



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.

www.countyofnapa.org

Tuesday, August 22, 2023

9:00 AM

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

***Consolidated**

1. CALL TO ORDER; ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

Director of Napa County Child Support Services Janet Nottley led the assembly in the Pledge of Allegiance.

3. APPROVAL OF MINUTES

A. Clerk of the Board requests approval of minutes from the August 8, 2023, and August 15, 2023, regular meetings.

[23-1464](#)

Motion Text: Approve the Minutes.

Voting Yes: Gregory, Gallagher, Cottrell, and Ramos

Excused: Pedroza

Recusals: None

Result: Passed

4. PRESENTATIONS AND COMMENDATIONS

- A. Presentation of proclamation to Janet Nottley, Napa County Department of Child Support Services Director, declaring August 2023 as “Child Support Awareness Month” in Napa County. [23-1427](#)

Chair Belia Ramos provided comments and presented the proclamation.

Director of Napa County Child Support Services Janet Nottley made presentation.

5. DEPARTMENT HEAD REPORTS AND ANNOUNCEMENTS

None

6. CONSENT ITEMS - SPECIAL DISTRICTS

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

Lake Berryessa Resort Improvement District

- A. District Engineer requests the following actions regarding the “Tank 3 Replacement and Distribution System Upgrades Project,” LB 20-01:
 - 1. Award of contract 240118B to Piazza Construction of Penngrove, CA, for their low bid of \$1,102,500 with Additive Item B of \$53,850 and Additive Item C of \$89,865, and authorization for the Chair to sign construction contract 240118B; and
 - 2. Approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 230208B with GHD, Inc. increasing the authorized amount by \$198,775 for a new total of \$270,839 and extending the term to June 30, 2024 to provide construction management and inspection services for the subject project.

Enactment No: A-240118B, A-230208B Amend.1

- B. Auditor-Controller requests authorization to prepare the necessary accounting entries to close the financial books for the fiscal year ended June 30, 2023. (4/5 vote required)

Napa Berryessa Resort Improvement District

- C. Auditor-Controller requests authorization to prepare the necessary accounting entries to close the financial books for the fiscal year ended June 30, 2023. (4/5 vote required)

7. CONSENT ITEMS

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

Auditor-Controller

- A. Auditor-Controller requests adoption of a Resolution authorizing the implementation of the Teeter Plan as follows:
 1. Authorize the issuance of a promissory note, in the amount of \$5,466,440, to fund payment of the Fiscal Year 2022-23 delinquent secured taxes;
 2. Authorize the Chair and Clerk of the Board to sign the note; and
 3. Authorize the continuance of the Teeter Plan, as governed by Revenue and Taxation Code, for Fiscal Year 2023-24.

[23-1446](#)

Enactment No: R-2023-111

County Counsel

- B. County Counsel requests approval of and authorization for the Chair to sign Agreement No. 240102B with the State of California Office of Administrative Hearings for a maximum amount of \$48,000 for the term of August 22, 2023 through August 21, 2028 for administrative hearings services.

[23-1413](#)

Enactment No: A-240102B

County Executive Office

- C. County Executive Officer requests the appointment of Jenna Bolyarde, and Elisabeth Brumley as Interested Citizen Members, and Greg Clark and Jeff Dickinson as Members of the Recovery Community to the Napa County Board on Alcohol and Drug Programs.
- D. County Executive Officer requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 230373B with MGT of America Consulting, LLC (MGT), for a new maximum amount of \$107,335.00, to include the Agricultural Commissioner’s Office/Weights & Measures in the County fee study, add peer comparisons, and evaluate the County’s Internal Service Funds, with no change to the agreement term.

[23-1248](#)

[23-1408](#)

Enactment No: A-230373B Amend. 1

County Fire Department

- E. Deputy County Fire Chief requests the following actions regarding purchasing fire apparatus in the Deer Park and Capell Valley Stations (4/5 vote required): [23-1376](#)
1. Request a waiver of competitive bidding requirements and sole source award for Golden State Fire Apparatus;
 2. Authorization to declare Asset No. 26524; 1997 HME Engine, as surplus and no longer required for public use, remove the item from inventory, and dispose of them at public auction;
 3. Approval of a Budget Transfer to increase transfer out of \$80,000 from Fire Operations (2100000-57900) using available fund balance to be transferred to Capell Valley Station (2100014-49900) \$45,000 and to the Deer Park Station (2100021-49900) \$35,000; and an increase to Capital Asset appropriations in (2100014-55400-\$45,000) and (2100021-55400-\$35,000) offset by transfer of revenue.
- F. Deputy County Fire Chief requests the following actions regarding purchasing a camper shell for utility pickup in the fire prevention fleet (4/5 vote required): [23-1448](#)
1. Approval of a Budget Transfer to increase transfer out of \$3,500 from Fire Operations (2100000-57900) using available fund balance to be transferred to the Fire Marshal's (2100001-49900); and an increase to Capital Asset appropriations in (2100001-55400) offset by transfer of revenue; and
 2. Increase of a capital asset in the amount of \$3,500 for the purchase of a camper shell.

