

Napa County

Board of Supervisors Chambers
1195 Third Street, Third Floor
Napa, CA 94559



Agenda - Final

Tuesday, March 28, 2023

9:00 AM

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

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 Support 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.*

www.countyofnapa.org

GENERAL INFORMATION

The Board of Supervisors meets as specified in its adopted annual calendar on Tuesdays at 9:00 A.M. in regular session at 1195 Third Street, Suite 310, Napa, California 94559. The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available through the Clerk of the Board of the Napa County Board of Supervisors. Requests for disability related modifications or accommodations, aids or services may be made to the Clerk of the Board's office no less than 72 hours prior to the meeting date by contacting (707) 253-4580.

The agenda is divided into three sections:

CONSENT ITEMS - These matters typically include routine financial or administrative actions, as well as final adoption of ordinances that cannot be both introduced and adopted at the same meeting. Any CONSENT ITEMS can be discussed separately at the request of any person. CONSENT ITEMS are usually approved with a single motion.

SET MATTERS - PUBLIC HEARINGS - These items are noticed hearings, work sessions, and items with a previously set time.

ADMINISTRATIVE ITEMS - These items include significant policy and administrative actions and are classified by program areas. Immediately after approval of CONSENT ITEMS if the time for hearing SET MATTERS has not arrived, ADMINISTRATIVE ITEMS will be considered.

All materials relating to an agenda item for an open session of a regular meeting of the Board of Supervisors which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, at the time of such distribution, in the office of the Clerk of the Board of Supervisors, 1195 Third Street, Suite 305, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection after the meeting. Availability of materials related to agenda items for inspection does not include materials which are exempt from disclosure under the California Government Code.

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD:**ON A MATTER ON THE AGENDA**

Please proceed to the podium when the matter is called and, after receiving recognition from the Chair, give your name and your comments or questions. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the Chair or Board, but is generally limited to three minutes.

ON A MATTER NOT ON THE AGENDA

Public comment is an opportunity for members of the public to speak on items that are not on the agenda but are within the subject matter jurisdiction of Napa County and its related districts and agencies. Public comment is limited to three minutes per speaker. Comments should be brief and focused, and speakers should be respectful of one another who may have different opinions. The Board is here to listen to everyone who wishes to address them, but everyone has the responsibility to act in a civil manner. Please remember this meeting is being recorded and broadcast on live television. The County will not tolerate profanity, hate speech, abusive language, or threats. Also, while public input is appreciated, the Brown Act prohibits the Board from taking any action today on matters raised during public comment.

How to Watch or Listen to the Napa County Board of Supervisors Meetings

The Napa County Board of Supervisors will continue to meet pursuant to the annually adopted meeting calendar available at the following link:

<https://www.countyofnapa.org/1429/Board-of-Supervisors-Special-Districts-C>

The Board realizes that not all County residents have the same ways to stay engaged, so several alternatives are offered. Remote Zoom participation for members of the public is provided for convenience only. In the event that the Zoom connection malfunctions for any reason, the Board of Supervisors reserves the right to conduct the meeting without remote access.

Please watch or listen to the Board of Supervisors meeting in one of the following ways:

1. Attend in-person at the Board of Supervisors Chambers, 1195 Third Street, Napa Suite 305.
2. Watch via YouTube at <https://www.youtube.com/@NapaCounty/streams>.
3. Watch online at <https://napa.legistar.com/Calendar.aspx> (click the “In Progress” link in the “Video” column).
4. Watch on Napa Valley TV Channel 28.
5. Watch on Zoom via www.zoom.us/join (Meeting ID: 842-343-169) or listen on Zoom by calling 1-669-900-6833 (Meeting ID: 842-343-169).

If you are unable to attend the meeting in person and wish to submit a general public comment or a comment on a specific agenda item, please do the following:

1. Leave a voice mail on the public comment line at 707-299-1776 (comments will be limited to three minutes).
2. Email your comment to publiccomment@countyofnapa.org.

Your comment will be shared with all members of the Board of Supervisors.

For more information, please contact the Clerk of the Board's office at 707-253-4580 or email clerkoftheboard@countyofnapa.org.

