



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

Tuesday, October 19, 2021

9:00 AM

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

Final - Supplemental

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**

Sheriff Oscar Ortiz led the assembly in the pledge of allegiance.

3. **APPROVAL OF MINUTES**

None

4. **PRESENTATIONS AND COMMENDATIONS**

A. Director of Human Resources to introduce new County employees.

[21-964](#)

Director of Human Resources Christine Briceño presented new employees.

B. Presentation of a proclamation to Jon Gjestvang, Chief Information Officer, declaring October 2021 as "Cybersecurity Awareness Month" in Napa County.

[21-1061](#)

Chair Alfredo Pedroza presented proclamation.

5. DEPARTMENT HEAD REPORTS AND ANNOUNCEMENTS

Director of Housing and Homeless Services Jennifer Palmer provided report on Housing is Key rental and housing funding assistance programs and applications received in Napa County.

Sheriff Oscar Ortiz provided report on California State Sheriff's Association's banquet for a new state-wide award for valor for reporting on incidents awarded to Deputy Riley Jarecki and Deputy Steve Lombardi of Napa County.

Director of Library Services and Community Outreach Anthony Halstead reported on the distribution of books in Napa County during National Friends of the Library week.

Napa County Fire Chief Jason Martin reported on the recent fire in American Canyon Fire and the response from CalFire.

6. CONSENT ITEMS - SPECIAL DISTRICTS

Motion Text: Approve Special Districts Consent Calendar.

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

Corrections/Recusals: None

Result: Passed

Napa County Groundwater Sustainability Agency

- A. Director of Planning Building and Environmental Services requests adoption of a resolution amending the Bylaws of the Groundwater Sustainability Plan Advisory Committee (GSPAC) to extend the deadline for recommending the draft Groundwater Sustainability Plan (GSP) from November 1, 2021, to November 19, 2021.

[21-1076](#)

Enactment No: R-2021-02 (GSA)

7. CONSENT ITEMS

Motion Text: Approve Consent Calendar.

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

Corrections/Recusals: None

Result: Passed

County Executive Office

- A. County Executive Officer requests approval of a Budget Transfer increasing appropriations in the Special Revenue Fund Citizens' Option for Public Safety (Fund 2500 Organization 1020086) in the amount of \$248,595 with offsetting revenue from 2011 Realignment, Citizens' Option for Public Safety, which will be transferred as needed to the Sheriff, District Attorney and Department of Corrections for operations. [21-1064](#)

County Fire Department

- B. County Fire Chief requests approval of and authorization for the Chair to sign Agreement No. 220157B with Air Instrumentation for a maximum of \$19,500 for the term of September 1, 2021, through June 30, 2022, with an automatic two-year renewal provision to supply, maintain, and service hazardous materials equipment for the Napa Interagency Rescue Team. [21-961](#)

Enactment No: A-220157B

District Attorney

- C. District Attorney and Auditor-Controller request the Board accept and instruct the Clerk of the Board to file the Audit Reports for the Napa County District Attorney's Office Automobile Insurance Fraud and Workers' Compensation Insurance Fraud Grant Programs awarded by the California Department of Insurance for the fiscal year ended June 30, 2021. [21-973](#)
- D. 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 Unserved/Underserved Victim Advocacy and Outreach (UV) Program in the anticipated amount of \$360,920 for the term of January 1, 2022 through December 31, 2022. [21-976](#)

Enactment No: A-8636; A-8637

Health and Human Services Agency

- E. Director of Health and Human Services requests approval of and authorization for the Chair to sign Renewal Agreement No. 8549 with the California Department of Social Services (CDSS) for the term July 1, 2021 through June 30, 2024 for the purpose of continuing the responsibilities of the CDSS and the County in the provision and receipt of certain services, including legal consultation and legal representation in administrative action appeals associated with the Resource Family Approval (RFA) program. [21-852](#)

Enactment No: A-8549

- F. Director of Health and Human Services requests the following: [21-895](#)
1. Declare capital asset property as surplus and no longer required for public use; and
 2. Authorize removal of capital assets from the Health and Human Services Agency capital asset inventory.

