

Napa County

1195 THIRD STREET
THIRD FLOOR
NAPA, CA 94559



Agenda

Final - Supplemental

Tuesday, October 19, 2021

9:00 AM

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

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*

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 item on the **CONSENT CALENDAR** will be discussed separately at the request of any person. **CONSENT CALENDAR** 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 the **CONSENT CALENDAR**, 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 at the public meeting if prepared by the members of the Board or County staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under the California Government Code.

This is a simultaneous meeting of the Board of Supervisors of Napa County, the Napa County Public Improvement Corporation, the Silverado Community Services District, the Monticello Public Cemetery District, the In-Home Support Services Public Authority of Napa County, the Lake Berryessa Resort Improvement District, the Napa Berryessa Resort Improvement District, the Napa County Housing Authority and the Napa County Groundwater Sustainability Agency. The five District Supervisors also serve as the Board of Directors for each of the aforementioned entities.

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA please proceed to the rostrum 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.

AGENDA AVAILABLE ONLINE AT www.countyofnapa.org

How to Watch or Listen to the Napa County Board of Supervisors Meetings****FACE MASKS MUST BE WORN AT ALL TIMES WHILE IN THE BOARD CHAMBERS.****

The Napa County Board of Supervisors will continue to meet pursuant to the adopted 2021 calendar available at the following link:

www.napa.legistar.com

The Board realizes that not all County residents have the same ways to stay engaged, so several alternatives are offered. Please watch or listen to the Board of Supervisors meeting in one of the following ways:

1. Watch on your TV - Napa Valley TV Channel 28 (programming subject to local pre-emption rules and schedules).
2. Listen on your cell phone via Zoom at 1-669-900-6833 then enter Meeting ID 842-343-169 once you have joined the meeting.
3. Watch via the Internet – view the Live Stream
 - a. via Zoom at the following link: <https://www.zoom.us/join> then enter Meeting ID 842-343-169.
 - b. via Granicus by clicking on the following link: http://napa.granicus.com/ViewPublisher.php?view_id=2
4. You may submit public comment for any item that appears on the agenda or general public comment for any item or issue that does not appear on the agenda by emailing your comment to the following email address: publiccomment@countyofnapa.org. EMAILS WILL NOT BE READ ALOUD.

Via telephone: please call the Board of Supervisors Public Comment Line at (707) 299-1776.

Please mute all audio devices and do not use the speakerphone to prevent echoing.

Please provide your name and the agenda item on which you are commenting. Calls will be placed on hold and heard in the order received. The above-identified measures comply with all legal requirements for participation and public comment, including those imposed by the Ralph M. Brown Act and Executive Order, as amended by AB 361.

For more information, please call at (707) 253-4421 or email publiccomment@countyofnapa.org.

1. CALL TO ORDER; ROLL CALL**2. PLEDGE OF ALLEGIANCE****3. APPROVAL OF MINUTES****4. PRESENTATIONS AND COMMENDATIONS**

A. Director of Human Resources to introduce new County employees. [21-964](#)

B. Presentation of a proclamation to Jon Gjestvang, Chief Information Officer, declaring October 2021 as “Cybersecurity Awareness Month” in Napa County. [21-1061](#)

Attachments: [Proclamation](#)

5. DEPARTMENT HEAD REPORTS AND ANNOUNCEMENTS**6. CONSENT ITEMS - SPECIAL DISTRICTS****Napa County Groundwater Sustainability Agency**

A. Director of Planning Building and Environmental Services requests adoption of a resolution amending the Bylaws of the Groundwater Sustainability Plan Advisory Committee (GSPAC) to extend the deadline for recommending the draft Groundwater Sustainability Plan (GSP) from November 1, 2021, to November 19, 2021. [21-1076](#)

Attachments: [Resolution](#)

