



## 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, December 17, 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.**

2. PLEDGE OF ALLEGIANCE

**Chair Joelle Gallagher led the Assembly in the Pledge of Allegiance.**

3. PET OF THE WEEK

**Animal Shelter Manager Katie Ribardiere presented the Pet of the Week (Lilo).**

## 4. APPROVAL OF PROCLAMATIONS AND COMMENDATIONS

**Motion Text:** Approve the Proclamations.

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

**Recusals:** None

**Result:** Passed

- A. Proclamations to outgoing Supervisors Ryan Gregory, District 2, and Alfredo Pedroza, District 4, after a combined 17 years of distinguished service to the residents of Napa County. (No Fiscal Impact)

[24-1966](#)

**Chair Joelle Gallagher presented the proclamation.**

**Supervisor Ryan Gregory received the proclamation and made presentation.**

**Vice-Chair Anne Cottrell presented the proclamation.**

**Supervisor Alfredo Pedroza received the proclamation and made presentation.**

**Discussion held.**

**Two (2) people spoke during public comment.**

## 5. CONSENT CALENDAR - SPECIAL DISTRICTS

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

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

**Recusals:** None

**Result:** Passed

In-Home Supportive Services Public Authority of Napa County

- A. Accept and file the In-Home Supportive Services Agency financial audit report for the fiscal year ended June 30, 2024. (No Fiscal Impact, Mandatory)

[24-2110](#)

Monticello Public Cemetery District

- B. Approve and authorize Amendment No. 4 to Agreement No. 230118B (MPCD) with Prestige Lawn Care Maintenance to increase the \$1,800 monthly maintenance fee by \$200 for a total monthly fee of \$2,000 beginning in January 2025 to perform extra edging work around the boundaries of the newly constructed pathway system within the cemetery. (Fiscal Impact: \$1,200 Expense; Monticello Public Cemetery District; Budgeted; Discretionary)

[24-2114](#)

**Enactment No:** A-230118B (MPCD) Amend. 4

## 6. CONSENT CALENDAR

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

## Auditor-Controller

- A. Accept and file the Appropriation Limit agreed-upon procedure report for fiscal year ended June 30, 2024. (No Fiscal Impact; Mandatory) [24-2115](#)

## Clerk of the Board

- B. Approval of minutes from the December 2, 2024 special meeting and the December 3, 2024 regular meeting. (No Fiscal Impact) [24-938](#)

## County Executive Office

- C. Adopt a Resolution continuing the State of Local Emergency due to pervasive tree mortality in Napa County. (No Fiscal Impact; Discretionary) [24-1889](#)

**Enactment No:** R-2024-134

- D. Approve and authorize Amendment No. 3 to Agreement No. 230373B with MGT of America Consulting, LLC., to amend the scope of work for preparation of a fee study and to increase the total cost. (Fiscal Impact: \$46,935 Expense; General Fund and Building Fund; Budgeted; Discretionary) [24-2120](#)

**Enactment No:** A-230373B Amend. 3

## County Fire Department

- E. Approve and authorize Amendment No. 1 to Agreement No. 250180B with Napa Communities Firewise Foundation to amend the fee structure to recognize how personnel costs are expended within specific projects. (No Fiscal Impact; Discretionary). [24-2037](#)

**Enactment No:** A-250180B Amend. 1

## District Attorney

- F. Adopt a Resolution authorizing the District Attorney to apply for, execute and sign grant subaward documents, including amendments, extensions and modifications, thereof, for the Violence Against Women Vertical Prosecutions (VV) Program. (Fiscal Impact: \$202,545 Revenue; General Fund; Budgeted; Discretionary) [24-2007](#)

**Enactment No:** R-2024-135

## Health and Human Services Agency

- G. Approve and authorize Revenue Agreement No. 250228B with the California Department of Public Health for Fiscal Year 2024-2025 for a maximum of \$300,000 to fund the California Tobacco Prevention Program. (Fiscal Impact: \$300,000 Revenue; Health and Human Services Agency Fund; Budgeted; Mandatory) [24-1861](#)

