



Meeting Minutes

Napa County Board of Supervisors

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

Minh C. Tran, County Executive Officer
Thomas C. Zeleny, Interim County Counsel
Neha Hoskins, Clerk of the Board

Tuesday, August 10, 2021

9:00 AM

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

Special Meeting (Closed Session) - 8:00 AM

1. CALL TO ORDER; ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

Vice-Chair Belia Ramos led the assembly in the Pledge of Allegiance.

3. APPROVAL OF MINUTES

None

4. PRESENTATIONS AND COMMENDATIONS

- A. Presentation of a proclamation to be received by Tami Holzman, Director of [21-774](#) Communications for OLE Health, declaring August 8 to August 14, 2021, as Health Center Awareness Week in Napa County.

Chair Alfredo Pedroza presented a proclamation.

Director of Communications for OLE Health Tami Holzman made presentation.

[21-703](#)

- B. Director of Human Resources to introduce new County employees.

Director of Human Resources Christine Briceño introduced new employees.

5. DEPARTMENT HEAD REPORTS AND ANNOUNCEMENTS

Public Health Officer Dr. Karen Relucio made presentation.

Nineteen (19) people spoke during public comment.

Emergency Services Coordinator Leah Greenbaum reported FEMA and the FCC are conducting a nationwide emergency alert test and the procedures the public can follow if they would like to receive more information.

6. CONSENT ITEMS - SPECIAL DISTRICTS

None

7. CONSENT ITEMS

Motion Text: Approve Consent Calendar as amended.

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

Recusals: None

Result: Passed

County Counsel

- A. Second Reading and Adoption of an Ordinance amending Napa County Code Section 5.52.040 regarding annual registration fees for businesses using commercial weighing or measuring devices and/or point-of-sales systems.

[21-667](#)

Enactment No: O-1471

County Executive Office

- B. County Executive Officer requests the appointment of Fern Yaffa to the Napa/Solano Area Agency on Aging Advisory Council with the term to commence immediately and expire April 30, 2023.
- C. County Executive Officer requests the nomination of Jeffrey Davis to the Napa Valley Transportation Authority (NVTa) Active Transportation Advisory Committee (ATAC), with the term commencing on the date the NVTa Board of Directors approves the nomination made by the Board of Supervisors.
- D. County Executive Officer/Director of Emergency Services requests the establishment of capital assets in the amount of \$328,379 for the purchase of four (4) Mobile Generators utilizing funds received from the FY2019 Public Safety Power Shutoffs (PSPS) Resiliency Allocation Agreement and FY2020 Community Power Resiliency Allocation Agreement.

[21-718](#)

[21-720](#)

[21-752](#)

Housing and Homeless Services – Division of CEO's Office

- E. County Executive Officer requests approval of and authorization for the Chair to sign the following revenue agreements with the U.S. Department of Housing and Urban Development to provide homeless services:

[21-671](#)

A maximum of \$144,298 for the term August 1, 2021 through July 31, 2022 for the Permanent Supportive Housing program; and
A maximum of \$22,620 for the term July 1, 2020 through June 30, 2021 for the Continuum of Care Planning Grant program; and
A maximum of \$188,323 for the term January 1, 2021 through December 31, 2021 for the Home to Stay program; and
A maximum of \$19,054 for the term February 1, 2021 through January 31, 2022 for the Coordinated Assessment program; and
A maximum of \$35,887 for the term February 1, 2021 through January 31, 2022 for the Homeless Management Information System (HMIS) program.

Enactment No: **A-210414B; A-220118B; A-210413B;
A-210412B; A-220117**

[21-677](#)

- F. County Executive Officer requests approval of and authorization for the Chair of the Board of Supervisors to sign Agreement Number 22097C with the State of California accepting the direct allocation available to Napa County for Homeless Housing, Assistance and Prevention Round 2 (HHAP2) grant program as well as the redirected allocation from the Napa City-County Continuum of Care (CoC) grant awards.

Enactment No: **A-220097B**

Human Resources – Division of CEO's Office

- G. Director of Human Resources requests adoption of a Resolution amending Napa County Policy Manual Part I: Section 37K, Discrimination, Harassment, and Retaliation Prevention Policy, effective August 10, 2021, to include more detailed definitions of retaliation, harassment, sexual harassment, consistent with the recommendations of the Department of Fair Employment and Housing. [21-461](#)

Enactment No: R-2021-87

- H. Director of Human Resources requests the adoption of a Resolution correcting Schedule D, tied to Resolution No. 2021-80, by reclassifying a vacant Legal Secretary II position in the County Counsel's Office as a Paralegal (Confidential) in the Fiscal Year 2021/2022 Adopted Budget, effective June 26, 2021, as outlined in Exhibits "A" and "B," with no impact to the County General Fund. [21-747](#)

Enactment No: R-2021-88

- I. Director of Human Resources and Director of Public Works request adoption of a Resolution amending the Table and Index of Classes and the Departmental Allocation List for the Animal Shelter Division of the Public Works Department, as follows, effective August 10, 2021, with a net increase of one full-time equivalents (FTE), and a slight impact to the County General Fund: [21-748](#)

1. Amend the Table and Index of Classes by adding Animal Care Community Programs Coordinator.

2. Amend the Departmental Allocation List for the Animal Shelter Division of the Public Works Department by adding one 1.0 FTE Animal Care Community Programs Coordinator.

