



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, December 7, 2021

9:00 AM

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

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

Director of Human Resources Christine Briceno led the assembly in the Pledge of Allegiance.

3. APPROVAL OF MINUTES

A. Clerk of the Board requests approval of minutes from the following regular and special meetings: [21-1325](#)

June 9, 2020, June 15, 2020, June 16, 2020, June 25, 2020, July 21, 2020,
July 28, 2020, August 11, 2020,
September 1, 2020, September 22, 2020, and November 17, 2020.

Item to be brought back on December 14, 2021.

4. PRESENTATIONS AND COMMENDATIONS

A. Director of Human Resources to introduce new County employees. [21-1311](#)

Presentation made.

5. DEPARTMENT HEAD REPORTS AND ANNOUNCEMENTS

Director of Housing and Homeless Services Jennifer Palmer gave updates on South Napa Shelter construction project that is projected to be completed in March 2022. She also discussed vaccination updates.

6. CONSENT ITEMS - SPECIAL DISTRICTS

None

7. CONSENT ITEMS

Motion Text: Approve consent items.

Voting Yes: Gregory, Wagenknecht, Dillon, Ramos, and Pedroza
Corrections/Recusals: None.
Result: Passed

Agricultural Commissioner

- A. Agricultural Commissioner/Sealer of Weights & Measures requests approval of and authorization for the Chair to sign renewal of Revenue Agreement No. 200286B with the California Department of Food & Agriculture (CDFA) for a maximum of \$19,676 for the term October 1, 2021 through May 31, 2022 for reimbursement of expenditures associated with placing and inspecting traps for the detection of Asian Citrus Psyllid (ACP).

[21-1235](#)

Enactment No: A- 200286B

Auditor-Controller

- B. Auditor-Controller requests authorization to process an Assessor Division reduction in assessed value in excess of the \$10,000,000 limit set forth in Resolution No. 2013-137 pursuant to Revenue and Taxation Code Section 4831 et seq. for Assessor Parcel Number (APN) 800-056-154 tax year 2016 in the amount of \$12,618,080 for fixtures and personal property.

[21-1234](#)

Child Support Services

- C. Director of Child Support Services requests the Board’s retroactive approval of and authorization for the Chair to sign the following two Agreements with the California Department of Child Support Services and each of the two following Local Child Support Agencies:

[21-1320](#)

1. Agreement with the Alameda County Department of Child Support Services (Alameda LCS), for a maximum of \$200,000 for the term of September 28, 2021 through June 30, 2022, to provide the services of two (2) Napa County Child Support Specialists; and
2. Agreement with North Coast Regional Department of Child Support Services for a maximum of \$40,000 for the term of November 1, 2021 through June 30, 2022, to provide the services of one (1) Napa County Child Support Specialist.

Corrections

- D. Director of Corrections requests approval of and authorization for the Chair to sign amendments to two agreements with Securus Technologies: [21-1078](#)

- 1. Amendment No. 5 to Agreement No. 170629B aligns telephone rates with the Federal Communications Commission (FCC) and the California Public Utilities Commission (CPUC) orders and extends the term through June 30, 2024, or until 60 days after the County provides notice of its intention to vacate the Hall of Justice, whichever date is later.

- 2. Amendment No. 4 to Agreement No. 190215B for video visitation services extends the term to June 30, 2024, or until 60 days after the County provides notice of its intention to vacate the Hall of Justice, whichever date is later.

Enactment No: A-170629B Amend. 5; A-190215B Amend. 4

County Executive Office

- E. County Executive Officer requests the reappointment of Pamela Smithers, Michelle Benvenuto, David Graves, and Tosha Comendant to represent Public At Large, with terms to commence immediately and expire August 2025 to the Watershed Information and Conservation Council (WICC) of Napa County. [21-1337](#)

District Attorney

- F. District Attorney requests approval of and authorization for the Chair to sign a Certification of Assurance of Compliance document that authorizes the District Attorney to apply for and sign grant subawards with the California Office of Emergency Services for a maximum of \$206,000 for the term April 1, 2022 through March 31, 2023 for the Child Advocacy Center Program. [21-1289](#)

Enactment No: A-8639

Housing and Homeless Services – Division of CEO’s Office

- G. Director of Housing & Homeless Services requests approval of and authorization for the Chair to sign an Agreement with Applied Survey Research for the term November 9, 2021 through June 30, 2022 for the planning and execution of the 2022 Point in Time (PIT) count. [21-873](#)

Enactment No: A-220214B

Human Resources – Division of CEO’s Office

- H. County Executive Officer and Director of Human Resources request adoption of a Resolution establishing a \$1,000 Matching Employer Contribution for Management, Confidential, and Non-Classified officers and employees who are participants in Napa County's 401(a) Retirement Savings Plan during calendar year 2022.

