



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

Tuesday, March 28, 2023

9:00 AM

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

1. CALL TO ORDER; ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

Former Director of Library Services and Community Outreach Danis Kreimeier led the assembly in the Pledge of Allegiance.

3. APPROVAL OF MINUTES

- A. Clerk of the Board requests approval of minutes from the March 14, 2023 & March 21, 2023, regular and special meetings.

[23-0473](#)

Motion Text: Approve Minutes.

Voting Yes: Gregory, Gallagher, Cottrell, and Ramos

Excused: Pedroza

Recusals: None

Result: Passed

4. PRESENTATIONS AND COMMENDATIONS

- A. Presentation of a Proclamation to be received by Tracy Cleveland, [23-0513](#)
Agricultural Commissioner/Sealer of Weights and Measures, recognizing
March 2023 as "National Agricultural Month" in Napa County.

Chair Belia Ramos presented the proclamation.

Agriculture Commissioner/Sealer of Weights and Measures Tracy Cleveland received the proclamation and made presentation.

Napa Valley Vintners Member Relations and Education Manager Jesse Ramer, and Napa County Farm Bureau Director Bruce Bardessono provided comments.

- B. Presentation of a Proclamation to Tracy Lamb, Executive Director of NEWS [23-0518](#)
Domestic Violence & Sexual Abuse Services, declaring April 2023, as
"Sexual Assault Awareness Month" in Napa County.

Chair Belia Ramos presented the Proclamation.

Director of NEWS Domestic Violence & Sexual Abuse Services Tracy Lamb received the proclamation and made presentation.

NEWS Board President Danis Kreimeier provided comments.

5. DEPARTMENT HEAD REPORTS AND ANNOUNCEMENTS

Sheriff Oscar Ortiz acknowledged Deputies James Hartley and Joseph Schiavoni both receiving the California Boating Safety Officers Association Officers of the Year Award.

6. CONSENT ITEMS - SPECIAL DISTRICTS

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

Napa Berryessa Resort Improvement District

- A. Purchasing Agent and District Engineer request waiver of competitive bidding requirements and sole source award pursuant to Napa County Code 2.36.090 for the purchase of two (2) Membrane Cassettes from Kubota Membrane USA Corporation in Bothell, Washington, for the amount of \$68,440 plus applicable sales tax, for an estimated total of \$73,863.

[23-0481](#)

7. CONSENT ITEMS

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

Agricultural Commissioner

[23-0425](#)

- A. Agricultural Commissioner/Sealer of Weights and Measures requests approval of and authorization for the Chair to sign renewal of Revenue Agreement No. 170682B with the California Department of Food & Agriculture (CDFA) for a maximum of \$475,751 for reimbursement of expenditures associated with placing and inspecting traps for the detection of exotic pests.

Enactment No: A-170682B

Auditor-Controller

[23-0344](#)

- B. Auditor-Controller requests the Board to accept, and instruct the Clerk of the Board to file, the report for the property tax administrative fee cost allocation to public entities in Napa County for Fiscal Year 2022-23 for services rendered in Fiscal Year 2021-22 as authorized by Chapter 3.44 of the Napa County Code and Section 95.3 of the Revenue and Taxation Code.

[23-0396](#)

- C. Auditor-Controller requests authorization to deny seventeen (17) State assessed unitary property tax refund claims for return of 2018-19, 2019-20, 2020-21, 2021-22, and 2022-23 taxes paid on Assessor Parcel Numbers 799-000-162, 799-000-181, 799-000-218, 799-000-173, and 799-000-222 (five Telecom properties), pursuant to Revenue and Taxation Code Section 100 and Section 5096.

County Executive Office

- D. Interim County Executive Officer and Clerk of the Board request the appointment of Supervisor Anne Cottrell as Delegate and Supervisor Alfredo Pedroza as Alternate to the Golden State Finance Authority (GSFA) and Golden State Connect Authority (GSCA).

[23-0490](#)

County Fire Department

- E. Deputy Fire Chief requests the following actions regarding the lights, sirens and graphics of Utility 28 for the Chipping Program (4/5 vote required):

[23-0347](#)

1. Approval of a Budget Transfer increasing appropriations by \$6,400, in the Fire Marshal's subdivision (2100001-55400), in the Fire Operations Subdivision (2100000-57900); offset by a decrease in the Fire Operations Subdivision (2100000-52520);
2. Establishment of capital assets in the amount of \$6,400 for the purchase of communication equipment (lights/sirens/radios), lettering/graphics for utility pickup truck being purchased for the Napa County Chipping Program;
3. Authorization to declare 2007 Ford F450 pickup (current Utility 28) as surplus and no longer required for public use; remove the item from inventory and dispose at public auction; and
4. Request waiver of competitive bidding requirements and sole source award for the installation of communication equipment from Watco, Suisun, California for a total of \$3,600 and lettering/graphics from Napa Sign Shop, Napa, California for a total of \$2,800 pursuant to County Ordinance Code 2.36.090.