Enactment No: R-2021-89

Planning, Building and Environmental Services (PBES)

- J. Director of Planning, Building & Environmental Services and Director of Public Works request approval of and authorization for the Chair to sign Agreement No. 220098B with Napa Valley Transportation Authority (NVTa) to provide funding in the amount of \$26,280 to provide services associated with the creation of a Vehicle Miles Travel Toolkit. [21-713](#)

Enactment No: A-220098B

Probation

- K. Chief Probation Officer requests approval of and authorization for the Chair to sign Agreement No. 220108B with Mark Clementi, Ph.D. for a maximum of \$36,000 for the term August 1, 2021, through June 30, 2022, with two automatic annual renewals for psychological evaluations, return to duty/fitness psychological evaluations, and critical incident stress debriefings for Probation Officers. [21-706](#)

Enactment No: A-220108B

Public Works

- L. Director of Public Works requests the following: [21-589](#)
1. Approval of and authorization for the Chair to sign an agreement with Adko Engineering Inc. (Adko), for a maximum of \$165,273 for the term July 27, 2021 through June 30, 2024 for the design of the Diamond Mountain 1.1 Slide Repair;
 2. Approval to create new Roads Capital Improvement Project, Diamond Mountain Road-MPM 1.1, RDS 21-04 (Fund 2040, Sub-Division 2040500, Program S7127); and
 3. Approval of a Budget Transfer for the following (4/5 vote required):
 - a. Increase appropriation by \$159,073 in the Measure T Non-Operating Special Revenue Fund to transfer to Program S7127 offset by use of its available fund balance; and
 - b. Increase appropriations by \$159,073 in Program S7127 budget offset by an increase in revenue from the transfer from the Measure T SRF budget.

Item pulled for discussion. See Item 8.

Enactment No: A-220082B

- M. Director of Public Works requests adoption of and authorization for the Chair to sign a resolution establishing no parking restrictions as follows: [21-686](#)
1. No Parking -Tow Away zones on both sides of Las Posadas Road at Pacific Union College (PUC) Forest where Las Posadas makes the 90-degree turn, 500' on the west side and 1320' on the south side; and
 2. No Parking -Tow Away zones on both sides of Howell Mountain Road between Cold Springs Road and Falls Road.

Item removed from the agenda.

- N. Director of Public Works requests award of a construction contract for the East Central Paving Project, RDS 21-25 to Argonaut Constructors of Santa Rosa, California for their low base bid of \$3,141,632, and an additive alternate of \$155,664 to include two additional roads for a total construction contract of \$3,297,296, and authorization for the Chair to sign the construction contract. [21-710](#)
- O. Director of Public Works requests the following: [21-721](#)
1. Approval of Budget Transfer increasing appropriations in the Equipment Replacement-Roads budget (Fund 4100, Sub-Division 4101000) by \$144,371 with offsetting revenues from insurance reimbursement and establishment of a fixed asset in the amount of \$144,371 for the replacement purchase of a John Deere 6105E Tractor (4/5 vote required);
 2. Approval to waive competitive bidding requirements and a sole source award to Municipal Maintenance Equipment, Inc. for the replacement purchase of John Deere 6105E Tractor in the amount of \$144,371 pursuant to Napa County Code Section 2.36.090;
 3. Declare certain capital asset vehicles and equipment as surplus and no longer required for public use;
 4. Authorize the sale of capital asset surplus vehicles and equipment at public auction (4/5 vote required);
 5. Authorize Public Works Director, or designee, to sign the certificate of titles for the surplus items being sold at auction; and
 6. Authorize the Auditor-Controller to remove these surplus assets from the capital asset listing.

- P. Director of Public Works requests the following actions regarding the Buhman Avenue Bridge Project, RDS 20-25: [21-749](#)
1. Award of the contract to Pat Nelson Construction Inc., of Petaluma, California for their low base bid of \$999,733 and authorization for the Chair to sign the construction contract;
 2. Approval of a Budget Transfer for the following (4/5 vote required):
 - a. Increase appropriations by \$1,479,666 in the Measure T Non-Operating Special Revenue Fund (Fund 2440, Org 1220053) to transfer to Buhman Avenue Bridge project budget (Fund 2040, Org 2040500, Project 20035) offset by use of its available fund balance;
 - b. Increase appropriations by \$1,479,666 in Roads CIP Project 20035 budget offset by transfer from Measure T Special Revenue Fund;
 3. Approval and authorization for the Chair to sign a Purchase and Sale Agreement with Nancy E. Reinke, trustee of the Nancy E. Reinke 2006 Revocable Trust dated May 8, 2006, for \$5,000 for a non-exclusive permanent right of way and storm drain easement; and
 4. Approval of and authorization for the Chair to sign Amendment No. 4 to Agreement No. 200304B with ADKO Engineering increasing maximum compensation by \$100,000 for a new maximum of \$363,966 for environmental permit pre-construction surveys and monitoring compliance.

