Human Potential (AHP) for a maximum of \$3,425,528 for the term June 23, 2023 through June 30, 2027 for Behavioral Health Bridge Housing (BHBH) grant funding in order to provide treatment housing support for Behavioral Health clients. (Fiscal Impact: \$3,425,528 revenue; Health and Human Services Agency Fund, Behavioral Health Division; Not Budgeted; Discretionary) [24-216](#)  
**Enactment No: A-240252B**

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

- I. Approve and authorize Amendment No. 4 to Agreement 170266B with Bitfocus, Inc. to provide specialized project management services to integrate Department of Housing & Homeless Services data with multiple County Department data sources to create a centralized data ecosystem, as well as increase the number of licenses for users of the Homeless Management Information System (HMIS) and approve a Budget Amendment related to this agreement (Fiscal Impact \$43,775 expense; Housing & Homeless Fund; Not Budgeted; Discretionary) [4/5 vote required] [24-181](#)

**Enactment No: A-170266B Amend. 4**

## Human Resources – Division of CEO’s Office

- J. Adopt a Resolution to amend the Departmental Allocation List for the County Counsel’s Office effective March 2, 2024, with no increase to full-time equivalents and approve a Budget Amendment. (Fiscal Impact: \$30,000 annual expense; General Fund; Not Budgeted; Discretionary) [4/5 vote required] [24-264](#)

**Enactment No: R-2024-15**

- K. Adopt a Resolution to amend the Table and Index of Classes, the Departmental Allocation List for the Napa County Fire Department and appropriate personnel policies. (Fiscal Impact: \$190,170 annual expenses; Fire Fund; Not Budgeted; Discretionary) [4/5 vote required] [24-265](#)

**Enactment No: R-2024-16**

- L. Adopt a Resolution to amend the Departmental Allocation List for the Probation Department. (Fiscal Impact: \$50,000 annual expense; General Fund; Budgeted; Discretionary) [24-284](#)

**Enactment No: R-2024-17**

- M. Adopt a Resolution to amend the Departmental Allocation List for Multiple Departments, the Table & Index of Classes, and appropriate personnel policies, effective January 6, 2024. (Fiscal Impact: \$7,200 annual expense; General Fund; Budgeted; Discretionary) [24-285](#)

**Enactment No: R-2024-18**

- N. Adopt a Resolution to amend the Departmental Allocation List for the Department of Housing & Homeless Services effective March 2, 2024, with no increase to full-time equivalents and approve a Budget Amendment. (Fiscal Impact: \$27,000 annual expense; General Fund, Affordable Housing Fund, and Housing Authority Fund; Not Budgeted; Discretionary) [4/5 vote required] [24-287](#)

**Enactment No: R-2024-19**

- O. Adopt a Resolution to amend the Departmental Allocation List for the Health & Human Services Agency effective March 2, 2024 and approve a Budget Amendment. (Fiscal Impact: \$550,000 annual expense; HHS Fund and General Fund; Budgeted and Not Budgeted; Discretionary) [4/5 vote required] [24-290](#)

**Enactment No: R-2024-20**

Probation

- P. Approve and authorize Agreement No. 240275B with B.I. Correctional Services, Inc. for the term March 1, 2024 through June 30, 2026 to provide cognitive-based interventions and evidence-based programming for youth in custody. (Fiscal Impact: \$149,757; General Fund; Budgeted; Discretionary) [24-230](#)

**Enactment No: A-240275B**

Public Works

- Q. Approve and authorize Quitclaim Deeds to release the County's interest in and to Clover Flat Landfill, as specified in two now-expired Memorandums of Lease. (No Fiscal Impact) [23-464](#)

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

- R. Approve and authorize Agreement No. 240278B with ADKO Engineering for a maximum of \$500,000 per fiscal year and for the term of February 27, 2024 to July 1, 2028 for on-call services needed to support the design and construction of local and FEMA funded roadway related projects. (Fiscal Impact: \$500,000; Various Capital Improvement Projects; Budgeted; Discretionary) [24-174](#)

