



## Meeting Minutes

### Napa County 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

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**Tuesday, September 28, 2021**

**9:00 AM**

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

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**Final-Supplemental  
Special Meeting (Closed Session) - 8:00 AM**

1. **CALL TO ORDER; ROLL CALL**

**Present: Chair Alfredo Pedroza, Supervisors Brad Wagenknecht, Diane Dillon, Ryan Gregory, and Vice Chair Belia Ramos. The meeting was called to order by Chair Alfredo Pedroza.**

2. **PLEDGE OF ALLEGIANCE**

**Chair Pedroza led the assembly in the Pledge of Allegiance.**

3. **APPROVAL OF MINUTES**

**A. Clerk of the Board requests approval of minutes from the following meetings: [21-926](#)**

Regular Meeting of Tuesday, January 5, 2021; Regular Meeting of Tuesday, January 12, 2021; Regular Meeting of Tuesday, January 26, 2021; Regular Meetings of Tuesday, February 2, 2021; Special Meeting of Tuesday, February 23, 2021; Special Meeting of Tuesday, March 2, 2021; Special Meeting of Thursday, March 4, 2021; Regular Meeting of Tuesday, March 16, 2021; Regular Meeting of Tuesday, March 23, 2021; Regular Meeting of Tuesday, April 6, 2021; Special Meeting of Tuesday, April 20, 2021; and Regular Meeting of Tuesday, May 4, 2021.

**\*(CONTINUED FROM SEPTEMBER 14, 2021)**

**Motion Text: Approve Minutes excluding March 2, 2021, March 4, 2021, and April 6, 2021.**

**Voting Yes: Wagenknecht, Dillon, Gregory, Ramos, and Pedroza**

**Corrections/Recusals: None**

**Result: Passed**

4. PRESENTATIONS AND COMMENDATIONS

- A. Director of Human Resources to introduce new County employees. [21-901](#)

**Director of Human Resources Christine Briceño presented new employees.**

5. DEPARTMENT HEAD REPORTS AND ANNOUNCEMENTS

**Director of Housing and Homeless Services Director Jennifer Palmer made presentation on emergency rental assistance, eviction moratoriums, and provided updates on aid for renters and landlords.**

6. CONSENT ITEMS - SPECIAL DISTRICTS

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

**Voting Yes: Ramos, Gregory, Dillon, Wagenknecht, and Pedroza**

**Corrections/Recusals: None**

**Result: Passed**

Napa County Groundwater Sustainability Agency

- A. Director of Planning, Building and Environmental Services requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 210015B with Luhdorff & Scalmanini Consulting Engineers, increasing the maximum amount by \$235,200 for a new total of \$2,035,700 for additional services to support the development of the Groundwater Sustainability Plan for the Napa Valley Groundwater Sub-basin. [21-824](#)

**Enactment No: A-210015B Amend. 1**

## Lake Berryessa Resort Improvement District

- B. Auditor-Controller requests adoption of a resolution establishing the Fiscal Year 2021-22 appropriation limit and revenues subject to the limit for the Lake Berryessa Resort Improvement District as required by Article XIII B of the California Constitution. [21-829](#)

**Enactment No: R-2021-03 (LBRID)**

## Napa Berryessa Resort Improvement District

- C. Auditor-Controller requests adoption of a resolution establishing the Fiscal Year 2021-22 appropriation limit and revenues subject to the limit for the Napa Berryessa Resort Improvement District as required by Article XIII B of the California Constitution. [21-830](#)

**Enactment No: R-2021-06 (NBRID)**

## 7. CONSENT ITEMS

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

**Voting Yes: Ramos, Gregory, Dillon, Wagenknecht, and Pedroza**

**Corrections/Recusals: None**

**Result: Passed**

## Agricultural Commissioner

- A. Agricultural Commissioner/Sealer of Weights and Measures requests approval of and authorization for the Chair to sign the renewal of Revenue Agreement No. 170147B with the Department of Food and Agriculture (CDFA) for a maximum of \$1,698 for the term July 1, 2021 through June 30, 2022 for activities related to the performance of Sudden Oak Death inspections on nurseryshipments. [21-848](#)

**Enactment No: A-170147B**

## Auditor-Controller

- B. Auditor-Controller requests adoption of a resolution establishing the Fiscal Year 2021-2022 appropriation limit and estimated revenue subject to the limit for the County of Napa as required by Article XIII B of the California Constitution. [21-825](#)

