



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, April 23, 2024

9:00 AM

Board of Supervisors Chambers
1195 Third Street, Third Floor

1. CALL TO ORDER; ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

Senior Director of Providence Community Health Investment Dana Codron led the assembly in the Pledge of Allegiance.

3. PET OF THE WEEK

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

4. PROCLAMATIONS AND COMMENDATIONS

A. Presentation of a Proclamation recognizing May 2024 as “Older Americans Month” in Napa County.

[24-504](#)

Chair Joelle Gallagher presented the proclamation.

Director of Health and Human Services Agency (HHSA) Jennifer Yasumoto accepted the proclamation and made presentation.

5. CONSENT CALENDAR - SPECIAL DISTRICTS

None

6. CONSENT CALENDAR

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

Auditor-Controller

[24-543](#)

A. Deny five (5) State assessed unitary property tax refund claims for return of 2019-20 and 2020-21 taxes paid on Assessor's Parcel Nos. 799-000-162, 799-000-218, and 799-000-249 in accordance with Revenue and Taxation Code section 100 and Sections 5096 and 5097 (three Telecom properties). (Fiscal Impact, \$936,477.49, Mandatory)

[24-596](#)

B. Accept and instruct the Clerk of the Board to file the annual Compliance Review of the Proximity Workforce Housing Assistance Program for the period of January 1, 2023 - December 31, 2023. (No Fiscal Impact)

[24-640](#)

C. Accept and file the quarterly report of cash and non-cash donations received for the quarter-ended March 31, 2024. (Fiscal Impact: Increased Revenues, Discretionary)

Clerk of the Board

[24-674](#)

D. Approval of minutes from the April 9, 2024 regular meeting. (No Fiscal Impact)

[24-672](#)

E. Appointment of Xuexin Xie to the Napa County Wildlife Conservation Commission to represent Youth Member with a term of office to commence immediately and expire February 1, 2026. (No Fiscal Impact)

[24-712](#)

F. Appointment of Juan F. Garcia to the Napa County Flood Control and Water Conservation District to represent the First Floating Alternate Director with a term of office to commence immediately. The First Floating Alternate Director serves in the absence of the Board of Supervisors. (No Fiscal Impact)

County Counsel

[24-667](#)

G. Adoption of an Ordinance amending Title 2 (Administration and Personnel) Article III (Terms of Employment) and amending language in Chapter 2, Section 100.235 (Administrative leaves of absence with pay) of the Napa County Code regarding giving the Director of Human Resources additional authority to grant paid leaves of absence. (No Fiscal Impact)

Enactment No: O-1489

County Executive Office

- H. Approve and authorize the Chair to sign Agreement 240360B with Linebarger Goggan Blair & Sampson, LLP to provide collection services of unpaid fines, fees and costs owed to Napa County as ordered by the Superior Court and to collect restitution for victims of crimes; and Adopt a Resolution designating Linebarger Goggan Blair & Sampson, LLP as the County Financial Evaluation Officer. (Fiscal Impact: approximately \$60,000 annual expense; General Fund; Budgeted; Mandatory) [24-608](#)

Enactment No: A-240360B; R-2024-35

Elections

- I. Declare elected those persons under its jurisdiction based on the certified results of the March 5, 2024 Primary Election. (No Fiscal Impact) [24-602](#)

Health and Human Services Agency

- J. Approve and authorize Agreement No. 240299B and related Budget Amendment in partnership with City of Napa Agreement No. C2024-046 , jointly referred to as Contribution Agreement, for a combined total of \$1,500,000 to support the acquisition and rehabilitation of mental health treatment housing units by Mentis, a nonprofit organization. (Fiscal Impact: \$750,000 expense; Health and Human Services Agency Fund; Behavioral Health Division; Not Budgeted; Discretionary) [24-367](#)
[4/5 Vote Required]

Enactment No: A-240299B

- K. Approve and authorize Amendment No. 5 to Revenue Agreement No. 200130B with California Department of Public Health (CDPH) Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), to increase the contract maximum for a new contract maximum of \$2,828,653 through September 30, 2025; replace Exhibit A to reflect updated remittance address; and replace Exhibit B to reflect the increased allocation. (Fiscal Impact: \$2,828,653 Revenue; Health and Human Services Agency Fund, Public Health Division; Budgeted; Mandatory) [24-486](#)