**Enactment No: A-240278B**

- S. Approve and authorize Amendment No. 2 to Agreement No. 190353B with KNM Properties, Inc. to extend the term of the agreement through June 30, 2027, with an automatic renewal not to exceed two additional years, and no change to the compensation, for property management services located at 650 Imperial Way. (Fiscal Impact: \$2,390 Annually; Property Management Fund; Budgeted; Mandatory) [24-214](#)

**Enactment No: A-190353B Amend. 2**

- T. Approve plans and specifications for the "Taxiway K and Runway 19R Run-up Apron Reconstruction Project," PW 24-04, and authorize staff to advertise sealed bids and open bids at a time, date, and location to be published by the Director of Public Works pursuant to Section 20150.8 of the Public Contract Code. (No Fiscal Impact; Discretionary) [24-286](#)

- U. Approve and authorize payment to Silverado Veterinary Hospital for an outstanding balance crossing multiple fiscal years from fiscal year 2019-20 through 2022-23 due to a billing error. (Fiscal Impact: \$11,575.51 expense; Animal Shelter Fund; Not budgeted; Discretionary) [24-303](#)
- V. Approve and authorize Agreement No. 240283B with Bureau Veritas for a contract maximum of \$895,774 for construction management services and Amendment No. 3 to Agreement No. 170727B with Biggs Cardoso Associates, Inc., for a contract maximum of \$275,212 for design services to support the construction of the Chiles Pope Valley Road Bridge. (Fiscal Impact: \$1,170,986; Roads Fund; Budgeted; Discretionary) [4/5 vote required] [24-313](#)  
**Enactment No: A-240283B; A-170727B Amend. 3**
- W. Approve and authorize Agreement No. 240285B with G.H.D. INC. for a maximum of \$467,493 for design and construction administration services needed to support the “North County Crossroads Paving Project,” RDS 24-08. (Fiscal Impact: \$467,493; Roads Fund; Budgeted; Discretionary) [4/5 vote required] [24-315](#)  
**Enactment No: A-240285B**
- X. Adopt a Resolution temporarily closing portions of Silverado Trail, Oak Knoll Avenue, Big Ranch Road, and El Centro Avenue from 7:00 A.M. to 1:30 P.M. on Sunday, March 3, 2024, for the 45th Annual Kaiser Permanente Napa Valley Marathon & Half Marathon (No Fiscal Impact, Discretionary). [24-317](#)  
**Enactment No: R-2024-21**

7. PUBLIC COMMENT

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

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

**Supervisor Ryan Gregory reported on attending his eighth trip to the National Association of Counties (NACo) legislative conference along with Vice-Chair Anne Cottrell, County Executive Office Legislative & Policy Analyst Andrew Mize, and Deputy County Executive Officer of Communication Holly Dawson where they discussed the Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) grant and how the funds will be spent and mentioned that there would be a more detailed report out soon. They also met with Housing and Urban Development to discuss the statistics and interest level of the Accessory Dwelling Unit (ADU) Forgivable Loan program, and new funding sources coming soon. They also met with the White House Intergovernmental Affairs Office to discuss how the County was spending American Rescue Plan Act (ARPA) funds and the insurance problem with the BRIC grant, which led to some suggestions on wildfire mitigation and home hardening.**

**Vice-Chair Anne Cottrell acknowledged Supervisor Gregory's report on the NACo legislative conference and that they met with Congressman Mike Thompson to discuss wildfire issues and federal support for home hardening efforts, and the concern about AT&T trying to get out of their responsibility as the Carrier of Last Resort. She also reported they met with staff of Senator Robert Padilla's office regarding the BRIC grant and some of the issues Sonoma County is facing. Vice-Chair Cottrell also reported on conversations with Napa County growers on the tract 2 replant process and opportunities to improve water efficiency, drought, and heat tolerance. She requested a report from Planning, Building and Environmental Services staff to educate the public on these issues and showcase how the County is working with growers to resolve those issues. Lastly, Vice-Chair Cottrell requested County Executive Officer Ryan J. Alsop report on a letter recently sent out to all County employees.**

**County Executive Officer Ryan J. Alsop reported on an email that he sent to all County employees regarding several requests from the federal government through incoming subpoenas that have garnered media attention and that he remains focused on the daily business of the County and the services provided by its dedicated and hard-working employees.**

