

Napa County

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



Agenda

Tuesday, March 12, 2024

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 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.*

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.

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Levine Act Compliance: Effective January 1, 2023, the Levine Act (Government Code Section 84308) governs contributions in Board of Supervisor proceedings related to licenses, permits, or entitlements, as defined in the Act. Board members are prohibited from accepting contributions exceeding \$250 from parties, their agents, or participants during such proceedings and for 12 months after a final decision. If a Board member received a contribution exceeding \$250 within the past 12 months, disclosure is required on the record, and the member must not use their position to influence decisions. Parties and participants must disclose applicable contributions exceeding \$250 on the record, providing the following: • Name of the party or participant and any other person making the contribution • The name of the recipient • The amount of the contribution; and • The date the contribution was made. This information does not constitute legal advice. Parties and participants are advised to consult their legal counsel for guidance on compliance.

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, subject to the discretion of the Chair. 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. Call the Board of Supervisors Public Comment Line at 707-299-1776 during the item on which you want to speak. Comments will be limited to three minutes, subject to the discretion of the Chair. If you cannot make the meeting, you may leave a comment by voice mail by calling the Public Comment Line before or after the meeting.
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. PET OF THE WEEK****4. PROCLAMATIONS AND COMMENDATIONS**

- A. Presentation of a Proclamation recognizing March 2024 as “National Agricultural Month” in Napa County. (No Fiscal Impact) [24-377](#)

Attachments: [March 2024 National Agriculture Month \(added after meeting\)](#)

- B. Presentation of a Proclamation recognizing March 2024 as “Women’s History Month” in Napa County. (No Fiscal Impact) [24-378](#)

Attachments: [March 2024 Women's History Month \(added after meeting\)](#)

5. CONSENT CALENDAR - SPECIAL DISTRICTS**Napa County Housing Authority**

- A. Accept and file the quarterly report to the Napa County Housing Authority for the quarter ended December 31, 2023. (No Fiscal Impact; Discretionary) [24-191](#)

Attachments: [Report](#)

- B. Accept donation in the amount of \$177,300 from Cinco de Mayo Golf, Inc. to the Napa County Housing Authority for the farmworker centers, approve a Budget Amendment to appropriate the funds, and establish capital equipment items (Fiscal Impact: \$177,300 Expense and Revenue; Napa County Housing Authority Fund; NCHA Farmworker Centers; Not Budgeted; Discretionary) [24-302](#)
[4/5 Vote Required]

- C. Approve a Budget Amendment for increased operating costs and unfunded carryforward expense in Farmworker Centers for \$112,810 (Fiscal Impact \$112,810 Expense and Revenue; Housing Authority Fund; Not Budgeted; Discretionary) [24-405](#)
[4/5 Vote Required]

Lake Berryessa Resort Improvement District

- D. Approve a Budget Amendment to establish appropriations in the Drought and Water Supply Sustainability project and to reimburse project expenses in the Alternative Intake Project and the Sustainable Water Supply Project. (Fiscal Impact: \$637,000, LBRID Fund, Not Budgeted; Discretionary) [24-142](#)
[4/5 vote required]

- E. Approve plans and specifications for the Lift Station A - Sewer Collection Tank Replacement Project, LB 22-03 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. (No Fiscal Impact, Discretionary) [24-329](#)

Monticello Public Cemetery District

- F. Approve and authorize Amendment No. 2 to Agreement No. 230118B (MPCD) with Prestige Lawn Care Maintenance to construct a walkway system and approve a Budget Amendment to increase appropriations in landscaping services. (Fiscal Impact: \$50,000, Monticello Public Cemetery District, Not budgeted, Discretionary). [24-314](#)

Attachments: [Agreement](#)

Napa Berryessa Resort Improvement District

- G. Approve a Budget Amendment for the Repair of Damaged Drainage Culvert at the Napa Berryessa Resort Improvement District (NBRID) Wastewater Storage Pond Access Road. (Fiscal Impact: \$29,000, NBRID Operations Fund, Not Budgeted; Discretionary) [24-249](#)
[4/5 vote required]

Silverado Community Services District

- H. Approve a Budget Amendment to increase Silverado Community Services District (SCSD) appropriations for sidewalk repair and landscaping. (Fiscal Impact: \$40,000, SCSD Fund, Not budgeted, Discretionary). [24-380](#)
[4/5 vote required]

6. CONSENT CALENDAR**Agricultural Commissioner**

- A. Approve and authorize renewal of Revenue Agreement No. 170682B with the California Department of Food & Agriculture (CDFA) for a maximum of \$401,294 for reimbursement of expenditures associated with placing and inspecting traps for the detection of exotic pests. (Fiscal Impact: \$401,294 revenue; General Fund; Budgeted; Mandatory) [24-376](#)

Attachments: [Agreement](#)

