



## Meeting Minutes

### Napa County Board of Supervisors

Joelle Gallagher, District 1  
Ryan Gregory, District 2  
Anne Cottrell, District 3  
Alfredo Pedroza, District 4  
Belia Ramos, District 5

\* This is a simultaneous meeting of the Board of Supervisors of Napa County, Napa County Public Improvement Corporation, Silverado Community Services District, Monticello Public Cemetery District, In-Home Supportive Services Public Authority of Napa County, Lake Berryessa Resort Improvement District, Napa Berryessa Resort Improvement District, Napa County Housing Authority, and the Napa County Groundwater Sustainability Agency.

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Tuesday, December 3, 2024

9:00 AM

Board of Supervisors Chambers  
1195 Third Street, Third Floor

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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

**Senator Bill Dodd led the assembly in the Pledge of Allegiance.**

3. PET OF THE WEEK

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

4. APPROVAL OF PROCLAMATIONS AND COMMENDATIONS

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

- A. Proclamation honoring Senator Bill Dodd, Senate District 3. (No Fiscal Impact) [24-1999](#)

**Chair Joelle Gallagher presented the proclamation.**

**Senator Bill Dodd received the proclamation and made presentation.**

**The Board of Supervisors provided comments towards Senator Bill Dodd.**

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

- B. Proclamation honoring American Canyon Mayor Leon Garcia for his years of service. (No Fiscal Impact) [24-2058](#)

**Supervisor Belia Ramos presented the proclamation.**

**American Canyon Mayor Leon Garcia received the proclamation and made presentation.**

**The Board of Supervisors provided comments towards Mayor Leon Garcia.**

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

5. CONSENT CALENDAR - SPECIAL DISTRICTS

Napa County Groundwater Sustainability Agency [24-2014](#)

- A. Authorize submittal of a comment letter authored by the NCGSA’s Groundwater Technical Advisory Group (TAG) to the State Water Board expressing concerns related to the State Water Resources Control Board’s Supply and Demand Assessment Unit and Paradigm Environmental, Inc.’s project to model surface water supply and demand in the Napa River Watershed. (No Fiscal Impact)

**Item pulled for discussion. See Item 9.**

## 6. CONSENT CALENDAR

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

## Auditor-Controller

- A. Accept and instruct the Clerk of the Board to file the Napa Valley Tourism Improvement District (NVTID) Annual Report for Fiscal Year 2023-2024. (No Fiscal Impact; Discretionary) [24-1982](#)
- B. Accept and instruct the Clerk of the Board to file the Annual Report in accordance with SB 165 for Fiscal Year 2023-24 on financial activity of Community Facilities District 2012-1 Milliken-Sarco-Tulocay (MST). (No Fiscal Impact; Mandatory) [24-1984](#)

## Clerk of the Board

- C. Approval of minutes from the November 12, 2024 regular meeting. (No Fiscal Impact) [24-937](#)
- D. Approval of recently amended conflict of interest codes for various local agencies. (No Fiscal Impact) [24-1776](#)

## Corrections

- E. Approve and authorize a Memorandum of Understanding (MOU) No. 8685 with the Napa Valley Unified School District Adult Education to provide educational services to the incarcerated population at the Napa County Jail. (No Fiscal Impact; Discretionary) [24-2025](#)

**Enactment No:**                **A-8685**

## County Counsel

- F. Adopt an Ordinance modifying Napa County Code Chapter 5.70 and adding Chapter 5.80 to reduce the waste and pollution caused by single-use plastic bags and eliminating the use of single-use plastic food ware in the County. (No Fiscal Impact; Discretionary) [24-2001](#)

**Enactment No:**                **O-1501**

## County Executive Office

- G. Consider and approve dissolution of the Board's Legislative Subcommittee as a standing committee. (No Fiscal Impact) [24-1935](#)

**Item pulled for discussion. See Item 9.**

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- H. Approve and authorize out of state travel for Supervisor Anne Cottrell to attend the National Association of Counties (NACo) Annual Legislative Conference in Washington, D.C. from February 26-March 7, 2025. (Fiscal Impact: \$3500; General Fund; Budgeted; Discretionary) [24-2041](#)
- I. Approve and authorize allocation of Board of Supervisors' funds for non-profit support and community engagement event in Supervisorial District 3 on December 5, 2024. (Fiscal Impact: \$1,000 Expense; Budgeted; General Fund; Discretionary) [24-2042](#)
- J. Approve and authorize allocation of Board of Supervisors' funds for non-profit support and community engagement event in Supervisorial District 1 on December 11, 2024. (Fiscal Impact: \$1,000 Expense; Budgeted; General Fund; Discretionary) [24-2059](#)

