



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 Support Services Public Authority of Napa County, LakeBerryessa Resort Improvement District, Napa Berryessa Resort Improvement District, Napa County Housing Authority, and the Napa County Groundwater Sustainability Agency.

www.countyofnapa.org

Tuesday, May 2, 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, Ryan Gregory, and Alfredo Pedroza. The meeting was called to order by Chair Belia Ramos.

2. PLEDGE OF ALLEGIANCE

Former City of American Canyon Fire Chief Michael Cahill led the assembly in the Pledge of Allegiance.

3. APPROVAL OF MINUTES

- A. Clerk of the Board requests approval of minutes from the April 18, 2023, regular meeting.

[23-0722](#)

Motion Text: Approve Minutes.

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

Recusals: None

Result: Passed

4. PRESENTATIONS AND COMMENDATIONS

- A. Director of Human Resources to recognize County employees with 25 to 29 years of service. [23-0575](#)

Director of Human Resources Christine Briceño and Interim County Executive Officer David Morrison recognized the County employees with 25 to 29 years of service.

- B. Presentation of a proclamation to a member of the Napa County Landmarks Board of Directors, recognizing May 2023 as Historic Preservation Month in Napa County. [23-0620](#)

Chair Belia Ramos presented the proclamation.

Member of the Napa County Landmarks Board of Directors Shari Kamimori made presentation.

- C. Presentation of a proclamation to Kris Brown, Deputy Director of Health and Human Services Agency (HHS) Comprehensive Services for Older Adults (CSOA) and Elaine Clark, Director of Napa/Solano Area Agency on Aging (N/S AAA) declaring May 2023 as "Older Americans Month (OAM)" in Napa County. [23-0666](#)

Chair Belia Ramos presented the proclamation.

Deputy Director of Health and Human Services Agency Comprehensive Services for Older Adults Kris Brown made presentation.

Director of Napa/Solano Area Agency on Aging Elaine Clark made presentation.

- D. Presentation of a proclamation to the Chair of the Napa County Mental Health Board, Robert Palmer, Vice Chair of the Napa County Mental Health Board, Kristine Haataja, and Deputy Director of HHS - Behavioral Health, Cassandra Eslami, declaring May 2023 as "Mental Health Awareness Month" in Napa County. [23-0746](#)

Chair Belia Ramos and Supervisor Ryan Gregory presented the proclamation.

Chair of the Napa County Mental Health Board, Robert Palmer, Vice Chair of the Napa County Mental Health Board, Kristine Haataja, and Deputy Director of Health and Human Services Agency - Behavioral Health, Cassandra Eslami made presentation.

5. DEPARTMENT HEAD REPORTS AND ANNOUNCEMENTS

Chief Probations Officer Amanda Gibbs made presentation.

Discussion held.

6. CONSENT ITEMS - SPECIAL DISTRICTS

None

7. CONSENT ITEMS

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

Agricultural Commissioner

- A. Agricultural Commissioner/Sealer of Weights and Measures requests approval of and authorization for the Chair to sign Agreement No. 230387B with Kristin Lowell, Inc. for a maximum of \$5,800 for the term April 1, 2023 through June 30, 2023 for civil engineering services for the Napa County Winegrape Pest and Disease Control District to develop the per acre assessment for Fiscal Year 2023-2024. [23-0718](#)
- Enactment No:** A-230387B

Auditor-Controller

- B. Auditor-Controller requests the acceptance of the internal audit compliance review of the Proximity Workforce Housing Assistance Program for the period of January 1, 2022 to December 31, 2022. [23-0689](#)

County Counsel

- C. County Counsel requests adoption of an Ordinance amending Chapter 10.04 of the Napa County Code to allow the Board of Supervisors to establish speed limits by resolution. [23-0696](#)
- Enactment No:** O-1481

County Executive Office

- D. Interim County Executive Officer requests the reappointment of James Hudak to represent Public Member on the Napa County Treasury Oversight Committee with the term to commence immediately and expire on March 31, 2027. [23-0674](#)
- E. Interim County Executive Officer requests the appointment of Tessa Lorraine to fill a term representing Organization Concerned with Older Adults to the Napa County Commission on Aging with terms of office to commence immediately and expire September 30, 2024. [23-0695](#)

County Fire Department

- F. Deputy County Fire Chief requests the following actions (4/5 vote required):

[23-0712](#)

Donation from Angwin Volunteer Fire Department (non-profit)

1. Acceptance of a donated 2023 Can-Am Defender XT HD10 utility vehicle (UTV) from Angwin Volunteer Fire Department (AVFD) to the Napa County Fire Department;
2. Authorization of the Chair to sign Bill of Transfer accepting the Can-Am UTV from AVFD;
3. Establish a capital asset in the amount of \$28,846 for the UTV;
4. Approval of Budget Transfer increasing appropriations in the Fire Department's budget with offsetting revenues in the amount of \$28,846 to recognize the value of the donation;
5. Authorize to send the attached letter of appreciation to AVFD;

Donations from Napa Communities Firewise Foundation

6. Acceptance of donation of two 2022 Honda UTVs and two 2023 Big T utility trailers from Napa Communities Firewise Foundation (NCFW) to the Napa County Fire Department;
7. Authorization of the Chair to sign Bills of Transfer accepting the two UTVs and two utility trailers from NCFW; and
8. Establish capital assets in the following amounts:
 - 2022 Honda SXS10M5DL UTV - \$27,482
 - 2022 Honda SXS10M5PL UTV - \$29,124
 - 2023 Big T 35SA12 Utility Trailer (2) - \$3,406/each

Health and Human Services Agency

- G. Director of Health and Human Services Agency (HHS) requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 220056B with On the Move, Inc., to extend the term through October 30, 2025, increase the contract maximum to \$34,590 and revise reporting requirements for the Housing Navigators Program (HNP).

