

Napa County

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



Agenda - Final

8:00 AM Special Meeting
***Consolidated**

Tuesday, April 18, 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 April 4, 2023, regular meeting.

[23-0676](#)

Attachments: [April 4, 2023](#)

4. PRESENTATIONS AND COMMENDATIONS

- A. Presentation of a Proclamation to Michele Grupe, Executive Director of Cope Family Center and Co-Chair of the Napa County Child Abuse Prevention Council (CAPC), and Veronica Piper-Jefferson, Health and Human Services Agency (HHSA) Deputy Director of Child Welfare Services (CWS), declaring April 2023 as Child Abuse Prevention Month in Napa County.

[23-0581](#)

Attachments: [Proclamation](#)

5. DEPARTMENT HEAD REPORTS AND ANNOUNCEMENTS**6. CONSENT ITEMS - SPECIAL DISTRICTS****Napa County Housing Authority**

- A. Director of Housing & Homeless Services requests acceptance of donation report to Housing Authority Commissioners for quarter ending September 30, 2022, December 31, 2022, and March 31, 2023.

[23-0454](#)

Attachments: [Donation Report Q1-Q3](#)

7. CONSENT ITEMS**Auditor-Controller**

- A. Auditor-Controller requests authorization to deny one (1) State assessed unitary property tax refund claim for return of 2018-19 tax paid on Assessor Parcel Number 799-000-236 (one Telecom property), pursuant to Revenue and Taxation Code Section 100 and Section 5096.

[23-0602](#)

Attachments: [PC Landing Corp Claim for 2018-19](#)

County Executive Office

- B.** Interim County Executive Officer requests adoption of a Resolution authorizing the Napa Valley Unified School District, School Facilities Improvement District No. 2, to issue Election of 2022 General Obligation Bonds, Series A, without further approval of the Board of Supervisors or officers of Napa County. [23-0291](#)
- Attachments:** [Resolution](#)
[District Resolution](#)
- C.** Interim County Executive Officer requests approval of and authorization for the Chair to sign Agreement No. 230385B with Workforce Development Board of Solano County doing business as Solano-Napa Small Business Development Center (“SBDC”) for a term of April 18, 2023 to December 31, 2023 with two six-month extensions totaling \$8,350 to provide outreach and application advisory services for the Childcare Facility Loan Program. [23-0595](#)
- Attachments:** [Agreement](#)
- D.** Interim County Executive Officer requests approval of and authorization for the Chair to sign Agreement No. 230373B with MGT of America Consulting, LLC (MGT), for a maximum amount of \$51,635 for the term of April 18, 2023, through June 30, 2024, to prepare a fee study for various County departments. [23-0640](#)
- Attachments:** [Agreement](#)

County Fire Department

- E.** County Deputy Fire Chief requests approval of a Budget Adjustment increasing appropriations \$5,700 in Fire Operations Intrafund Transfer Out (2100000-57900) offset by a decrease in Special Departmental Expense (2100000-53600); and an increase of \$5,700 in Fire Marshal Equipment (2100001-55400) offset by a Transfer In (2100001-49900) from Fire Operations. (4/5 vote required) [23-0514](#)

District Attorney

- F.** District Attorney requests approval of and authorization for the Chair to sign the following Amendments for the provision of financial assistance to victims of crime: [23-0535](#)
1. Amendment No. 7 to Agreement 170972B with NEWS to increase the maximum compensation to the amount of \$169,250 for the term December 1, 2016 to March 31, 2024; and
 2. Amendment No. 2 to Agreement 210321B with Puertas Abiertas with a maximum compensation of \$60,000 for the term April 1, 2021 through December 31, 2023.
- Attachments:** [NEWS Agreement](#)
[Puertas Abiertas Agreement](#)
- 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 for the Victim/Witness Assistance Program in the anticipated amount of \$400,621 for the term of October 1, 2023 through September 30, 2024. [23-0542](#)
- Attachments:** [Certification of Assurance](#)

Human Resources – Division of CEO’s Office

- H.** Director of Human Resources requests adoption of a Resolution rescinding and replacing Resolution No. 2023-39, adopted March 14, 2023, to make a correction to Exhibit “A,” in the original Resolution which inadvertently deleted the Engineering Manager - PBES classification from the Table and Index of Classes and listed the incorrect effective date. [23-0618](#)
- Attachments:** [Resolution](#)
- I.** Director of Human Resources and Director of Health and Human Services Agency (HHS) request adoption of a Resolution amending the Table and Index of Classes and the Departmental Allocation List for the Public Health Division of the Health and Human Services Agency, with no net increase in FTEs, and no impact to the County General Fund. [23-0625](#)
- Attachments:** [Resolution](#)
[Correction Memorandum](#)

- J.** Director of Human Resources and Director of Director of Public Works request adoption of a Resolution amending the Departmental Allocation List for multiple divisions of the Public Works Department, with a net increase of two (2.0) FTE, and a slight impact to the County General Fund. [23-0626](#)