7. CONSENT ITEMS**County Departments****County Executive Office**

A. County Executive Officer requests approval of a Budget Transfer increasing appropriations in the Special Revenue Fund Citizens’ Option for Public Safety (Fund 2500 Organization 1020086) in the amount of \$248,595 with offsetting revenue from 2011 Realignment, Citizens’ Option for Public Safety, which will be transferred as needed to the Sheriff, District Attorney and Department of Corrections for operations. [21-1064](#)

County Fire Department

- B.** County Fire Chief requests approval of and authorization for the Chair to sign Agreement No. 220157B with Air Instrumentation for a maximum of \$19,500 for the term of September 1, 2021, through June 30, 2022, with an automatic two-year renewal provision to supply, maintain, and service hazardous materials equipment for the Napa Interagency Rescue Team. [21-961](#)

Attachments: [Agreement](#)

District Attorney

- C.** District Attorney and Auditor-Controller request the Board accept and instruct the Clerk of the Board to file the Audit Reports for the Napa County District Attorney's Office Automobile Insurance Fraud and Workers' Compensation Insurance Fraud Grant Programs awarded by the California Department of Insurance for the fiscal year ended June 30, 2021. [21-973](#)

Attachments: [Automobile Insurance Report](#)
[Workers' Compensation Report](#)

- D.** 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 Unserved/Underserved Victim Advocacy and Outreach (UV) Program in the anticipated amount of \$360,920 for the term of January 1, 2022 through December 31, 2022. [21-976](#)

Attachments: [Elder 2022 VOCA Grant](#)
[Latino 2022 VOCA Grant](#)

Health and Human Services Agency

- E.** Director of Health and Human Services requests approval of and authorization for the Chair to sign Renewal Agreement No. 8549 with the California Department of Social Services (CDSS) for the term July 1, 2021 through June 30, 2024 for the purpose of continuing the responsibilities of the CDSS and the County in the provision and receipt of certain services, including legal consultation and legal representation in administrative action appeals associated with the Resource Family Approval (RFA) program. [21-852](#)

Attachments: [Agreement](#)

- F.** Director of Health and Human Services requests the following: [21-895](#)
1. Declare capital asset property as surplus and no longer required for public use; and
 2. Authorize removal of capital assets from the Health and Human Services Agency capital asset inventory.
- G.** Director of Health and Human Services requests approval of and authorization for the Chair to sign Agreement No. 220137B with On the Move, Inc. for a maximum of \$26,400 for the term October 19, 2021 through June 30, 2023 for the transitional housing program. [21-908](#)
- Attachments:** [Agreement](#)
- H.** Director of Health and Human Services requests approval of and authorization for the Chair to sign Agreement No. 220136B with FirstWatch Solutions, Inc. for a maximum of \$240,000 for the term October 19, 2021 through October 18, 2026 to provide a software license to Napa County Emergency Medical Services (EMS) to enable independent verification that the ambulance provider’s contractual obligations are being met. [21-932](#)
- Attachments:** [Agreement](#)

Housing and Homeless Services – Division of CEO’s Office

- I.** Director of Housing and Homeless Services requests adoption of a Resolution rescinding and replacing Resolution No. 2021-43 and consenting to, adopting and ratifying the terms and conditions relating to the 2020 Emergency Solutions Grant-COVID 19 allocation in an amount not to exceed \$1,800,000 which provides funding for housing and homeless services programs. [21-1073](#)
- Attachments:** [Resolution](#)

Human Resources – Division of CEO’s Office

- J.** Director of Human Resources requests adoption of a Resolution amending the Table and Index of Classes to increase the salary for the employees covered by the Deputy Sheriff Association, as outlined in “Exhibit A,” effective October 16, 2021, with no net increase in full-time equivalents (FTE), and a slight impact to the County General Fund. [21-1052](#)
- Attachments:** [Resolution](#)

- K.** Director of Human Resources and Director of Health and Human Services Agency request adoption of a Resolution amending the Departmental Allocation List to improve services for multiple divisions of the Health and Human Services Agency, as outlined in “Exhibit A,” effective October 19, 2021, with a net increase of nine (9) full-time equivalents (FTE), and no impact to the County General Fund. [21-1056](#)

