



## 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 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.

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**Tuesday, December 5, 2023**

**9:00 AM**

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

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**\*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**

**Sheriff Oscar Ortiz led the assembly in the Pledge of Allegiance.**

3. **PET OF THE WEEK**

**Animal Shelter Manager Katie Ribardiere presented the Pet of the Week (Sky).**

4. **PRESENTATIONS, PROCLAMATIONS, AND COMMENDATIONS**

**None**

5. **CONSENT CALENDAR - SPECIAL DISTRICTS**

**Motion Text: Approve the Special Districts Consent Calendar.**

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

**Corrections: None**

**Result: Passed**

## Lake Berryessa Resort Improvement District

- A. District Engineer requests adoption of a Resolution approving and submitting an argument in favor of LBRID Measure “U,” establishing the appropriations limit of Lake Berryessa Resort Improvement District.

[23-1938](#)

**Enactment No: R-2023-04 (LBRID)**

6. **CONSENT CALENDAR**

**Motion Text: Approve the Consent Calendar as amended.**

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

**Corrections: None**

**Result: Passed**

## County Counsel

- A. County Counsel requests adoption of a Resolution consolidating three local special elections with the Presidential Primary Election to be held on March 5, 2024.

[23-1939](#)

**Enactment No: R-2023-146**

## County Executive Office

- B. County Executive Officer requests the following:
1. Approval of a Budget Amendment increasing Fire-Building Rents (2100000-52605) by \$90,000 from available fund balance (4/5 vote required); and
  2. Approval of and authorization for the Chair to sign Lease Agreement 240226B, with H4IT Napa LLC, for \$14,500 per month for the term January 15, 2024-January 31, 2029 with a five-year extension option with an annual 3% escalation rate to relocate Fire Operations and Fire Marshal offices to 951 California Boulevard, Napa.

[23-1551](#)

**Enactment No: A-240226B**

## County Fire Department

- C. Deputy County Fire Chief requests the following actions regarding purchasing communication equipment for a Chief's vehicle and utility pickup in the fire prevention fleet (4/5 vote required): [23-1915](#)
1. Approval of a Budget Amendment to increase transfer out of \$6,400 from Fire Operations (2100000-57900) using available fund balance to be transferred to the subdivisions of Fire Marshal (2100001-49900) and Fire Operations (2100000-49900); and an increase to Capital Asset appropriations in (2100001-55400) offset by transfer of revenue; and
  2. Increase of capital assets in the amount of \$6,400 for the purchase of emergency communication equipment in new B1407 truck and C1404 Tahoe.

**Correction Memorandum provided.**

## Health and Human Services Agency

- D. Director of Health and Human Services Agency (HHSA) requests: [23-1596](#)
1. Adoption of a Resolution authorizing the Director of HHSA to take actions in regard to drug diversion program and standards; and
  2. Approval of and authorization for the Chair to sign Agreement No. 240141B with Alternatives for Better Living, Inc., for a contract maximum of \$50,000 for Fiscal Year 2023-2024, and each subsequent renewal, to provide Penal Code 1000 (PC 1000) drug diversion services.
- Enactment No: R-2023-147; A-240141B**

- E. Director of Health and Human Services Agency (HHSA) requests approval of and authorization for the Chair to sign Revenue Agreement No. 240177B with Department of Health Care Services (DHCS) for a maximum of \$38,502,000 for the term Fiscal Year 2023-2024 through Fiscal Year 2026-2027 for the State and Federal funding for alcohol and drug programs approved in the Napa County Drug Medi-Cal Organized Delivery System (DMC-ODS) Waiver. [23-1601](#)
- Enactment No: A-240177B**

- F. Director of Health and Human Services Agency (HHSA) requests approval of and authorization for the Chair to sign Agreement No. 240165B with St. Helena Hospital Foundation (SHHF) for the term December 1, 2023 through May 31, 2024 for a contract maximum of \$99,600 to conduct mobile community clinics to administer COVID-19 vaccines. [23-1702](#)
- Enactment No: A-240165B**

- G. Director of Health and Human Services Agency (HHSA) requests adoption of a Resolution to defer implementation of Senate Bill (SB) 43 to January 1, 2026, as allowed by law. [23-1833](#)
- Enactment No: R-2023-148**

- H. Director of Health and Human Services Agency (HHSA) requests adoption of a resolution authorizing joint application for and acceptance of the County Allocation Awards under the California Department of Housing and Community Development (HCD) Transitional Housing Program (THP) Round 5 and Housing Navigation and Maintenance Program (HNMP) Round 2. [23-1834](#)

**Enactment No: R-2023-149**

- I. Director of Health and Human Services Agency (HHSA) requests approval of and authorization for the Chair to sign Agreement No. 240215B with the California Department of Health Care Services (DHCS) for the Intergovernmental Agreement Regarding Transfer of Public Funds for the term January 1, 2022, through June 30, 2025, for the transfer of approximately \$2,000,000 to fund the non-federal share of Medi-Cal Managed Care actuarially sound capitation rates. This amount includes the 20% assessment fee retained by DHCS. [23-1837](#)