**Supervisor Alfredo Pedroza reported on working with the Napa Valley Transportation Authority (NVTA) around a potential extension to a sales tax for roads and requested a future report out from Director Steven Lederer regarding the County's use of Measure T funds and the road work that has been completed. He also acknowledged NVTA Executive Director Kate Miller on her efforts.**

9. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

- 6Q

**Public Works County Surveyor Danielle Goshert made presentation.**

**Discussion held.**

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

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

**Excused: None**

**Recusal: None**

**Result: Passed**

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

**None**



11. ADMINISTRATIVE ITEMS

County Executive Office

- A. Receive a presentation of the five-year budget forecast (No fiscal impact). [24-210](#)

**Senior Management Analyst Daniel Sanchez made presentation.**

**Discussion held.**

- B. Adopt a Resolution amending Part I: Section 39 Napa County Purchasing Policy and repealing expired Part I: Section 8G Napa County Environmentally Preferred Purchasing Policy. (No Fiscal Impact) [24-350](#)

**County Executive Office Legislative and Policy Analyst Andrew Mize made presentation.**

**County Executive Office Purchasing Manager Jeff Brooner made presentation.**

**Discussion held.**

**Motion Text: Approve the Resolution.**

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

**Recusals: None**

**Result: Passed**

**Enactment No: R-2024-22**

12. PUBLIC HEARING - SPECIAL DISTRICTS

**None**

13. PUBLIC HEARINGS

Treasurer-Tax Collector

A. PUBLIC HEARING - Introduction of Ordinance [24-301](#)

Introduction and intention to adopt an Ordinance approving an update to Part 180 of the Napa County Policy Manual adding a 25% enhanced collection fee for certain delinquent unsecured property taxes. (Fiscal Impact: Increased revenues to offset collection costs, Discretionary)

**Chair Joelle Gallagher opened the public hearing.**

**Treasurer-Tax Collector Bob Minahen and Deputy County Counsel Ryan Fitzgerald made presentation.**

**Discussion held.**

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

Planning, Building and Environmental Services (PBES)

B. PUBLIC HEARING - Sentinel LLC/Inglenook Residence Appeal [24-10](#)

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 November 15, 2023, to approve a Use Permit Exception to the Conservation Regulations (No. P22-00404-UP) filed by Adobe Associates, Inc. on behalf of Niebaum-Coppola Estate Winery LP (Applicant) to allow a private access road serving agricultural structures and a future residence to encroach into the creek setback. (No Fiscal Impact) (APPELLANT, APPLICANT, AND STAFF REQUEST A CONTINUANCE TO MARCH 12, 2024 AT 9:00 AM)

**Chair Joelle Gallagher opened the public hearing.**

**Planning, Building, and Environmental Services Planner III Kelli Cahill made presentation.**

**Motion Text: Approve the continuance of the public hearing to the Board of Supervisors regular meeting on March 12, 2024 at 9:00 AM.**  
**Voting Yes: Ramos, Cottrell, Gregory, Pedroza, and Gallagher**  
**Recusals: None**  
**Result: Passed**

- C. PUBLIC HEARING - Hyperion Vineyard Holdings (KJS Investment Properties and Sorrento Inc.) Appeal No.P23-00350-APL.

[24-53](#)

Open and move to continue the public hearing for an appeal filed by Center for Biological Diversity (Appellant) of the KJS Investment Properties and Sorrento Inc. (Applicant) Agricultural Erosion Control Plan No. P17-00432-ECPA approved by the Director of the Napa County Planning, Building and Environmental Services (PBES) Department on November 3, 2023. (No Fiscal Impact)

(APPELLANT, APPLICANT, AND STAFF REQUEST A CONTINUANCE TO MAY 7, 2024, AT 2:00 PM)

**Chair Joelle Gallagher opened the public hearing.**

**Planning, Building, and Environmental Services Planner III Donald Barrella made presentation.**

**Motion Text: Approve the continuance of the public hearing to the Board of Supervisors regular meeting on May 7, 2024 at 2:00 PM.**

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

**Recusals: None**

**Result: Passed**

- 14. CLOSED SESSION

**None**

- 15. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, MARCH 12, 2024 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board