Enactment No: A-200130B Amend. 5

- L. Approve and authorize Amendment No. 4 to Agreement No. 180001B with California State University, Fresno Foundation to extend the term to June 30, 2027 and replace Exhibit A to reflect the new term and update the scope of work, with no change to the contract maximum, in order to continue providing Health and Human Services Agency (HHSA) Child Welfare Services (CWS) staff with mandatory Title IV-E training for Fiscal Years (FY) 2024-2027. (Fiscal Impact: \$104,755 Expense; Health and Human Services Agency Fund, Child Welfare Services Division; Budgeted; Mandatory) [24-493](#)

Enactment No: A-180001B Amend. 4

Housing & Homeless Services – Division of CEO’s Office

- M. Approve and authorize Revenue Agreement No. 240332B with the Bay Area Housing Finance Authority (BAHFA) for \$5,000,000 for the term April 1, 2024 through June 30, 2028 and a related Budget Amendment for rental assistance support the remainder of the current fiscal year. (Fiscal Impact: \$5,000,000 revenue; Affordable Housing Fund, Housing Stabilization Subdivision; Not Budgeted; Discretionary) [24-417](#)
[4/5 vote required]

Enactment No: A-240332B

- N. Approve and authorize Agreement No. 240333B with Up Valley Family Centers of Napa County for an annual maximum amount of \$136,500 for the term of April 23, 2024 through June 30, 2025, with three (3) one-year renewals, for the Stable Housing and Community Resiliency (SHARE) program and a related Budget Amendment. (Fiscal Impact: \$136,500 Expense; Affordable Housing Fund, Housing Stabilization Subdivision; Not Budgeted; Discretionary) [24-422](#)
[4/5 vote required]

Enactment No: A-240333B

- O. Approve and authorize Agreement No. 240334B with On The Move for an annual maximum amount of \$204,750, for the term April 23, 2024 through June 30, 2025 with three (3) one year renewals, for the Stable Housing and Community Resiliency (SHARE) program and a related Budget Amendment. (Fiscal Impact: \$204,750 Expense; Affordable Housing Fund, Housing Stabilization Subdivision; Not Budgeted; Discretionary) [24-431](#)
[4/5 vote required]

Enactment No: A-240334B

- P. Approve and authorize Agreement No. 240315B with Up Valley Family Centers for an annual fee for service maximum amount of \$25,000 for the term April 1, 2024 through June 30, 2024, with three (3) one year renewals to provide outreach services and application assistance for the Stable Housing and Community Resiliency (“SHARE”) Program and a related Budget Amendment. (Fiscal Impact: \$25,000 Expense; Affordable Housing Fund, Housing Stabilization Subdivision; Not Budgeted; Discretionary)
[4/5 vote required] [24-516](#)

Enactment No: A-240315B

- Q. Approve and authorize Amendment 1 to Agreement No. 180084B with Fair Housing Napa Valley increasing the contract by \$120,000 for an annual maximum of \$240,000 per fiscal year for the provision of fair housing services to all Napa County residents. (Fiscal Impact \$240,000 Expense, Affordable Housing Fund, Budgeted; Mandatory) [24-654](#)

Enactment No: A-180084B Amend. 1

- R. Approve and authorize Agreement No. 240316B with On the Move for an annual fee for service maximum amount of \$25,000 for the term April 1, 2024 through June 30, 2024, with three (3) one year renewals to provide outreach services and application assistance for the Stable Housing and Community Resiliency (“SHARE”) Program and a related Budget Amendment. (Fiscal Impact: \$25,000 Expense; Affordable Housing Fund, Housing Stabilization Subdivision; Not Budgeted; Discretionary)
[4/5 Vote Required] [24-660](#)

Enactment No: A-240316B

Human Resources – Division of CEO’s Office

- S. Adopt a Resolution to amend Napa County Policy Manual Part I: Section 37K, Discrimination, Harassment, and Retaliation Prevention Policy. (No Fiscal Impact) [24-662](#)

Enactment No: R-2024-36

- T. Adopt a Resolution to amend the Table and Index of Classes to update the Local Agency Formation Commission (LAFCO) Executive Officer. (Fiscal Impact: \$20,000 annual expense increase; 50% General Fund, 50% Other Entities; Budgeted; Discretionary) [24-663](#)

Enactment No: R-2024-37

Library

- U. Accept and file the quarterly report of donations in the amount of \$2,000 or less gifted to Library from January 1, 2024 through March 31, 2024, and authorization to accept a donation in the amount of \$3,500 from the Robert and Ellen Streich Family Endowment and sign a letter of appreciation. (Fiscal Impact, \$3,500 Revenue; Napa County Library Fund; Budgeted; Discretionary) [24-681](#)

