



# 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, September 12, 2023

9:00 AM

Board of Supervisors Chambers  
1195 Third Street, Third Floor

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**\*Consolidated**

1. CALL TO ORDER; ROLL CALL  
**Present: Chair Belia Ramos, Vice-Chair Joelle Gallagher, Supervisors Ryan Gregory, and Alfredo Pedroza. Supervisor Anne Cottrell arrived during Item 4A. The meeting was called to order by Chair Belia Ramos.**
2. PLEDGE OF ALLEGIANCE  
**Agricultural Commissioner and Sealer of Weights and Measures Tracy Cleveland led the assembly in the Pledge of Allegiance.**
3. APPROVAL OF MINUTES
  - A. Clerk of the Board requests approval of minutes from the August 22, 2023, regular meeting. [23-1542](#)  

<b>Motion Text:</b>	<b>Approve the Minutes.</b>
<b>Voting Yes:</b>	<b>Pedroza, Gregory, Gallagher, and Ramos</b>
<b>Excused:</b>	<b>Cottrell</b>
<b>Recusals:</b>	<b>None</b>
<b>Result:</b>	<b>Passed</b>

## 4. PRESENTATIONS AND COMMENDATIONS

- A. Presentation of a Proclamation to the Napa County Suicide Prevention Council (NCSPC), to Deputy Director of Health and Human Services Agency (HHSA) - Behavioral Health, Cassandra Eslami, and Mentis Prevention Director, Jeni Olsen, declaring September 2023 "Suicide Prevention Month" in Napa County. [23-1334](#)

**Chair Belia Ramos presented the proclamation.**

**Deputy Director of Health and Human Services and Director of Behavioral Health Cassandra Eslami made presentation.**

**Mentis Prevention Director Jeni Olsen made presentation.**

**Mentis Prevention Specialist Ruben Sanchez made presentation.**

## 5. DEPARTMENT HEAD REPORTS AND ANNOUNCEMENTS

**None**

## 6. CONSENT ITEMS - SPECIAL DISTRICTS

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

Napa County Housing Authority

[23-1481](#)

- A. Auditor-Controller requests acceptance of the internal audit quarterly monitoring report to the Napa County Housing Authority for the quarter-ended June 30, 2023.

Napa Berryessa Resort Improvement District

[23-1485](#)

- B. District Engineer requests the approval of Plans and Specifications for the Wastewater Disposal Sprayfields Project, NB 23-02 and authorization to advertise for sealed bids and opening of the bids at a time, date, and location to be published by the District Engineer pursuant to Section 20150.8 of the Public Contract Code.

[23-1490](#)

- C. District Engineer requests rejection of all bids pursuant to Section 20150.9 of the Public Contract Code for the "Woodhaven Sewer Lift Station Replacement Project", NB 22-03.

7. CONSENT ITEMS

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

Assessor-Recorder-County Clerk

- A. Assessor-Recorder-County Clerk requests approval of and authorization for the Chair to sign Addendum No. 18 to Memorandum of Understanding (MOU) Agreement No. 170547B with the California Department of Justice increasing the amount by \$1,636 for a new maximum of \$28,963 and extending the term through June 30, 2024 for cost-sharing in a statewide Electronic Recording Delivery System (ERDS).

[23-1531](#)

**Enactment No: A-170547B Amend 18**

Auditor-Controller

- B. Auditor-Controller requests adoption of a Resolution establishing the Napa County tax rates for the Fiscal Year 2023-24 Secured Tax Roll.

[23-1549](#)

**Enactment No: R-2023-115**

County Executive Office

- C. County Executive Officer requests adoption of a Resolution continuing the State of Local Emergency due to pervasive tree mortality in Napa County.

[23-1326](#)

**Item pulled for discussion. See Item 8.**

**Enactment No: R-2021-52**

- D. County Executive Officer requests the Board approve transmittal of the amended responses to the 2022-23 Grand Jury Final Report: "Napa County Groundwater Management" as prescribed by Section 933 of the Penal Code to the Presiding Judge.

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

[23-1507](#)

- E. County Executive Officer requests the Board authorize (4/5 vote required): [23-1526](#)
1. A Budget Adjustment increasing the General Fund Transfer Out (1050000-56100) by \$245,000 offset by a decrease in General Fund Appropriation for Contingency (1059000-58100); and
  2. Increase Property and Other Insurance Premiums (4500001-52705) by \$295,000 offset by increase in Transfer In (4500001-48200) of \$245,000 and reduction in appropriation from Interest on Other Debt (4500001-54315) of \$50,000 due to higher than anticipated property insurance premiums.