District Attorney

- G. District Attorney requests approval of and authorization for the Chair to sign a Certification of Assurance of Compliance authorizing the District Attorney to apply for and sign grant Subaward documents with the California Office of Emergency Services in the anticipated amount of \$196,906 for the term of January 1, 2024 through December 31, 2024 for the Unserved/Underserved Victim Advocacy and Outreach (UV) Program. [23-1409](#)
- Enactment No: A-8665B**

Health and Human Services Agency

- H. Director of Health and Human Services Agency (HHSA) requests approval of and authorization for the Chair to sign Agreement No. 230398B with Expressions of Hope for the term upon approval through June 30, 2025 for a contract maximum of \$72,582 to assist HHSA's Child Welfare Services (CWS) division with supporting resource families. [23-1400](#)
- Enactment No: A-230398B**

- I. Director of Health and Human Services Agency (HHS) requests approval of and authorization for the Chair to sign Amendment No. 1 to Revenue Agreement No. 230204B with Tulare County Superintendent of Schools for a new contract maximum of \$18,000 for the term July 1, 2022 through June 30, 2024 to provide continued support for existing chapters and development of new chapters for Friday Night Live (FNL), Club Live (CL), Friday Night Live Kids (FNLK), and FNL Mentoring (FNL) programs. [23-1406](#)

Enactment No: A-230204B Amend. 1

- J. Director of Health and Human Services Agency (HHS) requests approval of and authorization for the Chair to sign Agreement No. 240100B with Napa Valley Community Foundation (NVCF) for the term upon approval through June 30, 2026 for a contract maximum of \$25,000 per fiscal year to continue providing assistance to Napa County residents seeking citizenship. [23-1424](#)

Enactment No: A-240100B

- K. Director of Health and Human Services Agency (HHS) requests approval of and authorization for the Chair to sign Revenue Agreement No. 240067B with St. Joseph Health Northern California, LLC d.b.a. Providence Queen of the Valley Medical Center (QVMC) (Emergency Medical Services Base Hospital) for Fiscal Year 2023-2024 through 2025-2026 for a contract maximum of \$75,000 designating QVMC to continue to serve as a base hospital to provide on-line medical control for Emergency Medical Services (EMS) personnel and physician advice [23-1468](#)

Enactment No: A-240067B

Housing & Homeless Services – Division of CEO’s Office

- L. Director of Housing & Homeless Services requests permission to apply for and accept U.S. Department of Housing & Urban Development (HUD) Fiscal Year 2023 Continuum of Care Program Annual Funding Competition funding for a total of \$562,591 to provide certain homeless services. [23-1454](#)

Human Resources – Division of CEO’s Office

- M. Director of Human Resources and Sheriff request adoption of a Resolution amending the Departmental Allocation List for Sheriff’s Office by adding one 1.0 full-time equivalent (FTE) Sergeant, effective September 2, 2023, with a net increase of one FTE and net zero cost to the General Fund. [23-1417](#)

Enactment No: R-2023-112

- N. Director of Human Resources and Director of Public Works request adoption of a Resolution amending the Table and Index of Classes and the Departmental Allocation List for Public Works, effective September 2, 2023, with no net increase in FTEs, and no impact to the County General Fund. [23-1431](#)

Enactment No: R-2023-113

Library

- O. Director of Library Services and Community Outreach requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 220234B with Rafael Ortiz for a new annual maximum of \$10,000 and amending the scope of work to allow flexibility in frequency and duration of “Triple P Parenting” classes based on enrollment. [23-1411](#)

Enactment No: A-220234B Amend. 1

- P. Director of Library Services and Community Outreach requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 220235B with Dr. Guillermo Gonzalez for a new annual maximum of \$10,000 and amending the scope of work to allow flexibility in frequency and duration of basic math and GED preparation class classes based on enrollment. [23-1443](#)