**Enactment No: A-240215B**

Housing & Homeless Services – Division of CEO’s Office

- J. Director of Housing & Homeless Services requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 200400B with The Ferguson Group for grant writing assistance, extending the contract for an additional year through June 30, 2024 with up to three yearly auto-renewals. [23-1845](#)

**Enactment No: A-200400B Amend. 1**

- K. Director of Housing & Homeless Services requests the Board of Supervisors adopt a Resolution reserving \$1,550,000 from the Affordable Housing Fund to assist Jamboree Housing Corporation with the development of 41 permanent supportive housing units. [23-1942](#)

**Enactment No: R-2023-150**

Human Resources – Division of CEO’s Office

- L. Director of Human Resources requests adoption of a Resolution establishing a \$1,600 Matching Employer Contribution for Management, Confidential, and Non-Classified Officers and Non-Classified employees who are participants in Napa County's 401(a) Retirement Savings Plan during calendar year 2024, a \$600 Matching Employer Contribution for SEIU employees who are participants in Napa County's 401(a) Retirement Savings Plan during calendar year 2024, and a \$900 Matching Employer Contribution for NCPPA employees who are participants in Napa County’s 401(a) Retirement Savings Plan during calendar year 2024. [23-1934](#)

**Enactment No: R-2023-151**

- M. Director of Human Resources and Chief Probation Officer request adoption of a Resolution amending the Table and Index of Classes, Appropriate Personnel Policies, and the Departmental Allocation List for the Probation Department, by adding 1.0 full-time equivalent (FTE) Probation Administrative Manager and deleting 1.0 FTE Staff Services Manager and 0.5 FTE Juvenile Hall Counselor I/II, effective December 9, 2023, with a decrease in FTE, and net savings to the County General Fund. [23-1947](#)

**Enactment No: R-2023-152**

- N. Director of Human Resources and Director of Health and Human Services Agency request adoption of a Resolution amending the Departmental Allocation List for the Behavioral Health Division of the Health and Human Services Agency, with no net increase in full-time equivalents (FTEs), and no impact to the County General Fund. [23-1952](#)

**Enactment No: R-2023-153**

Information Technology Services – Division of CEO’s Office

- O. Chief Information Officer requests the approval of and authorization for the Chair to sign Memorandum of Understanding No. 8672 among the Counties of Marin, Mendocino, Napa, and Sonoma as part of their participation in the North Bay North Coast Broadband Consortium, with a term of January 1, 2024 through December 31, 2027 to improve broadband access to the underserved communities in the North Bay/North Coast Region. [23-1978](#)

**Enactment No: A-8672**

Planning, Building and Environmental Services (PBES)

- P. Director of Planning, Building and Environmental Services requests approval of and authorization for the Chair to sign Agreement No. 240224B with the Association of Bay Area Governments (ABAG) for a maximum of \$1,056,770 for the term January 1, 2024 through December 31, 2027 to deliver services related to the Bay Area Regional Energy Network (BayREN) Program. [23-1798](#)

**Enactment No: A-240224B**

Public Works

- Q. Director of Public Works requests adoption of a Resolution in the support of the Napa Valley Transportation Authority’s (NVTA) “NVTA Vision Zero Plan.” [23-1877](#)

**Enactment No: R-2023-154**

- R. Director of Public Works requests approval of a Budget Amendment for the following (4/5 vote required): [23-1902](#)
1. Creation of a new Roads Capital Improvement Project for Butts Canyon Road Resurfacing Project (Fund 2040, Sub-Division 2040500, Project 24020);
  2. Increase Transfer Out appropriations by \$50,000 in the Accumulated Capital Outlay Fund (ACO) (Fund 3000, Sub-Division 3000000, Account 56100) offset by use of its available fund balance to be transferred to Project 24020; and
  3. Increase Engineering Services appropriations by \$50,000 in Project 24020 (Fund 2040, Sub-Division 2040500, Project 24020, Account 52145) offset by transfer-in revenue from ACO.
- S. Director of Public Works requests the following related to Measure T funding for County Roads: [23-1932](#)
1. Adoption of a Resolution confirming commitment of funding for Class 1 bike paths;
  2. Adoption of a Resolution confirming expenditures to meet the County's Maintenance of Effort (MOE) requirement; and
  3. Adoption of a Resolution approving amendments to the Measure T five-year work plan for County Roads.
- Enactment No: R-2023-155; R-2023-156; R-2023-157**
- T. Director of Public Works requests approval of and authorization for the Chair to sign an Easement Deed in favor of Pacific Gas & Electric Company (PG&E) for an area of approximately 5,000 square feet on Napa County Airport property to allow for the installation of an underground electrical line. [23-1946](#)

