

Napa County

Board of Supervisors Chambers
1195 Third Street, Third Floor
Napa, CA 94559



Agenda

***Consolidated**

Tuesday, December 6, 2022

9:00 AM

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

Board of Supervisors

Brad Wagenknecht, District 1

Ryan Gregory, District 2

Diane Dillon, 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 Support 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.*

GENERAL INFORMATION

The Board of Supervisors meets as specified in its adopted annual calendar on Tuesdays at 9:00 A.M. in regular session at 1195 Third Street, Suite 310, Napa, California 94559. The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available through the Clerk of the Board of the Napa County Board of Supervisors. Requests for disability related modifications or accommodations, aids or services may be made to the Clerk of the Board's office no less than 72 hours prior to the meeting date by contacting (707) 253-4580.

The agenda is divided into three sections:

CONSENT ITEMS - These matters typically include routine financial or administrative actions, as well as final adoption of ordinances that cannot be both introduced and adopted at the same meeting. Any item on the **CONSENT CALENDAR** will be discussed separately at the request of any person. **CONSENT CALENDAR** items are usually approved with a single motion.

SET MATTERS - PUBLIC HEARINGS - These items are noticed hearings, work sessions, and items with a previously set time.

ADMINISTRATIVE ITEMS - These items include significant policy and administrative actions and are classified by program areas. Immediately after approval of the **CONSENT CALENDAR**, if the time for hearing **SET MATTERS** has not arrived, **ADMINISTRATIVE ITEMS** will be considered.

All materials relating to an agenda item for an open session of a regular meeting of the Board of Supervisors which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, at the time of such distribution, in the office of the Clerk of the Board of Supervisors, 1195 Third Street, Suite 305, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays.

Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or County staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under the California Government Code.

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA please proceed to the rostrum 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 Board.

AGENDA AVAILABLE ONLINE AT www.countyofnapa.org

How to Watch or Listen to the Napa County Board of Supervisors Meetings

The Napa County Board of Supervisors will continue to meet pursuant to the annually adopted meeting calendar available at the following link:

<https://www.countyofnapa.org/DocumentCenter/View/23544/2022-Board-of-Supervisors-Meeting-Calendar>

The Board realizes that not all County residents have the same ways to stay engaged, so several alternatives are offered. Please watch or listen to the Board of Supervisors meeting in one of the following ways:

1. Watch on your TV - Napa Valley TV Channel 28 (programming subject to local pre-emption rules and schedules).
2. Listen on your cell phone via Zoom at 1-669-900-6833 then enter Meeting ID 842-343-169 once you have joined the meeting.
3. Watch via the Internet – view the Live Stream
 - a. via Zoom at the following link: <https://www.zoom.us/join> then enter Meeting ID 842-343-169.
 - b. via Granicus by clicking on the following link: http://napa.granicus.com/ViewPublisher.php?view_id=2
4. You may submit public comment for any item that appears on the agenda or general public comment for any item or issue that does not appear on the agenda by emailing your comment to the following email address: publiccomment@countyofnapa.org. EMAILS WILL NOT BE READ ALOUD.

Via telephone: please call the Board of Supervisors Public Comment Line at (707) 299-1776.

Please mute all audio devices and do not use the speakerphone to prevent echoing.

Please provide your name and the agenda item on which you are commenting. Calls will be placed on hold and heard in the order received. The above-identified measures comply with all legal requirements for participation and public comment, including those imposed by the Ralph M. Brown Act and Executive Order, as amended by AB 361.

For more information, please call (707) 253-4580 or email publiccomment@countyofnapa.org.

1. CALL TO ORDER; ROLL CALL**2. PLEDGE OF ALLEGIANCE****3. APPROVAL OF MINUTES**

- A. Clerk of the Board requests approval of minutes from the November 29, 2022 regular meeting. [22-2216](#)

Attachments: [November 29, 2022](#)

4. PRESENTATIONS AND COMMENDATIONS

- A. Director of Human Resources to introduce new County employees. [22-2198](#)
- B. Presentation of a Retirement Proclamation to Karen Relucio, MD, Deputy Director of Health and Human Services Agency - Public Health & Public Health Officer, in recognition of 16 years of public service, seven of which were dedicated to the residents of Napa County. [22-2195](#)

Attachments: [Proclamation \(added after meeting\)](#)

5. DEPARTMENT HEAD REPORTS AND ANNOUNCEMENTS**6. CONSENT ITEMS - SPECIAL DISTRICTS****Napa County Groundwater Sustainability Agency**

