



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, June 15, 2021

9:00 AM

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

1. CALL TO ORDER; ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

Deputy County Executive Officer Helene Franchi led the assembly in the Pledge of Allegiance.

3. APPROVAL OF MINUTES

None

4. PRESENTATIONS AND COMMENDATIONS

None

5. DEPARTMENT HEAD REPORTS AND ANNOUNCEMENTS

None

6. CONSENT ITEMS - SPECIAL DISTRICTS

Motion Text: Approve Special District Consent Calendar.

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

Recusals: None

Result: Passed

Lake Berryessa Resort Improvement District

- A. District Engineer requests approval of Budget Transfer No.LBR004 canceling T-2000 designations and increasing appropriations in the amount of \$5,771 in the Lake Berryessa Resort Improvement District Operations Budget to fund the replacement of the filter membrane cassettes in Filter No 2 at the Water Treatment Plant as recommended by the Lake Berryessa Estates Property Owner's Association Fiscal and Capital Oversight Committee. (4/5 vote required) [21-348](#)
- B. District Engineer requests approval and authorization for the Chair to sign an Agreement with GHD, Inc. for a maximum of \$21,984 for the term of May 4, 2021 through December 31, 2021 to complete an updated cultural resources investigation of the wastewater ponds site and deliver a report in accordance with funding program guidelines adopted by the State Water Resources Control Board. [21-445](#)

Enactment No: A-210386B (LBRID)

Napa Berryessa Resort Improvement District

- C. District Engineer request approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 21202B with TNT Industrial Contractors, Inc. amending the scope of repair work and increasing compensation by \$3,106.20 to a new maximum contract total of \$190,394.64. [21-451](#)

Enactment No: A-21202B Amend No. 1 (NBRID)

7. CONSENT ITEMS

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

Child Support Services

- A. Director of Child Support Services requests authorization to sign the revised Plan of Cooperation (POC) with the California Department of Child Support Services (DCSS) adding a new Exhibit 7 that includes required Internal Revenue Service data security language and minor changes to references in customer service verbiage. [21-321](#)

Enactment No: A-8592

County Counsel

- B. County Counsel requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 190309B with LiebertCassidy Whitmore amending the term through June 30, 2022 with up to two automatic renewals at the end of each fiscal year, for an annual maximum amount of \$58,000 per fiscal year to provide specialized legal advice and representation to Napa County regarding labor and employment matters. [21-290](#)

Enactment No: A-190309B Amendment No. 1

- C. County Counsel requests approval of Budget Transfer No. PDE002 appropriating \$55,000 in the Conflict Public Defender Budget and reducing the General Fund Contingencies by an equivalent amount for indigent defense costs. (4/5 vote required) [21-424](#)

County Executive Office

- D. County Executive Officer requests approval of and authorization for the Chair to sign an amendment to agreement #210126B with MGT of America Consulting LLC increasing the maximum amount by \$4,119 for a new maximum amount of \$34,119 for the term July 1, 2021 through June 30, 2022 for the preparation of SB 90 reimbursement claims and the annual Indirect Cost Allocation Plan. [21-448](#)

Enactment No: A-210126B Amendment No, 1

- E. Director of Planning, Building and Environmental Services requests adoption of a resolution amending Napa County Policy Manual, Part I: Section 12C, "Maintain Safe and Healthy Business Operations During the COVID-19 Pandemic" to allow businesses to use temporary on-site areas so long as the Proclamation of Local Emergency is in effect, or until July 1, 2022, whichever occurs later. [21-560](#)

Correction Memorandum provided.

Enactment No: R-2021-66

- F. County Executive Officer requests the following actions regarding the agreement with Meyers, Nave, Riback, Silver & Wilson to provide specialized legal, investigative and/or consulting services involving allegations of employee misconduct: [21-564](#)
1. Approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 170640B to clarify the scope of work to include various special investigations as ordered by the Board of Supervisors and such third party independent fact finding tasks, which may not be directed by County Counsel; and
 2. Approval of Budget Transfer No. BOS 001 increasing appropriations by \$70,000 in the Board of Supervisors budget with offsetting reduction in Appropriation for Contingencies.

Item pulled for discussion. See Item 8.

