

Napa County

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



Agenda - Final

Tuesday, April 23, 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 May 2024 as “Older Americans Month” in Napa County.

[24-504](#)

Attachments: [Proclamation \(added after meeting\)](#)

5. CONSENT CALENDAR - SPECIAL DISTRICTS**6. CONSENT CALENDAR****Auditor-Controller**

- A. Deny five (5) State assessed unitary property tax refund claims for return of 2019-20 and 2020-21 taxes paid on Assessor’s Parcel Nos. 799-000-162, 799-000-218, and 799-000-249 in accordance with Revenue and Taxation Code section 100 and Sections 5096 and 5097 (three Telecom properties). (Fiscal Impact, \$936,477.49, Mandatory)

[24-543](#)

Attachments: [Claim Pacific Bell for Unitary Property Tax Refund 19-20](#)
[Claim Pacific Bell for Unitary Property Tax Refund 20-21](#)
[Claim AT&T for Unitary Property Tax Refund 19-20](#)
[Claim AT&T for Unitary Property Tax Refund 20-21](#)
[Claim Zayo Group for Unitary Property Tax Refund 19-20](#)

- B. Accept and instruct the Clerk of the Board to file the annual Compliance Review of the Proximity Workforce Housing Assistance Program for the period of January 1, 2023 - December 31, 2023. (No Fiscal Impact)

[24-596](#)

Attachments: [Compliance Review](#)

- C. Accept and file the quarterly report of cash and non-cash donations received for the quarter-ended March 31, 2024. (Fiscal Impact: Increased Revenues, Discretionary)

[24-640](#)

Attachments: [Report](#)

Clerk of the Board

- D. Approval of minutes from the April 9, 2024 regular meeting. (No Fiscal Impact)

[24-674](#)

Attachments: [April 9, 2024](#)

- E. Appointment of Xuexin Xie to the Napa County Wildlife Conservation Commission to represent Youth Member with a term of office to commence immediately and expire February 1, 2026. (No Fiscal Impact) [24-672](#)

Attachments: [Xie Application](#)

- F. Appointment of Juan F. Garcia to the Napa County Flood Control and Water Conservation District to represent the First Floating Alternate Director with a term of office to commence immediately. The First Floating Alternate Director serves in the absence of the Board of Supervisors. (No Fiscal Impact) [24-712](#)

Attachments: [Garcia Application](#)

County Counsel

- G. Adoption of an Ordinance amending Title 2 (Administration and Personnel) Article III (Terms of Employment) and amending language in Chapter 2, Section 100.235 (Administrative leaves of absence with pay) of the Napa County Code regarding giving the Director of Human Resources additional authority to grant paid leaves of absence. (No Fiscal Impact) [24-667](#)

Attachments: [Ordinance](#)

County Executive Office

- H. Approve and authorize Agreement No. 240360B with Linebarger Goggan Blair & Sampson, LLP to provide collection services of unpaid fines, fees and costs owed to Napa County as ordered by the Superior Court and to collect restitution for victims of crimes; and adopt a Resolution designating Linebarger Goggan Blair & Sampson, LLP as the County Financial Evaluation Officer. (Fiscal Impact: approximately \$60,000 annual expense; General Fund; Budgeted; Mandatory) [24-608](#)

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

Elections

- I. Declare elected those persons under its jurisdiction based on the certified results of the March 5, 2024 Primary Election. (No Fiscal Impact) [24-602](#)

Attachments: [Declaration of Election](#)