- A. Interim Director of Planning, Building and Environmental Services (PBES) requests approval of and authorization for the Chair to sign Agreement No. 230254B, with Realty Income Inc. for the initial term of December 6, 2022, to December 5, 2032, for easement access for the construction of monitoring wells. [22-2197](#)

Attachments: [Agreement](#)

7. CONSENT ITEMS**Auditor-Controller**

- A. Auditor-Controller requests the Board accept and instruct the Clerk of the Board to file a report on Community Facilities Districts 2012-1 Milliken-Sarco-Tulocay (MST) for Fiscal Year 2021-22 in compliance with Section 50075.1 of the California Government Code. [22-2155](#)

Attachments: [Report](#)

County Counsel

- B.** County Counsel and the Deferred Compensation Board of Control request adoption of a resolution amending Napa County's 401(a) Retirement Savings Plan allowing Napa County employees who are members of Service Employee International, Local 1021 to be eligible for the 401(a) Plan. [22-2151](#)
- Attachments:** [Resolution](#)
- C.** County Counsel requests approval of and authorization for the Chair to sign an agreement with Thomson Reuters for a maximum amount of \$15,060 for the term of February 1, 2023 through January 31, 2024, with two annual renewals and a 3% increase each subsequent year to provide Westlaw legal research software. [22-2152](#)
- Attachments:** [Agreement Terms and Conditions](#)
[Agreement](#)
- D.** County Counsel requests adoption of an Ordinance adding Chapter 10.18 to the Napa County Code prohibiting the use of motorized vehicles on the Napa Valley Vine Trail in the unincorporated area of the County between the City of Calistoga and the Town of Yountville. [22-2191](#)
- Attachments:** [Ordinance](#)

County Executive Office

- E.** Interim County Executive Officer requests adoption of a Resolution making findings in accordance with Assembly Bill (AB) 361 and Government Code Section 54953, for Board of Supervisors and County boards and commissions (including committees) to hold remote teleconference meetings due to the threat of COVID-19. [22-1802](#)
- Attachments:** [Resolution](#)
- F.** Interim County Executive Officer requests approval of the Napa County Arts & Culture Advisory Committee (ACAC) amended grant guidelines for the FY 2023-24 grant award cycle. [22-2112](#)
- Attachments:** [2023-24 Grant Guidelines \(Tracked Changes\)](#)
[2023-24 Grant Guidelines \(Clean\)](#)
- G.** Risk and Emergency Services Manager requests approval of a Budget Adjustment to increase appropriations in the amount of \$551,382 increasing appropriations in the Workers Compensation Fund (4402000-52710) Insurance Claims, offset by (4402000-33100) Available Fund Balance for increasing the confidence level. (4/5 vote required.) [22-2193](#)
- Attachments:** [Correction Memorandum](#)

County Fire Department

- H.** Deputy Fire Chief requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 220351B with WRA, Inc. increasing the amount by \$55,000 for a new maximum of \$100,000 per fiscal year for the terms amending the scope of work to include support services to the County of Napa in responding to state and federal Request for Information (RFIs)/Benefit Cost Analysis (BCAs) for four recent FEMA (Federal Emergency Management Agency) Hazard Mitigation Grant Program (HMGP) applications. [22-2170](#)

Attachments: [Agreement](#)

Health and Human Services Agency

- I.** Director of Health and Human Services Agency (HHSA) requests approval of and authorization for the Chair to sign Amendment 2 to Agreement No. 180113B with Biomedical Waste Disposal, Inc., for a new contract maximum of \$4,000 and updated Compensation exhibit for the Fiscal Year 2022-2023, and each subsequent automatic renewal, for the purpose of bio-waste pickup and disposal. [22-2029](#)

Attachments: [Agreement](#)

- J.** Director of Health and Human Services Agency (HHSA) requests approval of and authorization for the Chair to sign Agreement No. 230228B with Kings View Professional Services, Inc., for a five year maximum of \$2,548,860 for the term beginning upon approval through June 30, 2027, for the provision of ongoing consultative and technical support to assist with the configuration and implementation of HHSA's specialized Electronic Health Record (EHR). [22-2139](#)

Attachments: [Agreement](#)

- K.** Director of Health and Human Services Agency (HHSA) requests approval of and authorization for the Chair to sign Agreement No. 230229B with County Medical Services Program Governing Board, for a maximum of \$50,000, for the term November 1, 2022 through April 30, 2024, for the award of funds from the Local Indigent Care Needs Grant Program (LICN), in order to promote timely delivery of necessary medical, behavioral health and support services to medically indigent adults. [22-2140](#)

Attachments: [Agreement](#)