#### County Fire Department

- K. Approve and authorize Agreement No. 250257B with the City of Calistoga to provide emergency medical, rescue, and fire protection services in areas of Napa County where the City of Calistoga may provide enhanced response services. (Fiscal Impact: \$150,000 annual savings; Fire Fund; Budgeted; Discretionary.) [24-1996](#)
- Enactment No: A-250257B**
- L. Approve and authorize to declare Capital Asset No. 27219, a 2008 Chevrolet Van, as surplus and no longer required for public use, remove from inventory, and dispose of at public auction. (Fiscal Impact: estimated \$2,000 Revenue; Fire Fund; Budgeted; Discretionary) [4/5 vote required] [24-2019](#)

#### Elections

- M. Certify November 5, 2024 Election Results of Napa County/NVTA Measure U. (No Fiscal Impact) [24-2028](#)

#### Health and Human Services Agency

- N. Approve and authorize Amendment No. 4 to Agreement No. 230135B with Mentis, Inc., to increase the contract maximum by \$54,000 for a new contract maximum of \$214,742 for three fiscal years, before reverting back to the previous contract maximum of \$160,742, in order to allocate Behavioral Health Bridge Housing grant funds to incoming residents of their new housing unit. (Fiscal Impact: \$214,742 Expense; Health and Human Services Agency Fund; Budgeted; Mandatory). [24-2018](#)
- Enactment No: A-230135B Amend. 4**

- O. Adopt a Resolution to authorize Director of Health and Human Services Agency to execute the formal application and program documents related to the Behavioral Health Continuum Infrastructure Program (BHCIP) Round 1 (2024) Launch Ready Program pursuant to the Behavioral Health Infrastructure Bond Act of 2024. (Fiscal Impact: \$22 Million revenue; Health and Human Services Agency Fund; Budgeted; Mandatory). [24-2057](#)

**Enactment No: R-2024-126**

Housing & Homeless Services – Division of CEO’s Office

- P. Adopt a Resolution to delegate program document and loan signing authority to the County Executive Officer or designee for program-related loan documents for the Mobile Home Repair Program. (Fiscal Impact- Discretionary) [24-1785](#)

**Enactment No: R-2024-127**

- Q. Adopt a Resolution authorizing an amendment to loan documents with Our Town St. Helena, waiving the application fee and loan modification fee and allow funds from an existing predevelopment loan to Our Town St. Helena to remain with the Project, remove obligation of the developer regarding the revised loan balance, and terminate the loan balance promissory note. (Fiscal Impact \$68,828 Expense; Affordable Housing Fund; Budgeted; Discretionary.) [24-2010](#)

**Enactment No: R-2024-128**

Human Resources – Division of CEO’s Office

- R. Adopt a Resolution to amend the Departmental Allocation List for the University of California Cooperative Extension, effective December 7, 2024, with no increase to full-time equivalents. (Fiscal Impact: \$44,600 Expense; General Fund; Budgeted; Discretionary) [24-1941](#)

**Enactment No: R-2024-129**

- S. Adopt a Resolution to amend Napa County Policy Manual, Part I, Section 37C1-4 - Management Compensation Plan, effective December 3, 2024. (No Fiscal Impact) [24-1962](#)

**Item removed from the agenda.**

- T. Adopt a Resolution to amend the Departmental Allocation List for the Planning, Building, and Environmental Services (PBES) Department effective December 7, 2024, with a net increase of 1.0 full-time equivalent. (No Fiscal Impact; Discretionary) [24-1971](#)

**Enactment No: R-2024-130**

## Planning, Building and Environmental Services (PBES)

- U. Approve and authorize Amendment No. 2 to Agreement No. 230266B with Mead & Hunt to support finalizing and adopting the update to the Airport Land Use Compatibility Plan. (Fiscal Impact: \$40,000 Expense; Not Budgeted; General Fund; Discretionary) [24-1995](#)

**Enactment No: A-230266B Amend. 2**

## Public Works

- V. Approve and authorize creation of Capital Improvement Project 25015 for the “Upper Partrick Road Rehabilitation Project” PW 24-37; and approve a Budget Amendment in the amount of \$1,000,000 for design and construction. (Fiscal Impact: \$1,000,000 Expense; Capital Improvement Projects Fund (CIP); Not Budgeted; Discretionary) [4/5 vote required] [24-1894](#)
- W. Approve and authorize Amendment No. 1 to Agreement No. 240278B with ADKO Engineering, increasing the not-to-exceed amount for work in Fiscal Year 2024-25 from \$500,000 to \$1,000,000 to provide technical and construction support services for various projects including the 2025 Minor Bridge Repairs Project. (Fiscal Impact: \$500,000 Expense; Various Capital Improvement Project Funds; Budgeted; Discretionary) [24-1899](#)
- Enactment No: A-240278B Amend. 1**
- X. Approve and authorize the disposal of 16 county surplus vehicles and one surplus piece of equipment and authorize the sale of these vehicles and equipment at auction. (Fiscal Impact: Increased Revenue; Fleet Fund - Roads Equipment Replacement and Replacement Vehicles; Not Budgeted; Discretionary) [4/5 vote required] [24-1913](#)
- Y. Adopt a Resolution to authorize submission of a Program Supplement Agreement to Caltrans and related actions to secure and implement Federal Highway Bridge Program Funding to manage and design the Conn Valley Road Bridge over Conn Creek Project. (No Fiscal Impact; Discretionary) [24-1972](#)
- Enactment No: R-2024-131**
- Z. Approve a Budget Amendment for Fiscal Year 2024-25 Measure A - Unincorporated Sub-Division totaling \$2,758,262 to reimburse Public Works Measure A funded projects. (Fiscal Impact: \$2,758,262 Expense; Measure A - Unincorporated Fund; Not budgeted; Discretionary) [4/5 vote required] [24-1983](#)