Enactment No: R-2021-139

- I. Director of Human Resources and County Executive Officer request adoption of a Resolution amending the Departmental Allocation List for Emergency Services Division of the County Executive Office, by adding one 1.0 FTE Emergency Services Officer - Limited Term, effective December 7, 2021 through December 31, 2023, with a net increase of one full-time equivalent, and a slight impact to the General Fund.

Enactment No: R-2021-140

- J. Director of Human Resources and Agricultural Commissioner request adoption of a Resolution amending the Departmental Allocation List for the Agricultural Commissioner’s Office, as follows, effective December 7, 2021, with no net increase in full-time equivalents, and no increase to the General Fund:

- 1. Delete one 1.0 FTE Ag/Weights & Measures Inspector I/II/III.*
- 2. Add one 1.0 FTE Ag/Weights & Measures Inspector IV.

*Delete upon subsequent vacancy.

Enactment No: R-2021-141

- K. Director of Human Resources and District Attorney request adoption of a Resolution amending the Departmental Allocation List for the District Attorney's Office, as follows, effective December 7, 2021, with a net decrease of 1.0 full-time equivalents, and a slight decrease to the General Fund:

[21-1339](#)

1. Delete one 1.0 FTE Account Clerk II.
2. Delete two 0.5 FTE Attorney I/II/III.
3. Delete one 1.0 FTE Attorney I/II/III - Limited Term.*
4. Add one 1.0 FTE Secretary.
5. Add one 1.0 FTE Attorney I/II/III.

*Limited Term expires December 31, 2021.

Enactment No: R-2021-142

Information Technology Services – Division of CEO's Office

- L. Chief Information Officer and Director of Human Resources request approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 170151B with GovernmentJobs.com, Inc., (dba "NEOGOV") removing performance management software module, extending the term for an additional year through June 30, 2022, including an auto renewal provision for up to two additional fiscal years, and increasing the contract amount by \$114,815 for a new maximum of \$309,122 for online testing and applicant tracking software.

[21-310](#)

Enactment No: A-170151B Amend. 3

- M. Chief Information Officer requests approval of and authorization for the chair to sign Amendment No. 2 to Agreement No. 170498B with CSI Telecommunications, Inc., increasing the amount by \$10,000 a year to a new maximum of \$50,000 per fiscal year for professional services and expenses, in order to provide Public Safety Radio Systems engineering and frequency coordination, Federal Communications Commission (FCC) licensing, and additional support services related to the County's overall radio infrastructure.

[21-1063](#)

Enactment No: A-170498B Amend. 2

- N. County Executive Officer and Chief Information Officer request the following:

[21-1309](#)

1. Declare certain items of personal property as surplus and no longer required for public use; and
2. Authorize the Purchasing Agent to dispose of these items of personal property by donating them to Computers for Classrooms.

Library

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- O. Director of Library Services and Community Outreach requests the following regarding Fiscal Year 2021-2022 California Library Literacy Services (CLLS) allocations:
1. Acceptance of funding in the amount of \$47,929 for the Adult Literacy Program; and
 2. Acceptance of funding in the amount of \$45,000 for the Family Literacy Program.

[21-1237](#)

Public Works

- P. Director of Public Works requests adoption of a Resolution approving and authorizing the Chair to execute a maintenance agreement with the State of California Department of Transportation for the portion of the Napa Valley Vine Trail between St. Helena and Calistoga (RDS 21-26).

[21-736](#)

Enactment No: A-8632; R-2021-143

[21-1275](#)

- Q. Director of Public Works requests adoption of a Resolution temporarily closing portion of Duhig Road from 6:00 A.M. to 11:00 A.M. on Sunday, December 12, 2021, for the Napa to Sonoma Wine Country Half Marathon.

Enactment No: R-2021-144

[21-1276](#)

- R. Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 190343B with Miller Pacific Engineering Group, increasing the amount by \$200,000 for a new fiscal year 2022 maximum of \$400,000 to provide technical and construction support services for the Silverado Trail Phases K & M non-federally funded construction projects, RDS 20-03A & 20-03B and other County non-federally funded construction projects.

