



## 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 Supportive 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.

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**Tuesday, November 12, 2024**

**9:00 AM**

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

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

**Present: Chair Joelle Gallagher, Vice-Chair Anne Cottrell, Supervisors Ryan Gregory, Alfredo Pedroza and Belia Ramos. The meeting was called to order by Chair Joelle Gallagher.**

**Napa County Sheriff Honor Guard presented the National Anthem and posting of colors.**

2. **PLEDGE OF ALLEGIANCE**

**Chair Joelle Gallagher lead the assembly in the Pledge of Allegiance.**

3. **PET OF THE WEEK**

**Animal Shelter Manager Katie Ribardiere presented the Pet of the Week (Billy The Kid).**

4. **APPROVAL OF PROCLAMATIONS AND COMMENDATIONS**

**None**

5. **CONSENT CALENDAR - SPECIAL DISTRICTS**

**Motion Text: Approve Special Districts Consent Calendar.**

**Voting Yes: Pedroza, Cottrell, Gregory, Ramos and Gallagher**

**Recusals: None**

**Result: Passed**

## Napa County Housing Authority

- A. Approve and authorize removing depreciated, obsolete, and unusable capital asset from the Housing Authority's inventory. (No Fiscal Impact) [24-1830](#)

## Lake Berryessa Resort Improvement District

- B. Award a Construction Contract to Benchmark Civil Construction of Napa, CA for Phase I of the Lake Berryessa Resort Improvement District Wastewater Ponds Groundwater Inflow Mitigation Project, LB 18-01; and approve Amendment No. 2 to Agreement No. 240306B with GHD, Inc. adding construction administration and inspection services for the project. (Fiscal Impact: \$550,499 Expense; Lake Berryessa Resort Improvement District Fund; Budgeted; Discretionary) [24-1800](#)

**Enactment No:** A-240306B (LBRID) Amend. 2

6. CONSENT CALENDAR

**Motion Text:** Approve Consent Calendar.  
**Voting Yes:** Cottrell, Ramos, Gregory, Pedroza, and Gallagher  
**Recusals:** None  
**Result:** Passed

## Clerk of the Board

- A. Approval of minutes from the November 5, 2024 regular meeting. (No Fiscal Impact) [24-936](#)
- B. Appoint Thomas Kalbrener to serve on the Napa County Commission on Aging as a Commissioner Emeritus for an indefinite term. (No Fiscal Impact) [24-1906](#)
- C. Reappoint Teresa Foss for a fifth term, representing County-At-Large with the term of office to commence immediately and expire September 30, 2025; and reappoint James Bailey, for a fourth term, representing Presentation/Performing Arts; and Jeffrey L. Prather, for a second term, representing County-At-Large with the terms of office to commence immediately and expire September 30, 2027 on the Napa County Arts and Culture Advisory Committee. (No Fiscal Impact) [24-1907](#)

## County Counsel

- D. Adopt a Resolution approving a scheduled partial loan forgiveness for the relocation incentive loan provided to the County Executive Officer, as set forth in the employment agreement, modifying terms of a prior resolution concerning interest accrual, and extending the term from 30 to 90 days for loan repayment in the event of early separation from employment. (Fiscal Impact: \$15,000 Expense; General Fund; Budgeted; Mandatory) [24-1337](#)

**Enactment No: R-2024-120**

- E. Approve and authorize Agreement No. 250239B with Liebert Cassidy Whitmore to provide specialized legal advice and representation to Napa County regarding labor and employment matters, with a term from October 1, 2024 to June 30, 2029, and an annual maximum compensation amount of \$75,000 per fiscal year. (Fiscal impact: \$75,000 Expense; General Fund; Budgeted; Discretionary). [24-1855](#)  
[4/5 Vote Required]

**Enactment No: A-250239B**

- F. Appointment of qualified candidates to those special district boards in the County where the number of candidates does not exceed the number of offices to be filled in lieu of conducting elections (No Fiscal Impact) [24-1916](#)

## County Executive Office

- G. Accept the Williams Monitoring Report provided by the Napa County Superintendent of Schools. (No Fiscal Impact) [24-1831](#)

## County Fire Department

- H. Approve a Capital Asset purchase and Budget Amendment to increase Fire Operations appropriation for signage at the Napa County Fire Department building at 951 California Boulevard. (Fiscal Impact: \$12,000 Expense; Fire Fund; Not Budgeted; Discretionary) [24-1853](#)  
[4/5 vote required]

## Human Resources – Division of CEO's Office

- I. Adopt a Resolution to amend the Departmental Allocation List for the Probation Department with net decrease to full-time equivalents, effective November 12, 2024. (Fiscal Impact: \$61,500 Reduced Expense; General Fund; Budgeted; Discretionary) [24-1842](#)