AA. Approve and authorize Amendment No. 2 to Agreement No. 240326B with TLCD Architecture for \$121,670 for a new maximum of \$602,356 for additional architectural, engineering, and associated services in support of the “Crisis Stabilization Unit (CSU) - Children’s Services Expansion Project” PW 24-15. (Fiscal Impact: \$121,670 Expense; Health and Human Services Fund; Budgeted; Discretionary) [24-1990](#)

**Enactment No: A-240326B Amend. 2**

AB. Authorization to close the Animal Shelter on Thursday, December 19, 2024, from 3:30 p.m. to 5:00 p.m. to hold an all-hands meeting and recognition of staff, volunteers and partners of the Napa County Animal Shelter. (No Fiscal Impact; Discretionary) [24-2008](#)

Sheriff

AC. Adopt a Resolution approving and authorizing the Sheriff’s Office to apply for and accept a grant award from the Fiscal Year 2025-26 Boating Safety and Enforcement Financial Aid Program. (Fiscal Impact: \$308,150 Revenue; General Fund; Budgeted; Discretionary) [24-1914](#)

**Enactment No: R-2024-132**

7. PUBLIC COMMENT

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

8. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

**Vice-Chair Anne Cottrell announced the second annual District 3 Open House and Food Drive on Thursday, December 5, 2024, at 5:30 pm at the American Legion Hall in St. Helena. She also reported on a Santa sighting in Yountville and that Santa was transported by the Station 12 team.**

**Supervisor Ryan Gregory reported on serving 400 people a Thanksgiving dinner with the Health and Human Services Agency staff. Supervisor Gregory thanked the Director of Health and Human Services Agency Jennifer Yasumoto.**

**Supervisor Ramos reported on Winston's Thanksgiving dinner at the Health and Human Services Agency South Campus site. Supervisor Ramos invited the public to the open house of the District 5 satellite office at the American Canyon City Hall from 4:30 pm - 6:30 pm on December 4, 2024. Regular office hours will begin the following week.**

**Chair Joelle Gallagher announced an open house at the Napa Valley Yacht Club on December 11, 2024. There will be a discussion about County and community accomplishments, as well as the year ahead.**

9. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

- 5A

**Director of Planning, Building, and Environmental Services Brian Bordona made presentation.**

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

**Discussion held.**

**Motion Text: Approve the requested action.**

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

**Recusals: None**

**Result: Passed**

- 6G

**County Executive Office Legislative/Policy Analyst Andrew Mize made presentation.**

**Discussion held.**

**Motion Text: Approve the requested action.**

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

**Recusals: None**

**Result: Passed**

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

**None**



11. ADMINISTRATIVE ITEMS

County Counsel

- A. Consideration and adoption of a Resolution of Findings of Fact and Decision on Appeal regarding an appeal filed by Appellant Water Audit California (Appellant or WAC) concerning the Napa County Planning Commission’s decision on May 1, 2024, to approve the William Cole Winery Use Permit Major Modification Application No. P19-00101-MOD and Variance P19-00441-VAR submitted by William and Jane Ballentine, William Ballentine Jr. and Jane Sorenson TR (Applicant or William Cole). (No Fiscal Impact) [24-1372](#)

**Deputy County Counsel McKayla McMahon made presentation.**

**Motion Text:            Adopt the Resolution.**  
**Voting Yes:            Gregory, Ramos, Cottrell, Pedroza, and Gallagher**  
**Recusals:                None**  
**Result:                    Passed**  
**Enactment No:         R-2024-133**

County Executive Office

- B. Approve the 2025 Napa County State and Federal Legislative & Regulatory Platform. (No Fiscal Impact) [24-1910](#)

**County Executive Office Legislative/Policy Analyst Andrew Mize made presentation.**

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

**Discussion held.**

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

- C. Conduct a public meeting to allow public testimony on the renewal of the Napa Valley Tourism Improvement District (NVTID) and the levy of assessments on lodging businesses. (No Fiscal Impact) [24-1964](#)