Enactment No: A-220235B Amend. 1

Probation

- Q. Chief Probation Officer requests adoption of a Resolution allowing the Probation Department access to Federal level summary criminal information for employment and contractors. [23-1422](#)

Enactment No: R-2023-114

- R. Chief Probation Officer requests approval of and authorization for the Chair to sign Agreement No. 240079B with The Regents of the University of California (UC Regents) to collect criminal justice data in order to evaluate the effects of California’s AB 372 Domestic Violence Pilot probationer outcomes, effective August 1, 2023. [23-1423](#)

Enactment No: A-240079B

Public Works

- S. Director of Public Works requests the following actions for the “Fifth Street Parking Garage Charging Stations Project,” PW 22-24: [23-1360](#)
1. Approval of authorization to sign Amendment No. 1 to Operations and Use Agreement No. 7191 with the City of Napa, Regatta Holdings, Inc., and Napa Mill, LLC for the Fifth Street Parking Garage.
 2. Award of the construction contract for the “Fifth Street Parking Garage Charging Stations Project,” PW 22-24 to Lords Electric of Sacramento, California for their low base bid of \$381,250 and authorization for the Chair to sign the construction contract; and
 3. Approval of a Budget Transfer for the following (4/5 votes required):
 - a. Increase Transfer Out appropriation by \$480,656 in the Accumulated Capital Outlay (ACO) (Fund 3000, Org 3000000, Object 56100) to transfer to Fifth Street Parking Garage Charging Stations Project budget (Fund 5020, Org 5020500, Object 48200, Project 21063) offset by use of its available fund balance; and
 - b. Increase Construction Services appropriations by \$480,656 in Project 21063 budget (Fund 5020, Org 5020500, Object 52360, Project 21063) offset by transfer-in revenue from the ACO.

Enactment No: A-7191 Amend. 1

- T. Director of Public Works requests award of the contract for the “Redwood Road MPM 4.5 Slide Repair Project”, RDS 23-25 to E.E. Gilbert Construction, Inc. of Martinez, California, for their low base bid of \$568,930, and authorization for the Chair to sign the construction contract. [23-1369](#)

- U. Director of Public Works recommends the following actions related to Napa County Airport Terminal Area Redevelopment Phase One Project - PW 23-29R (A-B-C) (Project 23041): [23-1396](#)
1. Pursuant to Section 20150.9 of the Public Contract Code, reject all bids opened;
 2. Approval of plans and specifications for the Napa County Airport Terminal Area Redevelopment Phase One Project - PW 23-29R (A-B-C) 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; and
 3. Approval of and authorization for the Chair to sign Agreement No. 240104B with MCK Americas, Inc. for services through June 30, 2024 and maximum compensation of \$265,522 to provide construction management and observation services associated with the Terminal Area Redevelopment Phase 1 Project at the Napa County Airport.

Enactment No: A-240104B

- V. Director of Public Works requests approval of a Budget Transfer for the following actions to reconstruct and improve 4.9 miles of Berryessa Knoxville Road (4/5 vote required): [23-1399](#)
1. Increase transfer out appropriations by \$252,000 in the Measure T Non-Operating Special Revenue Fund (Fund 2440, Org 1220053, Object 56100) to transfer to Berryessa Knoxville Federal Lands Access Program (FLAP) 2 Project budget (Fund 2040, Org 2040500, Project 21069, Object 48200) offset by use of its available fund balance; and
 2. Increase Engineering Services appropriations by \$252,000 in Project 21069 budget (Fund 2040, Org 2040500, Project 21069, Object 52145) offset by an increase in revenue from the transfer from the Measure T Non-Operating Special Revenue Fund.
- W. Director of Public Works requests following: [23-1428](#)
1. Approval of and authorization for the Chair to sign Amendment No. 7 to Agreement No.190311B with Napa Valley Transportation Authority (NVRTA) to provide funding in the amount of \$259,000;
 2. Approval of a Budget Transfer for the following (4/5 vote required):
 - a. Increase transfer out appropriation by \$259,000 in the Accumulated Capital Outlay (ACO) budget (Fund 3000, Org 3000000, Object 56100) to transfer to Roads Operation budget (Fund 2040, Org 2040000, Object 48200) offset by use of its available fund balance; and
 - b. Increase Contributions appropriation by \$259,000 in the Roads Operations budget (Fund 2040, Org 2040000 Object 54800) offset by increase in Transfer In revenue for the same amount.
- Enactment No: A-190311B Amend. 7**
- X. Director of Public Works requests approval of and authorization for the Chair to sign Amendment No.1 to Agreement No. 230367B with Vector Airport Systems, LLC increasing compensation by \$3,000 for an annual maximum of \$203,000 for the term of April 1, 2023 to March 31, 2026 with two (2) one-year extension options at the County's discretion. [23-1429](#)
- Enactment No: A-230367B Amend. 1**
- Y. Director of Public Works requests acceptance of donation of \$2,250 in scholarships for dog training provided by Good Pup from Best Friends Animal Society to the Napa County Animal Shelter and approval for the Chair to sign a letter of appreciation. [23-1438](#)