- L.** Director of Health and Human Services Agency (HHSA) requests the following with respect to grant allocations for Fiscal Year 2022-2023 from the California Department of Housing and Community Development (HCD): [22-2154](#)
1. Authorization for the Director of HHSA to sign the following documents:
 - a. Transitional Housing Program (THP) Allocation Acceptance Form for Round 4 funding in the amount of \$129,519; and
 - b. Housing Navigation and Maintenance Program (HNMP) Allocation Acceptance Form for Round 1 funding in the amount of \$35,373.
 2. Adoption of a resolution authorizing joint application for and acceptance of the County Allocation Awards under the THP Round 4 and HNMP Round 1.
- Attachments:** [Resolution](#)
- M.** Director of Health and Human Services Agency (HHSA) requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 170846B with Language Line Services, Inc., for a new annual maximum of \$50,000 for the term upon approval through June 30, 2023, and each subsequent automatic renewal, to provide professional interpretation and translation services. [22-2162](#)
- Attachments:** [Agreement](#)
- N.** Director of Health and Human Services Agency (HHSA) requests adoption of a Resolution establishing a written policy pursuant to Assembly Bill 389. [22-2171](#)
- Attachments:** [Resolution](#)
- O.** Director of Health and Human Services Agency (HHSA) requests approval of and authorization for the Chair to sign Amendment 2 to Agreement No. 190154B with Mission Linen, Inc., for a new contract maximum of \$3,504 per fiscal year, for the term November 1, 2022, through June 30, 2025, for the purpose of providing laundered and sanitized linens to the kitchen located at HHSA's South Campus. [22-2192](#)
- Attachments:** [Agreement](#)

Housing & Homeless Services – Division of CEO’s Office

- P. Director of Housing & Homeless Services requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 200360B with The Salvation Army extending the term to June 30, 2023, to provide prepared meals for occupants of temporary shelters established as part of the COVID-19 emergency response efforts. [22-1621](#)

Attachments: [Agreement](#)

Human Resources – Division of CEO’s Office

- Q. Interim County Executive Officer and Director of Human Resources request adoption of a Resolution establishing a \$1,600 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 2023 and a \$600 Matching Employer Contribution for SEIU employees who are participants in Napa County's 401(a) Retirement Savings Plan during calendar year 2023. [22-2107](#)

Attachments: [Resolution](#)

Library

- R. Director of Library Services and Community Outreach requests approval for the following actions related to the purchase of capital assets for three library locations: [22-2145](#)
1. Establish capital assets totaling \$99,360 for library furniture;
 2. Approval of a Budget Adjustment increasing appropriations in the Library Fund Equipment expense accounts (2020001-55400, 2020002-55400, 2020003-55400) offset by use of available fund balance (4/5 vote required); and
 3. A waiver of competitive bidding requirements and sole source award to Ross McDonald Co. Inc. pursuant to County Ordinance Code 2.36.090.

Planning, Building and Environmental Services (PBES)

- S. Interim Director of Planning, Building and Environmental Services (PBES) requests adoption of a Resolution authorizing Napa County to affirm this Human Right to Water Policy, including protection of public health, the environment consistent with public trust principles, and all beneficial uses, to ensure prudent water resource management and efficient use, for the benefit of the natural environment and future generations. [22-2202](#)

Attachments: [Resolution](#)

Probation

- T.** Chief Probation Officer requests the following: [22-2143](#)
1. Approval of and authorization for the Chair to sign Agreement No. 230241B with University of Cincinnati Research Institute (UCCI) for the term December 1, 2022 through June 30, 2023, for a maximum annual compensation of \$235,000, to provide evidence-based practice training and consultation; and
 2. Approval of a Budget Adjustment to increase appropriations for Professional Services by \$130,000 (Fund 1000, Subdivision 1420000) with offsetting Revenue from 2011 Realignment in Probation. (4/5 vote required)

Attachments: [Agreement](#)
[Correction Memorandum](#)

Public Works

- U.** Director of Public Works requests approval of a Budget Transfer for the following regarding the "Napa Valley Vine Trail Resurfacing Project" (4/5 vote required): [22-394](#)
1. Increase appropriations by \$300,000 in the Accumulated Capital Outlay (ACO) Fund budget (Fund 3000, Org 3000000) offset by use of its available fund balance to transfer to Project 23029; and
 2. Creation of a new project, "Napa Valley Vine Trail Resurfacing" (Fund 2040, Org 2040500, Project 23029), and increase appropriations by \$300,000 in Project 23029 offset by a transfer-in revenue from ACO.