Enactment No: A-190343B Amend. 1

Risk and Emergency Services (OES) – Division of CEO’s Office

- S. County Executive Officer and Risk and Emergency Services Manager request approval of a Budget Transfer increasing appropriations in the Emergency Services Grants subdivision budget by \$270,441 with offsetting revenues from federally funded grants re-budgeted from FY2020-21: [21-1291](#)
1. Fiscal Year 2019 Homeland Security Grant Program (HSGP) funds in the amount of \$75,701 for the purchase of tablets for use by section command staff in the Emergency Operations Center (EOC) and the field to support COVID-19 response, disaster mental health triage and incident management equipment, and grant administration.
 2. Fiscal Year 2020 Emergency Management Performance Grant (EMPG) funds in the amount of \$152,740 for the purchase of emergency management technology enhancements, grant management, language access plan, and emergency preparedness communication tools.
 3. Fiscal Year 2020 Urban Area Security Initiative (UASI) funds in the amount of \$42,000 for the purchase of tablet computers and wiring for County Fire Department vehicles.

(4/5 vote required)

- T. County Executive Officer and Emergency Services Officer request approval of and authorization for the Chair to sign Agreement No. 220213B with Nixle, LLC for a total of \$63,559 for the term beginning November 1, 2021 through October 31, 2022 to provide a proprietary cloud-based, opt-in emergency notification system. [21-1313](#)

Enactment No: A-220213B

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

None

9. PUBLIC COMMENT

Six (6) people spoke during public comment.

Director Planning, Building, and Environmental Services David Morrison presented a report.

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

None

11. ADMINISTRATIVE ITEMS

Planning, Building and Environmental Services (PBES)

[21-1292](#)

A. Director of Planning, Building and Environmental Services requests discussion and direction regarding the following as it relates to the 2023-2031 Sixth Cycle Housing Element Update regarding Regional Housing Needs Allocation (RHNA):

1. What percentage of the existing RHNA sharing agreements with the cities/town should the County plan for in the unincorporated area; and
2. What criteria should be looked at in the selection of sites to be evaluated in the next Housing Element update.

Supervising Planner John McDowell made presentation.

Director of Planning, Building, and Environmental Services David Morrison presented report.

One (1) person spoke during public comment.

Discussion held.

Direction provided to staff.

12. SET TIME MATTERS OR PUBLIC HEARING - SPECIAL DISTRICTS

Napa County Groundwater Sustainability Agency

[21-1305](#)

A. PUBLIC HEARING 1:45 PM - 30 Minutes

Director of Planning, Building and Environmental Services to present the Draft Napa County Groundwater Sustainability Plan.

(CONTINUED FROM NOVEMBER 16, 2021)

Director of Planning, Building, and Environmental Services David Morrison made presentation.

Seven (7) people spoke during public comment.

Discussion held.

Direction provided to staff.

Written public comments will be accepted until December 14, 2021 at 5:00 P.M.

This item will be continued to January 11, 2022.

Motion Text: Approve.

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

Corrections/Recusals: None.

Result: Passed

13. SET MATTERS OR PUBLIC HEARINGS

A. SET MATTER 9:30 AM - 20 Minutes (PG&E)

[21-1297](#)

Pacific Gas & Electric representatives will provide an update on vegetation management activities in Napa County.

Deputy County Executive Officer Helene Franchi presented report.

PG&E representative Mark van Gorder made presentation.

PG&E representative Tony Walls made presentation.

PG&E representative Daniel McBride made presentation.

PG&E representative Austin Sharp made presentation.

Twelve (12) people spoke during public comment.

Discussion held.

Public Works

B. SET MATTER 10:00 AM - 15 Minutes

[21-1271](#)

Director of Public Works requests the following actions regarding Senate Bill 1383 that requires reducing greenhouse gas generation by implementing programs that divert organic wastes from landfills:

1. Introduction and waiver of the first reading of an Ordinance adding Chapter 8.6 to Title 8 of the Napa County Municipal Code regarding mandatory organic waste disposal and related requirements under SB 1383 and SB 1383 regulations; and
2. Approval of and authorization for the County Executive Officer to sign a Memorandum of Understanding with Upper Valley Waste Management Agency (UVWMA) regarding implementation of SB1383 for that area of Napa County under the jurisdiction of UVWMA.

Director of Public Works Steven Lederer made presentation.

Two (2) people spoke during public comment.

Discussion held.

Motion Text: Motion of intent to adopt the ordinance.

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

Corrections/Recusals: None.

Result: Passed

Motion Text: Approve the Memorandum of Understanding.

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

Corrections/Recusals: None.

Result: Passed

Elections

C. PUBLIC HEARING 10:30 AM - 30 Minutes

[21-860](#)

Registrar of Voters requests adoption of a resolution approving the final maps of supervisorial districts based on 2020 Federal Census data.