- Z. Director of Public Works requests the following actions for the “Silverado Area Paving Project,” RDS 23-08: [23-1441](#)
1. Award of the construction contract for the “Silverado Area Paving Project,” RDS 23-08 to O.C. Jones & Sons, Inc. of Berkeley, California for their low base bid of \$1,109,564 and authorization for the Chair to sign the construction contract; and
 2. Approval of a Budget Transfer for the following (4/5 vote required):
 - a. Increase Transfer Out appropriation by \$1,451,176 in the Measure T Non-Operating Special Revenue Fund (M-T SRF) (Fund 2440, Org 1220053, Object 56100) to transfer to Silverado Area Paving Project budget (Fund 2040, Org 2040500, Project 23025, Object 48200) offset by use of its available fund balance; and
 - b. Increase Construction Services appropriations by \$1,451,176 in Project 23025 budget (Fund 2040, Org 2040500, Project 23025, Object 52360) offset by transfer-in revenue from the M-T SRF.
- AA. Director of Public Works requests the following actions related to the Planning, Building, and Environmental Services (PBES) Remodeling and Modifications: [23-1477](#)
1. Approval to establish a new CIP Program 24005, "Planning, Building, Environmental Services Remodel Project," PW 23-30 (Fund 3000, Org 3000500):
 2. Approval of and authorization for the Chair to sign Agreement No. 240111B with TLCD Architecture Inc. for a maximum of \$159,365 for the term August 22, 2023, through June 30, 2024, with an automatic extension provision not to exceed two additional years, for architectural/engineering and associated services to develop plans and specifications relating to remodeling and modifications to the PBES department located on the second floor of the County’s Administration Building;
 3. Approval of the following Budget Transfer to fund the aforementioned Agreement and associated Public Works engineering and administrative time (4/5 vote required):
 - a. Release \$190,000 from Fund Balance - Assigned, leaving a balance of \$392,634;
 - b. Increase Transfer Out appropriation by \$190,000 in the Planning, Building, and Environmental Services budget (Fund 1000, Org 1700000, Object 56100) with the use of its Available Fund Balance to transfer to CIP Project 24005;
 - c. Increase Construction Services appropriations by \$190,000 in Project 24005 budget (Fund 3000, Org 3000500, Object 52360, Project 24005) offset by transfer-in revenue from Planning, Building, and Environmental Services.

Enactment No: A-240111B

Sheriff

AB. Sheriff requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 210312B with Focal Forensics, LLC, extending the term through June 30, 2024, with an automatic renewal of two additional one-year terms and amending compensation rates, with no change to the maximum amount of \$89,620 per fiscal year, for media redaction services.

[23-1421](#)

Enactment No: A-210312B Amend 1

Treasurer-Tax Collector

AC. Treasurer-Tax Collector requests approval of and authorization for the Chair to sign a Sale and Purchase Agreement No. 240128B with the Napa County Land Trust DBA The Land Trust of Napa County (Land Trust) to sell one tax-defaulted property subject to the Tax Collector’s power to sell to the Land Trust.

[23-1451](#)

Enactment No: A-240128B

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

None

9. PUBLIC COMMENT

None

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

None

11. ADMINISTRATIVE ITEMS

Auditor-Controller

A. Auditor-Controller requests authorization to prepare the necessary accounting entries to close the financial books for the fiscal year ended June 30, 2023. (4/5 vote required)

[23-1321](#)

Auditor Controller Tracy Schulze made presentation.

Discussion held.

Motion Text: Approve the requested action.