Attachments: [Budget for NVVT Repair Project](#)

-
- V. Director of Public Works requests approval of a Budget Transfer for the following regarding the "2022 Napa County Road Seal Projects", RDS 22-14 (4/5 vote required): [22-2024](#)
1. Increase appropriations by \$415,000 in the Measure T Non-Operating Special Revenue Fund (M-T SRF) (Fund 2440, Org 1220053) offset by use of its available fund balance to transfer to Projects 22025 and 23022;
 2. Increase appropriations by \$270,000 in "Old Sonoma Seal" Project (Fund 2040, Org 2040500, Project 22025) offset by a transfer-in revenue from M-T SRF;
 3. Creation of a new project, "Sunset Road Seal" (Fund 2040, Org 2040500, Project 23022), and increase appropriations by \$145,000 in Project 23022 offset by a transfer-in revenue from M-T SRF;
 4. Increase appropriations by \$70,000 in the SB1 Non-Operating Special Revenue Fund (SB1 SRF) (Fund 2440, Org 1220052) offset by use of its available fund balance to transfer to Projects 23023 and 23024;
 5. Creation of a new project, "4th Avenue Striping" (Fund 2040, Org 2040500, Project 23023), and increase appropriations by \$20,000 in Project 23023 offset by a transfer-in revenue from M-T SRF; and
 6. Creation of a new project, "Las Amigas Road Striping" (Fund 2040, Org 2040500, Project 23024, and increase appropriations by \$50,000 in Project 23024 offset by a transfer-in revenue from M-T SRF.
- Attachments:** [Old Sonoma Congress Valley Intersection Improvement](#)
[Las Amigas Safety Improvements](#)
[4th Avenue at Kreuzer Lane](#)
[Old Sonoma Congress Valley Budget](#)
[Las Amigas Budget](#)
[4th Avenue Budget](#)
[Sunset Budget](#)
- W. Director of Public Works requests approval of and authorization for the Chair to sign Agreement No. 230242B with Ninyo & Moore Geotechnical & Environmental Sciences Consultants for a maximum of \$300,000 per fiscal year and for the term from December 6, 2022 to June 30, 2027 for on-call services needed for construction testing and inspection on various upcoming building and paving projects. [22-2106](#)
- Attachments:** [Agreement](#)
- X. Director of Public Works requests approval of the annual report on the Traffic Mitigation Fee program for Fiscal Year 2021-22. [22-2146](#)
- Attachments:** [Annual Report](#)
-

- Y.** Director of Public Works requests adoption of a Resolution amending the County's Policy Manual Part III, Fees, Part 30 Airport, effective January 1, 2023, amending the parking, fuel flowage, landing, tiedown rental, and miscellaneous fees at the Napa County Airport. [22-2218](#)

Attachments: [Fee Resolution](#)
[Exhibit A Airport Fees 2023 \(redline\)](#)
[Exhibit B Airport Fees 2023](#)

Sheriff

- Z.** Sheriff requests the following actions regarding purchase of two storage units: [22-1788](#)
1. A waiver of competitive bidding requirements and sole source award to The Home Depot of Louisville, Kentucky, for purchase of two storage units in the amount of \$24,154; pursuant to County Ordinance § 2.36.090; and
 2. Establishment of capital assets in the total amount of \$24,514 for two Tuff Shed storage units; and
 3. Approval of a Budget Transfer in Sheriff's Operations Budget (1000-1360000) increasing appropriations by \$24,154 in Equipment (55400) offset by a commensurate decrease in Office Furniture/Fixtures (53105). (4/5 vote required)
- AA.** Sheriff requests the following actions regarding the California Department of Parks and Recreation, Division of Boating and Waterways, Boating Safety and Enforcement Equipment Grant - Fiscal Year 2022-23: [22-2209](#)
1. Acceptance of grant agreement C22L0609 in the amount of \$27,000 for purchase of one personal watercraft; and
 2. Authorization for the Sheriff to execute all documents, including but not limited to applications, agreements, activity reports, payment requests, claim forms and other documents that may be required, subject to County Counsel approval; and
 3. Revision of the Schedule of Approved Capital Assets in the Approved Budget for Fiscal Year 2022-2023 in the amount of \$27,000 for purchase of one personal watercraft; and
 4. Approval of a Budget Transfer in the Sheriff's Operations Budget (1000-1360000) increasing appropriations by \$27,000 in Equipment expense (55400) offset by a commensurate increase in Federal-Other Funding revenue (43890). (4/5 vote required)