**Enactment No: A-250228B**

- H. Approve and authorize Amendment No. 3 to Agreement No. 210314B with Crestwood Behavioral Health, Inc., to increase the contract maximum by \$170,480 for a new contract maximum of \$3,652,855, for Fiscal Year 2024-2025, and each subsequent renewal, to support staff training and the implementation of staff cost of living adjustments. (Fiscal Impact: \$3,652,855 Expense; Health and Human Services Agency Fund; Budgeted; Mandatory) [24-1991](#)

**Enactment No: A-210314B Amend. 3**

- I. Approve and authorize Amendment No. 1 to Agreement No. 230094B with Community Health Initiative Napa County, Inc., to increase the contract maximum by \$25,000 for a new contract maximum of \$200,000 for the term upon approval through June 30, 2025, and each subsequent renewal, for Medi-Cal outreach activities and application services on behalf of clients who have applied or are re-applying for Medi-Cal. (Fiscal Impact: \$200,000 Expense; Health and Human Services Agency Fund; Budgeted; Discretionary) [24-2017](#)

**Enactment No: A-230094B Amend. 1**

## Housing &amp; Homeless Services – Division of CEO's Office

- J. Approve and authorize Agreement No. 250238B with Providence Queen of the Valley Medical Center Case Management, Advocacy, Resource and Referral, Education Network for annual fee for service in the maximum amount of \$25,000 for the term September 1, 2024 through June 30, 2025, with three (3) one year renewals, to provide outreach services and application assistance for the Stable Housing and Community Resiliency Program. (Fiscal Impact: \$25,000 Expense; Affordable Housing Fund; Budgeted; Discretionary) [24-2145](#)

**Enactment No: A-250238B**

## Human Resources – Division of CEO’s Office

- K. Adopt a Resolution establishing a \$1,800 Matching Employer Contribution for Management, Confidential, and Non-Classified Officers and Non-Classified employees who are participants in Napa County's 401(a) Retirement Savings Plan during calendar year 2025, an \$800 Matching Employer Contribution for SEIU employees who are participants in Napa County's 401(a) Retirement Savings Plan during calendar year 2025, and a \$900 Matching Employer Contribution for NCPPA employees who are participants in Napa County's 401(a) Retirement Savings Plan during calendar year 2025. (Fiscal Impact: \$111,600 Expense; Fund Dependent on Department Participation; Budgeted; Discretionary) [24-1934](#)

**Enactment No: R-2024-136**

- L. Approve and authorize an increase of the County's self-funded Dental Program rate to \$130.00 per month for employees and retirees, effective January 1, 2025. (Fiscal Impact: \$64,000 Expense; Fund dependent upon Department usage; Budgeted; Discretionary) [24-2054](#)

- M. Adopt a Resolution to amend the Table and Index of Classes and Departmental Allocation List for multiple departments as a result of a market equity study with no increase in full-time equivalents, effective December 21, 2024. (Fiscal Impact: \$362,200 Expense; Fund dependent on Department position allocation; Budgeted; Discretionary) [24-2074](#)

**Enactment No: R-2024-137**

- N. Adopt a Resolution to amend Napa County Policy Manual, Part I, Section 37C1-4 - Management Compensation Plan, effective December 21, 2024. (No Fiscal Impact) [24-2097](#)

**Enactment No: R-2024-138**

## Library

- O. Approve and authorize Amendment No. 1 to Agreement 240052B with Midwest Tape for a new annual maximum compensation of \$160,000 with a corresponding Budget Amendment to allow additional spending for Hoopla digital services to align with patron demand (Fiscal Impact, \$40,000 Expense; Library Fund; Not Budgeted, Discretionary) [4/5 Vote Required] [24-1998](#)

**Enactment No: A-240052B Amend. 1**

- P. Approve and authorize Amendment No. 1 to Agreement No. 240004B with Springshare LLC (formerly Patron Point) adding an additional subscription and extending the contract through June 30, 2030. (Fiscal Impact: \$43,792 Expense; Library Fund; Budgeted, Discretionary) [24-2043](#)