Attachments: [Resolution](#)

- L.** Director of Human Resources request adoption of a Resolution amending the Departmental Allocation List for the Human Resources Division of the County Executive Office, by adding one 1.0 FTE Human Resources Assistant - Limited Term, effective October 19, 2021 through June 30, 2023, with a net increase of one full-time equivalent, and a no impact to the General Fund to provide administrative support to the rollout of the new Enterprise Resource Planning software. [21-1057](#)

Attachments: [Resolution](#)

Information Technology Services – Division of CEO’s Office

- M.** Chief Information Officer requests the following actions: [21-916](#)
1. A waiver of competitive bidding requirement and sole source award to AMS.NET (pursuant to Napa County Code Section 2.36.090) for the purchase of (4) Cisco core switches, software, and labor; and
 2. Approval and authorization for the Chair to sign an agreement with AMS.NET, for a maximum of \$163,886 for the term of October 20, 2021 through June 30, 2022 for the purchase of (4) Cisco core switches, software and labor.

Attachments: [Agreement](#)

Library

- N.** Director of Library Services and Community Outreach requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 190295B with Unique Management Services, Inc. extending the term through June 30, 2026, increasing contract maximum by \$20,000 with a new maximum of \$50,000, and updating the scope of work to include pre-collection services. [21-982](#)

Attachments: [Agreement](#)

Planning, Building and Environmental Services (PBES)

- O.** Director of Planning, Building and Environmental Services requests approval of and authorization for the Chair to sign the following grant agreements for the term July 1, 2021 through June 30, 2022 for a total of \$31,000 pursuant to recommendations by the Wildlife Conservation Commission: [21-909](#)
1. \$10,000 with Land Trust of Napa County for invasive plant removal on a 14-acre meadow in Aetna Springs Preserve;
 2. \$8,000 with Napa County Resource Conservation District to purchase materials and provide technical assistance for Monarch Habitat project; and
 3. \$13,000 with Napa Wildlife Rescue in support of part-time Education Coordinator.

Attachments: [WCC Land Trust Grant Agreement 2021-2022](#)
[WCC RCD Grant Agreement 2021-2022](#)
[WCC NWR Grant Agreement 2021-2022](#)

Public Works

- P.** Director of Public Works requests the following regarding the LNU Fire Complex Guardrail Repair Project, RDS 20-39: [21-892](#)
1. Award of the contract to Highway Specialty Company, Inc. of Palo Cedro, California for their low base bid of \$347,056 and for 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 \$440,056 in the Accumulated Capital Outlay Fund (ACO) (Fund 3000, Org 3000000) with the use of its available fund balance to be transferred to 2020 LNU-FEMA Guardrail Project (Fund 2040, Org 2040500, Project 21027); and
 - b. Increase appropriations by \$440,056 in Project 21027, RDS 20-39 offset by transfer from the ACO budget.

Attachments: [Bidders List](#)
[Budget Sheet](#)
[Construction Contract](#)