Voting Yes: Gregory, Cottrell, Gallagher, and Ramos

Excused: Pedroza

Recusals: None

Result: Passed

County Executive Office

B. County Executive Officer requests the following actions regarding the 2022-23 Grand Jury Final Report:

[23-1416](#)

1. Review and provide input of the proposed responses to the 2022-23 Grand Jury Final Reports: “Napa County Groundwater Management,” “Information Technology Services in Napa County,” “Napa County Juvenile Hall,” “Mental Health Crisis Services in Napa County,” and
2. Approve transmittal of the unedited response to the Grand Jury Reports as prescribed by Section 933 of the Penal Code to the Presiding Judge.

County Executive Office Senior Management Analyst Daniel Sanchez made presentation.

One (1) person spoke during public comment.

Discussion held.

Direction provided to staff.

Motion Text: Transmit the responses to the Information Technology Services and Probation Final Reports and return with revised responses to the Groundwater Management Final Report at a future meeting.

Voting Yes: Gregory, Gallagher, Cottrell, and Ramos

Excused: Pedroza

Recusals: None

Result: Passed

- C. County Executive Officer requests the Board direct staff to continue preparing phase one of the Facilities Master Plan and to affirm or revise Downtown Napa for location of future Administration Building. [23-1425](#)

Assistant County Executive Officer Rebecca Craig made presentation.

2 x 2 Member Supervisor Joelle Gallagher made presentation.

2 x 2 Member Supervisor Ryan Gregory made presentation.

Discussion held.

Direction provided to staff.

12. SET MATTERS OR PUBLIC HEARING - SPECIAL DISTRICTS

Napa County Groundwater Sustainability Agency

- A. SET MATTER 9:30 AM - Joint Meeting of the Groundwater Sustainability Agency and Technical Advisory Group Update Staff requests the Napa County Groundwater Sustainability Agency (NCGSA) Board of Directors: [23-1285](#)
1. Receive a summary of key discussion topics (aka “Framing Questions”) considered by the Technical Advisory Group (TAG) during their January through July 2023 meetings presented within the Background section of this staff report; and
 2. Discuss the Framing Questions directly with TAG members and question the TAG about their findings; and
 3. Provide the TAG direction on discussion topics and questions the NCGSA would like the TAG to investigate and consider during the course of the next 6-month to 1-year period related to ongoing Groundwater Sustainability Plan (GSP) implementation and achieving groundwater sustainability in the Napa Valley Subbasin.

Planning, Building and Environmental Services Natural Resources Program Manager Jamison Crosby made presentation, along with Technical Advisory Group (TAG) Members Dr. Julie Chambon (Chair), Dr. Monica Cooper (Vice Chair), Albert Filipelli, Miguel Garcia, and Dr. Mathias Kondolf.

Ten (10) people spoke during Public comment.

Discussion held.

13. SET MATTERS OR PUBLIC HEARINGS

Public Works

- A. SET MATTER 10:00 AM - Bay Conservation and Development Commission

[23-1426](#)

Director of Public Works requests a presentation from San Francisco Bay Conservation and Development Commission (BCDC) regarding an update on the Bay Adapt Program.

Deputy Director of Public Works - Flood Control & Water Resources Richard Thomasser made presentation.

San Francisco Bay Conservation and Development Commission Assistant Planning Director for Climate Adaptation Dana Brechwald made presentation.

Discussion held.

14. LEGISLATIVE ITEMS

None

15. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS

Supervisor Ryan Gregory reported on attending an MCE Clean Energy meeting last week. The Deep Green default service for new connections is being pulled back temporarily due to a shortage of short-term renewable energy sources but should return during the first quarter of next year.

Supervisor Anne Cottrell reported on attending a North Bay/North Coast Broadband Consortium meeting. Some internet service providers might challenge the County's projects being put forward due to their belief of service locations on maps being inaccurate, so outreach is being done with the providers to confirm the service locations. The Consortium also hopes to send a letter to legislators asking to meet to further discuss the matter.

16. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

None

17. CLOSED SESSION

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION [23-1393](#)
(Government Code Section 54957) Title: Chief Probation Officer

Closed Session held. No reportable action.

- B. CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6) Agency Designated Representatives: Christine Briceño, Director of Human Resources [23-1403](#)
Employee Organization: SEIU 2015 (representing Napa County In Home Support Services workers)

Closed Session held. No reportable action. Direction provided to staff.

- C. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8) [23-1449](#)
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: Ryan Alsop, County Executive Officer
Negotiating Parties: Napa County and City of Calistoga Under Negotiation:
 Price Terms of Payment

Closed Session held. No reportable action. Direction provided to staff.

18. ADJOURNMENT

ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, SEPTEMBER 12, 2023 AT 9:00 A.M.

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board