Enactment No: A-170640B Amend No.3

County Fire Department

- G. County Fire Chief requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement 210112B with the Napa Communities Firewise Foundation increasing the maximum payments to \$5,400,000, extending the term July 1, 2021 through June 30, 2022 for community outreach and assistance in the creation and continuation of Fire Safe Communities and Councils to mitigate the effects of and to survive wildland fires. [21-488](#)

Enactment No: A-210112B Amend No. 2

Housing and Homeless Services – Division of CEO's Office

- H. County Executive Officer requests adoption of a resolution approving assignment of loan documents in connection with Burbank Housing Development Corporation's ("Burbank") proposed acquisition of property located at 3700 Valle Verde Drive in the City of Napa (the "Property") for the purpose of constructing an affordable housing project proposed for 66 supportive housing units (Heritage House) and 24 additional affordable housing units (Valle Verde). [21-425](#)

Enactment No: R-2021-67

- I. County Executive Officer requests approval of and authorization for the Chair to sign revenue agreements and a performance period extension agreement with the US Department of Housing and Urban Development as follows: [21-506](#)

1. A maximum of \$21,542 for the term of one year beginning with the first draw down after grant execution; and
2. A maximum of \$35,887 for the term of April 1, 2020 through March 31, 2021 for the Homeless Management Information System (HMIS) program; and
3. An extension of the performance period for the HMIS grant to June 30, 2021.

Enactment No: A-210399B; A-210400B

Human Resources – Division of CEO’s Office

- J. Director of Human Resources requests approval of and authorization for the Chair to sign Amendment No. 5 to Agreement No. 170137B with PayFlex Systems USA, Inc., extending the term of the agreement through June 30, 2022, with an automatic renewal at the end of each fiscal year to provide Flexible Spending Account benefits to County employees. [21-402](#)

Enactment No: A-170137B Amend No. 5

- K. Director of Human Resources requests approval of and authorization for the Chair to sign an agreement with Amistad Associates for a maximum amount of \$60,000 for the term of June 15, 2021 through June 30, 2021, with an option to extend for two additional years, to provide strategic planning, organizational development, and executive coaching consulting services for County employees. [21-457](#)

Enactment No: A-210396B

Library

- L. Director of Library Services and Community Outreach requests the following regarding Fiscal Year 2020-2021 California Library Literacy Services (CLLS) allocations: [21-481](#)
1. Acceptance of additional funding in the amount of \$4,851 for the Adult Literacy Program; and
 2. Acceptance of additional funding in the amount of \$6,000 for the Family Literacy Program

Public Works

- M.** Director of Public Works requests approval of and authorization for the Chair to sign a Space License Agreement with Crestwood Behavioral Health, Inc. for \$3,594 per month for the term June 1, 2021 through June 30, 2022, to be automatically renewed to be coterminous with Napa County Professional Services Agreement No. 210314B and any amendments thereto, for exclusive use of 4,623 square feet of space located at 2751 Napa Valley Corporate Drive, Building B, in Napa for the Crisis Stabilization Facility.

[21-467](#)

Enactment No: A-210385B

- N.** Director of Public Works requests approval of and authorization for Chair to sign Seller Acknowledgement to Assignment and Assumption of Napa County Purchase and Sale Agreement No. 210350B (Agreement) for purchase of County surplus property located at 2344 Old Sonoma Road, acknowledging assignment of Agreement from SN Management Corp. to Napa Community Real Estate Fund LP, with all other terms of the Agreement remaining the same.

[21-507](#)

Enactment No: A-210350B

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

- 7F

One (1) person spoke during public comment.

Deputy County Executive Officer Helene Franchi made presentation.

Motion Text: Approve requested actions.

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

Recusals: None

Result: Passed

9. PUBLIC COMMENT

Two (2) people spoke during public comment.

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

None

11. ADMINISTRATIVE ITEMS

County Executive Office

- A. County Executive Officer will provide a report on pending future agenda items and request discussion and direction on whether to file an appeal of a decision of the Association of Bay Area Governments in connection with the Regional Housing Needs Allocation for Napa County. [21-532](#)

Deputy County Executive Officer Helene Franchi made presentation.

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

Supervisor Diane Dillon made presentation.

Discussion held.

Direction provided to staff.