- F. County Executive Officer requests the Board authorize the Chair to execute Temporary Use Consent Agreement No. 240154B with State Public Works Board (SPWB) and Board of State and Community Corrections (BSCC) for an Intensive Navigation Center use of the Re-Entry Facility. [23-1536](#)

**Enactment No: A-240154B**

District Attorney

- G. District Attorney requests approval of and authorization for the Chair to sign a Certification of Assurance of Compliance document that authorizes the District Attorney to apply for and sign grant Subaward documents with the California Office of Emergency Services in the anticipated amount of \$157,433 for the term of January 1, 2024, through December 31, 2024 for the County Victim Services (XC) Program. [23-1469](#)

**Enactment No: A-8666B**

Housing & Homeless Services – Division of CEO’s Office

- H. Director of Housing & Homeless Services requests the following: [23-1535](#)
1. Approval of and authorization for the Chair to sign Agreement No 240143B with Generation Housing, a non-profit corporation, for a maximum amount of \$110,000 for the term July 1, 2023, through June 30, 2024, for professional services to develop comprehensive reports for key aspects of the local housing system; and
  2. Approval of a Budget Adjustment increasing appropriation by \$110,000 in Consulting Services in Affordable Housing (Fund 2080, Org 2080000, Object 52310) with use of available fund balance. (4/5 vote required)

**Enactment No: A-240143B**

- I. Director of Housing & Homeless Services requests permission to apply for and accept Bay Area Housing Finance Authority (BAHFA) Older Adult Rental Assistance Pilot Program Grant Funding in the amount of up to \$5,000,000 (five million) dollars through June 2028 to prevent homelessness and improve long-term housing stability for extremely-low income senior residents experiencing severe housing burden. [23-1539](#)

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

Information Technology Services – Division of CEO’s Office

- J. Chief Information Officer requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 210093B with Granicus, LLC. increasing the contract maximum by \$92,922 for a new total of \$415,968, to provide ongoing agenda system services while discontinuing the VoteCast Standard Package and eComment services. [23-0807](#)

**Enactment No: A-210093B Amend. 2**

- K. Chief Information Officer, Director of Public Works, and County Executive Officer request the following actions related to the design and installation of upgrading the Audio/Video (A/V) system for the Board of Supervisors chambers (4/5 vote required): [23-1256](#)

1. Approval to establish a new Capital Improvement Project 24006, “Board Chambers A/V Upgrade” PW 23-36 (Fund 3000, Org 3000500) in the amount of \$60,000;
2. Approval to establish two (2) Capital Assets for a total of \$24,300, which includes one (1) Video Production Editing Module \$17,200; and one (1) Tricaster Control Panel \$7,100 (Fund 4200, Org 4200000, Object 55400); and
3. Approval of Budget Adjustment to increase intrafund transfer out appropriations by \$236,850 in the Public Television Educational and Governmental Funds (PEG) (Fund 2150, Org 2150000) offset by the following:
  - a. Increasing intrafund transfer in by \$60,000 in the Capital Improvement Project (CIP) 24006, “Board Chambers A/V Upgrade” PW23-36 (Fund 3000, Org 3000500), while also increasing appropriations;
  - b. Increasing intrafund transfer in by \$24,300 for the Capital Assets (Fund 4200, Org 4200000, Object 55400), while also increasing appropriations; and
  - c. Increasing intrafund transfer in by \$152,550 for additional free-standing fixtures and equipment, not part of the CIP or Capital Assets (Fund 4200, Org 4200000, Object 53410), while also increasing appropriations.

**Correction memorandum provided.**

- L. County Executive Officer, Chief Information Officer and Director of Library Services and Community Outreach request the following actions related to the implementation of Broadband solutions: [23-1545](#)
1. Approval of and authorization for the Chair to sign Memorandum of Understanding (MOU) No. 8667 with Comcast Cable Communications, LLC (Comcast) for the pursuit of funding for Broadband deployment projects effective September 12, 2023 which shall continue to the later of the California Public Utilities Commission (CPUC) review period or, if awarded, 36 months from the date of award; and
  2. Approval of and authorization for the Chair to sign a Letter of Support for Comcast's grant application to the Federal Funding Account (FFA) for an award to financially assist with Last Mile Broadband deployment.