**Enactment No: R-2021-109**

- C. Auditor-Controller requests adoption of a resolution establishing the Fiscal Year 2021-2022 appropriation limit and estimated revenue subject to the limit for the Napa County Community Facilities District 2012-1 for the Milliken-Sarco-Tulocay (MST) Recycled Water Pipeline Project. [21-826](#)

**Enactment No: R-2021-110**

## Child Support Services

- D. Director of Child Support Services requests approval of and authorization to sign a renewal of the Plan of Cooperation with the Superior Court of California, County of Napa for the term of October 1, 2021, through June 30, 2023, with no fiscal impact, to delineate the duties of each entity. [21-869](#)

**Item pulled for discussion. See Item 8.**

## Corrections

- E. Director of Corrections requests the Board accept and instruct the Clerk of the Board to file the letter of expenditures of the Inmate Welfare Fund for Fiscal Year 2020-2021. [21-687](#)

## County Executive Office

- F. County Executive Officer, on behalf of the Broadband Taskforce, requests approval to join the Golden State Connect Authority and adoption of a resolution to execute the Joint Exercise of Powers Agreement. [21-920](#)

**Enactment No: R-2021-111**

## District Attorney

- G. District Attorney requests approval of and authorization for the Chair to sign the following amendments to agreements extending the term through June 30, 2023 with three automatic one-year renewals related the performance of an ongoing Gang Violence Suppression (GVS) Multi-Component Program funded annually through 2011 Public Safety Realignment: [21-672](#)
1. Amendment No. 1 to Agreement No. 180350 with City of Napa Police Department;
  2. Amendment No. 1 to Agreement No. 180351 with City of St. Helena;
  3. Amendment No. 1 to Agreement No. 180352 with City of Calistoga Police Department;
  4. Amendment No. 1 to Agreement No. 180353 with On the Move; and
  5. Amendment No. 1 to Agreement No. 180354 with Napa County Office of Education.

**Enactment No: A-180350 Amend. 1; A-180351 Amend. 1; A-180352 Amend. 1; A-180353 Amend. 1; A-180354 Amend. 1**

- H. 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 County Victim Services (XC) Program in the anticipated amount of \$163,261 for the term of January 1, 2022 through December 31, 2022. [21-841](#)

**Enactment No: A-8633**

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Elections

- I Assessor-Recorder-County Clerk ex officio Registrar of Voters requests approval of Amendment No. 1 to Agreement 210073B with Tritek Systems Inc. for software upgrade not to exceed \$3,000. [21-898](#)

**Enactment No: A-210073B Amend. 1**

- J Assessor-Recorder-County Clerk ex officio Registrar of Voters requests the following actions: [21-899](#)
- 1) Adoption of a resolution authorizing Chair to sign a contract with the Secretary of State, and
  - 2) Authorization for the Chair to sign a contract for \$15,000 with California Secretary of State to reimburse Voters Choice Act mandatory outreach costs

**Enactment No: R-2021-112**

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Housing and Homeless Services – Division of CEO’s Office

- K Director of Housing and Homeless Services requests authorization for the Chair to sign an agreement with Kamer Consulting Group extending the contract term one additional year, through June 30, 2022. [21-842](#)

**Enactment No: A-200277B**

- L Director of Housing & Homeless Services requests approval of specific donations made to the three farmworker centers. [21-854](#)

- M Director of Housing and Homeless Services recommends Housing Authority write off \$4,208.75 in uncollectible Accounts Receivable in accordance with the Housing Authority policy. [21-855](#)

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Human Resources – Division of CEO’s Office

- N Director of Human Resources requests adoption of a Resolution amending Napa County Policy Manual Part I: Section 37BB, Hiring and Promotional Incentive Pilot Program Policy, effective October 1, 2021, to make various changes to the term and program language. [21-890](#)

**Enactment No: R-2021-113**

- O Director of Human Resources and County Executive Officer request adoption of a Resolution amending the Departmental Allocation List for multiple divisions of the County Executive Office, as follows, effective September 28, 2021, with no net increase in full-time equivalents, and a slight decrease to the General Fund: [21-923](#)

1. Delete one 1.0 FTE Training and Organizational Development Officer.

2. Add one 1.0 FTE Staff Services Manager.

**Enactment No: R-2021-114**

- P. Director of Human Resources and Director of Planning, Building and Environmental Services request adoption of a Resolution amending the Departmental Allocation List for the Environmental Health Division of the Planning, Building, and Environmental Services Department, as follows, effective October 2, 2021, with no net increase in full-time equivalents, and a slight increase to the General Fund: [21-924](#)