Clerk of the Board

- B.** Approval of minutes from the February 27, 2024 regular meeting. (No Fiscal Impact) [24-397](#)
Attachments: [February 27, 2024](#)
- C.** Appointment of Julia M. Hagen to represent the position of At Large to the Napa County Veterans Commission with a term of office to commence immediately and expire on March 20, 2028. (No Fiscal Impact) [24-209](#)
Attachments: [Hagen Application](#)
[Letter of Recommendation](#)
- D.** Appointment of David Moreland to represent District 5, Marie Paz B. Maurer to represent District 4, and Devereaux Smith to represent Organization Concerned with Older Adults to the Napa County Commission on Aging with terms of office to commence immediately and expire September 30, 2025. (No Fiscal Impact) [24-385](#)
Attachments: [Moreland Application](#)
[Maurer Application](#)
[Smith Application](#)
[Letter of Recommendation](#)
- E.** Reappointment of Manuel Rios representing Napa County Farm Bureau, Judith Myers representing Affordable Housing Developer, Keri R. Akemi-Hernandez representing Real Estate Field or Real Estate Developer, and Mike Swanton to represent Napa Valley Vintners on the Napa County Housing Commission with terms of office to commence immediately and expire on October 1, 2027. (No Fiscal Impact) [24-421](#)
Attachments: [Rios Application](#)
[Myers Application](#)
[Akemi-Hernandez Application](#)
[Swanton Application](#)

County Executive Office

- F.** Adopt a Resolution to rename the Mental Health Board to become the Behavioral Health Board (BHB), amend bylaws, and adjust membership to consolidate the Advisory Board on Drug and Alcohol Programs (ABAD). (No Fiscal Impact; Discretionary) [24-355](#)
Attachments: [Resolution](#)
[Bylaws](#)
[Bylaws \(redline\)](#)

County Fire Department

- G.** Authorize the purchase of office furniture for the County Fire Department to furnish the new Napa County Fire Operations and Fire Marshal Office and approve a Budget Amendment in the amount of \$45,000. (Fiscal Impact: \$45,000, Fire Fund, Not Budgeted, Discretionary) [24-307](#)
[4/5 vote required]

Human Resources – Division of CEO’s Office

- H.** Approve and authorize Amendment No. 4 to Agreement 170412B with Sedgwick Claims Management Services, Inc., to provide claims adjuster and administrator services for the County’s Workers’ Compensation program for five years. (Fiscal Impact: \$169,897 expense for FY 2024-25 and \$918,225 expense for five years; Workers’ Compensation Insurance Fund; Budgeted; Discretionary) [24-220](#)

Attachments: [Agreement](#)

Information Technology Services – Division of CEO’s Office

- I.** Declare certain items of personal property as surplus and no longer required for public use; and approve and authorize the Purchasing Agent to dispose of these items of personal property by donating them to Computers for Classrooms. (No Fiscal Impact, Discretionary) [24-373](#)

Attachments: [Donation List](#)

- J.** Approve and authorize the chair to sign Agreement No. 240313B with Tishna Pastrama, doing business as PRO-FILE Business Records Management, for the term of March 12, 2024 through June 30, 2027 with a maximum annual amount of \$74,376 per fiscal year, with automatic annual renewals; and approval of a Budget Adjustment for \$45,000 for records storage and moving services. (Fiscal Impact: \$45,000, Information Technology Services Fund, Not Budgeted; Discretionary.) [24-388](#)
[4/5 vote required]

Attachments: [Agreement](#)

- K.** Authorize the purchase of capital assets for radio equipment with appropriation authority for Information Technology Services, Communications department. (Fiscal impact \$508,000, Information Technology Services Fund Balance, Not budgeted; Discretionary) [24-390](#)
[4/5 vote required]

Library

- L.** Approve and authorize Agreement No. 240310B with Imperial County Office of Education (“ICOE”) to provide Internet service of up to 1gbps (1 gigabit per second) to all library locations. (Fiscal Impact: \$40,000 expense; Napa County Library Fund; Budgeted; Discretionary) [24-384](#)
- Attachments:** [Agreement](#)

Public Works

- M.** Approve and authorize Amendment No. 2 to Agreement 200188B with Western State Design to increase the maximum compensation and to add equipment repair services for the Napa County Animal Shelter’s commercial clothes washer and two commercial clothes dryers. (Fiscal Impact: \$10,000 expense; Napa County Animal Shelter; Not budgeted; Discretionary) [24-306](#)
- Attachments:** [Agreement](#)
- N.** Approve a Budget Amendment to appropriate funding from SB-1 Non-Operating Special Revenue Fund, approve the Plans and Specifications for the “Berryessa Estates Paving Project,” and authorize 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. (Fiscal impact: \$35,000 expense; SB-1 Non-Operating Special Revenue Fund; Not budgeted; Discretionary) [24-327](#)
- [4/5 vote required]
- Attachments:** [Budget Summary](#)
- O.** Accept a donation in the amount of \$1,200 from Pet Food Express to the Napa County Animal Shelter and sign a letter of appreciation. (Fiscal Impact: \$1,200 revenue; Animal Shelter Operations; Not Budgeted; Discretionary) [24-360](#)
- Attachments:** [Letter of Appreciation](#)
- P.** Approve and authorize the disposal of eight county surplus vehicles and four county surplus equipment units, authorize removal from the capital asset listing, authorize the sale of the vehicles and equipment at auction, and authorize Public Works Director/Fleet Manager to sign the certificate of titles for the surplus items being sold at auction. (Fiscal Impact: increased revenue; Fleet Fund; Not Budgeted, Discretionary) [24-370](#)
- [4/5 vote required]
- Attachments:** [Surplus List](#)