7. PUBLIC COMMENT

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

8. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

**Supervisor Ryan Gregory reported on the following: attending a California State Association of Counties (CSAC) Executive Committee meeting that was held in downtown Napa last week; and a five-year project at Skyline Park named the Bicycle Skills Course, aka “Punk Track,” in which he helped with fundraising efforts to pay for the project solely with private donations, has been completed. The grand opening will be held on December 16, 2023.**

**Supervisor Anne Cottrell reported on the following: touring the Yountville Veterans Home to view their new skilled nursing facility that is scheduled for completion in 2024, a discussion on their climate adaptation plan, which includes installing 41 electric vehicle (EV) charging stations, and viewing the fire reduction work that has been done around the property; meeting with representatives of Far Niente Winery to discuss their recent Blue Zone certification related to climate action work; and meeting with Napa Food Security Chair Cara Mae Woledge, who is also the Director of the Napa Farmers Market, to discuss how to better organize the network of nonprofits that work in the space of bringing food deliveries to those who need it.**

9. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

**None**

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

**None**

## 11. ADMINISTRATIVE ITEMS

## County Executive Office

- A. Deputy County Fire Chief will provide an annual report of fire preparedness and response. [23-1883](#)

**Deputy Fire Chief Jason Martin made presentation.**

**Discussion held.**

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

## Housing &amp; Homeless Services – Division of CEO's Office

- B. Director of Housing & Homeless Services to provide a presentation on the Bay Area Housing Finance Authority (BAHFA) Older Adult Rental Assistance Pilot Program Grant award to Napa County in the amount of \$5,000,000 to prevent homelessness and improve long-term housing stability for extremely-low income senior residents experiencing severe housing burden through June 2028. [23-1900](#)

**Director of Housing and Homeless Services Jennifer Palmer made presentation.**

**Discussion held.**

## Planning, Building and Environmental Services (PBES)

- C. Director of Planning, Building, and Environmental Services will provide an update on the Code Compliance program for FY 22/23. [23-1928](#)

**Planning, Building and Environmental Services Chief Building Official David Giudice made presentation.**

**Deputy County Counsel Jason Dooley made presentation.**

**Discussion held.**

## 12. PUBLIC HEARING - SPECIAL DISTRICTS

**None**



## 13. PUBLIC HEARINGS

## Planning, Building and Environmental Services (PBES)

- A. PUBLIC HEARING 9:00 AM - Williamson Act Agricultural Preserves and Contracts 2023

[23-1668](#)

Director of Planning, Building and Environmental Services requests adoption of a Resolution establishing certain Agricultural Preserves (Types A & H), and approval of and authorization for the Chair to execute the following Williamson Act Agricultural Contracts:

1. Approving three new contracts with the following applicants:
  - a. Hunter Holdings II LLC, at 2628 Las Amigas Road;
  - b. Marly Holding LLC, at 2955 Sulphur Springs Road;
  - c. Pritchard Hill Vineyards LLC, at 1553 Sage Canyon Road; and
2. Approving rescission of two existing contracts and replacing with two new contracts with the following applicant:
  - a. Stag's Leap Wine Cellars LLC, 5766 Silverado Trail, Napa, CA (Contracts P23-00289 and P23-00290).

**Chair Belia Ramos opened the public hearing.**

**Planning, Building and Environmental Services Planner II Daniel Zador made presentation.**

**Chair Belia Ramos closed the public hearing.**

<b>Motion Text:</b>	<b>Approve the requested actions.</b>
<b>Voting Yes:</b>	<b>Gregory, Cottrell, Gallagher, Pedroza, and Ramos</b>
<b>Corrections:</b>	<b>None</b>
<b>Result:</b>	<b>Passed</b>
<b>Enactment No:</b>	<b>R-2023-158</b>

B. PUBLIC HEARING 9:00 AM - Inn at the Abbey Development Agreement

[23-1873](#)

Director of Planning, Building and Environmental Services and County Counsel requests discussion and direction regarding proposed terms of a Development Agreement between Napa County and Jackson Family Investments, LCC (Applicant), concerning their existing Use Permit Major Modification application, #P19-00038-MOD, the Inn at the Abbey.

**Chair Belia Ramos opened the public hearing.**

**Planning, Building and Environmental Services Supervising Planner Trevor Hawkes made presentation.**

**Applicant Representative Rob Anglin made presentation.**

**Discussion held.**

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

<b>Motion Text:</b>	<b>Direction given to staff to continue to work with the applicant and to return to the Board at a later date with an update.</b>
<b>Voting Yes:</b>	<b>Cottrell, Gregory, Gallagher, Pedroza, and Ramos</b>
<b>Corrections:</b>	<b>None</b>
<b>Result:</b>	<b>Passed</b>

14. CLOSED SESSION

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)  
Title: Director of Corrections

[23-1686](#)

**Closed Session not held. Item removed from the agenda.**

B. CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)  
Agency Designated Representatives: Christine Briceño, Director of Human Resources  
Employee Organization: SEIU 2015 (representing Napa County In-Home Support Services workers)

[23-1972](#)

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

15. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY,  
DECEMBER 19, 2023 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board