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

**Enactment No: A-8667B**

Public Works

- M. Director of Public Works requests approval of a Budget Transfer for the following regarding the "Hall of Justice Improvements for Long Term Court Holding," PW 22-30 (4/5 vote required): [23-1371](#)
1. Increase transfer-out appropriations by \$190,000 in the Accumulated Capital Outlay (ACO), (Fund 3000, Org 3000000, Object 57900) offset by use of its available fund balance to transfer to Project 23013; and
  2. Increase Construction Services appropriations by \$190,000 in Project 23013 budget (Fund 3000, Org 3000505, Object 52360) offset by a transfer-in revenue from the ACO.
- N. Director of Public Works requests approval of the Plans and Specifications 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 Code for the Partrick Road Bridge Project, RDS 20-12. [23-1447](#)
- O. Director of Public Works requests approval of and authorization for the Chair to sign the following: [23-1470](#)
1. Agreement No. 240147B between Napa County, GF Carneros Inn, LLC, and Carneros Inn Mutual Water Company for water and wastewater services via an easement to serve Carneros Fire Station 210 located at 5260 Old Sonoma Road, Napa CA 94559; and
  2. Amendment No. 2 to Agreement No. 200288B with Shaw Kawasaki Architects, extending the term of the Agreement an additional year.

**Enactment No: A-240147B, A-200288B Amend. 2**

- P. Director of Public Works requests the following: [23-1473](#)
1. Approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 230464B with Siemens Industry, Inc. to include additional scope of work to complete the migration of the Siemens Control System to the Siemens Desigo System and increase the compensation by \$17,225 in FY23-24, for a new maximum of \$86,833; and
  2. Approval of a Budget Adjustment increasing Intangible Assets appropriation by \$17,225 in the Property Management Maintenance Budget (Fund 4300, Org 4300000, Object 55600) offset by use of its available fund balance. (4/5 vote required)
- Enactment No: A-230464B Amend. 1**
- Q. Director of Public Works requests the following: [23-1492](#)
1. Approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 230255B with Cal Engineering & Geology, reassigning the contract to Haley & Aldrich, Inc., and increasing annual maximum compensation by \$450,000 for a new annual maximum of \$750,000;
  2. Award of a construction contract for the “Mt. Veeder Road MPM 6.25 Slide Repair Project,” RDS 23-24, to Rehak General Engineering, LLC of Auberry, California, for their low bid of \$672,690, and authorization for the Chair to sign the construction contract; and
  3. Approval of a Budget Adjustment for the following (4/5 vote required):
    - a. Increase Transfer Out appropriations by \$390,716 in the Accumulated Capital Outlay Fund (ACO) (Fund 3000, Org 3000000, Object 56100) offset by use of available fund balance to be transferred to Mt. Veeder Road MPM 6.25 Slide Repair Project (Fund 2040, Org 2040500, Project 23036); and
    - b. Increase Construction Services appropriations by \$390,716 in Mt. Veeder Road MPM 6.25 Slide Repair Project (Fund 2040, Org 2040500, Project 23036, Object 52360) offset by transfer-in revenue from ACO.
- Enactment No: A-230255B Amend. 1; A-240140B**
- R. Director of Public Works requests approval of and authorization for the Chair to execute a non-commercial land Lease Agreement No. 240056B with Jessica Sanders for available land owned by Napa County Airport for the purpose of grazing cattle for the term of July 1, 2023 through June 30, 2028 for \$5,564 per year (4/5 vote required). [23-1499](#)
- Enactment No: A-240056B**



- S. Director of Public Works requests the following related actions to authorize Napa County Airport to participate in the State and Federal Surplus Property Program (Program) operated by the State of California, Department of General Services, Office of Fleet and Asset Management: [23-1504](#)
1. Authorization for the County Executive Officer to sign and submit required documentation to enroll the County in the Program, which authorizes the County Airport to acquire surplus property through donation or purchase and to surplus capital assets, as appropriate; and
  2. Adoption of a Resolution authorizing specific County staff to be representatives of the County to acquire surplus property for the Airport through the Program.