- G. Director of Health and Human Services requests approval of and authorization for the Chair to sign Agreement No. 220137B with On the Move, Inc. for a maximum of \$26,400 for the term October 19, 2021 through June 30, 2023 for the transitional housing program. [21-908](#)

Enactment No: A-220137B

- H. Director of Health and Human Services requests approval of and authorization for the Chair to sign Agreement No. 220136B with FirstWatch Solutions, Inc. for a maximum of \$240,000 for the term October 19, 2021 through October 18, 2026 to provide a software license to Napa County Emergency Medical Services (EMS) to enable independent verification that the ambulance provider's contractual obligations are being met. [21-932](#)

Enactment No: A-220136B

Housing and Homeless Services – Division of CEO's Office

- I. Director of Housing and Homeless Services requests adoption of a Resolution rescinding and replacing Resolution No. 2021-43 and consenting to, adopting and ratifying the terms and conditions relating to the 2020 Emergency Solutions Grant-COVID 19 allocation in an amount not to exceed \$1,800,000 which provides funding for housing and homeless services programs. [21-1073](#)

Enactment No: R-2021-121

Human Resources – Division of CEO's Office

- J. Director of Human Resources requests adoption of a Resolution amending the Table and Index of Classes to increase the salary for the employees covered by the Deputy Sheriff Association, as outlined in "Exhibit A," effective October 16, 2021, with no net increase in Full-time equivalents (FTE), and a slight impact to the County General Fund. [21-1052](#)

Enactment No: R-2021-122

- K. Director of Human Resources and Director of Health and Human Services Agency request adoption of a Resolution amending the Departmental Allocation List to improve services for multiple divisions of the Health and Human Services Agency, as outlined in "Exhibit A," effective October 19, 2021, with a net increase of nine (9) full-time equivalents (FTE), and no impact to the County General Fund. [21-1056](#)

Enactment No: R-2021-123

[21-1057](#)

- L. Director of Human Resources request adoption of a Resolution amending the Departmental Allocation List for the Human Resources Division of the County Executive Office, by adding one 1.0 FTE Human Resources Assistant - Limited Term, effective October 19, 2021 through June 30, 2023, with a net increase of one full-time equivalent, and a no impact to the General Fund to provide administrative support to the rollout of the new Enterprise Resource Planning software.

Enactment No: R-2021-124

Information Technology Services – Division of CEO’s Office

[21-916](#)

- M. Chief Information Officer requests the following actions:
1. A waiver of competitive bidding requirement and sole source award to AMS.NET (pursuant to Napa County Code Section 2.36.090) for the purchase of (4) Cisco core switches, software, and labor; and
 2. Approval and authorization for the Chair to sign an agreement with AMS.NET, for a maximum of \$163,886 for the term of October 20, 2021 through June 30, 2022 for the purchase of (4) Cisco core switches, software and labor.

Enactment No: A-220156B

Library

[21-982](#)

- N. Director of Library Services and Community Outreach requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 190295B with Unique Management Services, Inc. extending the term through June 30, 2026, increasing contract maximum by \$20,000 with a new maximum of \$50,000, and updating the scope of work to include pre-collection services.

Enactment No: A-190295B Amend. 1

Planning, Building and Environmental Services (PBES)

- O. Director of Planning, Building and Environmental Services requests approval of and authorization for the Chair to sign the following grant agreements for the term July 1, 2021 through June 30, 2022 for a total of \$31,000 pursuant to recommendations by the Wildlife Conservation Commission:
1. \$10,000 with Land Trust of Napa County for invasive plant removal on a 14-acre meadow in Aetna Springs Preserve;
 2. \$8,000 with Napa County Resource Conservation District to purchase materials and provide technical assistance for Monarch Habitat project; and
 3. \$13,000 with Napa Wildlife Rescue in support of part-time Education Coordinator.

[21-909](#)

Enactment No: A-220173B; A-220174B; A-220175B

Public Works

- P. Director of Public Works requests the following regarding the LNU Fire Complex Guardrail Repair Project, RDS 20-39:
1. Award of the contract to Highway Specialty Company, Inc. of Palo Cedro, California for their low base bid of \$347,056 and for 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 \$440,056 in the Accumulated Capital Outlay Fund (ACO) (Fund 3000, Org 3000000) with the use of its available fund balance to be transferred to 2020 LNU-FEMA Guardrail Project (Fund 2040, Org 2040500, Project 21027); and
 - b. Increase appropriations by \$440,056 in Project 21027, RDS 20-39 offset by transfer from the ACO budget.

[21-892](#)

Enactment No: A-220168B

[21-953](#)

- Q. Director of Public Works requests approval of and authorization for the Chair to sign an agreement with Universal Site Services, Inc. for an annual maximum amount of \$6,000 for routine services and \$23,000 for non-routine/on-call services for the term October 19, 2021 through June 30, 2024 with the option to extend annually for two (2) additional years at the maximum of \$6,240 for routine services and \$25,000 for non-routine/on-call services in years four and five for power sweeping and cleaning of the 5th Street Parking Garage, other County owned parking facilities, and a portion of Napa County Airport.