**Enactment No: A-240004B Amend.1**

## Planning, Building and Environmental Services (PBES)

- Q. Adopt a Resolution authorizing the submittal of an application to the Department of Resources Recycling and Recovery for a solid waste Local Enforcement Agency Grant and authorize the Director of Planning, Building, and Environmental Services to execute all necessary grant documents. (Fiscal Impact: \$21,218 Revenue; General Fund; Budgeted; Discretionary) [24-2052](#)

**Enactment No: R-2024-139**

- R. Approve and authorize Amendment No. 1 to Agreement No. 240241B with Ascent Environmental, Inc.; and approve a Budget Amendment for continued and additional specialized services to develop a Regional Climate Action and Adaptation Plan. (Fiscal Impact: \$25,328 Net Expense; General Fund; Not Budgeted; Discretionary) [24-2080](#)  
[4/5 vote required]

**Enactment No: A-240241B Amend. 1**

- S. Adopt the Napa County Drought Resilience Plan (DRP) for domestic wells and state small water systems; and adopt a Resolution revising the bylaws of the Napa County Drought and Water Shortage Task Force (DWSTF). (No Fiscal Impact; Mandatory) [24-2116](#)

**Enactment No: R-2024-140**

## Probation

- T. Approve and authorize Memorandum of Understanding (MOU) No. A-8686B with the Napa Valley Unified School District (NVUSD) for Probation to assign officers to supervise and support the academic success of youth on probation and provide community-based services. (No Fiscal Impact, Discretionary) [24-2048](#)

**Enactment No: A-8686B**

## Public Works

- U. Approve and authorize creation of Capital Improvement Project 25016 for the “2026 Bridge Preventive Maintenance Project,” RDS 26-02 and approve a Budget Amendment in the amount of \$200,000 for design. (Fiscal Impact: \$200,000 Expense; SB1 Non-Operating Special Revenue Fund; Not Budgeted; Discretionary) [24-1908](#)  
[4/5 vote required]

- V. Approval of plans and specifications for the “1127 First Street HVAC & Roof Replacement Project,” PW 21-23, authorization to advertise for sealed bids and opening of the bids at a time, date, and location to be published by the Director of Public Works pursuant to Public Contract Code section 20150.8; approve a Budget Amendment in the amount of \$211,719; and approve and authorize Amendment No. 2 to Agreement No. 220210B with YEI Engineers, Inc to increase the contract amount by \$150,656 for a new maximum of \$451,200. (Fiscal Impact: \$211,719 Expense; Capital Improvement Projects Fund; Not Budgeted; Discretionary)  
[4/5 Vote Required] [24-1967](#)
- Enactment No: A-220210B Amend. 2**
- W. Approve and authorize Amendment No. 2 to Agreement No. 220333B with Geocon Consultants for a new maximum amount of \$767,420 for inspection services related to the Napa County Replacement Detention Facility project, PW20-100. (Fiscal Impact: \$76,070 Expense, Capital Improvement Projects Fund; Budgeted, Discretionary) [24-2026](#)
- Enactment No: A-220333B Amend. 2**
- X. Accept a donation in the amount of \$5,000 from Gayle and Glenn Cook to the Napa County Animal Shelter and Adoption Center and sign a letter of appreciation. (Fiscal Impact: \$5,000 Revenue; Animal Shelter Operations; Budgeted; Discretionary) [24-2070](#)
- Y. Approve and authorize Amendment No. 3 to Agreement No. 230000B with BrightView Landscape Services, Inc. to remove Devlin Road Segment E Stormwater Treatment Facilities from the scope of work, reduce maximum compensation for routine services due to this reduction in services, and increase maximum compensation for non-routine/special on-call services. (Fiscal Impact: \$47,618 Expense; Various Funds; Budgeted; Discretionary) [24-2073](#)
- Enactment No: A-230000B Amend. 3**
- Z. Approval of plans and specifications for the “South Campus Building A&B Maintenance Project,” PW 21-37B and authorization to advertise for sealed bids, and opening of the bids at a time, date, and location to be published by the Director of Public Works pursuant to Section 20150.8 of the Public Contract. (No Fiscal Impact; Discretionary) [24-2111](#)
- AA. Approve and authorize Agreement No. 250266B with Matrix Consulting Group, Ltd with maximum compensation of \$28,500 through June 30, 2025 to prepare a cost allocation alternatives analysis for the Napa County Animal Shelter and Adoption Center. (Fiscal Impact: \$28,500 Expense; Animal Shelter Fund; Budgeted; Discretionary) [24-2131](#)
- Enactment No: A-250266B**