Health and Human Services Agency

- J.** Approve and authorize Agreement No. 240299B and related Budget Amendment in partnership with City of Napa Agreement No. C2024-046 , jointly referred to as Contribution Agreement, for a combined total of \$1,500,000 to support the acquisition and rehabilitation of mental health treatment housing units by Mentis, a nonprofit organization. (Fiscal Impact: \$750,000 expense; Health and Human Services Agency Fund; Behavioral Health Division; Not Budgeted; Discretionary)
[4/5 Vote Required] [24-367](#)
- Attachments:** [Agreement](#)
- K.** Approve and authorize Amendment No. 5 to Revenue Agreement No. 200130B with California Department of Public Health (CDPH) Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), to increase the contract maximum for a new contract maximum of \$2,828,653 through September 30, 2025; replace Exhibit A to reflect updated remittance address; and replace Exhibit B to reflect the increased allocation. (Fiscal Impact: \$2,828,653 Revenue; Health and Human Services Agency Fund, Public Health Division; Budgeted; Mandatory) [24-486](#)
- Attachments:** [Agreement](#)
- L.** Approve and authorize Amendment No. 4 to Agreement No. 180001B with California State University, Fresno Foundation to extend the term to June 30, 2027 and replace Exhibit A to reflect the new term and update the scope of work, with no change to the contract maximum, in order to continue providing Health and Human Services Agency (HHSA) Child Welfare Services (CWS) staff with mandatory Title IV-E training for Fiscal Years (FY) 2024-2027. (Fiscal Impact: \$104,755 Expense; Health and Human Services Agency Fund, Child Welfare Services Division; Budgeted; Mandatory) [24-493](#)
- Attachments:** [Agreement](#)

Housing & Homeless Services – Division of CEO’s Office

- M.** Approve and authorize Revenue Agreement No. 240332B with the Bay Area Housing Finance Authority (BAHFA) for \$5,000,000 for the term April 1, 2024 through June 30, 2028 and a related Budget Amendment for rental assistance support the remainder of the current fiscal year. (Fiscal Impact: \$5,000,000 revenue; Affordable Housing Fund, Housing Stabilization Subdivision; Not Budgeted; Discretionary)
[4/5 vote required] [24-417](#)
- Attachments:** [Agreement](#)
- N.** Approve and authorize Agreement No. 240333B with Up Valley Family Centers of Napa County for an annual maximum amount of \$136,500 for the term of April 23, 2024 through June 30, 2025, with three (3) one-year renewals, for the Stable Housing and Community Resiliency (SHARE) program and a related Budget Amendment. (Fiscal Impact: \$136,500 Expense; Affordable Housing Fund, Housing Stabilization Subdivision; Not Budgeted; Discretionary)
[4/5 vote required] [24-422](#)
- Attachments:** [Agreement](#)
- O.** Approve and authorize Agreement No. 240334B with On The Move for an annual maximum amount of \$204,750, for the term April 23, 2024 through June 30, 2025 with three (3) one year renewals, for the Stable Housing and Community Resiliency (SHARE) program and a related Budget Amendment. (Fiscal Impact: \$204,750 Expense; Affordable Housing Fund, Housing Stabilization Subdivision; Not Budgeted; Discretionary)
[4/5 vote required] [24-431](#)
- Attachments:** [Agreement](#)
- P.** Approve and authorize Agreement No. 240315B with Up Valley Family Centers for an annual fee for service maximum amount of \$25,000 for the term April 1, 2024 through June 30, 2024, with three (3) one year renewals to provide outreach services and application assistance for the Stable Housing and Community Resiliency (“SHARE”) Program and a related Budget Amendment. (Fiscal Impact: \$25,000 Expense; Affordable Housing Fund, Housing Stabilization Subdivision; Not Budgeted; Discretionary)
[4/5 vote required] [24-516](#)
- Attachments:** [Agreement](#)

- Q.** Approve and authorize Amendment 1 to Agreement No. 180084B with Fair Housing Napa Valley increasing the contract by \$120,000 for an annual maximum of \$240,000 per fiscal year for the provision of fair housing services to all Napa County residents. (Fiscal Impact \$240,000 Expense, Affordable Housing Fund, Budgeted; Mandatory) [24-654](#)

Attachments: [Agreement](#)

- R.** Approve and authorize Agreement No. 240316B with On the Move for an annual fee for service maximum amount of \$25,000 for the term April 1, 2024 through June 30, 2024, with three (3) one year renewals to provide outreach services and application assistance for the Stable Housing and Community Resiliency (“SHARE”) Program and a related Budget Amendment. (Fiscal Impact: \$25,000 Expense; Affordable Housing Fund, Housing Stabilization Subdivision; Not Budgeted; Discretionary) [24-660](#)
[4/5 Vote Required]

Attachments: [Agreement](#)

Human Resources – Division of CEO’s Office

- S.** Adopt a Resolution to amend Napa County Policy Manual Part I: Section 37K, Discrimination, Harassment, and Retaliation Prevention Policy. (No Fiscal Impact) [24-662](#)

Attachments: [Resolution](#)
[Exhibit A \(Tracked changes\)](#)
[Exhibit A \(Final\)](#)