Enactment No: A-220105B; A-220113B; A-200304B Amend No. 2

Treasurer-Tax Collector

- Q. Treasurer-Tax Collector requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 160112B with RT Lawrence Corporation (RT Lawrence) increasing the contract maximum by \$130,000 for a new maximum of \$254,523 for the term July 1, 2021 through June 30, 2022, and four annual options for renewal, covering lockbox payment services for property tax payments remitted via United States Postal Service. [21-707](#)

Enactment No: A-160112B Amend No. 2

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

-7L

One (1) person spoke during public comment.

Discussion held.

Motion Text: Approve requested actions.

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

Corrections/Recusals: None

Result: Passed

9. PUBLIC COMMENT

Nine (9) people spoke during public comment.

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

Napa Berryessa Resort Improvement District

- A. District Engineer requests the following with regard to the Napa Berryessa Resort Improvement District operating budget:

[21-716](#)

1. Discussion of the current and projected water and sewer operations budget, and
2. Direction to begin community outreach and return to the Board in September 2021 with a Notice of Intent to increase rates that will decrease projected budget shortfalls.

District Engineer Chris Silke made presentation.

Discussion held.

One (1) person spoke during public comment.

Direction provided to staff.

11. ADMINISTRATIVE ITEMS

County Executive Office

- A. County Executive Officer requests the following:

[21-629](#)

1. Receive a written Annual Report from Arts Council Napa Valley; and
2. Approval of and authorization for the Chair to sign Agreement No. 220079B with Arts Council Napa Valley for a maximum of \$38,353 for the term August 10, 2021 through June 30, 2022 to act as the County local arts agency and implement the Napa County Community Cultural Plan.

Chief Executive Officer of Arts Council Napa Valley Christopher DeNatale made presentation.

Motion Text: Approve requested action.

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

Recusals: None

Result: Passed

Enactment No: A-220079B

County Fire Department

- B. County Fire Chief requests approval of and authorization for the Chair to sign an Agreement with BlueSky Helicopters for the term of August 15, 2021, through November 13, 2021, for a maximum amount of \$1,658,880 to provide for the exclusive use of a Type I helicopter in Napa County.

[21-756](#)

Fire Chief Geoff Belyea made presentation.

Discussion held.

Motion Text: Approve requested action.

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

Recusals: None

Result: Passed

Enactment No: A-220106B

12. SET TIME MATTERS OR PUBLIC HEARING - SPECIAL DISTRICTS

None

13. SET MATTERS OR PUBLIC HEARINGS

County Fire Department

- A. SET MATTER 9:30 A.M. - 15 Minutes

[21-622](#)

Presentation by Geoff Belyea, the County's Fire Chief and discussion regarding measures taken to prepare for the upcoming fire season, for Board direction and possible action.

Fire Chief Geoff Belyea made presentation.

Discussion held.

Direction provided to staff.

14. LEGISLATIVE ITEMS

None

15. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS

Chair Alfredo Pedroza reported on attending a Metropolitan Transportation Commission (MTC) meeting that was attended by some of the leaders of the Senate Transportation Committee and Assembly Transportation Committee. Topics of discussion included challenges with housing, transportation, and greenhouse gases emissions in the Bay Area.

16. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS

Supervisor Diane Dillon requested a report from Pacific Gas and Electric (PG&E) regarding communication for Public Safety Power Shutoffs (PSPS) and cited two PSPS in the Angwin/Deer Park area the last two weekends as an example. Supervisor Dillon also noted a deadline of August 24 for property owners in the fire burned areas to notify PG&E to remove trees they cut down that were left on their properties.

17. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

Chair Alfredo Pedroza suggested having clearer expectations for members of the public in terms of the mask mandate and what is being enforced and provided for those wanting to attend Board of Supervisors meetings in person.

County Executive Officer Minh C. Tran responded that Napa County is proud of providing public access during the COVID-19 pandemic in a safe manner and requirements will be publicized more for the next Board of Supervisors meeting.

18. CLOSED SESSION

A. 8:00 A.M. Special Meeting - Closed Session [21-626](#)
PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government
Code Section 54957)
Title: Director of Child Support Services

B. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION [21-750](#)
(Government Code Section 54956.9(d)(1))
Name of Case: Katina Davis, Jae Steward, and those similarly situated v.
County of Napa, United States District Court, Northern District of
California, Case No. 3:21-cv-04603

No reportable action.

19. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS SPECIAL MEETING,
TUESDAY, AUGUST 17, 2021 AT 8:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board