1. CALL TO ORDER; ROLL CALL**2. PLEDGE OF ALLEGIANCE****3. APPROVAL OF MINUTES**

- A. Clerk of the Board requests approval of minutes from the March 14, 2023 & March 21, 2023, regular and special meetings. [23-0473](#)

Attachments: [March 14, 2023](#)
[March 21, 2023](#)

4. PRESENTATIONS AND COMMENDATIONS

- A. Presentation of a Proclamation to be received by Tracy Cleveland, Agricultural Commissioner/Sealer of Weights and Measures, recognizing March 2023 as "National Agricultural Month" in Napa County. [23-0513](#)

- B. Presentation of a Proclamation to Tracy Lamb, Executive Director of NEWS Domestic Violence & Sexual Abuse Services, declaring April 2023, as "Sexual Assault Awareness Month" in Napa County. [23-0518](#)

Attachments: [Proclamation](#)

5. DEPARTMENT HEAD REPORTS AND ANNOUNCEMENTS**6. CONSENT ITEMS - SPECIAL DISTRICTS****Napa Berryessa Resort Improvement District**

- A. Purchasing Agent and District Engineer request waiver of competitive bidding requirements and sole source award pursuant to Napa County Code 2.36.090 for the purchase of two (2) Membrane Cassettes from Kubota Membrane USA Corporation in Bothell, Washington, for the amount of \$68,440 plus applicable sales tax, for an estimated total of \$73,863. [23-0481](#)

Attachments: [Quote](#)

7. CONSENT ITEMS**Agricultural Commissioner**

- A. Agricultural Commissioner/Sealer of Weights and Measures requests approval of and authorization for the Chair to sign renewal of Revenue Agreement No. 170682B with the California Department of Food & Agriculture (CDFA) for a maximum of \$475,751 for reimbursement of expenditures associated with placing and inspecting traps for the detection of exotic pests. [23-0425](#)

Attachments: [Agreement](#)

Auditor-Controller

- B.** Auditor-Controller requests the Board to 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 2022-23 for services rendered in Fiscal Year 2021-22 as authorized by Chapter 3.44 of the Napa County Code and Section 95.3 of the Revenue and Taxation Code. [23-0344](#)

Attachments: [Report](#)

- C.** Auditor-Controller requests authorization to deny seventeen (17) State assessed unitary property tax refund claims for return of 2018-19, 2019-20, 2020-21, 2021-22, and 2022-23 taxes paid on Assessor Parcel Numbers 799-000-162, 799-000-181, 799-000-218, 799-000-173, and 799-000-222 (five Telecom properties), pursuant to Revenue and Taxation Code Section 100 and Section 5096. [23-0396](#)

Attachments: [Pacific Bell Claim for 2018-19](#)
[Sprint Spectrum LP Claim for 2018-19](#)
[Sprint Spectrum LP Claim for 2019-20](#)
[Sprint Spectrum LP Claim for 2020-21](#)
[Sprint Spectrum LP Claim for 2021-22](#)
[Sprint Spectrum LP Claim for 2022-23](#)
[T-Mobile West LLC Claim for 2018-19](#)
[T-Mobile West LLC Claim for 2019-20](#)
[T-Mobile West LLC Claim for 2020-21](#)
[T-Mobile West LLC Claim for 2021-22](#)
[T-Mobile West LLC Claim for 2022-23](#)
[Lumen Tech Claim for 2018-19](#)
[Lumen Tech Claim for 2019-20](#)
[Lumen Tech Claim for 2020-21](#)
[Lumen Tech Claim for 2021-22](#)
[Lumen Tech Claim for 2022-23](#)
[AT&T Claim for 2018-19](#)

County Executive Office

- D. Interim County Executive Officer and Clerk of the Board request the appointment of Supervisor Anne Cottrell as Delegate and Supervisor Alfredo Pedroza as Alternate to the Golden State Finance Authority (GSFA) and Golden State Connect Authority (GSCA). [23-0490](#)

County Fire Department

- E. Deputy Fire Chief requests the following actions regarding the lights, sirens and graphics of Utility 28 for the Chipping Program (4/5 vote required): [23-0347](#)
1. Approval of a Budget Transfer increasing appropriations by \$6,400, in the Fire Marshal's subdivision (2100001-55400), in the Fire Operations Subdivision (2100000-57900); offset by a decrease in the Fire Operations Subdivision (2100000-52520);
 2. Establishment of capital assets in the amount of \$6,400 for the purchase of communication equipment (lights/sirens/radios), lettering/graphics for utility pickup truck being purchased for the Napa County Chipping Program;
 3. Authorization to declare 2007 Ford F450 pickup (current Utility 28) as surplus and no longer required for public use; remove the item from inventory and dispose at public auction; and
 4. Request waiver of competitive bidding requirements and sole source award for the installation of communication equipment from Wattco, Suisun, California for a total of \$3,600 and lettering/graphics from Napa Sign Shop, Napa, California for a total of \$2,800 pursuant to County Ordinance Code 2.36.090.