- T.** Adopt a Resolution to amend the Table and Index of Classes to update the Local Agency Formation Commission (LAFCO) Executive Officer. (Fiscal Impact: \$20,000 annual expense increase; 50% General Fund, 50% Other Entities; Budgeted; Discretionary) [24-663](#)

Attachments: [Resolution](#)

Library

- U.** Accept and file the quarterly report of donations in the amount of \$2,000 or less gifted to Library from January 1, 2024 through March 31, 2024, and authorization to accept a donation in the amount of \$3,500 from the Robert and Ellen Streich Family Endowment and sign a letter of appreciation. (Fiscal Impact, \$3,500 Revenue; Napa County Library Fund; Budgeted; Discretionary) [24-681](#)

Attachments: [Donations List](#)
[Letter of Appreciation](#)

Public Works

- V. Approve and authorize creation of Capital Improvement Project 24027 for the “Crisis Stabilization Unit (CSU) - Children’s Services Expansion” PW 24-15, approve a Budget Amendment, and approve and authorize Agreement No. 240326B with TLCD Architecture for a maximum of \$466,286 for design and construction administration services. (Fiscal Impact: \$800,000 Expense; HHSA Fund; Not Budgeted; Discretionary)
[4/5 vote required] [24-443](#)
Attachments: [Agreement](#)
- W. Award a Construction Contract to Goodfellow Bros. California, LLC and Additive Alternate No. 1 in the amount of \$2,659,401; approve and authorize Agreement No. 240328B with Miller Pacific Engineering Group for Construction Management services for Berryessa Estates Paving Project; and approve a Budget Amendment. (Fiscal Impact: \$3,700,641 Expense; SB-1 Non-Operating Special Revenue Fund and Capital Improvement Projects Fund; Not Budgeted; Discretionary)
[4/5 vote required] [24-453](#)
Attachments: [Agreement](#)
[Budget Summary](#)
- X. Reject a bid for non-responsiveness; award a Construction Contract to Bridgeway Civil Constructors in the amount of \$418,285 for the Silverado Trail Over Bell Canyon Creek Guardrail Project (RDS 23-37); approve and authorize Amendment No. 3 to Agreement No. 230084B with ADKO Engineering; and approve a Budget Amendment. (Fiscal Impact: \$632,508 Expense; SB-1 Non-Operating Special Revenue Fund; Not Budgeted; Discretionary)
[4/5 vote required] [24-470](#)
Attachments: [Agreement](#)
[Budget Summary](#)
- Y. Approve the Plans and Specifications for the “South County Paving Project,” RDS 24-03 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. (No Fiscal Impact) [24-579](#)

- Z.** Approve and authorize the disposal of one surplus vehicle by way of donation, authorize removal from the capital asset listing, and authorize Public Works Director/Fleet Manager to sign the certificate of title for the surplus item being donated. (No Fiscal Impact)
[4/5 vote required] [24-600](#)
- AA.** Approve a Budget Amendment to increase Maintenance Building & Improvements appropriation by \$60,000 in the Property Management Maintenance subdivision offset by use of Appropriation for Contingency for the repair of equipment in the Administration Building ITS Cold Room. (Fiscal Impact: \$60,000 Expense; Property Management Fund; Not Budgeted; Discretionary)
[4/5 vote required] [24-603](#)
- AB.** Approve and authorize Amendment No. 1 to Agreement No. 230342B with Facilities by Design to increase the maximum compensation by \$100,000 per fiscal year for on-call professional space planning, design, and furniture coordination services. (Fiscal Impact: \$100,000 Expenditure; Various Departments; Not Budgeted; Discretionary) [24-604](#)
- Attachments:** [Agreement](#)
- AC.** Authorize the purchase of a capital asset for a Teupen 18GT Boom Lift for the Airport through the General Services Administration (GSA) program; and authorize a waiver of competitive bidding and sole source award to the GSA program under California Department of General Services pursuant to Napa County Code Section 2.36.090. (Fiscal Impact: \$11,240 Expense; Airport Fund; Budgeted; Discretionary)
[4/5 vote required] [24-605](#)
- AD.** Approve and authorize Amendment No. 4 to Agreement No. 170684B with Humane Society of Napa County & SPCA, Inc. to increase the contract amount by \$80,000 for a new maximum of \$230,000; and approve a Budget Amendment to increase appropriation in Veterinary Services offset by appropriation for contingency and available fund balance. (Fiscal Impact: \$80,000 Expense; Animal Shelter Fund; Not Budgeted; Discretionary)
[4/5 vote required] [24-607](#)
- Attachments:** [Agreement](#)