1. Delete one 1.0 FTE Senior Office Assistant.

2. Add one 1.0 FTE Administrative Secretary I.

**Enactment No: R-2021-115**

- Q. Director of Human Resources and Director of Planning, Building, and Environmental Services request adoption of a Resolution amending the Departmental Allocation List for the Environmental Health Division of the Planning, Building, and Environmental Services Department, as follows, effective October 2, 2021, with no net increase in full-time equivalents, and a slight increase to the General Fund: [21-925](#)

1. Delete one 1.0 FTE Environmental Health Supervisor.

2. Add one 1.0 FTE Environmental Management Coordinator.

**Enactment No: R-2021-116**

- R. Director of Human Resources and County Executive Officer request adoption of a Resolution amending the Departmental Allocation List for County Executive Office, as follows, effective September 28, 2021, with no net increase in full-time equivalents, and a slight increase to the General Fund: [21-936](#)

1. Delete one 1.0 FTE Administrative Support Technician (CON).

2. Add one 1.0 FTE Board Clerk I/II (CON).

**Enactment No: R-2021-117**

Information Technology Services – Division of CEO's Office

- S. County Executive Officer and Chief Information Officer request the following: [21-731](#)

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 Computers for Classrooms.

- T. Chief Information Officer and Director of Human Resources request approval of and authorization for the Chair to sign a three-year agreement with GovInvest, Inc. for \$26,484 per year, plus an annual increase of the greater of 3% or consumer price index (CPI), for technical support on software to assist with Governmental Accounting Standards Board (GASB) pension liability requirements and labor cost forecasting. [21-733](#)

**Enactment No: A-220134B**

- U. Chief Information Officer requests a waiver of competitive bidding requirement and sole source award to AMS.NET (pursuant to Napa County Code Section 2.36.090) for a maximum of \$65,786 for the term of September 30, 2021 through September 30, 2024 for the purchase of the following equipment, labor and licensing for the Countywide wireless internet service project: [21-839](#)

Carithers Building:

1. Meraki Cloud Managed Access Points for \$18,417 for three-year licensing and seventeen Access Points; including \$2,975 labor for a maximum amount of \$21,392; and
2. Wireless Cabling for \$4,660 labor and \$1,512 materials for a maximum amount of \$6,172.

Administration Building:

1. Meraki Cloud Managed Access Points for \$23,834 for three-year licensing and twenty-two Access Points; including \$3,850 labor for a maximum amount of \$27,684; and
2. Wireless Cabling for \$7,900 labor and \$2,638 materials for a maximum amount of \$10,538.

**Enactment No: A-220142B**

- V. Chief Information Officer requests approval of and authorization for the Chair to sign an Agreement with Intuitive Performance Solutions, Inc. for a maximum of \$8,250 per year for the term September 1, 2021 through June 30, 2022, with an option for annual renewal, to assist with ongoing support for the SAS Financial Management budget system. [21-867](#)

**Enactment No: A-220135B**

## Library

- W. Director of Library Services and Community Outreach requests the following: [21-751](#)
1. Acceptance of a \$2,400 donation from the Rotary Club of North Napa for the Coding Programming Lab with Ozobots and the Code and Go Robot Mouse program; and
  2. Authorization for the Chair to sign a letter of appreciation in acceptance of the donation.

## Planning, Building and Environmental Services (PBES)

- X. Director of Planning, Building and Environmental Services requests acknowledgement of the withdrawal filed on July 10, 2021 by Rob Anglin, Esq. on behalf of Staglin Family Vineyard, LLC (the applicant/Appellant) and Edward Schexnayder, Esq. on behalf of the neighbors, Rutherford Bench Alliance (Appellant) to the Planning Commission's March 3, 2021 approval of Use Permit Major Modification No. P18-00253-MOD for the Staglin Family Vineyard. [21-734](#)

## Public Works

- Y. Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 1 to Napa County Agreement No. 4381 terminating the ground lease agreement for airport hangar space effective September 28, 2021 as requested by the Lessee, Rombauer Vineyards, Inc. [21-813](#)
- Enactment No: A-4381 Amend. 1**
- Z. Director of Public Works requests approval and authorization for the Chair to sign an Agreement with Napa County Resource Conservation District for a maximum of \$37,000 for the term of September 21, 2021 through April 30, 2024 to obtain specialized environmental monitoring and reporting services for the Napa River Restoration Project Oakville to Oak Knoll, Group D, Phase II. [21-856](#)
- Enactment No: A-220130B**
- AA. Director of Public Works requests approval of and authorization for the Chair to sign a Correction Grant Deed to remedy an incorrect reference within a Grant Deed to Richard J. and Monene P. Bradley originally executed by the County in 1994 as part of the realignment of White Sulphur Springs Avenue. [21-866](#)



AB. Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 210009B with Mead & Hunt, Inc. extending the term through June 30, 2022 for Construction Management Services for the Taxiway H, Section 1 Reconstruction Project.

