



## Meeting Minutes

### Napa County 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, LakeBerryessa Resort Improvement District, Napa Berryessa Resort Improvement District, Napa County Housing Authority, and the Napa County Groundwater Sustainability Agency.

[www.countyofnapa.org](http://www.countyofnapa.org)

---

Tuesday, April 18, 2023

9:00 AM

Board of Supervisors Chambers  
1195 Third Street, Third Floor

---

8:00 AM Special Meeting  
\*Consolidated

1. CALL TO ORDER; ROLL CALL

**Present: Chair Belia Ramos, Vice-Chair Joelle Gallagher, Supervisors Anne Cottrell, Ryan Gregory, and Alfredo Pedroza. The meeting was called to order by Chair Belia Ramos.**

2. PLEDGE OF ALLEGIANCE

**District Attorney Allison Haley led the assembly in the 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](#)

**Motion Text: Approve Minutes.**

**Voting Yes: Pedroza, Cottrell, Gallagher, Gregory, and Ramos**

**Recusals: None**

**Result: Passed**

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](#)

**Chair Belia Ramos presented the proclamation.**

5. DEPARTMENT HEAD REPORTS AND ANNOUNCEMENTS

**Director of Public Works Steven Lederer reported on recent storm damage repairs within the County of Napa.**

**Discussion held.**

6. CONSENT ITEMS - SPECIAL DISTRICTS

- Motion Text:** Approve Special Districts Consent Calendar.
- Voting Yes:** Gregory, Cottrell, Gallagher, Pedroza, and Ramos
- Recusals:** None
- Result:** Passed

Napa County Housing Authority

- A. Director of Housing & Homeless Services requests acceptance of donation report to Housing Authority Commissioners for quarterending September 30, 2022, December 31, 2022, and March 31, 2023. [23-0454](#)

7. CONSENT ITEMS

- Motion Text:** Approve Consent Calendar as amended.
- Voting Yes:** Gregory, Cottrell, Gallagher, Pedroza, and Ramos
- Recusals:** None
- Result:** Passed

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](#)

## 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](#)
- Enactment No: R-2023-54**
- 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](#)
- Enactment No: A-230385B**
- 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](#)
- Enactment No: A-230373B**

## 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.

**Enactment No: A-170972B Amend. 7; A-210321B Amend. 2**

- 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](#)

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](#)

**Enactment No: R-2023-55**

- I. Director of Human Resources and Director of Health and Human Services Agency (HHSA) 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](#)

**Correction Memorandum provided.**

**Enactment No: R-2023-56**

- 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](#)

**Enactment No: R-2023-57**

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](#)

**Enactment No: R-2023-58**

- 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](#)

**Enactment No: A-170298B Amend. 4**

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.

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](#)

**Enactment No:           A-230190B Amend. 1**

- 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](#)

- 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.

- 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):
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.

[23-0593](#)

- 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](#)

**Enactment No: A-170658B Amend. 3**

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

**None**

9. PUBLIC COMMENT

**Two (2) people spoke during public comment.**

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](#)

**Public Works Engineering Manager Chris Silke made presentation.**

**Discussion held.**

**Direction provided to staff.**

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.

**Assistant County Executive Officer Rebecca Craig made presentation.**

**Discussion held.**

**Direction provided to staff.**

- B. Interim County Executive Officer requests the Board receive a presentation for operating the Re-entry Facility and discuss nextsteps. [23-0650](#)

**Senior Management Analyst Daniel Sanchez introduced the Director of Corrections Dina Jose and Chief Probation Officer Amanda Gibbs who made a presentation.**

**Discussion held.**

**Direction provided to staff.**

- 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](#)

**Motion Text:** Approve requested action.

**Voting Yes:** Gregory, Pedroza, Cottrell, and Ramos

**Excused:** Gallagher

**Recusals:** None

**Result:** Passed

**Enactment No:** A-230200B

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 (RoadStandards) 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](#)

**Interim Deputy Director of Planning, Building, and Environmental Services Patrick Ryan made presentation.**

**Three (3) people spoke during public comment.**

**Discussion held.**

**Motion Text: Approve requested actions as amended.**  
**Voting Yes: Cottrell, Gallagher, Gregory, Pedroza, and Ramos**  
**Recusals: None**  
**Result: Passed**  
**Enactment No: R-2023-59**

12. SET MATTERS OR PUBLIC HEARING - SPECIAL DISTRICTS

**None**

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.

**Director of Public Works Steven Lederer made presentation.**

**Deputy County Counsel Thomas Zeleny made presentation.**

**Public Works Senior Engineer Ahsan Kazmi made presentation.**

**Discussion held.**

**Motion Text: Approve requested actions as amended.**  
**Voting Yes: Gregory, Cottrell, Gallagher, Pedroza, and Ramos**  
**Recusals: None**  
**Result: Passed**  
**Enactment No: R-2021-39**

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.

**Executive Director of Napa County Child Abuse Prevention Council Michele Grupe made presentation.**

**Deputy Director of Health and Human Services Agency/Child Welfare Services Director Veronica Piper-Jefferson made presentation.**

**Discussion held.**

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.

**Napa County Fire Chief Jason Martin made presentation.**

**Cal Fire LNU Unit Chief Michael Marcucci made presentation.**

**Discussion held.**

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.

**Interim County Executive Officer David Morrison made presentation.**

**One (1) person spoke during public comment.**

**Discussion held.**

**Direction provided to staff.**

<b>Motion Text:</b>	<b>Approve requested actions as amended.</b>
<b>Voting Yes:</b>	<b>Pedroza, Cottrell, Gallagher, Gregory, and Ramos</b>
<b>Recusals:</b>	<b>None</b>
<b>Result:</b>	<b>Passed</b>

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](#)

**Deputy County Executive Officer of Communications Holly Dawson made presentation.**

**Undersheriff Cullen Dodd made presentation.**

**Discussion held.**

**Motion Text: Support the staff recommendation as amended.**  
**Voting Yes: Pedroza, Gregory, Cottrell, Gallagher, and Ramos**  
**Recusals: None**  
**Result: Passed**

15. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS

**Supervisor Ryan Gregory reported on attending the Rise event put on by Anna Britton and the North Bay Watershed Association meeting.**

16. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS

**None**

17. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

**None**

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

**Closed Session held. No reportable action.**

- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957) [23-0439](#)  
 Title: Interim County Executive Officer

**Closed Session held.**

**County Counsel Sheryl Bratton reported on the following action: A six-month review.**

- C. CONFERENCE WITH REAL PROPERTYNEGOTIATOR  
(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

**Closed Session held.**

**County Counsel Sheryl Bratton reported on the following action: Direction given to negotiator.**

19. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS SPECIAL MEETING,  
MONDAY, MAY 1, 2023 AT 10:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board