Enactment No: A-220154B

[21-957](#)

- R. Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 180269B with REACH Air Medical Services, LLC at no cost to the County to facilitate the installation of an automatic backup generator at 1950 Airport Road in order to provide essential medical services.

Enactment No: A-180269B Amend. 1

[21-958](#)

- S. Director of Public Works requests the following related to upgrading the HVAC management system for County facilities:

1. Approval of a Budget Transfer increasing appropriations in the capital asset account by \$246,868 in the Property Management budget (Fund 4300, Org 4300000) with offsetting use of its available fund balance and establishment of a capital asset in the amount of \$246,868 for the purchase of software and select field panel hardware necessary to upgrade the Siemens HVAC Management and Control System (4/5 vote required); and
2. Authorization for the Chair to sign Amendment No. 4 to Agreement No. 170267B with Siemens Industry, Inc. to increase compensation by \$246,868 (with a new maximum compensation of \$509,363 for the term June 1, 2018 through June 30, 2023) and to update the Scope of Work to upgrade the Siemens Control System software and replace selected field panel hardware.

Enactment No: A-170267B Amend. 4

[21-985](#)

- T. Director of Public Works requests adoption of a resolution temporarily closing a portion of Berryessa Knoxville Road on Saturday October 30, 2021, from 7:00 A.M. to midnight and on Sunday, October 31, 2021 from 9:00 A.M. to 2:00 P.M. for the Alpha Win - Napa Valley (formerly HITS Triathlon).

Enactment No: R-2021-125

Sheriff

[21-959](#)

- U. Sheriff requests approval of a Budget Transfer transferring \$5,655 from Law Enforcement Supplies to Equipment appropriation within Sheriff's budget and establishment of a capital asset in the amount of \$5,655 for the purchase of an Echo Elite Trailer. (4/5 vote required)

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

None

9. PUBLIC COMMENT

Nine (9) people spoke during public comment.

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

None

11. ADMINISTRATIVE ITEMS

County Executive Office

- A. County Executive Officer requests appointment of one member and one alternate member of the Board of Supervisors to serve on the California State Association of Counties (CSAC) Board of Directors for the 2021-2022 year beginning on Monday, November 29, 2021. [21-937](#)

Staff Assistant Nelson Cortez made presentation.

Motion Text: Appoint Supervisor Diane Dillon as Member and Supervisor Ryan Gregory as Alternate on the California State Association of Counties (CSAC).

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

Corrections/Recusals: None

Result: Passed

- B. County Executive Officer will provide an update of activities at Lake Berryessa and requests approval of and authorization for the Chair to sign the following agreements: [21-1053](#)

1. Exclusive Negotiation Agreement with Sun Lake Berryessa LLC (Sun Communities) to conduct environmental studies, site investigation and due diligence, prepare environmental documents, and enter into negotiations for a long-term agreement for development and operation of resort concessions at Steele Canyon, Spanish Flat, and Monticello Shores concession areas; and

2. Amendment No. 2 to Agreement No. 170664B-17 with Ragatz Realty increasing the amount by \$15,000 for a new maximum of \$140,000, extending the term through June 30, 2022, and amending the scope of work to include identification of eligible bidders for Berryessa Point.

Concessions Manager of Lake Berryessa Leigh Sears made presentation.

Discussion held.

Motion Text: Approve requested actions as amended.

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

Corrections/Recusals: None

Result: Passed

Enactment No: A-8635; A-170664B Amend. 4

Housing and Homeless Services – Division of CEO's Office

C. SUPPLEMENTAL ITEM

[21-1083](#)

Director of Housing and Homeless Services and County Executive Officer request discussion and direction regarding a proposal by Burbank Housing to develop supportive and affordable permanent housing at the Wine Valley Lodge facility for individuals experiencing or at-risk of experiencing homelessness that would require the following uses of American Rescue Plan Act Funds and Affordable Housing Trust Funds if a Project Homekey Round 2 Application is approved:

1. Approval of a loan to Burbank Housing in the amount of \$2 million from the State and Local Fiscal Recovery Fund - American Rescue Plan Act allocation to be used for capital costs of acquisition and development of Wine Valley Lodge through a Project Homekey Round 2 grant award;
2. Approval of a Fund Balance Assignment of \$2 million in State and Local Fiscal Recovery Fund (Fund 2460 - Subdivision 1020050), for the capital acquisition loan;
3. Approval of a loan to Burbank Housing of an amount not to exceed \$2 million from the Affordable Housing Trust Fund to serve as a guarantee for a Capitalized Operating Subsidy Reserve as required by the Project Homekey Round 2 grant application; and
4. Approval of a Fund Balance Assignment of \$2 million of Affordable Housing Trust Fund (Fund 2080 - Subdivision 2080010), for the operating subsidy loan guarantee.