Public Works

- V. Approve and authorize creation of Capital Improvement Project 24027 for the “Crisis Stabilization Unit (CSU) - Children’s Services Expansion” PW 24-15, approve a Budget Amendment, and approve and authorize Agreement No. 240326B with TLC D Architecture for a maximum of \$466,286 for design and construction administration services. (Fiscal Impact: \$800,000 Expense; HHS A Fund; Not Budgeted; Discretionary)
[4/5 vote required]
Enactment No: A-240326B [24-443](#)
- W. Award a Construction Contract to Goodfellow Bros. California, LLC and Additive Alternate No. 1 in the amount of \$2,659,401; approve and authorize Agreement No. 240328B with Miller Pacific Engineering Group for Construction Management services for Berryessa Estates Paving Project; and approve a Budget Amendment. (Fiscal Impact: \$3,700,641 Expense; SB-1 Non-Operating Special Revenue Fund and Capital Improvement Projects Fund; Not Budgeted; Discretionary)
[4/5 vote required]
Enactment No: A-240328B [24-453](#)
- X. Reject a bid for non-responsiveness; award a Construction Contract to Bridgeway Civil Constructors in the amount of \$418,285 for the Silverado Trail Over Bell Canyon Creek Guardrail Project (RDS 23-37); approve and authorize Amendment No. 3 to Agreement No. 230084B with ADKO Engineering; and approve a Budget Amendment. (Fiscal Impact: \$632,508 Expense; SB-1 Non-Operating Special Revenue Fund; Not Budgeted; Discretionary)
[4/5 vote required]
Enactment No: A-230084B Amend. 3 [24-470](#)
- Y. Approve the Plans and Specifications for the “South County Paving Project,” RDS 24-03 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. (No Fiscal Impact) [24-579](#)

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- Z. Approve and authorize the disposal of one surplus vehicle by way of donation, authorize removal from the capital asset listing, and authorize Public Works Director/Fleet Manager to sign the certificate of title for the surplus item being donated. (No Fiscal Impact)
[4/5 vote required] [24-600](#)
- AA. Approve a Budget Amendment to increase Maintenance Building & Improvements appropriation by \$60,000 in the Property Management Maintenance subdivision offset by use of Appropriation for Contingency for the repair of equipment in the Administration Building ITS Cold Room. (Fiscal Impact: \$60,000 Expense; Property Management Fund; Not Budgeted; Discretionary)
[4/5 vote required] [24-603](#)
- AB. Approve and authorize Amendment No. 1 to Agreement No. 230342B with Facilities by Design to increase the maximum compensation by \$100,000 per fiscal year for on-call professional space planning, design, and furniture coordination services. (Fiscal Impact: \$100,000 Expenditure; Various Departments; Not Budgeted; Discretionary)
Enactment No: A-230342B Amend. 1 [24-604](#)
- AC. Authorize the purchase of a capital asset for a Teupen 18GT Boom Lift for the Airport through the General Services Administration (GSA) program; and authorize a waiver of competitive bidding and sole source award to the GSA program under California Department of General Services pursuant to Napa County Code Section 2.36.090. (Fiscal Impact: \$11,240 Expense; Airport Fund; Budgeted; Discretionary)
[4/5 vote required] [24-605](#)
- AD. Approve and authorize Amendment No. 4 to Agreement No. 170684B with Humane Society of Napa County & SPCA, Inc. to increase the contract amount by \$80,000 for a new maximum of \$230,000; and approve a Budget Amendment to increase appropriation in Veterinary Services offset by appropriation for contingency and available fund balance. (Fiscal Impact: \$80,000 Expense; Animal Shelter Fund; Not Budgeted; Discretionary)
[4/5 vote required]
Enactment No: A-170684B Amend. 4 [24-607](#)
- AE. Authorize the purchase of a capital asset for a Sewer Camera system for the Property Management Maintenance subdivision; and approve a Budget Amendment to increase appropriation in the Equipment account using appropriation for contingency. (Fiscal Impact: \$13,270 Expense; Property Management Fund; Not Budgeted; Discretionary)
[4/5 vote required] [24-643](#)
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- AF. Award Construction Contract to O.C. Jones & Sons, Inc. of Berkeley, California for the Taxiway K and Runway 19R Runup Apron Reconstruction Project, PW 24-04 for their low bid of \$4,199,680; approve and authorize Agreement No. 240342B with Mead & Hunt for Construction Management Services for a maximum compensation of \$427,670 with a term end date of June 30, 2026; approve a Budget Amendment; and authorize Director of Public Works to execute grant agreement from Federal Aviation Administration. (Fiscal Impact: \$4,874,933 Expense; Airport Fund; Not Budgeted; Discretionary) [4/5 vote required] [24-644](#)

