



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 Support Services Public Authority of Napa County, LakeBerryessa Resort Improvement District, Napa Berryessa Resort Improvement District, Napa County Housing Authority, and the Napa County Groundwater Sustainability Agency.

Tuesday, December 6, 2022

9:00 AM

Board of Supervisors Chambers
1195 Third Street, Third Floor

***Consolidated**

1. CALL TO ORDER; ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

Chair Ryan Gregory led the assembly in the 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](#)

Motion Text: Approve Minutes.

Voting Yes: Wagenknecht, Ramos, Dillon, and Gregory

Absent: Pedroza

Recusals: None

Result: Passed

4. PRESENTATIONS AND COMMENDATIONS

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

[22-2198](#)

Director of Human Resources Christine Briceño introduced the new County of Napa employees.

- 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](#)

The Board of Supervisors presented the Proclamation to Dr. Karen Relucio.

Deputy Director of Health and Human Services Agency - Public Health & Public Health Officer Dr. Karen Relucio accepted the proclamation and made a presentation.

5. DEPARTMENT HEAD REPORTS AND ANNOUNCEMENTS

None

6. CONSENT ITEMS - SPECIAL DISTRICTS

Two (2) people spoke during public comment.

Planning, Building and Environmental Services Natural Resources Conservation Manager Jamison Crosby made presentation.

Motion Text: Approve Special District Consent Calendar.

Voting Yes: Wagenknecht, Dillon, Ramos, and Gregory

Absent: Pedroza

Recusals: None

Result: Passed

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](#)

Enactment No: A-230254B

7. CONSENT ITEMS

Motion Text: Approve Consent Calendar as amended.

Voting Yes: Ramos, Wagenknecht, Dillon, and Gregory

Absent: Pedroza

Recusals: None

Result: Passed

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](#)

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](#)

Enactment No: R-2022-173

- 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](#)

Enactment No: A-230248B

- 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](#)

Enactment No: O-1479

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](#)

Enactment No: R-2022-174

- 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](#)

- 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](#)

Correction Memorandum provided.

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](#)

Enactment No: A-220351B Amend. 1

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](#)

Enactment No: A-180113B Amend. 2

- 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](#)

Enactment No: A-230228B

- 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](#)

Enactment No: A-230229B

- 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.

Enactment No: R-2022-175

- 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](#)

Enactment No: A-170846B Amend. 2

- 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](#)

Enactment No: R-2022-176

- 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](#)

Enactment No: A-190154B Amend. 2

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](#)

Enactment No: A-200360B Amend. 2

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](#)

Enactment No: R-2022-177

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](#)

Item pulled for discussion. See Item 8.

Enactment No: R-2022-178

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)

Correction Memorandum provided.

Enactment No: A-230241B

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.

- 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.
- 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](#)
- Enactment No: A-230242B**
- X. Director of Public Works requests approval of the annual report on the Traffic Mitigation Fee program for Fiscal Year 2021-22. [22-2146](#)
- 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](#)
- Enactment No: R-2022-179**

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](#)

Enactment No: R-2022-180

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

- 7S

Three (3) people spoke during public comment.

Motion Text: Adopt the Resolution.

Voting Yes: Wagenknecht, Dillon, Ramos, and Gregory

Absent: Pedroza

Recusals: None

Result: Passed

9. PUBLIC COMMENT

Four (4) people spoke during public comment.

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

None

11. ADMINISTRATIVE ITEMS

None

12. SET MATTERS OR PUBLIC HEARING - SPECIAL DISTRICTS

None

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.

Napa County Mental Health Board Chair Robert Palmer made presentation

Discussion held.

**Director of Health and Human Services Agency (HHSA) Jennifer Yasumoto
responded to comments.**

One (1) person spoke during public comment.

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.

Director of Public Works Steven Lederer made presentation.

Deputy Director of Public Works - General Services Leigh Sharp made presentation.

Airport Manager Mark Witsoe made presentation.

Atlantic Aviation Chief Executive Officer Louis Pepper made presentation.

Skyservice US Chief of Staff Ty Dubay made presentation.

One (1) people spoke during public comment.

Discussion held.

Motion Text: Approve requested actions.

Voting Yes: Ramos, Wagenknecht, Dillon, and Gregory

Absent: Pedroza

Recusals: None

Result: Passed

Enactment No: R-2022-181; A-230232B; A-230233B; A-230234B; A-230235B

14. LEGISLATIVE ITEMS

None

15. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS

Supervisor Diane Dillon reported the Rural County Representatives of California (RCRC) and the California State Association of Counties (CSAC) jointly organized a meeting with Pacific Gas & Electric (PG&E) last Friday in Sacramento wherein several counties participated in the discussion of vegetation management. Representatives from Cal Fire and the California Public Utilities Commission (CPUC) were also present.

Supervisor Dillon also reported she and Supervisor Wagenknecht attended a memorial service for Harold Kelly, who she worked with on Measure J (protects vineyards from housing developments) in 1989-1990, and he was briefly a Napa City Councilmember and was heavily involved in the beginning of the Land Trust of Napa County and Napa County Regional Parks and Open Space District. Supervisor Dillon also attended and spoke at a memorial service for Guy Kay, who was previously a member of the Local Agency Formation Commission (LAFCO) of Napa County, the Napa County Planning Commission, Napa County Regional Parks and Open Space District and also participated heavily in the creation of the Winery Definition Ordinance through the Planning Commission. Both men lived into their 90's and remained active until their passing. They should be acknowledged for their efforts and commitment, and they will be greatly missed.

16. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS

None

17. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

None

18. CLOSED SESSION

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

Closed Session held. No reportable action.

19. ADJOURNMENT

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

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board