**Enactment No: R-2023-117**

- T. Director of Public Works requests the following actions: [23-1508](#)
1. Approval of and authorization for the Chair to sign Agreement No. 240148B with the Napa Valley Vine Trail Coalition regarding the design of the Yountville to St. Helena Segment of the Napa Valley Vine Trail; and
  2. Authorization to submit an application for an Active Transportation Program (ATP) Cycle 7 grant, and approval of a commitment of \$5 million of future County funding no sooner than Fiscal Year 2025-26 for the construction of the Project.

**Enactment No: A-240148B**

- U. Director of Public Works requests adoption of a Resolution establishing stop control for the eastbound and westbound traffic on Coombsville Road at its intersection with 4th Avenue. [23-1511](#)

**Chair Belia Ramos expressed her gratitude to the staff at Public Works, California Highway Patrol, and the Sheriff for their swift attention to a growing public safety concern for the roadways in the Coombsville area.**

**Enactment No: R-2023-118**

- V. Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 230000B with Brightview Landscape Services, Inc., for a new annual maximum compensation of \$156,304, to remove County Service Area No. 3 (CSA No. 3) from the contract and Scope of Work. [23-1512](#)

**Enactment No: A-230000B Amend. 1**

- W. Director of Public Works requests approval of plans and specification 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 Code for the Chiles Pope Valley Road Bridge Replacement Project. [23-1550](#)



- X. Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 200379B with the Napa County Resource Conservation District (NCRCD) increasing compensation by \$30,000 for an annual maximum of \$205,000 with a (1) one-year extension to continue to provide biological monitoring services related to the Oakville to Oak Knoll (OVOK) Restoration Project.

[23-1561](#)

**Enactment No: A-200379B Amend. 1**

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

- 7C

**Chair Belia Ramos provided comments.**

**Agricultural Commissioner/ Sealer of Weights and Measures made presentation.**

**U.C. Cooperative Extension Director Dr. Monica Cooper made presentation.**

**Discussion held.**

**Motion Text: Adopt the Resolution.**

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

**Recusals: None**

**Results: Passed**

9. PUBLIC COMMENT

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

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

**None**

11. ADMINISTRATIVE ITEMS

County Fire Department

[23-1523](#)

- A. Deputy County Fire Chief will provide information regarding measures taken to prepare for the current fire season and seek Board direction and possible action.

**Deputy County Fire Chief Jason Martin made presentation.**

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

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

**Discussion held.**

Planning, Building and Environmental Services (PBES)

- B. Director of Planning, Building and Environmental Services requests authorization to issue a Request for Proposal (RFP) to Prepare a Regional Climate Action and Adaptation Plan (RCAAP) and associated California Environmental Quality Act (CEQA) document.

[23-1520](#)

**Director of Planning, Building and Environmental Services Special Projects David Morrison made presentation.**

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

**Discussion held.**

**Motion Text:                    Approve the requested action as amended.**  
**Voting Yes:                    Cottrell, Gregory, Gallagher, Pedroza, and Ramos**  
**Recusals:                        None**  
**Result:                            Passed**

12. PUBLIC HEARING - SPECIAL DISTRICTS

None

13. PUBLIC HEARINGS

None

14. LEGISLATIVE ITEMS

**Supervisor Anne Cottrell reported on the Legislative Subcommittee meeting of August 28, 2023. There is a potential insurance bill currently in the State Legislature that has received strong support but nothing has moved forward yet. Supervisor Cottrell also commended State Senator Bill Dodd and his staff for working closely with the County on a juvenile justice bill.**

**Supervisor Ryan Gregory added this year’s legislative session ends this Friday and there is a new tool that tracks what bills the County has supported, opposed, and its participation during the past year, and Supervisor Gregory acknowledged Deputy County Executive Officer-Communications Holly Dawson and County Executive Office Legislative & Policy Analyst Andrew Mize for their efforts.**

15. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS

None

16. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

None

17. CLOSED SESSION

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8) [23-1558](#)

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: Ryan Alsop, County Executive Officer  
Negotiating Parties: Napa County and City of Calistoga Under Negotiation:  
 Price  Terms of Payment

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

**Closed Session held. Direction was given to the County's real property negotiator. No reportable action.**

- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957) [23-1491](#)

Title: County Executive Officer

**Closed Session held. Direction was given to staff. No reportable action.**

18. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, SEPTEMBER 26, 2023 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board