- Q.** Director of Public Works requests approval of and authorization for the Chair to sign an agreement with Universal Site Services, Inc. for an annual maximum amount of \$6,000 for routine services and \$23,000 for non-routine/on-call services for the term October 19, 2021 through June 30, 2024 with the option to extend annually for two (2) additional years at the maximum of \$6,240 for routine services and \$25,000 for non-routine/on-call services in years four and five for power sweeping and cleaning of the 5th Street Parking Garage, other County owned parking facilities, and a portion of Napa County Airport. [21-953](#)
- Attachments:** [Agreement](#)
- R.** Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 180269B with REACH Air Medical Services, LLC at no cost to the County to facilitate the installation of an automatic backup generator at 1950 Airport Road in order to provide essential medical services. [21-957](#)
- Attachments:** [Agreement](#)
- S.** Director of Public Works requests the following related to upgrading the HVAC management system for County facilities: [21-958](#)
1. Approval of a Budget Transfer increasing appropriations in the capital asset account by \$246,868 in the Property Management budget (Fund 4300, Org 4300000) with offsetting use of its available fund balance and establishment of a capital asset in the amount of \$246,868 for the purchase of software and select field panel hardware necessary to upgrade the Siemens HVAC Management and Control System (4/5 vote required); and
 2. Authorization for the Chair to sign Amendment No. 4 to Agreement No. 170267B with Siemens Industry, Inc. to increase compensation by \$246,868 (with a new maximum compensation of \$509,363 for the term June 1, 2018 through June 30, 2023) and to update the Scope of Work to upgrade the Siemens Control System software and replace selected field panel hardware.
- Attachments:** [Agreement](#)
- T.** Director of Public Works requests adoption of a resolution temporarily closing a portion of Berryessa Knoxville Road on Saturday October 30, 2021, from 7:00 A.M. to midnight and on Sunday, October 31, 2021 from 9:00 A.M. to 2:00 P.M. for the Alpha Win - Napa Valley (formerly HITS Triathlon). [21-985](#)
- Attachments:** [Course Maps](#)
[Letter to Residents](#)
[Resolution](#)
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Sheriff

- U. Sheriff requests approval of a Budget Transfer transferring \$5,655 from Law Enforcement Supplies to Equipment appropriation within Sheriff's budget and establishment of a capital asset in the amount of \$5,655 for the purchase of an Echo Elite Trailer. (4/5 vote required) [21-959](#)

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS**9. PUBLIC COMMENT****10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS****11. ADMINISTRATIVE ITEMS****County Departments****County Executive Office**

- A. County Executive Officer requests appointment of one member and one alternate member of the Board of Supervisors to serve on the California State Association of Counties (CSAC) Board of Directors for the 2021-2022 year beginning on Monday, November 29, 2021. [21-937](#)

Attachments: [Memorandum](#)
[CSAC 2020-21 Board of Directors](#)
[CSAC Board Selection Form for 2021-22](#)

- B. County Executive Officer will provide an update of activities at Lake Berryessa and requests approval of and authorization for the Chair to sign the following agreements: [21-1053](#)

1. Exclusive Negotiation Agreement with Sun Lake Berryessa LLC (Sun Communities) to conduct environmental studies, site investigation and due diligence, prepare environmental documents, and enter into negotiations for a long-term agreement for development and operation of resort concessions at Steele Canyon, Spanish Flat, and Monticello Shores concession areas; and
2. Amendment No. 2 to Agreement No. 170664B-17 with Ragatz Realty increasing the amount by \$15,000 for a new maximum of \$140,000, extending the term through June 30, 2022, and amending the scope of work to include identification of eligible bidders for Berryessa Point.

Attachments: [Agreement - Sun Communities](#)
[Agreement - Ragatz](#)
[Berryessa Point Graphics \(added after meeting\)](#)
[Sun Proposal \(added after meeting\)](#)
[Correction Memorandum \(added after meeting\)](#)

Housing and Homeless Services – Division of CEO’s Office**C. SUPPLEMENTAL ITEM****[21-1083](#)**

Director of Housing and Homeless Services and County Executive Officer request discussion and direction regarding a proposal by Burbank Housing to develop supportive and affordable permanent housing at the Wine Valley Lodge facility for individuals experiencing or at-risk of experiencing homelessness that would require the following uses of American Rescue Plan Act Funds and Affordable Housing Trust Funds if a Project Homekey Round 2 Application is approved:

1. Approval of a loan to Burbank Housing in the amount of \$2 million from the State and Local Fiscal Recovery Fund - American Rescue Plan Act allocation to be used for capital costs of acquisition and development of Wine Valley Lodge through a Project Homekey Round 2 grant award;
2. Approval of a Fund Balance Assignment of \$2 million in State and Local Fiscal Recovery Fund (Fund 2460 - Subdivision 1020050), for the capital acquisition loan;
3. Approval of a loan to Burbank Housing of an amount not to exceed \$2 million from the Affordable Housing Trust Fund to serve as a guarantee for a Capitalized Operating Subsidy Reserve as required by the Project Homekey Round 2 grant application; and
4. Approval of a Fund Balance Assignment of \$2 million of Affordable Housing Trust Fund (Fund 2080 - Subdivision 2080010), for the operating subsidy loan guarantee.

