



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, January 25, 2022

9:00 AM

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

**8:00 AM SPECIAL MEETING
*Consolidated**

1. **CALL TO ORDER; ROLL CALL**

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

2. **PLEDGE OF ALLEGIANCE**

Director of Housing and Homeless Services Jennifer Palmer led the assembly in the Pledge of Allegiance.

3. **APPROVAL OF MINUTES**

Motion Text: Approve minutes.

Motion: Pedroza

Second: Dillon

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

Corrections/Recusals: None

Result: Passed

- A. Clerk of the Board requests approval of minutes from the following regular and special meetings: [22-01](#)
September 28, 2021, October 19, 2021, January 4, 2022 and January 11, 2022.

4. **PRESENTATIONS AND COMMENDATIONS**

None

5. **DEPARTMENT HEAD REPORTS AND ANNOUNCEMENTS**

None

6. CONSENT ITEMS - SPECIAL DISTRICTS

Motion Text: Approve Special District Consent Calendar.
Motion: Wagenknecht
Second: Pedroza
Voting Yes: Gregory, Wagenknecht, Dillon, Pedroza, and Ramos
Corrections/Recusals: None
Result: Passed

Napa County Housing Authority

A. Director of Housing and Homeless Services requests the following: [22-151](#)

1. Approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 220014B with Kristin Lowell, Inc. to (1) assist with evaluation of existing acreage within County Service Area No. 4 (CSA No. 4); (2) prepare Engineer’s Report; and (3) provide related services supporting the County’s actions to conduct balloting and other required procedures for the reauthorization of CSA No. 4. under Proposition 218; and

2. Approval of a Budget Transfer No. 22-151 to increase appropriations by \$7,200 in Fund 2810 (Subdivision 2810000, Account 52145 Engineering Services) offset by use of available fund balance. (4/5 vote required)

Enactment No: A-220014B Amend. 1

In-Home Support Services Public Authority of Napa County

B. Auditor-Controller requests acceptance of a Financial Audit Report for the Fiscal Year Ended June 30, 2021 performed by Brown Armstrong, Certified Public Accountants. [22-93](#)

Lake Berryessa Resort Improvement District

C. District Engineer requests approval and authorization for the Chair to sign an agreement with GHD, Inc. for a maximum of \$183,051 for the period January 25, 2022 to one year after the completion of Scope of Services which includes the investigation of potential secondary locations within the Putah Creek channel to extract water that are more drought resistant. [21-1384](#)

7. CONSENT ITEMS

Motion Text: Approve Consent Calendar.
Motion: Wagenknecht
Second: Pedroza
Voting Yes: Gregory, Wagenknecht, Dillon, Pedroza, and Ramos
Corrections/Recusals: None
Result: Passed

Auditor-Controller

- A. Auditor-Controller requests acceptance of the Audit Report for the Napa County Local Transportation Fund for the fiscal year ended June 30, 2021 issued by Brown Armstrong, LLP. [22-94](#)

County Counsel

- B. County Counsel requests approval of and delegation of authorization to sign a conflict waiver with Goldfarb & Lipman LLP in connection with the County's Regional Housing Needs Allocation Transfer Proposal to the Association of Bay Area Governments. [22-10](#)

- C. County Counsel requests approval of and authorization for the Chair to sign Amendment No. 4 to Agreement No. 200210B with Renne Public Law Group LLP for specialized legal services to represent the County in litigation and related work in connection with leases at the Napa County Airport, increasing the maximum compensation from \$825,000 to \$890,000. [22-35](#)

Enactment No: A-200210B Amend. 4

County Executive Office

- D. County Executive Officer requests reappointment of David Gravesto serve as the Public Member representing Napa County on the Napa Sanitation District Board of Directors with the term to commence immediately and expire December 31, 2023. [21-1455](#)

- E. County Executive Officer requests the following actions regarding applicants for the Napa County Mental Health Board: [22-23](#)

1. Approval of waiver pursuant to Article IV, section 3, of the bylaws and reappointment of Kristine M. Haataja representing Consumer to serve a third consecutive term; and

2. Reappointments of Neil J. D'Silva representing Interested and Concerned Citizen, Robert Palmer representing Interested and Concerned Citizen new three-year terms.