[21-888](#)

**Enactment No: A-210009B Amend. 1**

AC. Director of Public Works requests the following actions in order to provide preventative maintenance, repairs, and inspection services for traffic signals, street lights, lighted crosswalks, flashing beacons, radar speed detection signs, safety lighting, and any other lighting equipment on the County owned roadway network:

[21-903](#)

1. A waiver of competitive bidding requirements and sole source award of a contract with St. Francis Electric, pursuant to Napa County Code Section 2.36.090; and
2. Approval of and authorization for the Chair to sign Agreement No. 220138B with St. Francis Electric, for a maximum of \$110,000 per fiscal year for the term of July 1, 2021 - June 30, 2024.

**Enactment No: A-220138B**

Recorder/County Clerk

AD. Assessor-Recorder-County Clerk requests approval of and authorization for the Chair to sign Amendment No. 16 to Agreement No. 170547B with the California Department of Justice increasing the amount by \$527 for a new maximum of \$25,837 and extending the term through June 30, 2022, for cost-sharing in a statewide Electronic Recording Delivery System (ERDS).

[21-870](#)

**Enactment No: A-170547B Amend. 16**

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

Director of Child Support Services requests approval of and authorization to sign a renewal of the Plan of Cooperation with the Superior Court of California, County of Napa for the term of October 1, 2021, through June 30, 2023, with no fiscal impact, to delineate the duties of each entity.

[21-869](#)

**Item 7D:**

**Motion Text: Approve requested action.**

**Voting Yes: Wagenknecht, Dillon, Gregory, and Pedroza**

**Corrections/Recusals: Ramos**

**Result: Passed**

9. PUBLIC COMMENT

**Twelve (12) people spoke during public comment.**

## 10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

None

## 11. ADMINISTRATIVE ITEMS

County Executive Office

- A.** County Executive Officer will provide a report on pending future agenda items requested by individual Board members at the last Board meeting and will request discussion and direction regarding: [21-918](#)

1. Review of Napa County Ordinance No. 1263 Supervisor Salaries, and
2. All Home's proposal to provide homeless programming consultation services.

**Deputy County Executive Officer Helene Franchi made presentation.**

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

**Direction provided to staff.**

Planning, Building and Environmental Services (PBES)

- B.** Director of Planning, Building and Environmental Services requests appointment of up to thirteen (13) members to the Housing Element Advisory Committee for the duration of the Committee's work, or until December 31, 2022, whichever occurs first. [21-915](#)

**Planning, Building, and Environmental Services Supervising Planner John McDowell made presentation.**

**Planning, Building, and Environmental Services Director David Morrison made presentation.**

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

**Motion Text: Appoint the following Commissioners as representatives of the following:**  
**Planning Commission: Megan Dameron and Joelle Gallagher (Alternate – Anne Cottrell)**

**Commission on Aging: Heather Stanton**

**Housing Commission: Keri Akemi-Hernandez**

**Affordable Housing: Teresa Zimny**

**Homeless: Jenna Bolyarde**

**ADU/Farmworker Housing: Mike Swanton**

**At Large: Kellie Anderson, Tom Gamble, Ronald/Reinaldo Rhyno, and Terrence Scott**

**Voting Yes: Wagenknecht, Ramos, Dillon, Gregory and Pedroza**

**Corrections/Recusals: None**

**Result: Passed**

- C Director of Planning, Building and Environmental Services (PBES) [21-947](#)  
requests direction on the attached draft ordinance amending Section 18.10.020 of Chapter 18.10 (Zoning Administrator), Section 18.124.130 of Chapter 18.124 (Use Permits), and adding a new Section 18.08.377 to chapter 18.08 (Definitions) of Title 18 (Zoning) of the Napa County Code regarding issuance of Micro-Winery Use Permits and modifications to Use Permits.