AE. Authorize the purchase of a capital asset for a Sewer Camera system for the Property Management Maintenance subdivision; and approve a Budget Amendment to increase appropriation in the Equipment account using appropriation for contingency. (Fiscal Impact: \$13,270 Expense; Property Management Fund; Not Budgeted; Discretionary) [4/5 vote required] [24-643](#)

AF. Award Construction Contract to O.C. Jones & Sons, Inc. of Berkeley, California for the Taxiway K and Runway 19R Runup Apron Reconstruction Project, PW 24-04 for their low bid of \$4,199,680; approve and authorize Agreement No. 240342B with Mead & Hunt for Construction Management Services for a maximum compensation of \$427,670 with a term end date of June 30, 2026; approve a Budget Amendment; and authorize Director of Public Works to execute grant agreement from Federal Aviation Administration. (Fiscal Impact: \$4,874,933 Expense; Airport Fund; Not Budgeted; Discretionary) [4/5 vote required] [24-644](#)

Attachments: [Budget Summary](#)
[Agreement](#)

AG. Approve and authorize Agreement No. 8675 with Caltrans for the relinquishment of State Right of Way (ROW) necessary for the Construction of the Napa County Soscol Ferry Road/Devlin Road Roundabout Project. (No Fiscal Impact) [24-645](#)

Attachments: [Agreement](#)

AH. Adopt a Resolution to approve and authorize Cooperation Agreement No. 240371B with Caltrans to review the Project Approval & Environmental Document (PA&ED), Plans, Specifications and Estimate (PS&E), and Right-of-way (ROW) phases of the Napa Valley Vine Trail (NVVT) - Yountville through St. Helena Gap Closure Project for a maximum amount of \$170,000 and a term that shall terminate 180 days after Caltrans approves the encroachment permit for construction or as mutually agreed by Caltrans and the County in writing. (Fiscal Impact: \$170,000; Accumulated Capital Outlay Fund; Budgeted; Discretionary). [24-656](#)

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

Treasurer-Tax Collector

AI. Accept and instruct the Clerk of the Board to file the Treasury Oversight Committee Compliance Audit for the year ended June 30, 2023. (No Fiscal Impact) [24-564](#)

Attachments: [2023 TOC Compliance Audit](#)

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 Fire Department

- A. Receive a presentation on the organizational structure of the Napa County Fire Department volunteer program and associated policies to support volunteers. (No Fiscal Impact) [24-714](#)

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

Health and Human Services Agency

- B. Receive a presentation of the 2023 Napa County Community Health Assessment (CHA) and Napa County Older Adults Assessment (NOAA). (No Fiscal Impact) [24-300](#)

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

12. **PUBLIC HEARING - SPECIAL DISTRICTS**
13. **PUBLIC HEARINGS**

Planning, Building and Environmental Services (PBES)

- A. PUBLIC HEARING - Nova Business Park North Tentative Map Appeal (P24-00005-APL) [24-677](#)

Conduct a public hearing to consider adoption of additional conditions of approval agreed upon by Water Audit California (Appellant) and Nova Business Park, LLC (Applicant) to resolve the appeal filed by Appellant concerning the Napa County Planning Commission's approval of the Nova Business Park North Tentative Map. (No Fiscal Impact)

Attachments: [Attachment A - Requested Additional Conditions of Approval](#)
[Attachment B - Recommended Conditions of Approval & Agency](#)
[Memos](#)
[Levine Act Disclosure](#)

14. CLOSED SESSION

- A. CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6) [24-675](#)

Agency Designated Representatives:

Christine Briceño, Director of Human Resources

Employee Organization: SEIU Local 1021 - NAPE

(Public Services Employee Unit and

Supervisory Unit of the County of Napa)

Unrepresented Employees: Non-Classified, Management and

Confidential Employees of the County of Napa (Excluding Elected Officials)

- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957) [24-697](#)

Title: Director of Planning, Building, and Environmental Services

15. ADJOURNMENT

ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, MAY 7, 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, APRIL 19, 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