Attachments: [Burbank Letter](#)
[PowerPoint \(added after meeting\)](#)

12. SET TIME MATTERS OR PUBLIC HEARING - SPECIAL DISTRICTS

13. SET MATTERS OR PUBLIC HEARINGS**County Departments****Elections**

- A. SET MATTER 9:30 AM - 20 Minutes [21-940](#)

Introduction and intention to adopt an ordinance amending Chapter 1.08 (Supervisory Districts) of Title 1 (General Provisions) of the Napa County Code, by adding a new Section 1.08.100 to allow for the establishment of supervisory districts by resolution, and deleting Sections 1.08.010 through 1.08.080 of the Code, which set forth the current supervisory district boundaries based on the 2010 federal census, effective upon passage of a resolution establishing new supervisory district boundaries.

Attachments: [Ordinance](#)

Planning, Building and Environmental Services (PBES)

- B. SET MATTER 10:00 AM - 1 Hour [21-978](#)

Director of Planning, Building and Environmental Services (PBES) requests direction on the attached draft ordinance establishing limits on residential site improvements for parcels within the Agricultural Preserve (AP) Zoning District.

Attachments: [Draft Ordinance](#)
[Ag Conversion Tables](#)
[Public Comments](#)

County Counsel**C. SET MATTER 2:00 PM - 10 Minutes Scarlett Winery****[21-979](#)**

County Counsel requests consideration and adoption of a Resolution of Findings of Fact and Decision on Appeal regarding an appeal filed by George and Nancy Montgomery (Appellant) to a decision by the Napa County Planning Commission on January 15, 2020, to approve an application submitted by Sherrett Reicher, Alsace Company, LTD (Applicant) for Use Permit No. P16-00428-UP to construct and operate a new 30,000 gallon per year winery known as the Scarlett Winery as further described in the Staff Report prepared for this matter. The project is located on an approximately 47.88 acre site at 1052 Ponti Road, which intersects with Skellenger Lane just west of Silverado Trail, St. Helena, CA; APN: 030-280-010 (the Property).

ENVIRONMENTAL DETERMINATION: Consideration and possible adoption of a Revised Mitigated Negative Declaration (Revised MND). According to the proposed Revised MND, the proposed project would not have any potentially significant environmental impacts after implementation of mitigation measures proposed for the following area: Transportation. The project site is not included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5.

Attachments: [Resolution](#)
[Exhibit A](#)

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****A. CONFERENCE WITH LEGAL COUNSEL - POTENTIAL INITIATION OF LITIGATION****[21-1068](#)**

Potential initiation of litigation pursuant to Government Code Section 54956.9(d)(4): (1 matter)

- B.** CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8) [21-1051](#)

Property: Napa County Fairgrounds, Calistoga, California (APNs 011-140-006, 011-140-007, 011-140-056, 011-140-009, and 011-140-055)
Agency Negotiator: Minh C. Tran, County Executive Officer
Negotiating Parties: Napa County and City of Calistoga
Under Negotiation: Price Terms of Payment

- C.** CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8) [21-1077](#)

Property: 2344 Old Sonoma Road, Napa, California
Agency Negotiator: Steve Lederer, Director of Public Works
Negotiating Parties: Napa County and Napa Community Real Estate Fund, LP
Under Negotiation: Price Terms of Payment

19. ADJOURNMENT

ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, NOVEMBER 2, 2021 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, OCTOBER 15, 2021 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