**Planning, Building, and Environmental Services Director David Morrison made presentation.**

**Eight (8) people spoke during public comment.**

**Direction provided to staff.**

12 SET TIME MATTERS OR PUBLIC HEARING - SPECIALDISTRICTS

Monticello Public Cemetery District

[21-727](#)

A PUBLIC HEARING 9:30 AM - 5 Minutes

District Manager requests the Board of Trustees conduct a public hearing for the first reading and intent to adopt an ordinance to provide informal bidding procedures under the Uniform Public Construction Cost Accounting Act (Section 22000, et. seq. of the Public Contract Code).

**Opened public hearing.**

**Director of Public Works Steven Lederer presented report.**

**Closed public hearing.**

**Motion Text: Intent to adopt Ordinance.**

**Voting Yes: Wagenknecht, Gregory, Dillon, Ramos and Pedroza**

**Corrections/Recusals: None**

**Result: Passed**

Silverado Community Services District

B PUBLIC HEARING 9:30 AM - 5 Minutes

[21-675](#)

District Manager requests the Board of Directors conduct the first reading and intention to adopt an ordinance to Provide Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act (Section 22000, et. seq. of the Public Contract Code).

**Opened public hearing.**

**Director of Public Works Steven Lederer presented report.**

**Closed public hearing.**

**Motion Text: Adopt Ordinance.**

**Voting Yes: Pedroza, Ramos, Dillon, Gregory and Wagenknecht**

**Corrections/Recusals: None**

**Result: Passed**

**Enactment No: O-2021-04**

**13. SETMATTERS OR PUBLIC HEARINGS**

**Public Works**

**A. SET MATTER 9:40 AM - 5 Minutes**

Director of Public Works requests adoption of the recommended budget for the UVDS Franchise Fee for the Fiscal Year 2021-22 budget with a total appropriation of \$158,000 in Fund 2182 Division 2182000 (4/5 vote required).

**[21-911](#)**

(CONTINUED FROM SEPTEMBER 14, 2021)

**Motion Text: Adopt recommended budget.**

**Voting Yes: Gregory, Wagenknecht, Dillon, Ramos and Pedroza**

**Corrections/Recusals: None**

**Result: Passed**

**14. LEGISLATIVE ITEMS**

**Supervisor Diane Dillon reported on attending last week's Legislative Subcommittee meeting wherein topics of discussion included concern of the possibility of the federal government shutting down and various bills on the Governor's desk awaiting signature.**

**15. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS**

**Supervisor Ryan Gregory reported on attending an ad hoc fire meeting last week that covered the need to raise a sustainable revenue source, working with a political consultant and polling company regarding a proposed tax, beginning outreach efforts with partners and stakeholders, and discussions with the Auditor-Controller on return to source vs. alternatives to where funds would be allocated.**

**16. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS**

**None**

## 17. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

**County Executive Officer Minh C. Tran commended the Clerk of the Board team on their recent efforts, such as working towards bringing the meeting minutes up to date.**

## 18. CLOSED SESSION

**A. 8:00 AM CLOSED SESSION**[21-905](#)

PUBLIC EMPLOYEE APPOINTMENT (Government Code Section 54957(b)(1))

Title: Napa County Fire Chief

**The Board met in Closed Session and voted unanimously to appoint Jason Martin to the position of Napa County Fire Chief.**

**B. CONFERENCE WITH REALPROPERTYNEGOTIATOR**[21-927](#)

(Government Code Section 54956.8)

Property: Napa County Fairgrounds, Calistoga, California (APNs 11-140-006, 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: [X] Price [X] Terms of Payment

**No reportable action.**

**C. SUPPLEMENTAL ITEM**[21-951](#)

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code Section 54956.9(d)(4). (1 Case)

**Motion made by Supervisor Brad Wagenknecht, seconded by Supervisor Ryan Gregory: The Board voted 4-1, with Vice Chair Ramos opposed, to authorize the initiation of litigation the identity of the defendants and the other particulars about the actions shall, if formerly commenced, be disclosed to any person upon inquiry.**

**D. SUPPLEMENTAL ITEM**

[21-952](#)

PUBLIC EMPLOYEE APPOINTMENT (Government Code Section 54957(b)(1))

Title: Interim County Counsel

**The Board met in Closed Session and voted unanimously to appoint Thomas C. Zeleny as Interim County Counsel.**

19. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS SPECIAL MEETING,  
TUESDAY, OCTOBER 5, 2021 AT 8:00 A.M.**

Neha Hoskins (By e-signature)\_\_\_\_\_

NEHA HOSKINS, Clerk of the Board