**Enactment No: R-2024-121**

- J. Adopt a Resolution to amend Napa County Policy Manual Part I, Section 37BB - Hiring and Promotional Incentive Pilot Program Policy, effective November 12, 2024. (Fiscal Impact: \$200,000 Expense; Fund dependent upon Department usage; Budgeted; Discretionary) [24-1857](#)

**Enactment No: R-2024-122**

Information Technology Services – Division of CEO’s Office

- K. Declare certain items of capital asset property as surplus and no longer required for public use; authorize removal of the capital assets from the Information Technology Services’ capital asset inventory; and authorize e-waste disposal (No Fiscal Impact). [24-1419](#)

Public Works

- L. Approve and authorize Agreement No. 250223B with Bureau Veritas for a contract maximum of \$42,183 for constructability review services to support the construction of the Dry Creek Road Bridge and approve a Budget Amendment for design, engineering and construction management. (Fiscal Impact: \$287,264; Capital Improvement Projects Fund; Not Budgeted; Discretionary) [24-1778](#)  
[4/5 vote required]

**Enactment No: A-250223B**

- M. Approve and authorize creation of Roads Capital Improvement Project 25014 for the “2025 Annual County Bridge Repairs,” RDS 25-05 and approve a Budget Amendment in the amount of \$300,000 for design. (Fiscal Impact: \$300,000 Expense; SB1 Non-Operating Special Revenue Fund; Not Budgeted; Discretionary) [24-1807](#)  
[4/5 vote required]

- N. Approve and authorize Agreement No. 250232B with Brightly Software, Inc. with a term ending June 30, 2025 and maximum compensation of \$49,000 to perform various facility condition assessments to inform the County’s infrastructure operations and maintenance and capital asset forecasting and approve an associated budget amendment to upgrade our property management software. (Fiscal Impact: \$138,220 Expense; Property Management Division; Not Budgeted; Discretionary) [24-1836](#)  
[4/5 vote required]

**Enactment No: A-250232B**

- O. Approve and authorize Agreement No. 250241B with Monarch Justice Center for use of space located at 5 Financial Plaza, for the term September 1, 2024 through September 30, 2029, to house The Courage Center, which is staffed and administered by the Napa County District Attorney’s Office. (Fiscal Impact: \$95,090 Expense; General Fund; Budgeted; Discretionary) [24-1846](#)

**Enactment No: A-250241B**

- P. Approve and authorize Amendment No. 7 to Lease Agreement No. 170064B with James B. Duncan and Nancy A. Duncan to extend the lease term by 2 years and to increase the monthly rent 3% annually for County's use of space located at 1834 Soscol Avenue, Suite A as the Napa County Probation Department's Evening Reporting Center for youth. (Fiscal Impact: \$19,450 Expense; General Fund; Budgeted; Discretionary)

[24-1852](#)

**Enactment No: A-170064B Amend. 7**

7. PUBLIC COMMENT

**One (1) person spoke during public comment.**

8. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

**Chair Joelle Gallagher provided a thank you to the Napa County Elections Department staff. Chair Gallagher also requested a county-wide summary of federal funds received and those that may be at risk based on experience between 2017 and 2020. Chair Gallagher requested the Board update the Immigration Proclamation that was presented in 2017 to include all marginalized populations that may be at risk. Chair Gallagher suggested the creation of an ad hoc committee to respond to any executive orders or legislation that may impact our civil liberties, reproduction rights, immigrant protection, and climate actions.**

**Supervisor Ryan Gregory reported on attending a State Route 37 policy committee meeting on behalf of Napa County and Napa Valley Transportation Authority where he provided an update on current projects.**

**Vice-Chair Anne Cottrell reported on attending the ribbon cutting ceremony at Chiles-Pope Valley Road Bridge. She also held a community meeting with Congressman Mike Thompson called the Post Election Debrief where State Senator-Elect Christopher Cabaldon showcased support. Lastly, Vice Chair Cottrell reported on attending a pancake breakfast at the new Angwin fire station and a pile burning in Las Posadas.**

**County Executive Officer Ryan J. Alsop requested the Board's support to bring an item forward that supports Chair Gallagher's request above.**

9. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

**None**

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

**None**

## 11. ADMINISTRATIVE ITEMS

## Human Resources – Division of CEO’s Office

- A. Receive a presentation regarding Napa County’s participation in the U.S. Army Partnership for Your Success (PaYS) Program. (No Fiscal Impact) [24-1883](#)

**Director of Human Resources Christine Briceño made presentation.**

**U.S. Army Captain Robert Alison made presentation.**

**U.S. Army Lieutenant Christopher Sadowski made presentation**

**Napa County Veterans Service Officer Del Pratt made presentation.**

## County Counsel

- B. Consideration and adoption of a Resolution of Findings of Fact and Decision on Appeal regarding an appeal filed by Appellant John Murphy on behalf of Preserve Lodi Lane concerning the Napa County Planning Commission’s decision on May 3, 2023, to approve the Duckhorn Vineyards Winery Use Permit Major Modification Application No. P19-00097-MOD and adopt the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program. (No fiscal impact.) [24-1368](#)