Treasurer-Tax Collector

- AB.** Treasurer-Tax Collector requests adoption of a Resolution adopting the “County of Napa Policy Regarding the Submission of Claims for Excess Proceeds” and delegating authority to distribute excess proceeds to the Treasurer-Tax Collector. [22-266](#)

Attachments: [Policy](#)
[Resolution](#)

- 8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS**
- 9. PUBLIC COMMENT**
(for all matters not listed on the agenda but within the jurisdiction of the Board of Supervisors and Special Districts)
- 10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS**
- 11. ADMINISTRATIVE ITEMS**
- 12. SET MATTERS OR PUBLIC HEARING - SPECIAL DISTRICTS**
- 13. SET MATTERS OR PUBLIC HEARINGS**

Health and Human Services Agency

- A.** SET MATTER 9:15 AM [22-2022](#)
Receive the Napa County Mental Health Board annual report covering Fiscal Year July 1, 2021, through June 30, 2022.

Attachments: [MHB Annual Report](#)

Public Works

B. SET MATTER 9:30 AM - Airport[22-2044](#)

Director of Public Works requests the following actions regarding fixed base operator (FBO) Agreements at the Napa County Airport:

1. Adoption of a resolution determining that long-term leases at the Napa County Airport are “exempt surplus land” for the purposes of the Surplus Lands Act pursuant to Government Code section 54221(f)(1) (G) because Governing Laws prohibit the use of Napa County Airport property for housing.

2. Approval of and authorization for the Chair to sign the following agreements associated with FBO services to be provided by SkyserviceUS California LLC, contingent upon concurrence from the State of California that leases at the Napa County Airport are “exempt surplus land”:

a. A ground lease, license, and operating agreement (Napa County Agreement No. 230234B with SkyserviceUS California LLC for a term of thirty years plus two consecutive five-year option periods to construct leasehold improvements and to provide Fixed Base Operator services at the Napa County Airport (4/5 vote required); and

b. A Guaranty Agreement No. 230235B with ALIS IA Aviation, LLC (Guarantor) for the benefit of Napa County whereby Guarantor unconditionally guarantees full and prompt performance and payment for each and every obligation of Leading Edge California, LLC within Napa County Agreement No. 230234B.

3. Approval of and authorization for the Chair to sign the following agreements associated with FBO services to be provided by Napa Jet Center, Inc doing business as Atlantic Aviation conditional upon concurrence from the State of California that leases at the Napa County Airport are “exempt surplus land”:

a. Approval of and authorization for the Chair to sign a ground lease, license, and operating agreement (Napa County Agreement No. 230232B with Napa Jet Center, Inc. doing business as Atlantic Aviation for a term of thirty years plus two consecutive five-year option periods to construct leasehold improvements and to provide Fixed Base Operator services at the Napa County Airport (4/5 vote required); and

b. Approval of and authorization for the Chair to sign Guaranty Agreement No. 230233B with Atlantic Aviation FBO, Inc. (Guarantor) for the benefit of Napa County whereby Guarantor unconditionally guarantees full and prompt performance and payment for each and every obligation of Napa Jet Center, Inc. within Napa County Agreement No. 230232B.

4. Approval of the following actions related to surplus fuel farm equipment located at the Napa County Airport:

- a. Declare certain capital asset fuel farm equipment as surplus and no longer required for public use;
- b. Authorize the Auditor-Controller to remove these surplus assets, which are fully depreciated, from the capital asset listing; and
- c. Authorize the sale of capital asset surplus fuel farm equipment to Napa Jet Center Inc. doing business as Atlantic Aviation consistent with Napa County Agreement No.230232B.

Attachments: [FBO Lease - Napa Jet Center](#)
[FBO Lease Exhibits - Napa Jet Center](#)
[Guaranty Agreement - Atlantic](#)
[FBO Lease - Skyservice](#)
[FBO Lease Exhibits - Skyservice](#)
[Guaranty Agreement - ALIS IA Aviation](#)
[Draft Terminal Area Plan](#)
[Resolution - Exempt Surplus Land](#)
[Airport FBO Presentation \(added after meeting\)](#)

14. LEGISLATIVE ITEMS

15. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS

16. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS

17. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

18. CLOSED SESSION

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government [22-2054](#)
Code Section 54957)
Title: Director of Library Services and Community Outreach

19. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY,
DECEMBER 13, 2022 AT 9:00 A.M.**

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 FRIDAY, DECEMBER 2, 2022 BY 5:00 P.M. A HARDCOPY SIGNED VERSION OF THE CERTIFICATE IS ON FILE WITH THE CLERK OF THE BOARD OF SUPERVISORS AND AVAILABLE FOR PUBLIC INSPECTION.

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board