Health and Human Services Agency

- F. Director of Health and Human Services Agency (HHSA) requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 220287B with Bi-Bett Corporation, for a new contract maximum of \$751,289 for Fiscal Year 2022-2023, and each subsequent renewal, for the provision of withdrawal management and short-term residential treatment services. [23-0494](#)

Attachments: [Agreement](#)

Human Resources – Division of CEO’s Office

- G.** Director of Human Resources and Director of Health and Human Services Agency (HHSA) request adoption of a Resolution amending the Departmental Allocation List for multiple divisions of the Health and Human Services Agency, with no net increase in full-time equivalents (FTEs), and no impact to the County General Fund. [23-0477](#)
- Attachments:** [Resolution](#)
[Correction Memorandum \(added after the meeting\)](#)

Information Technology Services – Division of CEO’s Office

- H.** Chief Information Officer requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 210093B with Granicus, Inc. increasing the contract maximum by \$10,000 for a new total of \$323,046, with an amendment term of March 28, 2023 through March 28, 2024, for consulting services including advanced training, template creation and report development associated with the Legistar solution. [22-1559](#)
- Attachments:** [Agreement](#)
- I.** Chief Information Officer requests the following: [23-0423](#)
1. Declare certain items of personal property as surplus and no longer required for public use; and
 2. Authorize the Purchasing Agent to dispose of these items of personal property by donating them to Computer for Classrooms.
- Attachments:** [ITS Donation List](#)

Planning, Building and Environmental Services (PBES)

- J.** Interim Director of Planning, Building and Environmental Services requests approval of and authorization for the Chair to sign Amendment No. 7 to Agreement No. 170518B with Interwest Consulting Group to perform building plan check services, increasing compensation by \$100,000 for a new maximum of \$350,000 per fiscal year with no change to the agreement term. [23-0357](#)
- Attachments:** [Agreement](#)

Public Works

- K.** Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 9 to Lease Agreement No. 170067B with Rockwater, LLC for 994 Kaiser Road, Unit A, known as the Records Center, to extend the term for one additional year through June 30, 2024, and to adjust the monthly rental fee to \$9,000 beginning July 1, 2023 for continued use as a records storage facility. [23-0403](#)
- Attachments:** [Agreement](#)
- L.** Director of Public Works requests acceptance of a donation of gift cards totaling \$3,751 from Pet Food Express to the Napa County Animal Shelter and approval for the Board Chair to sign a letter of appreciation. [23-0420](#)
- Attachments:** [Letter](#)
- M.** Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 230252B with Universal Protection Services, LP, dba Allied Universal Security Services (Allied Universal), to amend the scope of work and to increase maximum compensation by \$891 for FY 22/23 and \$3,564 per fiscal year for fiscal years 2-5 to accommodate the addition of routine equipment costs for security services. [23-0421](#)
- Attachments:** [Agreement](#)
- N.** Director of Public Works requests adoption of a Resolution certifying to the State Department of Transportation, the total mileage of Napa County maintained roads as of April 2023 in accordance with the provisions of Section 2121 of the California Streets and Highways Code. [23-0462](#)
- Attachments:** [Resolution](#)

- O. Director of Public Works requests approval of and authorization for the Chair to sign the three Agreements listed below with Napa Sanitation District, to be effective through December 31, 2027, for the delivery of recycled water to various County facilities for landscape irrigation purposes:

[23-0474](#)

1. Napa County Agreement No. 230356B for delivery of recycled water to the County's South Campus located at 2751 Napa Valley Corporate Drive;
2. Napa County Agreement No. 230357B for delivery of recycled water to the Napa County Sheriff's Office located at 1535 Airport Boulevard; and
3. Napa County Agreement No. 230358B for delivery of recycled water to Napa County Fire Department No. 27 (Greenwood Fire Station) located at 1555 Airport Boulevard.