Motion Text: To direct staff to bring the item on June 22, 2021 with a review of how the hazards were considered in the methodology, possibly consider writing a letter to the Association of Bay Area Governments, or drafting an appeal to address the concerns of the Board.

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

Recusals: None

Result: Passed

Public Works

- B Director of Public Works requests the first reading and the intention to adopt an ordinance amending Article I of Chapter 12.04 of the Napa County Code regarding encroachments and adding new Chapter 12.05 regarding small wireless facilities in the right-of-way. [21-440](#)

(STAFF REQUESTS CONTINUANCE TO TUESDAY, JUNE 22, 2021 AT 9:00 AM)

Motion Text: Approve the continuance of this item to the next scheduled regular meeting on June 22, 2021 at 9:00 A.M.

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

Recusals: None

Result: Passed

- C Director of Public Works requests the following: [21-522](#)
1. Adoption of a resolution adopting a Mitigated Negative Declaration and a Mitigation Monitoring and Reporting Program for the "Napa County Monopole Project", RDS 21-22.
 2. Approval of and authorization the Chair to sign a Right-of-Way Access and Service Agreement with Illumination Technologies California, LCC to allow ITC access to identified locations in the Rights-of-Way in exchange for the operation by ITC of an advanced wildfire detection system, and construction of improvements for future wireless service including unserved and underserved areas of Napa County, at no cost to the County for a term of thirty years.

(STAFF REQUESTS THAT THIS ITEM BE CONTINUED TO JULY 13, 2021 AT 9:00 AM)

Motion Text: Approve the continuance of this item to the next scheduled regular meeting on July 13, 2021 at 9:00 A.M.

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

Recusals: None

Result: Passed

12. SET TIME MATTERS OR PUBLIC HEARING - SPECIAL DISTRICTS

Silverado Community Services District

A PUBLIC HEARING 9:30 AM - 5 Minutes**[21-551](#)**

District Manager requests opening the Public Hearing to accept testimony on the Fiscal Year 2021-22 budget with a total appropriation of \$197,134 in Division 28500 and continue for consideration to June 22, 2021, at 9:30 a.m. for adoption of the recommended budget.

Deputy County Executive Officer Helene Franchi made presentation.

Item continued for consideration to June 22, 2021, at 9:30 a.m. for adoption of the recommended budget.

Motion Text: Approve requested actions.

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

Recusals: None

Result: Passed

Monticello Public Cemetery District

B PUBLIC HEARING 9:30 AM - 5 Minutes**[21-555](#)**

District Manager requests opening the Public Hearing to accept testimony on the Fiscal Year 2021-22 budget with a total appropriation of \$54,937 in Division 28600 and a total appropriation of \$0 in Division 28610

Deputy County Executive Officer Helene Franchi made presentation.

Item continued for consideration to June 22, 2021, at 9:30 a.m. for adoption of the recommended budget.

Motion Text: Approve requested action.

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

Recusals: None

Result: Passed

In-Home Support Services Public Authority of Napa County

C. PUBLIC HEARING 9:30 AM - 5 Minutes

[21-557](#)

Public Authority Program Manager requests the following:

1. Open Public Hearing to accept testimony on the Fiscal Year 2021-2022 budget, with a total appropriation of \$1,230,112; and
2. Continue for consideration to June 22, 2021 at 9:30 a.m. for adoption of a recommended budget.

Management Analyst II Victoria Mead made presentation.

Item continued for consideration to June 22, 2021, at 9:30 a.m. for adoption of the recommended budget.

Motion Text:	Approve requested actions.
Voting Yes:	Gregory, Wagenknecht, Dillon, Ramos, and Pedroza
Recusals:	None
Result:	Passed

Lake Berryessa Resort Improvement District

D. PUBLIC HEARING 9:30 AM - 5 Minutes

[21-328](#)

District Engineer and Auditor-Controller request the following:

1. For the 2021-22 Ordinance T-1 Special Tax:
 - a. Accept the District Engineer's Report for Fiscal Year 2021-22; and
 - b. Confirm that the automatic annual 4 percent increase in the T-1 Special Tax for Fiscal Year 2021-22 shall result in an annual T-1 Tax amount of \$1,060 per parcel during the fiscal year.
2. Open Public Hearing to accept testimony on the Fiscal Year 2021-22 Budgets and Supplemental No. 1 for appropriations in Fund 5220, Division 52200 of \$1,133,963, Division 52205 of \$0, and Division 52210 of \$225,784, for total appropriations in Fund 5220 of \$1,359,747; and
3. Continue for consideration to June 22, 2021 at 9:15 am for adoption of the recommended budget.