- Q.** Approve and authorize a Correction to Temporary Construction Easement Deed with Anna M. Baker, Melissa R. Baker, and Mercedes C. Baker, as Trustees of the Karen Louise Baker Bypass Trust; and a Temporary Construction Easement Deed with Christopher A. Marusich and Michelle F. Del Rosario, Trustees of the Marusich Family Revocable Trust Dated May 4, 2017. (No Fiscal Impact; Discretionary) [24-372](#)

Attachments: [Deed - Baker](#)
[Deed - Marusich Del Rosario](#)

- R.** SUPPLEMENTAL ITEM [24-441](#)

Receive and review report of emergency Public Works actions in response to the administration building emergency sewer repair accomplished without competitive bidding as authorized by Resolution No. 2015-37 and determine that based on the report from Public Works, that the emergency does not permit the delay associated with competitive bidding procedures, and that the emergency actions are necessary to respond to the emergency pursuant to Public Contract Code Section 22050
[4/5 Vote Required].

Treasurer-Tax Collector

- S.** Adopt a Resolution to renew delegation of investment/reinvestment authority to the Treasurer-Tax Collector for an additional one-year period beginning April 1, 2024, and approve the Napa County Investment Policy. (No Fiscal Impact; Discretionary) [24-250](#)

Attachments: [Resolution](#)
[Policy](#)

- T. Adopt an Ordinance approving an update to Part 180 of the Napa County Policy Manual adding a 25% enhanced collection fee for certain delinquent unsecured property taxes; Approve a waiver of competitive procurement requirements and award sole source Agreement No. 240264B to American Financial Credit Services, Inc. (AFCS) for delinquent unsecured property tax skip tracing, billing, and recovery services for the term April 11, 2024 through June 30, 2025, with automatic renewals at the end of each fiscal year for up to three (3) additional years; Approve a Budget Amendment for expenditures related to offsetting revenue sources; and Assign for purposes of collection any or all delinquent unsecured taxes 90 days after the date upon which they are due and delinquent to AFCS on the condition that the Tax Collector approves each assignment (Fiscal Impact: Increased revenues to offset collection costs, General Fund, Not budgeted; Discretionary)
[4/5 vote required]

Attachments: [Ordinance](#)
[Agreement](#)

7. 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)

8. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

9. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

11. ADMINISTRATIVE ITEMS

County Executive Office

- A. Approve and authorize a letter opposing AT&T California's application with the California Public Utilities Commission (CPUC) for targeted relief from its Carrier of Last Resort obligation. [24-400](#)

Attachments: [AT&T Request of COLR Relief](#)
[AT&T Map of Incumbent Local Exchange Carriers](#)
[Proposed Letter in Opposition to Granting Relief](#)

- B. Receive the Fiscal Year 2023-24 Mid-Year Budget Review and approve Budget Adjustments per the attached report. (Fiscal Impact: Varies by Fund, Not Budgeted, Discretionary)
[4/5 vote required] [24-419](#)

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

12. PUBLIC HEARING - SPECIAL DISTRICTS**13. PUBLIC HEARINGS****County Counsel****A. PUBLIC HEARING - Conflict of Interest Code [24-382](#)**

Open and move to continue the public hearing for an amendment to the County's Conflict of Interest Code. (No Fiscal Impact)

(STAFF REQUESTS A CONTINUANCE TO APRIL 9, 2024 AT 9:00 AM)

Attachments: [Resolution](#)

Planning, Building and Environmental Services (PBES)**B. PUBLIC HEARING - Sentinel LLC/Inglenook Residence Appeal [24-394](#)**

Open and move to continue the public hearing for an appeal filed by Water Audit California (Appellant) to the Napa County Planning Commission's decision on November 15, 2023, to approve a Use Permit Exception to the Conservation Regulations (No. P22-00404-UP) filed by Adobe Associates, Inc. on behalf of Niebaum-Coppola Estate Winery LP (Applicant) to allow a private access road to encroach into the creek setback in order to serve existing agricultural structures and a potential future residence. (No Fiscal Impact)

(CONTINUED FROM FEBRUARY 27, 2024. APPELLANT, APPLICANT, AND STAFF REQUEST A CONTINUANCE TO JUNE 11, 2024, AT 9:00 AM)

14. CLOSED SESSION**15. ADJOURNMENT**

ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, MARCH 26, 2024 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 8, 2024 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