Sheriff

AB. Approve and authorize a Memorandum of Understanding No. A-8687 with Napa Valley Transportation Authority for mutual aid assistance to Napa County Office of Emergency Services during a declared disaster. (No Fiscal Impact; Discretionary)

[24-2055](#)

**Enactment No: A-8687**

7. PUBLIC COMMENT

**Four (4) people spoke during public comment.**

8. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

**Supervisor Belia Ramos reported on American Canyon High School winning its first ever State Football Title Championship. There will be a proclamation item created to recognize the accomplishment.**

**Vice-Chair Anne Cottrell requested an update on the baseline data report. Within the report out, Vice Chair Cottrell requested the inclusion of information regarding the County's habitat conservation plans. Vice-Chair Cottrell requested an item for consideration to create and send a five-signature letter to State Insurance Commissioner Ricardo Lara and Governor Gavin Newsome surrounding the property insurance crisis in California, specifics on the Fair Plan problem in Napa County, why emergency powers are not a long-term fix, and share expectation to hold insurers accountable for their admitted market growth commitments. Lastly, Vice-Chair Cottrell informed the public about a bill authored by Congressman Mike Thompson to provide tax relief for fire victims who received a settlement from Pacific Gas & Electric.**

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

**Chair Joelle Gallagher requested a discussion regarding a project labor agreement for the facilities master plan.**

9. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

**None**



## 10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

## Napa Berryessa Resort Improvement District

- A. Receive an update on the Napa Berryessa Resort Improvement District community meeting held on November 13, 2024 where various funding options were presented to the community, and provide direction to staff to advance one of the funding scenarios outlined in the financial plan to boost revenue to bring fiscal stability to the operating budget. (No Fiscal Impact) [24-2128](#)

**Public Works Engineering Manager Chris Silke made presentation.**

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

**Discussion held.**

## 11. ADMINISTRATIVE ITEMS

## County Executive Office

- A. Approve a “Statement on Valuing, Supporting, and Protecting Historically Marginalized Communities.” (No Fiscal Impact) [24-2029](#)

**County Executive Office Legislative/Policy Analyst Andrew Mize made presentation.**

**Eighteen (18) people spoke during public comment.**

**Discussion held.**

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

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

**Recusals: None**

**Result: Passed**

## 12. PUBLIC HEARING - SPECIAL DISTRICTS

**None**

## 13. PUBLIC HEARINGS

## County Counsel

## A. PUBLIC HEARING - Introduction of Ordinance

[24-1905](#)

Introduction and intention to adopt an Ordinance removing Section 2.88.040 and amending Sections 2.88.050, 2.88.060, 2.88.070, and 2.88.080 of Chapter 2.88, Appeals, and Section 3.32.100 of Chapter 3.32, Uniform Transient Occupancy Tax, regarding the filing and contents of appeals packets. (No Fiscal Impact)

(STAFF REQUESTS A CONTINUANCE TO JANUARY 28, 2025 AT 9:00 AM.)