Deputy County Executive Officer Helene Franchi made presentation.

Discussion held.

Item continued for consideration to June 22, 2021, at 9:30 a.m. for adoption of the recommended budget.

Motion Text:	Approve requested actions.
Voting Yes:	Dillon, Wagenknecht, Gregory, Ramos, and Pedroza
Recusals:	None
Result:	Passed

Napa Berryessa Resort Improvement District

E PUBLIC HEARING 9:30 AM - 5 Minutes

[21-340](#)

District Engineer and Auditor-Controller request the following:

1. Open Public Hearing to accept testimony on the Fiscal Year 2021-22 Budgets for total appropriations in Fund 5240, Division 52400 of \$2,093,405 and Division 52410 of \$516,769 for total appropriations in Fund 5240 of \$2,610,174; and
2. Continue for consideration to June 22, 2021 at 9:30 a.m. for adoption of the recommended budget.

Deputy County Executive Officer Helene Franchi made presentation.

Correction Memorandum provided.

Discussion held.

Item continued for consideration to June 22, 2021, at 9:30 a.m. for adoption of the recommended budget.

Motion Text: Approve requested actions as amended.

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

Recusals: None

Result: Passed

Napa County Housing Authority

E PUBLIC HEARING 9:30 AM - 5 Minutes

[21-454](#)

Assistant County Executive Officer and Auditor-Controller request the following relating to the Fiscal Year 2021-2022 Napa County Housing Authority budget:

1. Open Public Hearing and accept public testimony on Fund 5060 for a total appropriation of \$1,807,977 comprised of two budget units: Division 50600 - Administration, with appropriations of \$239,000; and Division 50605 - Farm Worker Centers with appropriations of \$1,568,977; and
2. Continue for consideration to June 22, 2021 at 9:30 a.m. for adoption of the recommended budget.

Management Analyst Sam Ross made presentation.

Item continued for consideration to June 22, 2021, at 9:30 a.m. for adoption of the recommended budget.

Motion Text: Approve requested actions.

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

Recusals: **None**

Result: **Passed**

13. SET MATTERS OR PUBLIC HEARINGS

County Executive Office

A SET MATTER 9:00 AM - 30 Minutes

[21-558](#)

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.

B PUBLIC HEARING 9:30 AM - 5 Minutes
Napa Valley Tourism Improvement District (NVTID)

[21-553](#)

County Executive Officer and Auditor-Controller request the following relating to the Fiscal Year 2021-22 Napa Valley Tourism Improvement District budget:

1. Open Public Hearing to accept public testimony on the Fiscal Year 2021-22 budget for a total appropriation of \$6,718,000 in Budget Division 28300; and
2. Continue for consideration to June 22, 2021, at 9:30 AM for adoption of the recommended budget.

Assistant County Executive Officer Rebecca Craig made presentation.

Item continued for consideration to June 22, 2021, at 9:30 a.m. for adoption of the recommended budget.

Motion Text: **Approve requested actions.**

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

Recusals: **Dillon**

Result: **Passed**

Housing and Homeless Services – Division of CEO's Office

C. PUBLIC HEARING 9:30 AM - 5 Minutes

[21-552](#)

County Executive Officer and Auditor-Controller request the following relating to County Service Area No. 4 (CSA No. 4) - Farmworker Housing Assessment District:

1. Open Public Hearing to accept testimony on the proposed Fiscal Year 2021-2022 budget for a total appropriation of \$637,137 in Budget Division 28100; and
2. Continue for consideration to June 22, 2021 at 9:30 a.m. for adoption of the recommended budget.

Management Analyst Sam Ross made presentation.

Item continued for consideration to June 22, 2021, at 9:30 a.m. for adoption of the recommended budget.

Motion Text: Approve requested actions.