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

Chief Executive Officer and President of Burbank Housing Larry Florin made report.

Motion Text: Approve requested actions.

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

Corrections/Recusals: None

Result: Passed

12. SET TIME MATTERS OR PUBLIC HEARING - SPECIAL DISTRICTS

None

13. SET MATTERS OR PUBLIC HEARINGS

None

Elections

A. SET MATTER 9:30 AM - 20 Minutes

[21-940](#)

Introduction and intention to adopt an ordinance amending Chapter 1.08 (Supervisory Districts) of Title 1 (General Provisions) of the Napa County Code, by adding a new Section 1.08.100 to allow for the establishment of supervisory districts by resolution, and deleting Sections 1.08.010 through 1.08.080 of the Code, which set forth the current supervisory district boundaries based on the 2010 federal census, effective upon passage of a resolution establishing new supervisory district boundaries.

Assessor-Recorder John Tuteur made presentation.

Motion Text: Approve requested actions.

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

Corrections/Recusals: None.

Result: Passed

Planning, Building and Environmental Services (PBES)

B. SET MATTER 10:00 AM - 1 Hour

[21-978](#)

Director of Planning, Building and Environmental Services (PBES) requests direction on the attached draft ordinance establishing limits on residential site improvements for parcels within the Agricultural Preserve (AP) Zoning District.

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

Discussion held.

Five (5) people spoke during public comment.

Direction provided to staff.

County Counsel

C. SET MATTER 2:00 PM - 10 Minutes Scarlett Winery

[21-979](#)

County Counsel requests consideration and adoption of a Resolution of Findings of Fact and Decision on Appeal regarding an appeal filed by George and Nancy Montgomery (Appellant) to a decision by the Napa County Planning Commission on January 15, 2020, to approve an application submitted by Sherrett Reicher, Alsace Company, LTD (Applicant) for Use Permit No. P16-00428-UP to construct and operate a new 30,000 gallon per year winery known as the Scarlett Winery as further described in the Staff Report prepared for this matter. The project is located on an approximately 47.88 acre site at 1052 Ponti Road, which intersects with Skellenger Lane just west of Silverado Trail, St. Helena, CA; APN: 030-280-010 (the Property).

ENVIRONMENTAL DETERMINATION: Consideration and possible adoption of a Revised Mitigated Negative Declaration (Revised MND). According to the proposed Revised MND, the proposed project would not have any potentially significant environmental impacts after implementation of mitigation measures proposed for the following area: Transportation. The project site is not included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5.

Deputy County Counsel Laura Anderson made presentation.

Supervising Project Planner Charlene Gallina made presentation.

Motion Text: Adopt resolution.

Voting Yes: Wagenknecht, Gregory and Pedroza

Voting No: Dillon

Absent: Ramos

Corrections/Recusals: None

Result: Passed

Enactment No: R-2021-22

14. LEGISLATIVE ITEMS

None

15. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS **Supervisor Brad Wagenknecht reported on his meeting with the Child Care Planning Council and the annual public spending on child care. Supervisor Wagenknecht also reported on attending the Bay Area Air Quality Management District meeting, where they discussed the closure of airports due to nearby proximity development housing. Lastly, Supervisor Wagenknecht encouraged the use of new unleaded gas for airplanes.**

16. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS

Supervisor Brad Wagenknecht reported on a request from Napa Climate Now to send a letter to the California Air Resources Board for a Greenhouses Gas inventory for California local governments to ask for a statewide inventory.

17. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

None

18. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL - POTENTIAL INITIATION OF LITIGATION [21-1068](#)

Potential initiation of litigation pursuant to Government Code Section 54956.9(d)(4): (1 matter)

No reportable action.

B. CONFERENCE WITH REALPROPERTY NEGOTIATOR (Government Code Section 54956.8) [21-1051](#)

Property: Napa County Fairgrounds, Calistoga, California (APNs 011-140-006, 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. CONFERENCE WITH REALPROPERTY NEGOTIATOR (Government Code Section 54956.8) [21-1077](#)

Property: 2344 Old Sonoma Road, Napa, California
Agency Negotiator: Steve Lederer, Director of Public Works
Negotiating Parties: Napa County and Napa Community Real Estate Fund, LP
Under Negotiation: [X] Price [X] Terms of Payment

No reportable action.

19. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING,
TUESDAY, NOVEMBER 2, 2021 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board