Enactment No: A-240342B

- AG. Approve and authorize Agreement No. 8675 with Caltrans for the relinquishment of State Right of Way (ROW) necessary for the Construction of the Napa County Soscol Ferry Road/Devlin Road Roundabout Project. (No Fiscal Impact) [24-645](#)

Enactment No: A-8675

- AH. Adopt a Resolution to approve and authorize Cooperation Agreement No. 240371B with Caltrans to review the Project Approval & Environmental Document (PA&ED), Plans, Specifications and Estimate (PS&E), and Right-of-way (ROW) phases of the Napa Valley Vine Trail (NVVT) - Yountville through St. Helena Gap Closure Project for a maximum amount of \$170,000 and a term that shall terminate 180 days after Caltrans approves the encroachment permit for construction or as mutually agreed by Caltrans and the County in writing. (Fiscal Impact: \$170,000; Accumulated Capital Outlay Fund; Budgeted; Discretionary). [24-656](#)

Item pulled for further discussion. (See item 9.)

Enactment No: A-240371B; R-2024-38

Treasurer-Tax Collector

- AI. Accept and instruct the Clerk of the Board to file the Treasury Oversight Committee Compliance Audit for the year ended June 30, 2023. (No Fiscal Impact) [24-564](#)

7. PUBLIC COMMENT

Two (2) people spoke during public comment.

8. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

Chair Joelle Gallagher acknowledged the collaboration between Napa County Health and Human Services Agency (HHSA) Behavioral Health, the City of Napa, and Mentis on Item 6J to acquire and rehab a deed-restricted mental health treatment housing facility. Chair Gallagher also reported on attending the California State Association of Counties (CSAC) legislative conference in Sacramento last week along with her fellow Supervisors. She attended several committee meetings, two of which were as follows: Health and Human Services Policy Committee - discussions included unfunded mandates, Proposition 1, Community Assistance, Recovery and Empowerment (CARE) Court, and proposed budget cuts being opposed by CSAC; review of California 2023, which provides opportunities to serve the elderly, and SB 1249 sponsored by the California Commission on Aging and carried by Senator Richard Roth, and the California Justice-Involved Initiative, which provides Medi-Cal coverage for behavior health and other targeted services 90 days pre-release for eligible inmates; and the Government Finance and Administration Policy Committee - discussions included many counties being owed monies for mandated programs (would like to know if Napa County is owed any monies and have any claims been submitted), a proposed initiative titled the Taxpayer Protection and Government Accountability Act that is currently in the California Supreme Court, which will decide if the initiative will be placed on the ballot - an initiative that will severely impact every way the state, local governments, and voters raise revenues and can be retroactive and nullify taxes and fees back to 2022; and the Committee had productive meetings with Assemblymember Cecilia Aguiar-Curry and Senator Bill Dodd.

Supervisor Ryan Gregory reported on attending the CSAC Board of Directors meeting during the legislative conference where they discussed two upcoming measures they endorsed: ACA 1, which changes the voter threshold to 55% for affordable housing and public infrastructure (will be placed on the November 2024 ballot); and ACA 13, which would require a vote of two-thirds to change a voter threshold of 50% or 55% up to two-thirds. Supervisor Gregory also presented a children's illustrated book on how counties operate that was distributed at the meeting.

Supervisor Alfredo Pedroza acknowledged the \$5,000,000 Bay Area Housing Finance Authority (BAHFA) Grant that was approved under Item 6M and how beneficial it is to the community when local leaders act regionally. As the Chair of the Metropolitan Transportation Commission (MTC), Supervisor Pedroza will attend an in-person regional workshop in San Jose to discuss issues facing transportation and housing, as well as the "fiscal cliff." Supervisor Pedroza commended community member Adam Housley for putting on a meeting last night to discuss the need for local sports fields that was well attended by many local families. Lastly, Supervisor Pedroza shared that with local demographics changing, more people will have to address multiple different issues when dealing with aging parents, and he thanked all the local agencies for their work with older adults.