Health and Human Services Agency

- F. Director of Health and Human Services Agency (HHSA) requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 220287B with Bi-Bett Corporation, for a new contract maximum of \$751,289 for Fiscal Year 2022-2023, and each subsequent renewal, for the provision of withdrawal management and short-term residential treatment services.

[23-0494](#)

Enactment No: A-220287B Amend. 1

Human Resources – Division of CEO’s Office

- G. Director of Human Resources and Director of Health and Human Services Agency (HHSA) request adoption of a Resolution amending the Departmental Allocation List for multiple divisions of the Health and Human Services Agency, with no net increase in full-time equivalents (FTEs), and no impact to the County General Fund. [23-0477](#)

Correction Memorandum provided.

Enactment No: R-2023-41

Information Technology Services – Division of CEO’s Office

- H. Chief Information Officer requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 210093B with Granicus, Inc. increasing the contract maximum by \$10,000 for a new total of \$323,046, with an amendment term of March 28, 2023 through March 28, 2024, for consulting services including advanced training, template creation and report development associated with the Legistar solution. [22-1559](#)

Enactment No: A-210093B Amend. 1

- I. Chief Information Officer requests the following: [23-0423](#)
1. Declare certain items of personal property as surplus and no longer required for public use; and
 2. Authorize the Purchasing Agent to dispose of these items of personal property by donating them to Computer for Classrooms.

Planning, Building and Environmental Services (PBES)

- J. Interim Director of Planning, Building and Environmental Services requests approval of and authorization for the Chair to sign Amendment No. 7 to Agreement No. 170518B with Interwest Consulting Group to perform building plan check services, increasing compensation by \$100,000 for a new maximum of \$350,000 per fiscal year with no change to the agreement term. [23-0357](#)

Enactment No: A-170518B Amend. 7

Public Works

- K. Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 9 to Lease Agreement No. 170067B with Rockwater, LLC for 994 Kaiser Road, Unit A, known as the Records Center, to extend the term for one additional year through June 30, 2024, and to adjust the monthly rental fee to \$9,000 beginning July 1, 2023 for continued use as a records storage facility. [23-0403](#)

Enactment No: A-170067B Amend. 9

- L. Director of Public Works requests acceptance of a donation of giftcards totaling \$3,751 from Pet Food Express to the Napa County Animal Shelter and approval for the Board Chair to sign a letter of appreciation. [23-0420](#)

- M. Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 230252B with Universal Protection Services, LP, dba Allied Universal Security Services (Allied Universal), to amend the scope of work and to increase maximum compensation by \$891 for FY 22/23 and \$3,564 per fiscal year for fiscal years 2-5 to accommodate the addition of routine equipment costs for security services. [23-0421](#)

Enactment No: A-230252B Amend. 1

- N. Director of Public Works requests adoption of a Resolution certifying to the State Department of Transportation, the total mileage of Napa County maintained roads as of April 2023 in accordance with the provisions of Section 2121 of the California Streets and Highways Code. [23-0462](#)

Enactment No: R-2023-42

- O. Director of Public Works requests approval of and authorization for the Chair to sign the three Agreements listed below with Napa Sanitation District, to be effective through December 31, 2027, for the delivery of recycled water to various County facilities for landscape irrigation purposes: [23-0474](#)

1. Napa County Agreement No. 230356B for delivery of recycled water to the County's South Campus located at 2751 Napa Valley Corporate Drive;

2. Napa County Agreement No. 230357B for delivery of recycled water to the Napa County Sheriff's Office located at 1535 Airport Boulevard; and

3. Napa County Agreement No. 230358B for delivery of recycled water to Napa County Fire Department No. 27 (Greenwood Fire Station) located at 1555 Airport Boulevard.

Enactment No: A-230356B; A-230357B; A-230358B

Risk and Emergency Services (OES) – Division of CEO's Office

- P. Interim County Executive Officer and Risk & Emergency Services Manager request adoption of a resolution adding Section 8M to Part I of the Napa County Policy Manual establishing Self-Insured Retention levels for insurance purposes. [23-0426](#)

Enactment No: R-2023-43

Treasurer-Tax Collector

- Q. Treasurer-Tax Collector requests adoption of a Resolution authorizing the use and promotion of EasySmartPay to provide an additional method for Napa County property owners to pay secured property taxes in monthly installments.