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

**Deputy County Counsel Jason Dooley made presentation.**

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

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

**Recusals: None**

**Result: Passed**

## B. PUBLIC HEARING - Introduction of Ordinance

[24-2021](#)

Introduction and intention to adopt an Ordinance amending Chapter 8.80 (Disaster Recovery) to extend the effective date and expand the provisions to any declared local emergencies affecting property or structures. (No Fiscal Impact)

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

**Deputy County Counsel Jason Dooley made presentation.**

**Discussion held.**

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

**Direction provided to staff.**

## County Executive Office

## C. PUBLIC HEARING - Skyline Wilderness Park Acquisition

[24-1977](#)

Adopt a Resolution to approve and authorize Agreement No. 250243B purchasing approximately 874 acres of land commonly known as the Skyline Wilderness Park property from the State of California; and approve and authorize Amendment No. 9 to Agreement No. 1654 authorizing Skyline Park Citizens' Association to continue operating Skyline Wilderness Park for one year with four one-year extensions. (Fiscal Impact: \$7.2 million Expense; Capital Improvement Fund; Budgeted; Discretionary)

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

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

**Discussion held.**

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

<b>Motion Text:</b>	<b>Approve the requested actions.</b>
<b>Voting Yes:</b>	<b>Gregory, Pedroza, Cottrell, Ramos, and Gallagher</b>
<b>Recusals:</b>	<b>None</b>
<b>Result:</b>	<b>Passed</b>
<b>Enactment No:</b>	<b>R-2024-141; A-250243B; A-1654B Amend. 9</b>

D. PUBLIC HEARING - Napa Valley Tourism Improvement District  
Renewal

[24-2109](#)

Conduct a public hearing to adopt a Resolution of Renewal for the Napa Valley Tourism Improvement District (NVTID) and Management District Plan. (No Fiscal Impact)

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

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

**Discussion held.**

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

**Motion Text: Adopt the Resolution.**

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

**Recusals: None**

**Result: Passed**

**Enactment No: R-2024-142**

## Planning, Building and Environmental Services (PBES)

- E. PUBLIC HEARING - Williamson Act Agricultural Preserves and Contracts 2024

[24-2092](#)

Adopt a Resolution establishing certain Agricultural Preserves (Types A & H), and approve and authorize thirty three (33) new contracts as identified in the attached Resolution, which includes rescission of five (5) existing contracts and replacing them with six (6) new contracts. (Fiscal Impact: less annual property tax revenues; General, Library and Fire Funds; Not Budgeted; Discretionary)

**Correction memorandum provided.**

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

**Planning, Building, and Environmental Services Planner II Daniel Zador made presentation.**

**Discussion held.**

<b>Motion Text:</b>	<b>Approve the requested actions.</b>
<b>Voting Yes:</b>	<b>Pedroza, Gregory, Cottrell, Ramos, and Gallagher</b>
<b>Recusals:</b>	<b>None</b>
<b>Result:</b>	<b>Passed</b>
<b>Enactment No:</b>	<b>R-2024-143</b>

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

[24-2107](#)

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 DECEMBER 3, 2024, APPELLANT, APPLICANT, AND STAFF RECOMMEND CONTINUANCE TO JANUARY 14, 2025, AT 9:00 AM.)

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

**Planning, Building and Environmental Services Planning Manager Michael Parker made presentation.**

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

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

**Recusals:** None

**Result:** Passed

Probation

## G. PUBLIC HEARING - Introduction of Ordinance

[24-2067](#)

Introduction and intention to adopt an Ordinance Amending Ordinance No. 1452 and modifying Napa County Code Chapter 2.106 to Title 2 (Administration and Personnel) on establishing a Juvenile Camp in Napa County. (No Fiscal Impact)

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

**County Executive Office Senior Management Analyst Daniel Sanchez made presentation.**

**County Counsel Sheryl Bratton made presentation.**

**Motion Text:** Approve the intent to adopt the Ordinance.

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

**Recusals:** None

**Result:** Passed

## 14. CLOSED SESSION

- A. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION [24-2137](#)

(Government Code section 54956.9(d)(1))

Alexis Davenport v. County of Napa

California CRD Case No. 202312-22829901 / EEOC Charge No.

37A-2024001396

**Closed session held. Direction given to counsel. No reportable action.**

- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957) [24-2108](#)

Title: Director of Public Works

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

- C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957) [24-1956](#)

Title: County Counsel

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

- D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957) [24-1957](#)

Title: County Executive Officer

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

## 15. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, JANUARY 7, 2025 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board