Vice-Chair Anne Cottrell thanked Director of Health and Human Services (HHSA) Jennifer Yasumoto for providing valuable facts and data during Item 4 for the Older Americans Month proclamation. Vice-Chair Cottrell reported on attending the CSAC Agriculture,

Environment & Natural Resources Committee meeting during the legislative conference that focused on fire prevention and forest health. Presentations were made by state and regional leaders, and there was discussion of a fire mitigation pilot program in Lake County that is being run by the former Los Angeles County Fire Chief. Vice-Chair Cottrell attended a Napa Valley Tourism Corporation meeting last week where staff will be rolling out a sustainable tourism plan that will help find a balance for visitors, residents, quality of life, and natural resources. The initial study for the plan revealed tourists ranked the need for better transportation options as highest. Lastly, Vice-Chair Cottrell reported there will be a May 7 community meeting for the residents of Angwin, Pope Valley, and the Lake Berryessa region for emergency preparedness and what resources are available and what residents can do to be ready for any kind of disaster.

Supervisor Belia Ramos reported on attending the Latino Caucus of California Counties meeting during the legislative conference. Insurance Commissioner Ricardo Lara was a keynote speaker and provided updates on the changes of insurance pooled risk, the continued support of the legislature and his office, and ensuring that insurance companies are taking mitigation efforts into consideration. Supervisor Ramos shared Napa County's defense certification process through CalFire, which was well received by the meeting attendees. As the newly elected Treasurer of CSAC and its Foundation Board, Supervisor Ramos presented their Fiscal Year 2024-25 budget. Lastly, as the President of the Association of Bay Area Governments (ABAG), Supervisor Ramos attended a meeting last week where they voted unanimously to support placing an up to \$20 billion bond on the November 2024 ballot for housing in the nine Bay Area counties and 101 cities.

9. **DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS**

- 6AH

Director of Public Works Steven Lederer made presentation.

One (1) person spoke during public comment.

Discussion held.

Motion Text: Approve the requested actions.

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

Recusals: None

Result: Passed

10. **ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS**

None

11. ADMINISTRATIVE ITEMS

County Fire Department

- A. Receive a presentation on the organizational structure of the Napa County Fire Department volunteer program and associated policies to support volunteers. (No Fiscal Impact) [24-714](#)

Fire Administrator David Shew made presentation.

Napa County Fire Chief Michael Marcucci made presentation.

Three (3) people spoke during public comment.

Discussion held.

Health and Human Services Agency

- B. Receive a presentation of the 2023 Napa County Community Health Assessment (CHA) and Napa County Older Adults Assessment (NOAA). (No Fiscal Impact) [24-300](#)

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

Deputy Director of Health and Human Services Agency (HHSA) - Public Health - Public Health Officer Christine Wu made presentation.

Senior Director of Providence Community Health Investment Dana Codron made presentation.

Bischoff Consulting Project Manager B.J. Bischoff made presentation.

Executive Director of Providence Adult Day health Celine Regalia made presentation.

One (1) person spoke during public comment.

Discussion held.

12. PUBLIC HEARING - SPECIAL DISTRICTS

None

13. PUBLIC HEARINGS

Planning, Building and Environmental Services (PBES)

- A. PUBLIC HEARING - Nova Business Park North Tentative Map Appeal [24-677](#)
(P24-00005-APL)

Conduct a public hearing to consider adoption of additional conditions of approval agreed upon by Water Audit California (Appellant) and Nova Business Park, LLC (Applicant) to resolve the appeal filed by Appellant concerning the Napa County Planning Commission’s approval of the Nova Business Park North Tentative Map. (No Fiscal Impact)

Chair Joelle Gallagher opened the public hearing.

Supervisors provided disclosures.

Planning, Building and Environmental Services Supervising Planner Sean Trippi made presentation.

Applicant attorney Rob Anglin made presentation.

Chair Joelle Gallagher closed the public hearing.

Motion Text: Approve the requested actions.
Voting Yes: Gregory, Ramos, Cottrell, Pedroza, and Gallagher
Recusals: None
Result: Passed

14. CLOSED SESSION

- A. CONFERENCE WITH LABOR NEGOTIATORS (Government Code [24-675](#)
Section 54957.6)

Agency Designated Representatives:
 Christine Briceño, Director of Human Resources
 Employee Organization: SEIU Local 1021 - NAPE
 (Public Services Employee Unit and
 Supervisory Unit of the County of Napa)
 Unrepresented Employees: Non-Classified, Management and
 Confidential Employees of the County of Napa (Excluding Elected
 Officials)

Closed Session held. Instructions given to negotiator. No reportable action.

- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)
Title: Director of Planning, Building, and Environmental Services

[24-697](#)

Closed Session held. No reportable action.

15. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING,
TUESDAY, MAY 7, 2024 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board