



A Tradition of Stewardship  
A Commitment to Service

**MINUTES OF THE  
NAPA COUNTY – BOARD OF SUPERVISORS  
SPECIAL MEETING**

**March 2, 2021**

**Draft Summary of the Proceedings**

1. CALL TO ORDER; ROLL CALL

**The Board of Supervisors of the County of Napa met in special session on Tuesday, March 2, 2021 at 9:00 a.m. with the following supervisors present: Chair Alfredo Pedroza, Vice Chair Belia Ramos, Supervisors Diane Dillon, Ryan Gregory, and Brad Wagenknecht. The meeting was called to order by Chair Alfredo Pedroza.**

2. PLEDGE OF ALLEGIANCE

**Director of Planning, Building, & Environmental Services David Morrison led the pledge of allegiance.**

3. APPROVAL OF MINUTES

**None.**

4. PRESENTATIONS AND COMMENDATIONS

**None.**

5. DEPARTMENT HEADS REPORTS AND ANNOUNCEMENTS

**County Executive Officer Minh C. Tran reported on new Assistant County Executive Officer Rebecca Craig.**

6. CONSENT ITEMS - SPECIAL DISTRICTS

**None.**

13. SET MATTERS OR PUBLIC HEARINGS

- A. 9:00 AM 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.**

7. CONSENT ITEMS

Public Safety

- A. Sheriff requests approval of and authorization for the Chair to sign an agreement with the Bureau of Reclamation for a maximum of \$257,054 for the term March 1, 2021 through February 28, 2022 with up to four option years through February 28, 2026 and a three percent annual escalator to provide enhanced law enforcement services throughout federal lands located in Napa County at Lake Berryessa recreation areas.

**A-210283B**

Community Resources & Infrastructure

- B. Director of Public Works requests approval of plans and specifications for the "Airport Boulevard Road Rehabilitation Project", RDS 20-14, 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 Code.
- C. Director of Public Works requests the following: Approval of and authorization for the Director of Public Works to sign a contract change order to the Communication Tower Abatement project, PW 21-12 construction contract with Sterling Environmental Corporation, Inc. for a maximum not to exceed amount of \$3,879 to respond to unexpected circumstances during construction at the Sugarloaf Communication Tower (4/5 vote required); Board adoption of the findings expanded upon in this Board item; namely that changed conditions exist and public bidding would not produce an advantage and would be inappropriate, impractical, and not in the County's best interest due to the circumstances discussed in this Board item.
- D. Director of Public Works requests adoption of a resolution accepting Airport Road (west of the railroad) and Airport Road - East into the County Maintained Road System.

**R-2021-19**

General Admin & Finance

- E. Auditor-Controller requests the Board accept, and instruct the Clerk of the Board to file, the report for the property tax administrative fee cost allocation to public entities in Napa County for Fiscal Year 2020-21 for services rendered in Fiscal Year 2019-20 as authorized by Chapter 3.44 of the Napa County Code and Section 95.3 of the Revenue and Taxation Code.
- F. Auditor-Controller requests the Board to accept and instruct the Clerk of the Board to file the quarterly report of donations received for the quarter ended December 31, 2020, including acceptance of donations totaling \$14,966.40 received by the Auditor-Controller on behalf of the Health and Human Services - Children's Trust Fund and the Animal Shelter.
- G. Interim Director of Human Resources and Director of Planning, Building, and Environmental Services request the adoption of a resolution amending the Departmental Allocation List for multiple divisions of the Planning, Building, and Environmental Services Department, as follows, with additions effective March 2, 2021 and deletions effective upon subsequent vacancy, with no net increase in full-time equivalents, and no increase to the County General Fund: Deleting one 1.0 FTE Supervising Planner; Deleting one 1.0 FTE Engineering Technician (Limited Term); Deleting one 1.0 FTE Building Inspector I/II/III (Limited Term); Adding one 1.0 FTE Natural Resources Conservation Manager (MC); Adding one 1.0 FTE Associate Engineer; and Adding one 1.0 FTE Building Inspector I/II/III.

**R-2021-20**

**Motion moved by Ryan Gregory, seconded by Brad Wagenknecht, to approve consent calendar. Motion passed 5 – 0, with Diane Dillon, Ryan Gregory, Alfredo Pedroza, Belia Ramos, and Brad Wagenknecht voting yes.**

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

**None.**

9. PUBLIC COMMENT

**None.**

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

**None.**

11. ADMINISTRATIVE ITEMS

Community Resources & Infrastructure

- A. Director of Public Works requests adoption of a resolution approving Amendment No. 5 to Napa County Agreement No. 3265 - Upper Valley Waste Management Agency (UVA) Joint Powers Agreement (JPA).

**R-2021-21**

**Director of Public Works Steven Lederer made presentation.**

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

**Motion moved by Diane Dillon, seconded by Ryan Gregory, to approve requested action. Motion passed 5 – 0, with Diane Dillon, Ryan Gregory, Alfredo Pedroza, Belia Ramos, and Brad Wagenknecht voting yes.**

General Admin & Finance

- B. County Executive Officer will provide a report on the pending future agenda items listed below and seek direction from the Board for each item: Micro-winery ordinance; and Commercial cannabis cultivation ordinance.

**Deputy County Executive Officer Helene Franchi made presentation.**

**Nine (9) people spoke during public comment.**

**Discussion held.**

- C. County Executive Officer requests adoption of a resolution amending the Policy Manual to add Section 8L as the Board of Supervisors Governance Handbook and amend Section 8B to include procedures for requesting future agenda items.

**R-2021-22**

**Deputy County Executive Officer Helene Franchi made presentation.**

**Motion moved by Diane Dillion, seconded by Alfredo Pedroza, to approve requested action. Motion passed 5 – 0, with Diane Dillon, Ryan Gregory, Alfredo Pedroza, Belia Ramos, and Brad Wagenknecht voting yes.**

12. SET MATTERS OR PUBLIC HEARINGS - SPECIAL DISTRICTS

**None.**

14. LEGISLATIVE ITEMS

**None.**

15. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS

**Supervisor Brad Wagenknecht reported on attending the Climate Action Committee meeting.**

**Chair Alfredo Pedroza reported on being made chair of the Metropolitan Transportation Commission.**

**Supervisor Diane Dillon reported on attending Calistoga Chamber of Commerce Town Hall meeting.**

**Vice Chair Belia Ramos reported on attending the American Canyon State of The City event.**

16. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS

**Supervisor Diane Dillon requested the County Executive Office conduct an investigation on the COVID-19 vaccine distribution.**

17. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

**None.**

18. CLOSED SESSION

A. 12:00 PM - 1 Hour

CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)

Agency Designated Representatives: Christine Briceno, Interim Director of Human Resources

Employee Organization: SEIU Local 1021 - NAPE (Public Services Employee Unit and Supervisory Unit of the County of Napa)

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

19. ADJOURNMENT

**Adjourned to the Board of Supervisors special meeting Thursday, March 4, 2021 at 3:00 p.m.**

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ALFREDO PEDROZA, Chair

ATTEST:

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NEHA HOSKINS, Clerk of the Board