



A Tradition of Stewardship
A Commitment to Service

**MINUTES OF THE
NAPA COUNTY – BOARD OF SUPERVISORS MEETING**

March 23, 2021

Draft Summary of the Proceedings

1. CALL TO ORDER; ROLL CALL

The Board of Supervisors of the County of Napa met in regular session on Tuesday, March 23, 2021 at 9:00 a.m. with the following supervisors present: Chair Alfredo Pedroza, Vice Chair Belia Ramos, Supervisors Diane Dillon, Ryan Gregory, and Brad Wagenknecht. The meeting was called to order by Chair Alfredo Pedroza.

2. PLEDGE OF ALLEGIANCE

Chair Alfredo Pedroza led the assembly in the pledge of allegiance.

3. APPROVAL OF MINUTES

None.

4. PRESENTATIONS AND COMMENDATIONS

None.

5. DEPARTMENT HEADS REPORTS AND ANNOUNCEMENTS

County Executive Officer Minh C. Tran reported on new Emergency Services Officer Kevin Wasiewski.

13. SET MATTERS OR PUBLIC HEARINGS

- A. 9:05 AM Presentation by Dr. Karen Relucio, the County's Public Health Officer and discussion regarding the Coronavirus (COVID-19) situation, for Board direction and possible action.

Public Health Officer Dr. Karen Relucio made presentation.

Two (2) people spoke during public comment.

- B. 11:00 AM Director of Health and Human Services (HHSA) requests Board input and approval of the "Request for Proposal – Emergency and Non-Emergency Advanced Life Support Ambulance Transport for Napa County, California" (the RFP) and authorization for HHSA to issue the RFP and proceed with the procurement process in accordance with its terms.

Emergency Services Administrator Shaun Vincent presented report.

One (1) person spoke during public comment.

Motion moved by Belia Ramos, seconded by Diane Dillon, to approve requested actions. Motion passed 5 – 0, with Diane Dillon, Ryan Gregory, Alfredo Pedroza, Belia Ramos, and Brad Wagenknecht voting yes.

6. **CONSENT ITEMS - SPECIAL DISTRICTS**

A. **Monticello Public Cemetery District (MPCD) special meeting.**

- B. Director of Public Works, acting as District Manager for the Monticello Public Cemetery District (MPCD) seeks authorization to buy back four plots in Monticello Public Cemetery (Block 2, Lot 10, Plots 3, 8, 9, 10) from Patricia Taylor of Napa, California, who currently owns the burial rights to those plots at a total cost of \$800.

- C. County Executive Officer requests the reappointment of the following applicants to the Monticello Public Cemetery District Advisory Committee for another four-year term:

Name Representing Mary J. Carpenter Member Darlene Carpenter Member Daniel G. McQueeney Member

- D. District Manager requests approval of and authorization for the Chair to sign a Professional Services Agreement with Brambila & Kelley, Inc. to provide grave digging and burial services for Monticello Public Cemetery District (MPCD).

A-210309B (MPCD)

E. **Lake Berryessa Resort Improvement District (LBRID) Special Meeting**

- F. District Engineer requests the Governing Board confirm an emergency situation still exists due to damage caused by the 2020 LNU Lighting Complex Fire, requiring immediate action to repair LBRID water and wastewater facilities. (4/5 vote required)

- G. **Napa Berryessa Resort Improvement District (NBRID) Special Meeting**
- H. District Engineer requests the Governing Board confirm an emergency situation still exists due to damage caused by the 2020 LNU Lighting Complex Fire, requiring immediate action to repair NBRID water and wastewater facilities. (4/5 vote required)
- I. District Engineer requests approval of Budget Transfer No. NB005 increasing appropriations by \$7,920 in District Operations budget (Fund 5240, Subdivision 5240000) offset by increase in revenue from the transfer from the General Fund for an amendment to Agreement 200263D for a peer review of a post-fire budget and rate analysis. (4/5 vote required)

Motion moved by Ryan Gregory, seconded by Brad Wagenknecht to approve special districts consent calendar. Motion passed 5 – 0, with Diane Dillon, Ryan Gregory, Alfredo Pedroza, Belia Ramos, and Brad Wagenknecht voting yes.

7. CONSENT ITEMS

Public Safety

- A. Sheriff requests approval of and authorization for the Chair to sign an agreement with Focal Forensics, LLC for a maximum of \$89,620 for the term March 23, 2021 through June 30, 2023 to provide video and audio redaction services.