[23-0271](#)

Enactment No: R-2023-44

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

None

9. PUBLIC COMMENT

None

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

Napa County Groundwater Sustainability Agency

- A. Interim Director of Planning, Building, and Environmental Services requests the Board of Directors of the Napa County Groundwater Sustainability Agency (NCGSA):
1. Receive the Napa County Groundwater Sustainability Annual Report - Water Year 2022 ("Annual Report") on groundwater conditions in Napa County with a focus on the Napa Valley Subbasin;
 2. Receive a summary of the of the NCGSA Technical Advisory Group's key 2022 discussion topics; and
 3. Approve the submittal of the Annual Report to the California Department of Water Resources (DWR).

[23-0492](#)

Planning, Building, and Environmental Services Natural Resources Conservation Manager Jamison Crosby made presentation.

Luhdorff & Scalmanini Consulting Engineers President Vicki Kretsinger-Grabert made presentation.

Two (2) people spoke during public comment.

Discussion held.

Motion Text: Approve requested actions.

Voting Yes: Gregory, Gallagher, Cottrell, and Ramos

Excused: Pedroza

Recusals: None

Result: Passed

11. ADMINISTRATIVE ITEMS

Assessor

- A. Assessor-Recorder-County Clerk ex officio Registrar of Voters requests adoption of a Resolution electing not to publish supporters and opponents of local measures on the actual ballot. [23-0453](#)

Registrar of Voters John Tuteur made presentation.

Discussion held.

Motion Text: Approve requested actions.

Voting Yes: Cottrell, Gregory, Gallagher, and Ramos

Excused: Pedroza

Recusals: None

Result: Passed

Enactment No: R-2023-45

County Executive Office

- B. Interim County Executive Officer to present Napa County's 2022 Annual Report. [23-0418](#)

Interim County Executive Officer David Morrison introduced Deputy County Executive Officer of Communications Holly Dawson who made a presentation.

Discussion held.

Information Technology Services – Division of CEO’s Office

- C. Chief Information Officer requests the following actions: [23-0458](#)
1. Receive a staff presentation of the significance of data management and provide direction to staff to implement a consistent process across the County; and
 2. Request authorization to issue a Request for Proposal (RFP) to contract with a consultant to develop a platform to consistently collect, manage, and govern data.

Chief Information Officer Jon Gjestvang made presentation.

Chief Probation Officer Amanda Gibbs made presentation.

Director of Housing and Homeless Services Jennifer Palmer made presentation.

Director of Health and Human Services Agency Jennifer Yasumoto made presentation.

Discussion held.

Motion Text: Approve requested actions.

Voting Yes: Gallagher, Gregory, Cottrell, and Ramos

Excused: Pedroza

Recusals: None

Result: Passed

Enactment No: R-2023-46

Treasurer-Tax Collector

- D. Treasurer-Tax Collector requests the following actions regarding the Napa County Investment Pool:

[23-0275](#)

1. 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, 2023, pursuant to California Government Code sections 53607 and 27000.1; and
2. Approval of the Napa County Statement of Investment Policy in accordance with California Government Code section 53646(a)(1).

Treasurer-Tax Collector Bob Minahen made presentation.

Discussion held.

Motion Text:	Approve requested actions.
Voting Yes:	Cottrell, Gallagher, Gregory, and Ramos
Excused:	Pedroza
Recusals:	None
Result:	Passed
Enactment No:	R-2023-46

12. SET MATTERS OR PUBLIC HEARING - SPECIAL DISTRICTS

None

13. SET MATTERS OR PUBLIC HEARINGS

None

14. LEGISLATIVE ITEMS

Supervisor Anne Cottrell reported on several bills that were discussed during the Legislative Subcommittee meeting on March 27, 2023.

15. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS

Supervisor Joelle Gallagher reported on the approval of the rule changes at the Bay Area Air Quality Management District meeting and is looking to hear from individuals who are seeking more information and support.

Supervisor Ryan Gregory reported on attending the Marin Clean Energy meeting and approving the budget. Supervisor Gregory expressed his excitement to be a part of the committee.

Chair Belia Ramos reported on staff changes at Association of Bay Area Governments and discussed the County's success with the 115 Trust. ABAG is currently engaged in conversations for a loan with Metropolitan Transportation Committee.

Supervisor Anne Cottrell reported on a Zoom meeting with Senator Dodd's staff Robert Dickerson to discuss the climate work being done within the grant world to provide County funding to potentially fund additional projects within the county.

16. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS

Chair Belia Ramos requested participation by staff on non-county sponsored forums be agendaized at a future meeting.

Supervisor Joelle Gallagher would like to discuss enhancement for the public to engage, participate and provide public comment at a future meeting.

17. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

Interim County Executive Officer David Morrison reported on staff providing the Board with a proposal for the Strategic Plan at the April 18, 2023, Board of Supervisors meeting.

18. CLOSED SESSION

None

19. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING,
TUESDAY, APRIL 4, 2023, AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board