- F. County Executive Officer requests the reappointments of the following applicants to the Napa County Juvenile Justice Coordinating Council with the term of office to commence immediately and expire December 31, 2025: [22-25](#)

Gladys Lopez representing Community-at-Large,
Dr. Barbara Nemko representing County Office of Education or School District, and
Dr. Harold Pierre representing Parent of At-Risk Youth from the Community at Large.

County Fire Department

- G. County Fire Chief requests the approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 200348B with American Medical Response extending the term through January 21, 2025, for no compensation, to provide safety-net and back-up emergency medical services for patients in Angwin, California. [21-1204](#)
- H. County Fire Chief/Purchasing Agent requests the following (4/5 vote required): [21-1451](#)
1. Declare Asset No. 26904, a 2000 Saber Fire Engine and Asset No. 27217, a digital tire balancer as surplus and no longer required for use;
 2. Authorize County Fire to dispose of the engine by selling it to Hopland Fire District for fair market value;
 3. Authorize the Purchasing Agent to dispose of Asset No. 27217 at public auction; and
 4. Authorize the Auditor-Controller to remove these capital assets from the capital asset list.

Housing and Homeless Services – Division of CEO’s Office

- I. Director of Housing and Homeless Services requests adoption of a Resolution rescinding and replacing Resolution No. 2021-121, consenting to, adopting and ratifying the terms and conditions relating to the 2020 Emergency Solutions Grant-COVID 19 allocation in an amount not to exceed \$1,800,000 which provides funding for housing and homeless services programs. [22-162](#)

Enactment No: R-2022-08

Human Resources – Division of CEO’s Office

- J. Director of Human Resources and Director of Planning, Building, and Environmental Services request adoption of a Resolution amending the Table and Index of Classes, Departmental Allocation List for multiple divisions of the Planning, Building and Environmental Services Department, and appropriate personnel policies, as outlined in Exhibit “A,” effective January 25, 2022, with a net increase of three and One-quarter (3.25) full-time equivalents, and a slight impact to the General Fund. [22-165](#)

Enactment No: R-2022-09

- K. Director of Human Resources requests adoption of a Resolution approving equity adjustments for certain classifications in the SEIU Napa Association of Public Employees Public Service Employee and Public Service Supervisory units effective February 5, 2022. [22-241](#)

Enactment No: R-2022-10

Public Works

- L. Director of Public Works requests the Board accept a report on Space License Agreements and Lease Agreements executed by the County Executive Officer during the period July 1, 2021 through December 31, 2021 pursuant to Resolution No. 2018-36. [21-1392](#)

- M. Director of Public Works requests the following actions related to the Napa Pipe Development Project: [21-1393](#)

1. Find and determine that the conveyance of a public road easement to the City of Napa is in the public interest because it improves the flow of traffic to and from a development that includes affordable housing, and the conveyance will not substantially conflict or interfere with the use of the County’s South Campus property;

2. Approval of and authorization for the Chair to sign an Easement Purchase and Temporary Access Agreement with Napa Redevelopment Partners, LLC to accept financial compensation for the Public Road and Utility Easement of \$28,171 and to provide temporary access to the County’s South Campus property for the purpose of relocating a fence from its existing location to an alignment adjacent to the easement area; and

3. Approval of and authorization for the Chair to sign a Public Road and Utility Easement in favor of the City of Napa for an area totaling approximately 8,044 square feet at the County’s South Campus to allow for the extension of a roadway and associated utilities, upon receipt of payment from Napa Redevelopment Partners, LLC.