THIS ITEM IS BEING RESCHEDULED TO A SPECIAL MEETING ON DECEMBER 13, 2021 AT 9:00 AM

D. PUBLIC HEARING - 11:30 AM - 5 Minutes

Director of Planning, Building and Environmental Services requests adoption of a resolution establishing certain Agricultural Preserves (Types A & H), and approval of and authorization for the Chair to execute the following Williamson Act Agricultural Contracts:

1. Approving twelve (12) new contracts with the following applicants:
 - a. Julianna & Jacob, and Edward & Denise Boydston, in Capell Valley: NE ¼ Section 8, T7N R3W;
 - b. Suscol Vista Vineyard LLC., in the general location of South Napa: NW ¼ Section 36, T5N R4W;
 - c. Rancho Suscol Vineyards LLC., in the general location of South Napa: N ½ Section 31, T5N R3W;
 - d. 1000 St. Helena LLC., in the general location of Mt Veeder: SE ¼ Section 7 T6N R5W;
 - e. 2020 Behera Sarna Family Trust dated July 20, 2020, in North Napa: SE ¼ Section, T6N R4W;
 - f. Colgin Cellars LLC., in the general location of Pritchard Hill: S ½ Section 7, T7N R4W;
 - g. Chaix Family Vineyards LLC., located in South St Helena: SW ¼ Section 16, T7N R5W;
 - h. Berlenbach Vineyards LLC., in the general location of East Napa: SE ¼ Section 6, T5N R3W;
 - i. FN Land LLC., in the general location of Carneros: SW ¼ Section 17, T5N R4W;
 - h. FN Land LLC., in the general location of Carneros: NW ¼ Section 20, T5N R4W;
 - j. FN Land LLC., in the general location of Carneros: NE ¼ Section 19, T5N R4W; and,
 - k. Suscol Vista Vineyard LLC., in the general location of South Napa: N ½ Section 36, T5N R4W.
2. Approving rescission of (4) existing contracts and replacing with five (5) new contracts with the following applicants:
 - a. Ste. Michelle Wine Estates Limited, in location of Wooden Valley: E ½ Section 36, T6N; R3W;
 - b. Koerner Rombauer Investments LLC, located in North St Helena: NE ¼ Section 14, T8N R6W;
 - c. Boyer Family Trust, in the general location of Carneros: SE ¼ Section 14, T5N R5W;
 - d. Boyer Family Trust ETAL, in the general location of Carneros: SW ¼ Section 14, T5N R5W; and,
 - e. Baker Vineyards, in the general location of East Calistoga: NW ¼ Section 10, T8N R6W.

Public Works Planner II Daniel Zader presented report.

One (1) person spoke during public comment.

Motion Text: Adopt resolution.

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

Corrections/Recusals: None.

Result: Passed

Enactment No: R-2021-27

14. LEGISLATIVE ITEMS

None

15. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS

Supervisor Brad Wagenknecht reported on meetings with First 5 Napa County, and the Local Agency Formation Commission (LAFCO) wherein Senator Bill Dodd was presented with the California Association of Local Agency Formation Commissions (CALAFCO) Mike Gotch Excellence in Public Service Award for the County’s efforts related to the Napa Pipe Project.

Vice Chair Belia Ramos reported on meeting with the Airport Commission and the role of the airport hosting the Blackhawk helicopter and the aerial firefighting resources. The Airport Commission wants to highlight the value the airport played in the last fire season.

Supervisor Diane Dillon reported on the emergency Broadband meeting to discuss the funding for Broadband and acknowledged/congratulated County Executive Officer Minh C. Tran on his newly appointed role as the president of the County Association of County Executives (CACE) at California State of Counties (CSAC) annual conference.

Chair Alfredo Pedroza reported on working with the State's Department of General Services regarding Skyline Park to get an appraisal for preserving the park.

16. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS

Supervisor Diane Dillon requested to agendize an item to amend Rule 6 Section 8B of the County Policy Manual to confirm that the Board of Supervisors has the discretion to elect officers by majority vote.

Vice Chair Belia Ramos requested to agendize an item for the Board to adopt AB 361 regarding remote meeting attendance for boards and commissions.

17. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

None

18. CLOSED SESSION

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- A. PUBLIC EMPLOYEE APPOINTMENT (Government Code Section 54957)

[21-1346](#)

Title: County Counsel

No reportable action.

- B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

[21-1349](#)

Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2). (2 Cases)

No reportable action.

- 19. ADJOURNMENT

**ADJOURNED TO THE BOARD OF SUPERVISORS SPECIAL MEETING
DECEMBER 13, 2021 at 9:00AM.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board