Attachments: [Resolution](#)

Information Technology Services – Division of CEO’s Office

- K.** Chief Information Officer requests adoption of a Resolution approving revisions and additions to the Planning Building and Environmental Services (PBES) and Public Works - Flood retention schedules in Section 40, Records Management of the County Policy Manual effective April 18, 2023. (4/5 vote required) [23-0179](#)

Attachments: [Resolution](#)
[PBES Retention Schedule](#)
[PW - Flood Retention Schedule](#)

- L.** Chief Information Officer requests approval of and authorization for the Chair to sign Amendment No. 4 to Agreement No. 170298B with Fakouri Electrical Engineering, Inc., increasing the amount by \$1,200 for a new annual maximum of \$7,200 for critical power maintenance and emergency repair services. [23-0533](#)

Attachments: [Agreement](#)

Library

- M.** Director of Library Services and Community Outreach requests the following: [23-0585](#)
1. Authorization to accept a donation in the amount of \$55,000 from the Napa County Library Foundation; and
 2. Chair to sign a letter of appreciation in acceptance of the donation.

Attachments: [Letter of Appreciation](#)

Public Works

- N. Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 230190B with Miller Pacific Engineering Group (MPEG) that increases compensation from \$500,000 to \$750,000 per fiscal year. [23-0397](#)

Attachments: [Agreement](#)

- O. Director of Public Works requests approval of the plans and specifications for the “2023 Dry Creek Phase II Reconstruction”, PW 23-17 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. [23-0424](#)

Attachments: [Budget Summary](#)

- P. Director of Public Works requests the approval of the following actions regarding the 2023 Berryessa Improvements Project (RDS 22-05, 22-13, 23-05, and 23-16): [23-0579](#)
1. Award of Contract to Goodfellow Bros. of Livermore, California for their low base bid of \$4,984,702 with Additive Alternate No. 1 of \$78,520 and Additive Alternate No. 2 of \$54,000 for the 2023 Berryessa Improvements Project and authorize the Chair to sign the construction contract; and
 2. Approval of a Budget Transfer for the following (4/5 vote required):
 - a. Increase appropriations by \$1,968,696 in Measure T Non-Operating Special Revenue Fund (MT) (Fund 2440, Org 1220053, Object 56100) offset using its available fund balance to fund the 2023 Berryessa Improvements Project for Berryessa Knoxville Road (Fund 2040, Org 2040500, Project 22027, Object 48200) by \$1,335,652 and Berryessa Pines (Fund 2040, Org 2040500, Project 23010, Object 48200) by \$633,044;
 - b. Increase appropriations by \$1,335,652 in Project 22027 (Berryessa Knoxville Road) Fund 2040, Org 2040500, Object 52360) offset by transfer-in revenue from MT;
 - c. Increase appropriations by \$633,044 in Project 23010 (Berryessa Pines), offset by increase in revenue from the MT;
 - d. Increase appropriations by \$1,731,697 in SB-1 Non-Operating Special Revenue Fund (SB-1) (Fund 2440, Org 1220052, Object 56100) offset using its available fund balance to fund the 2023 Berryessa Improvements Project for Berryessa Highlands (Fund 2040, Org 2040500, Project 22031, Object 48200);
 - e. Increase appropriations by \$1,731,697 in Project 22031 (Fund 2040, Org 2040500, Object 52360) offset by a transfer-in revenue from SB-1;
 - f. Increase appropriations by \$2,388,552 in Accumulated Capital Outlay Fund (ACO) (Fund 3000, Org 3000000, Object 56100) offset using its available fund balance to fund the 2023 Berryessa Improvements Project for Spanish Flat Loop Road (Fund 2040, Org 2040500, Project 23040, Object 48200) by \$334,570 and Steele Canyon Road (Fund 2040, Org 2040500, Project 23027, Object 48200) by \$2,053,982;
 - g. Increase appropriations by \$334,570 in Project 23040 (Spanish Flat Loop Rd.) (Fund 2040, Org 2040500, Project 23040, Object 52360) offset by a transfer-in revenue from ACO; and
 - h. Increase appropriations by \$2,053,982 in Project 23027 (Steele Canyon Rd.) (Fund 2040, Org 2040500, Project 23027, Object 52360) offset by a transfer-in revenue from ACO.

Attachments: [Budget Summary](#)

- Q.** Director of Public Works requests the following actions regarding a grant from the Napa Valley Community Foundation (NVCF) for the Napa County Animal Shelter and Adoption Center (Animal Shelter): [23-0593](#)
1. Acceptance of a David and Jane Gotelli Family Fund grant in the amounts of \$30,000 for general support and \$15,000 for community spay/neuter program support; and
 2. Authorization for the Chair to sign a letter of appreciation to the NVCF.