A-210312B

Community Resources & Infrastructure

- B. Director of Public Works requests the following action related to Agreement No. 200210B with the law firm Renne Public Law Group, LLP: Approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 200210B effective March 23, 2021 for specialized legal services to advise and represent the County on lease and contract issues and litigation relating to Napa County Airport, increasing the maximum compensation payable from \$475,000 to \$825,000 and extending the term of the agreement from June 30, 2021 to June 30, 2024; and Approval of Budget Transfer AIR005 increasing appropriations by \$350,000 in the legal services account in the Airport Operations budget (Fund 5010, Sub-Division 5010000) with the use of its available fund balance for the outside legal counsel agreement and internal legal counsel cost (4/5 vote required).
- C. Director of Public Works requests approval of and authorization for the Chair to sign an agreement with Engie Services U.S Inc. for an

annual maximum compensation of \$37,765 for routine and non-routine/on-call professional services and \$2,235 for one-time preliminary assessment fees for the term April 1, 2021 through June 30, 2023 with two (2) additional one-year annual renewal options, to provide solar photovoltaic (PV) power system cleaning, maintenance, and monitoring services to solar systems at County owned facilities.

A-210313B

- D. Director of Public Works requests the following: Award of the contract for "2020 Glass Fire Stockpiled Tree Debris Removal Project," RDS 20-45B to The Original Mowbray's Tree Service of San Bernadino, CA. for their low base bid of \$15,000 and authorization for the Chair to sign the contract; and Award of the contract for "2020 Glass Fire Felled Tree Debris Removal Project," RDS 20-45C to The Original Mowbray's Tree Service of San Bernadino, CA. for their low base bid of \$241,999 and authorization for the Chair to sign the contract.

A-210314B

A-210311B

- E. Director of Public Works requests a waiver of competitive bidding requirements and a sole source award to Nixon-Egli Equipment Co. for a two (2) month rental of a Wirtgen W120 XTI Cold Milling Machine in the amount of \$60,585 and a Leeboy 5300 Paver in the amount of \$31,293 pursuant to Napa County Code Section 2.36.090.
- F. Director of Public Works requests the following actions: Creation of new Capital Improvement Project (CIP) within the Roads Capital Improvement Program budget (Fund 2040, Sub-Division 20405-00) for a bridge preventive maintenance program (Program 21068); Approval of and authorization for the Chairman to sign an agreement with Biggs Cardosa & Associates for a maximum of \$92,911 for the term March 23, 2021 through June 30, 2021 with a one year extension to prepare a Bridge Preventive Maintenance Program; and Approval of Budget Transfer DPW045 for the following (4/5 vote required): Increase appropriations by \$100,000 in the SB-1 Non-Operating Special Revenue Fund (SRF) budget (Fund 2440, Sub-Division 12200-52) to transfer to Program 21086 offset by use of its available fund balance; and Increase appropriations by \$100,000 in Program 21068 budget offset by an increase in revenue from the transfer from the SB-1 SRF budget.

A-210329B

- G. Director of Public Works requests acceptance of a donation in the amount of \$1,000 from The Estate of Bruna M. Crunkleton to the

Napa County Animal Shelter and approval for the Chair to sign a letter of appreciation.

General Admin & Finance

- H. Auditor-Controller requests the Board accept, and instruct the Clerk of the Board to file, the internal audit report for County of Napa County-Wide Audit of Assigned Vehicles (excluding Sheriff and Special Districts) for the period of July 1, 2018 - June 30, 2020.
- I. Auditor-Controller requests acceptance of the County's Single Audit Report, an audit of county-wide expenditures of Federal Awards, for the fiscal year ended June 30, 2020.
- J. Second reading and adoption of an ordinance adding chapter 2.104 to the Napa County Ordinance Code ratifying campaign contribution limits and establishing a limit on personal loans provided by candidates to their own campaigns.

O-1466

Item pulled for separate discussion. See Item 8.

- K. Treasurer-Tax Collector requests the following actions regarding the County's investments: 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, 2021 pursuant to California Government Code Sections 53607 and 27000.1; and Approval of the Napa County Statement of Investment Policy in accordance with California Government Code Section 53646(a) (1). Appoint former Treasurer-Tax Collector James Hudak to the Treasury Oversight Committee filling the position created for a member of the public.

R-2021-31

- L. County Executive Officer requests the reappointment of the following incumbents on the Napa County Wildlife Conservation Commission (WCC) with the terms of office to commence immediately and expire February 1, 2024. Name Representing Kimberly Richard Public At Large Gregory Matsumoto Public At Large
- M. County Executive Officer requests approval of and authorization for the Chair to sign a Memorandum of Understanding (MOU) with the California Government Operations Agency establishing roles and responsibilities associated with the provision of COVID-19 vaccinations.

Item pulled for separate discussion. See Item 8.

A-8621

Motion moved by Ryan Gregory, seconded by Brad Wagenknecht, to approve consent calendar as amended. Motion passed 5 – 0, with Diane Dillon, Ryan Gregory, Alfredo Pedroza, Belia Ramos, and Brad Wagenknecht voting yes.