**Deputy County Counsel Laura Anderson made presentation.**

**Motion Text: Adopt the Resolution.**

**Voting Yes: Ramos, Gregory, Cottrell, Pedroza, and Gallagher**

**Recusals: None**

**Result: Passed**

**Enactment No: R-2024-123**

## County Executive Office

- C. Receive presentation from Napa Sanitation District regarding the recent Napa Purified Water Feasibility Study and other District project updates. [24-1639](#)

**Napa Sanitation District General Manager Andrew Damron made presentation.**

**Discussion held.**

- D. Adopt a Resolution of Intent to purchase approximately 874 acres of land commonly known as the Skyline Wilderness Park property from the State of California. (Fiscal Impact: \$7.2 million; Capital Improvement Fund; Budgeted; Discretionary) [24-1840](#)

**Assistant County Executive Officer Rebecca Craig made presentation.**

**Discussion held.**

**Motion Text:** Adopt the Resolution.  
**Voting Yes:** Gregory, Ramos, Cottrell, Pedroza, and Gallagher  
**Recusals:** None  
**Result:** Passed  
**Enactment No:** R-2024-124

12. PUBLIC HEARING - SPECIAL DISTRICTS

None

13. PUBLIC HEARINGS

Planning, Building and Environmental Services (PBES)

- A. PUBLIC HEARING - Introduction of Ordinance [24-1294](#)

Introduction and intention to adopt an Ordinance adopting modifications to the Napa County Code Chapter 5.70 and the addition of Chapter 5.80 to reduce the waste and pollution caused by single-use plastic bags and eliminating the use of single-use plastic food ware in the County. (No Fiscal Impact)

**Chair Joelle Gallagher opened the public hearing.**

**Director of Planning, Building, and Environmental Services Brian Bordona made presentation.**

**Planning, Building, and Environmental Services Planner Ryan Melendez made presentation.**

**Three (3) people spoke during Public comment.**

**Discussion held.**

**Chair Joelle Gallagher closed the public hearing.**

**Motion Text:** Approve the intent to adopt the ordinance.  
**Voting Yes:** Gregory, Ramos, Cottrell, Pedroza, and Gallagher  
**Recusals:** None  
**Result:** Passed

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- B. PUBLIC HEARING - Hess-Collection-Laird General Plan Amendment (P21-00055) and Rezone (P24-0221)

[24-1819](#)

Conduct a public hearing to consider the project, adopt an addendum to the 2008 General Plan Environmental Impact Report (EIR); adopt the proposed Resolution; and adopt the proposed Ordinance. (No Fiscal Impact)

**Correction memorandum provided.**

**Chair Joelle Gallagher opened the public hearing.**

**Director of Planning, Building, and Environmental Services Brian Bordona made presentation.**

**Planning, Building and Environmental Services Supervising Planner Sean Trippi made presentation.**

**Applicant Representative Clark Morrison made presentation.**

**Seven (7) people spoke during public comment.**

**Discussion held.**

**Chair Joelle Gallagher closed the public hearing.**

**Motion Text: Approve the requested actions.**

**Voting Yes: Ramos, Pedroza, Cottrell, Gregory, and Gallagher**

**Recusals: None**

**Result: Passed**

**Enactment No: O-1500; R-2024-125**



## C. PUBLIC HEARING - Sentinel LLC/Inglenook Residence Appeal

[24-1837](#)

Move to continue the public hearing for an appeal filed by Water Audit California (Appellant) to the Napa County Planning Commission's decision on November 15, 2023, to approve a Use Permit Exception to the Conservation Regulations (No. P22-00404-UP) filed by Adobe Associates, Inc. on behalf of Niebaum-Coppola Estate Winery LP (Applicant) to allow a private access road to encroach into the creek setback in order to serve existing agricultural structures and a potential future residence. (No Fiscal Impact)

(CONTINUED FROM AUGUST 20, 2024. APPELLANT, APPLICANT, AND STAFF REQUEST A CONTINUANCE TO DECEMBER 3, 2024, AT 9:00 AM.)

**Chair Joelle Gallagher opened the Public hearing.**

**Planning, Building and Environmental Services Planner Kelli Cahill made presentation.**

**Motion Text:** Approve the continuance.

**Voting Yes:** Ramos, Gregory, Cottrell, Pedroza, and Gallagher

**Recusals:** None

**Result:** Passed

## 14. CLOSED SESSION

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)  
Title: Chief Probation Officer

[24-1946](#)

**Closed session held. No reportable action.**

## 15. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, DECEMBER 3, 2024 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board