Attachments: [Letter](#)

- R.** Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 170658B with A Better Place to Go Inc., dba Johnny on the Spot, to increase the maximum compensation by \$2,000 per fiscal year to accommodate the need for additional services. [23-0616](#)

Attachments: [Agreement](#)**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 Berryessa Resort Improvement District**

- A.** District Engineer to present status of the District's operating budget, including a review of 5-year forecasts and potential options that may be available to address forecasted shortfalls in the operations budget and funding of certain capital improvement projects. [23-0246](#)

Attachments: [PowerPoint Presentation \(added after the meeting\)](#)

11. ADMINISTRATIVE ITEMS**County Executive Office**

- A. Interim County Executive Officer will provide a report on pending future agenda items requested at the Board meeting of March 28, 2023, and will request discussion and direction regarding the following requests: [23-0578](#)
1. Development of a Board policy to provide guidance for staff participation in community forums; and
 2. Evaluation of technology solutions to enhance community participation during public comment portions of Board meetings.
- Attachments:** [Report](#)
- B. Interim County Executive Officer requests the Board receive a presentation for operating the Re-entry Facility and discuss next steps. [23-0650](#)
- Attachments:** [PowerPoint Presentation \(added after the meeting\)](#)
- C. Assistant County Executive Officer and County Counsel request approval of and authorization for the Chair to sign the renewal of Employment Contract No. 230200B with David Morrison to continue to serve as the Interim County Executive Officer effective April 18, 2023 for a period of six months or until a permanent County Executive Officer is hired, whichever occurs first. [23-0665](#)
- Attachments:** [Initial Agreement](#)
[Agreement Extension](#)

Planning, Building and Environmental Services (PBES)

- D. Interim Director of Planning, Building and Environmental Services (PBES) and County Deputy Fire Chief request adoption of a Resolution amending the Napa County Road and Street Standards (Road Standards) to comply with the adopted State Minimum Fire Safe Regulations, 2021 (State Fire Regulations), relating to ingress and egress in the State Responsibility Area (SRA) and Local Responsibility Area Very High Fire Hazard Severity Zone. [23-0598](#)
- Attachments:** [Resolution](#)
[Exhibit A \(Clean\)](#)
[Exhibit A \(Redlined\)](#)

12. SET MATTERS OR PUBLIC HEARING - SPECIAL DISTRICTS

13. SET MATTERS OR PUBLIC HEARINGS**Public Works**

- A. SET MATTER 9:00 AM [23-0327](#)

Director of Public Works requests:

1. Introduction and intention to adopt an Ordinance amending Chapter 10.04 of the Napa County Code to establish speed limits by resolution of the Board of Supervisors; and
2. Adoption of a Resolution establishing or changing speed limits on various county roads, as identified below.

Attachments: [Ordinance \(Clean\)](#)
[Ordinance \(Redline\)](#)
[2022 Engineering and Traffic Survey Report](#)
[Resolution](#)
[PowerPoint Presentation](#)

Health and Human Services Agency

- B. SET MATTER 9:15 AM [23-0476](#)

Napa County Child Abuse Prevention Council (CAPC) to present an annual report for 2023 on the status of children and families in the community.

Attachments: [Report](#)

County Fire Department

- C. SET MATTER 9:35 AM [23-0635](#)

Deputy Fire Chief will provide information on measures taken to prepare for the upcoming fire season and seek Board direction and possible action.

Attachments: [PowerPoint Presentation \(added after the meeting\)](#)

County Executive Office**D. SET MATTER 1:30 PM**[23-0680](#)

Interim County Executive Officer recommends that the Board of Supervisors direct staff to take the following actions to update the Napa County Strategic Plan:

1. Schedule a series of four Special Meetings to provide opportunities for the Board to discuss actions and priorities regarding the community, environment, economy, and government operations;
2. Engage a moderator to guide the Board in these discussions;
3. Appoint a Department Head committee to review the County Mission, Vision, and Values and make recommendations on any proposed revised language;
4. Conduct public outreach to evaluate the current Strategic Plan and provide input on priorities and actions for the update; and
5. Prepare a draft update to the Strategic Plan, circulate the document for public comment and review, and return to the Board of Supervisors to consider adoption before December 31, 2023.

14. LEGISLATIVE ITEMS

- A.** Interim County Executive Officer, on behalf of the Legislative Subcommittee, requests the Board of Supervisors oppose AB 742 by Assemblymember Jackson.

[23-0654](#)

Attachments: [AB 742 \(Jackson\)](#)
[AB 742 \(Jackson\) - Bill Analysis](#)

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**

- A.** SET MATTER - 8:00 AM

[23-0438](#)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

Title: Director of Health and Human Services Agency

- B.** PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

[23-0439](#)

Title: Interim County Executive Officer

- C. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
(Government Code Section 54956.8)

[23-0681](#)

Property: 3500 Airport Road, Napa, CA 94558
Agency Negotiator: Mark Witsoe, A.A.E., Airport Manager
Negotiating Parties: California Department of General Services
Under Negotiation: Potential lease terms for space at the
Napa County Airport to be used by the California Highway Patrol

19. ADJOURNMENT

ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, MAY 2, 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, APRIL 14, 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