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

Recusals: None

Result: Passed

Public Works

D. PUBLIC HEARING 9:30 AM - 5 Minutes

[21-446](#)

Director of Public Works requests the following actions relating to County Service Area No. 3 (CSA No. 3) - Fire Protection and Street Maintenance Assessment District:

1. Open Public Hearing to accept testimony on the Fiscal Year 2021-2022 budget for a total appropriation of \$575,005; and
2. Continue for consideration to June 22, 2021, at 9:00 a.m. for adoption of the recommended budget.

Deputy County Executive Officer Helene Franchi made presentation.

Item continued for consideration to June 22, 2021, at 9:30 a.m. for adoption of the recommended budget.

Motion Text: Approve requested actions.

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

Recusals: None

Result: Passed

E PUBLIC HEARING 9:30 AM - 5 Minutes

[21-550](#)

Director of Public Works and the Auditor-Controller request the following relating to Napa County Community Facilities District 2012-1 MST (Milliken-Sarco-Tulocay):

1. Open the Public Hearing to accept testimony on the Fiscal Year 2021-2022 budget for a total appropriation of \$395,725 in Budget Division 28700; and
2. Continue for consideration to June 22, 2021 at 9:30 a.m. for adoption of the recommended budget.

Deputy County Executive Officer Helene Franchi made presentation.

Item continued for consideration to June 22, 2021, at 9:30 a.m. for adoption of the recommended budget.

Motion Text: Approve requested actions.

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

Recusals: None

Result: Passed

Planning, Building and Environmental Services (PBES)

PUBLIC HEARING 2:00 PM - 10 Minutes

[21-263](#)

Consideration and possible action regarding an appeal filed by Rob Anglin, Esq. on behalf of Staglin Family Vineyard, LLC and an appeal filed by Edward Schexnayder, Esq. on behalf of Rutherford Bench Alliance to a decision by the Napa County Planning Commission on March 3, 2021 to approve Use Permit Major Modification No. P18-00253-MOD for the Staglin Family Vineyard to allow an increase in visitation and marketing events, on-premises consumption of wine in accordance with Business and Professions Code Sections 23358, 23390 and 23396.5, an increase in employees, three new parking spaces and related improvements. The project is located at 1570 Bella Oaks Lane, Rutherford, California 94574; (Assessor's Parcel Nos. 027-250-063, 027-250-064, 027-250-065) within the Agricultural Preserve zoning district and General Plan Land Use Designated as Agricultural Resource. (APPLICANT, APPELLANTS AND STAFF REQUEST A CONTINUANCE TO SEPTEMBER 28, 2021 AT 2:00 P.M.)

ENVIRONMENTAL DETERMINATION: Consideration and possible adoption of a Negative Declaration. According to the Negative Declaration, the proposed project would not have any potentially significant environmental impacts. The project site is not included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5.

Motion Text:	Approve the continuance of the appeal to the next scheduled regular meeting on September 28, 2021 at 9:00 A.M.
Voting Yes:	Ramos, Wagenknecht, and Pedroza
Excused:	Dillon and Gregory
Recusals:	None
Result:	Passed

14. LEGISLATIVE ITEMS

None

15. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS

Chair Alfredo Pedroza reported on working with the Metropolitan Transportation Commission to secure funding for the Up Valley Roundabouts project. This has been a partnership between the Napa Valley Transportation Authority and Public Works in which they were able to secure \$6 million dollars from the Metropolitan Transportation Commission to start the preparation for some of the projects. Chair Pedroza has been meeting with members of the community to look at the benefit of going forward with these projects. Chair Pedroza also showcased his gratitude for the parties involved.

16. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS

None

17. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

None

18. CLOSED SESSION

A. CLOSED SESSION

[21-562](#)

CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)

Property: Napa County Airport, Napa, California (APN 057-050-009)

Agency Negotiator: Minh C. Tran, County Executive Officer

Negotiating Parties: Napa County, Lynx FBO Enterprise, LLC, J3 Aviation, LLC, and Signature Flight

Support, LLC

Under Negotiation: ☒ Price ☒ Terms of Payment

No reportable action.

B. CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)

[21-563](#)

Agency Designated Representatives: Christine Briceno, Director of Human Resources

Employee Organization: SEIU Local 1021 - NAPE (Public Services

Employee Unit and Supervisory Unit of the County of Napa)

No reportable action.

19. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING,
WEDNESDAY, JUNE 16, 2021 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board