Enactment No: A-220240

- N. Director of Public Works requests approval of and authorization for the Chair to sign a Measure A Contribution Agreement with Tuleyome for a maximum of \$236,289 for the term January 25, 2022, to June 30, 2023, to plan and implement erosion and sediment control features within Hunting Creek watershed. [21-1403](#)
- Enactment No: A-220241B**
- O. Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 170216B with Johnson Control Fire Protection, L.P. to increase compensation by \$7,340, for a new maximum of \$65,333 for routine services, and amend the scope of work to include routine maintenance of kitchen hood systems at Provisions Café and the Re-entry Facility. [21-1435](#)
- Enactment No: A-170216B Amend. 3**
- P. Director of Public Works requests the following actions regarding the Calistoga Area Paving Phase I project (4/5 vote required): [21-1436](#)
1. Creation of a new Capital Improvement Project (CIP) within the Roads Capital Improvement Program Budget (Fund 2040, Org2040500) for Calistoga Area Paving Phase 1, RDS 22-03 (Project 22011); and
 2. Approval of a Budget Transfer for the following:
 - a. Increase appropriations by \$2,750,000 in the Accumulated Capital Outlay Fund (Fund 3000, Org 3000000) by releasing PG&E Settlement Designation to transfer to Project 22001 to fund the preliminary evaluation, design, engineering and construction of the project; and
 - b. Increase appropriations by \$2,750,000 in Project 22011 budget with offsetting revenue from the transfer from the Accumulated Capital Outlay Fund.
- Q. Director of Public Works requests the following actions regarding the Redwood Road MPM 5.76, RDS 21-05 Storm Slide Repair project: [21-1440](#)
1. Approval of and authorization for the Chair to sign an agreement with MGE Engineering Inc. (MGE), for a maximum compensation of \$468,246;
 2. Approval to create a new Roads Capital Improvement Project (CIP) (Fund 2040, Org 2040500, Project S7315) (4/5 vote required);
 3. Approval of a Budget Transfer for the following (4/5 vote required):
 - a. Increase appropriation by \$555,746 in the Measure T Non-Operating Special Revenue Fund (Fund 2440, Org 1220053) to transfer to Project S7315 (Redwood Road MPM 5.76, RDS 21-05) offset by use of its available fund balance; and
 - b. Increase appropriations by \$555,746 in Project S7315 budget offset by an increase in revenue from the transfer from the Measure T SRF budget.
- Enactment No: A-220239B**

- R. Director of Public Works requests the following actions regarding the Dry Creek Rd MPM 9.48 Storm Slide Repair project: [21-1441](#)
1. Approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 210301B with ADKO Engineering (ADKO) increasing maximum compensation by \$94,048 for a new maximum of \$474,445 adding this project to their scope;
 2. Approval to create a new Roads Capital Improvement Project for Dry Creek Rd MPM 9.48 (Fund 2040, Org 2040500, Project S9106) (4/5 vote required); and
 3. Approval of a Budget Transfer for the following (4/5 vote required):
 - a. Increase appropriation by \$116,735 in the SB1 Non-Operating Special Revenue Fund (SRF) budget (Fund 2440, Org 1220052) to transfer to Project S9106 (Dry Creek Rd MPM 9.48, RDS 21-39) offset by use of its available fund balance; and
 - b. Increase appropriations by \$116,735 in Project S9106 budget offset by an increase in revenue from the transfer of from the SB1 budget.
- Enactment No: A-210301B Amend. 2**
- S. Director of Public Works requests approval of a following Budget Transfer related to the design and repair of a carport structure damaged during 2020 LNU Complex Fire at the Roads' Spanish Flat Corporation Yard [21-1450](#)
- (4/5 vote required):
1. Increase appropriation by \$50,000 in the Accumulated Capital Outlay (ACO) Fund (Fund 3000, Org 3000000) with the use of its available fund balance to be transferred to Capital Improvement Project 21062 (Fund 3000, Org 3000550); and
 2. Increase appropriations by \$50,000 in Project 21062 budget with offsetting revenue from the transfer from ACO.
- T. Director of Public Works requests acceptance of a donation in the amount of \$1,000 from Susan Wenner to the Napa County Animal Shelter and approval for the Chair to sign a letter of appreciation. [21-1457](#)
- U. Director of Public Works requests approval of and authorization for the Chair to sign an agreement to grant a public utility easement to Pacific Gas and Electric Company in support of the Napa County Jail Replacement project. [21-1462](#)
- V. Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 200149B with Carneros Fire Equipment Co., Inc., with no change in maximum compensation, to update prices charged per unit for portable fire extinguisher maintenance at County owned and operated facilities due to manufacturer rate increases. [22-152](#)
- Enactment No: A-200149B Amend. 2**

W. Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 6 to Agreement 130004B with ESAPWA (ESA), increasing the maximum compensation by \$244,300 for a new maximum of \$4,896,535 for the purpose of providing additional hydraulic analysis required to prepare a Letter of Map Revision (LOMR) application for the Napa River Oakville to Oak Knoll (OVOK) Restoration Project.

[22-168](#)

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

None

9. PUBLIC COMMENT

One (1) person spoke during public comment.