Attachments: [Agreement for South Campus](#)
[Agreement for Sheriff's Office](#)
[Agreement for Fire Station 27](#)

Risk and Emergency Services (OES) – Division of CEO’s Office

- P. Interim County Executive Officer and Risk & Emergency Services Manager request adoption of a resolution adding Section 8M to Part I of the Napa County Policy Manual establishing Self-Insured Retention levels for insurance purposes. [23-0426](#)

Attachments: [Resolution Policy 8M](#)

Treasurer-Tax Collector

- Q. Treasurer-Tax Collector requests adoption of a Resolution authorizing the use and promotion of EasySmartPay to provide an additional method for Napa County property owners to pay secured property taxes in monthly installments. [23-0271](#)

Attachments: [Resolution](#)

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS**9. PUBLIC COMMENT**

For all matters not listed on the agenda but within the jurisdiction of the Board of Supervisors and Special Districts. (see page 1)

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS**Napa County Groundwater Sustainability Agency**

- A. Interim Director of Planning, Building, and Environmental Services requests the Board of Directors of the Napa County Groundwater Sustainability Agency (NCGSA): [23-0492](#)
1. Receive the Napa County Groundwater Sustainability Annual Report - Water Year 2022 (“Annual Report”) on groundwater conditions in Napa County with a focus on the Napa Valley Subbasin;
 2. Receive a summary of the of the NCGSA Technical Advisory Group’s key 2022 discussion topics; and
 3. Approve the submittal of the Annual Report to the California Department of Water Resources (DWR).

Attachments: [Supporting Document C - Compiled TAG Framing Questions/Discussion Topics Summary PowerPoint Presentation \(added after the meeting\)](#)

11. ADMINISTRATIVE ITEMS**Assessor**

- A. Assessor-Recorder-County Clerk ex officio Registrar of Voters requests adoption of a Resolution electing not to publish supporters and opponents of local measures on the actual ballot. [23-0453](#)

Attachments: [Resolution](#)

County Executive Office

- B. Interim County Executive Officer to present Napa County's 2022 Annual Report. [23-0418](#)

Attachments: [Annual Report](#)

Information Technology Services – Division of CEO's Office

- C. Chief Information Officer requests the following actions: [23-0458](#)
1. Receive a staff presentation of the significance of data management and provide direction to staff to implement a consistent process across the County; and
 2. Request authorization to issue a Request for Proposal (RFP) to contract with a consultant to develop a platform to consistently collect, manage, and govern data.

Attachments: [PowerPoint Presentation](#)

Treasurer-Tax Collector

- D. Treasurer-Tax Collector requests the following actions regarding the Napa County Investment Pool: [23-0275](#)
1. Adoption of a Resolution renewing the delegation of investment/reinvestment authority to the Treasurer-Tax Collector for an additional one-year period beginning April 1, 2023, pursuant to California Government Code sections 53607 and 27000.1; and
 2. Approval of the Napa County Statement of Investment Policy in accordance with California Government Code section 53646(a)(1).

Attachments: [Resolution](#)
[Investment Policy 2023-24](#)

12. SET MATTERS OR PUBLIC HEARING - SPECIAL DISTRICTS
13. SET MATTERS OR PUBLIC HEARINGS
14. LEGISLATIVE ITEMS
15. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS
16. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS
17. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

18. CLOSED SESSION

19. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY,
APRIL 4, 2023 AT 9:00 A.M.**

I HEREBY CERTIFY THAT THE AGENDA FOR THE ABOVE STATED MEETING WAS POSTED AT A LOCATION FREELY ACCESSIBLE TO MEMBERS OF THE PUBLIC AT THE NAPA COUNTY ADMINISTRATIVE BUILDING, 1195 THIRD STREET, NAPA, CALIFORNIA ON FRIDAY, MARCH 24, 2023 BY 5:00 P.M. A HARDCOPY SIGNED VERSION OF THE CERTIFICATE IS ON FILE WITH THE CLERK OF THE BOARD OF SUPERVISORS AND AVAILABLE FOR PUBLIC INSPECTION.

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board