**Assistant County Executive Officer Rebecca Craig made presentation.**

**Nine (9) people spoke during public comment.**

**Discussion held.**

**Direction provided to staff.**

County Fire Department

- D. Receive a presentation on 2024 operations of the Napa County Fire Department, including Napa Communities Firewise Foundation on community Fire Safe Councils, Fire Administration, and FEMA grants. (No Fiscal Impact) [24-1656](#)

**Napa County Fire Administrator David Shew provided introductions and made presentation.**

**Napa County Fire Chief Matt Ryan made presentation.**

**Napa County Firewise Foundation Program Director, Wildfire Preparedness Laurie Klip made presentation.**

**Napa County Firewise Foundation Program Director Shari Gardner made presentation.**

**Napa County Assistant Fire Administrator J.R. Rogers 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 - Hillwalker Vineyards Winery Appeal [24-1719](#)

Open and move to continue the public hearing for an appeal filed (P24-00237-APL) by Water Audit California (Appellant) to the Napa County Planning Commission’s decision on August 21, 2024 to:  
1) Adopt the revised Mitigated Negative Declaration; and  
2) Approve Use Permit No. P23-00101-UP, Use Permit No. P23-00239-UP (an Exception to the Conservation Regulations), and an Exception to the Napa County Road and Street Standards (RSS) filed by Kevin Morrison (Applicant). (No Fiscal Impact; Mandatory)

(APPELLANT, APPLICANT, AND STAFF REQUEST A CONTINUANCE TO FEBRUARY 25, 2025, AT 2:00 PM.)

**Chair Joelle Gallagher opened the public hearing.**

**Planning, Building and Environmental Services Planning Manager Michael Parker made presentation.**

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

B. PUBLIC HEARING - Sentinel LLC/Inglenook Residence Appeal

[24-2032](#)

Move to continue the public hearing for an appeal filed by Water Audit California (Appellant) to the Napa County Planning Commission’s decision on November 15, 2023, to approve a Use Permit Exception to the Conservation Regulations (No. P22-00404-UP) filed by Adobe Associates, Inc. on behalf of Niebaum-Coppola Estate Winery LP (Applicant) to allow a private access road to encroach into the creek setback in order to serve existing agricultural structures and a potential future residence. (No Fiscal Impact)

(CONTINUED FROM NOVEMBER 12, 2024. APPELLANT, APPLICANT, AND STAFF REQUEST A CONTINUANCE TO DECEMBER 17, 2024, AT 9:00 AM.)

**Chair Joelle Gallagher opened the public hearing.**

**Planning, Building and Environmental Services Planning Manager Michael Parker made presentation.**

<b>Motion Text:</b>	<b>Approve the requested action.</b>
<b>Voting Yes:</b>	<b>Gregory, Cottrell, Pedroza, Ramos, and Gallagher</b>
<b>Recusals:</b>	<b>None</b>
<b>Result:</b>	<b>Passed</b>

C. PUBLIC HEARING 2:00 PM - Benjamin Ranch Appeal  
(P21-00151-APL)

[24-1968](#)

Conduct a public hearing to consider adoption of revised conditions of approval mutually agreed upon by Michael Honig/ Keep Rutherford Rural (Appellant) and Frank Family Vineyards, LLC, acquired by Treasury Wine Estates Americas Company (Applicant) to resolve the appeal filed by the Appellant concerning the Napa County Planning Commission’s approval of Benjamin Ranch Winery’s Use Permit Application No. P13-00371. (No Fiscal Impact; Mandatory)

**Chair Joelle Gallagher opened the public hearing.**

**Planning, Building and Environmental Services Planning Manager Michael Parker made presentation.**

**The Board of Supervisors provided disclosures.**

**Applicant Representative/Attorney Rob Anglin made presentation.**

**Appellant Representative Michael Honig made presentation.**

**Discussion held.**

**Motion Text: Approve the requested action.**

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

**Recusals: Ramos**

**Result: Passed**

14. CLOSED SESSION

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957) [24-1950](#)  
Title: Director of Public Works

**Closed Session not held.**

- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957) [24-1952](#)  
Title: Fire Administrator

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

- C. CONFERENCE WITH LEGAL COUNSEL - Existing Litigation [24-1988](#)  
(Government Code Section 54956.9(d)(1))  
Name of Case: Napa County and the People of the State of California ex rel. Sheryl L. Bratton v. Hoopes Family Winery Partners, LP, Hoopes Vineyard, LLC, and Lindsay Blair Hoopes; Napa Superior Court Case No. 22CV001262

**Closed Session held. No reportable action. Direction was given.**

15. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, DECEMBER 17, 2024 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board