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

None

11. ADMINISTRATIVE ITEMS

Auditor-Controller

A. Auditor-Controller to present and request acceptance of the Annual Comprehensive Financial Report (ACFR) and the Single Audit Report - Schedule of Expenditures of Federal Awards, for fiscal year ended June 30, 2021.

[22-02](#)

Auditor-Controller Tracy Schulze made presentation.

Discussion held.

Motion Text: Approve requested actions.

Motion: Ramos

Second: Dillon

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

Corrections/Recusals: None

Result: Passed

12. SET TIME MATTERS OR PUBLIC HEARING - SPECIAL DISTRICTS

None

13. SET MATTERS OR PUBLIC HEARINGS

None

County Executive Office

A. SET MATTER 8:00 A.M. [22-169](#)

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.

Motion Text: Adopt resolution.
Motion: Wagenknecht
Second: Pedroza
Voting Yes: Gregory, Wagenknecht, Dillon, and Pedroza
Absent: Ramos
Corrections/Recusals: None
Result: Passed
Enactment No: R-2022-11

B. SET MATTER 9:05 A.M. - 30 Minutes [22-239](#)

Presentation by Dr. Karen Relucio, the County's Public Health Officer and discussion regarding the Coronavirus (COVID-19) situation, for Board direction and possible action.

Public Health Officer Dr. Karen Relucio made presentation.

Discussion held.

14. LEGISLATIVE ITEMS

Supervisor Diane Dillon reported on attending yesterday's Legislative Subcommittee meeting wherein the Governor's proposed budget, tracking upcoming bills based on federal and state platforms and suggestions for staff to tweak the language for the County's Regional Housing Needs Allocation (RHNA) was discussed.

Chair Ryan Gregory added their annual trip to Washington, DC, along with the National Association of Counties (NACo) conference, was being cancelled and may not be rescheduled until in-person visits with representatives can occur again.

15. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS **Supervisor Belia Ramos, in her capacity as the Vice President of the Association of Bay Area Governments (ABAG) Executive Committee, reported that the California Department of Housing and Community Development (HCD) has signed off on approving the methodology and actual allocations for all nine Bay Area counties and the 101 cities within the regional housing needs assessment, which will allow the counties to begin working on their respective housing elements.**

Supervisor Brad Wagenknecht, in his capacity as a member of the Napa Opioid Safety Coalition, reported on an upcoming workshop in late March regarding the dangers of fentanyl use.

16. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS

Supervisor Belia Ramos requested the following for consideration:

1. A presentation from the students involved in Napa Schools for Climate Action on their quest and call to action; and

2. A presentation from the non-profit organization All Home on how monies, such as the Coronavirus Aid, Relief, and Economic Security (CARES) Act and American Rescue Plan Act (ARPA) funds were spent, their impact on diversion and what the County can do moving forward to have greater impacts in the sphere of housing and homelessness.

17. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

None

18. CLOSED SESSION

A. 8:00 AM CLOSED SESSION

[21-1445](#)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

Title: Chief Probation Officer

No reportable action.

B. CONFERENCE WITH LEGAL COUNSEL - POTENTIAL INITIATION OF LITIGATION

[22-230](#)

Potential initiation of litigation pursuant to Government Code Section 54956.9(d)(4): (1 matter)

No reportable action.

- C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION [22-231](#)
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2). (2 Cases)

No reportable action.

- D. CONFERENCE WITH REALPROPERTY NEGOTIATOR (Government Code Section 54956.8) [22-233](#)
Property: Napa County Airport, Napa, California (APN 057-050-009)
Agency Negotiator: Minh C. Tran, County Executive Officer
Negotiating Parties: Napa County and Atlantic Aviation, Signature Flight Support LLC, and Leading Edge Jet Center LLC
Under Negotiation: Price Terms of Payment

No reportable action.

- E. CONFERENCE WITH REALPROPERTY NEGOTIATOR (Government Code Section 54956.8) [22-236](#)
Property: Napa County Fairgrounds, Calistoga, California (APNs 011-140-006, 011-140-007, 011-140-056, 011-140-009, and 011-140-055)
Agency Negotiator: Minh C. Tran, County Executive Officer
Negotiating Parties: Napa County and City of Calistoga
Under Negotiation: Price Terms of Payment

No reportable action.

19. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING,
TUESDAY, FEBRUARY 1, 2022 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board