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

- Item 7J:

Two (2) people spoke during public comment.

Motion moved by Brad Wagenknecht, seconded by Diane Dillon, to approve requested action. Motion passed 5 – 0, with Diane Dillon, Ryan Gregory, Alfredo Pedroza, Belia Ramos, and Brad Wagenknecht voting yes.

- Item 7M:

Director of Health & Human Services Jennifer Yasumoto presented report.

Motion moved by Belia Ramos, seconded by Ryan Gregory, to approve request action. Motion passed 5 – 0, with Diane Dillon, Ryan Gregory, Alfredo Pedroza, Belia Ramos, and Brad Wagenknecht voting yes.

9. PUBLIC COMMENT

Three (3) people spoke during public comment.

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

A. Monticello Public Cemetery District (MPCD) special meeting.

B. District Manager requests approval of and authorization for the Chair to sign a resolution approving the following actions:

Open the Public Hearing to consider any comments on the amended Monticello Public Cemetery District Schedule of Fees; and Close the Public Hearing and adopt the resolution amending the Monticello Public Cemetery District Schedule of Fees.

Director of Public Works Steven Lederer presented report.

Motion moved by Diane Dillon, seconded by Ryan Gregory, to approve requested actions. Motion passed 5 – 0, with Diane Dillon, Ryan

Gregory, Alfredo Pedroza, Belia Ramos, and Brad Wagenknecht voting yes.

11. ADMINISTRATIVE ITEMS

Community Resources & Infrastructure

- A. Director of Planning, Building and Environmental Services requests acceptance of the annual report regarding the status of the Napa County General Plan and progress in its implementation as required by Government Code Section 65400.

Item removed from the agenda.

General Admin & Finance

- B. County Executive Officer requests that the Board: Review and accept the Fiscal Year 2020-21 Mid-year Fiscal Review; and Approve Budget Transfer No. CEO021 making budget adjustments in a number of departments as outlined in Attachment A of this Board item, to provide sufficient appropriation authority for expenditures through the end of the fiscal year (4/5 vote required).

County Executive Office Management Analyst Benjamin Guerrieri presented report.

Motion moved by Ryan Gregory, seconded by Diane Dillon, to approve requested actions. Motion passed 5 – 0, with Diane Dillon, Ryan Gregory, Alfredo Pedroza, Belia Ramos, and Brad Wagenknecht voting yes.

12. SET MATTERS OR PUBLIC HEARINGS - SPECIAL DISTRICTS

None.

14. LEGISLATIVE ITEMS

None.

15. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS

Supervisor Brad Wagenknecht reported on attending the First 5 meeting.

Chair Alfredo Pedroza reported on attending the Virtual town hall meeting regarding COVID-19.

16. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS

Vice Chair Belia Ramos requested a proclamation that condemns the hate against Asian/Pacific Islanders and all acts of racism, homophobia, and xenophobia, be agendized for discussion at a future meeting.

Supervisor Diane Dillon requested to create a coordinator position for the fire efforts to be agendized for discussion at a future meeting.

17. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

County Executive Officer Minh C. Tran reported on update regarding the Veterans Home incident and the next Board meeting agenda items.

18. CLOSED SESSION

A. CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)

Agency Designated Representatives: Christine Briceno, Interim Director of Human Resources

Employee Organization: SEIU Local 1021 - NAPE (Public Services Employee Unit and Supervisory Unit of the County of Napa)

Item removed from the agenda.

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

Property: 1435 North Oak Street, Calistoga, California

Agency Negotiator: Minh C. Tran, County Executive Officer

Negotiating Parties: Napa County and OLE Health

Under Negotiation: [X] Price [X] Terms of Payment

Closed session held. No reportable action.

Supervisor Ryan Gregory and Alfredo Pedroza recused themselves from discussion from this item.

C. PUBLIC EMPLOYEE APPOINTMENT (Government Code Section 54957(b)(1)) Title: Agricultural Commissioner/Sealer of Weights and Measures

Closed session held.

Motion to appoint Tracy Cleveland as the Agricultural Commissioner/Sealer of Weights and Measures. Motion moved by Ryan Gregory, seconded by Diane Dillon, to approve requested action. Motion passed 5 – 0, with Diane Dillon, Ryan Gregory, Alfredo Pedroza, Belia Ramos, and Brad Wagenknecht voting yes.

19. ADJOURNMENT

**Adjourned to the Board of Supervisors regular meeting Tuesday,
April 06, 2021 at 9:00 a.m.**

ALFREDO PEDROZA, Chair

ATTEST:

NEHA HOSKINS, Clerk of the Board