[23-0415](#)

Enactment No: A-220056B Amend. 1

- H. Director of Health and Human Services Agency (HHS) requests approval of and authorization for the Chair to terminate the current Agreement No. 4000 with Community Resources for Children (CRC) and sign a new Agreement No. 230351B, for a contract maximum of \$600,691 for Fiscal Year 2023-2024, and each subsequent renewal, for the California Work Opportunity and Responsibility to Kids (CalWORKs) Stage One child care program.

[23-0416](#)

Enactment No: A-230351B

- I. Director of Health and Human Services Agency (HHSA) requests approval of and authorization for the Chair to sign Agreement No. 230363B with Marin County for a contract maximum of \$41,046 for the term of April 1, 2023 through June 30, 2024, to provide services through Family Builders, Inc., and the Youth Acceptance Project (YAP) to assist lesbian, gay, bisexual, transgender, queer or questioning, and more (LGBTQ+) children/youth and their families with preservation or reunification.

[23-0540](#)

Enactment No: A-230363B

- J. Director of Health and Human Services Agency (HHS) requests approval of and authorization for the Chair to sign the following agreements in order to provide Prevention and Early Intervention (PEI) services under the County's Mental Health Services Act (MHSA) PEI Plan for the term July 1, 2023 through June 30, 2026:
1. Agreement No. 230372B with Mentis, Inc., for a maximum of \$97,540, for the provision of outreach and engagement services to BIPOC (Black, Indigenous, People of Color) College Students;
 2. Amendment No. 2 to Agreement No. 210355B with Cope Family Center, Inc., for a maximum of \$90,000, for the continued coordination of multi-agency prevention services, outreach assessment, and brief mental health services for at-risk families throughout Napa County;
 3. Amendment No. 2 to Agreement No. 210357B with Napa County Office of Education, for a maximum of \$80,000, for the continued services of its Student Assistance Program (SAP) in court and community schools to offer mental health screening, assessment, and PEI services to students at-risk of, or involved with, the juvenile justice system;
 4. Amendment No. 2 to Agreement No. 210359B with Napa Valley Education Foundation, for a maximum of \$160,000, for the continued Student Assistance Programs in American Canyon Schools, to provide support groups, immediate support of students' emotional, safety, and physical health needs, and more intensive supports including individualized intervention support plans, individual mental health supports, and individual counseling from school social workers or other staff or referrals to community mental health providers as needed;
 5. Amendment No. 2 to Agreement No. 210360B with On the Move, Inc., for a maximum of \$50,000, for the continued lesbian, gay, bisexual, transgender, and queer or questioning (LGBTQ+) assessments, cultural competency trainings, advocacy, outreach, and evaluation for Napa County; and
 6. Amendment No. 2 to Agreement No. 210362B with UpValley Family Centers of Napa Valley, Inc., for a maximum of \$80,000, for continued culturally-based group mentoring on-site at St. Helena and Calistoga Elementary and Junior/Senior high schools.

[23-0594](#)

Enactment No: **A-230372B; A-210355B Amend. 2; A-210357B Amend. 2; A-210359B Amend. 2; A-210360B Amend. 2; A-210362B Amend. 2**

- K. Director of Health and Human Services Agency (HHS) requests approval of and authorization for the Chair to sign Amendment No. 3 to Revenue Agreement No. 220359B for up to \$181,500 in the current fiscal year with Advocates for Human Potential (AHP) replacing the current Statement of Work and Payment Schedule to update the number of billing quarters for direct services for the administration of the Mobile Response Team (MRT). [23-0597](#)

Enactment No: A-220359B Amend. 3

- L. Director of Health and Human Services Agency (HHS) requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 180245B with Lytle, Inc., dba Hobart Sales and Service with no change to the contract maximum of \$20,000 per fiscal year, extending the term of the Agreement through June 30, 2026, and updating the Scope of Work and Compensation exhibits, to provide kitchen and vaccination storage equipment repair, servicing and maintenance. [23-0601](#)

Enactment No: A-180245B Amend. 2

- M. Director of Health and Human Services Agency (HHS) requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 230104B with David Mellow dba Medical Emergency Dynamics for a new contract maximum of \$10,000 for Fiscal Year 2022-2023, and each subsequent renewal, for the provision of cardiopulmonary resuscitation (CPR) and First Aid training to licensed Resource Families and Resource Family applicants and CPR, First Aid and automated external defibrillator (AED) training to required health care staff within HHS. [23-0603](#)

Enactment No: A-230104B Amend. 1

Housing & Homeless Services – Division of CEO’s Office

- N. Director of Housing & Homeless Services requests review of form loan and covenant documents developed for the Affordable Accessory Dwelling Unit Forgivable Loan Program and adoption of a Resolution authorizing the County Executive Officer or designee to sign the loan documents in substantial compliance with the form documents, as approved by County Counsel. [23-0670](#)

Enactment No: R-2023-61

Information Technology Services – Division of CEO’s Office

- O. Chief Information Officer requests approval of and authorization for the Chair to sign Agreement No. 230345B with Axon Enterprise, Inc. for the term April 1, 2023 through March 31, 2028 with a contract maximum of \$46,980 for unlimited Axon device storage and application programming interface (API). [23-0487](#)

Enactment No: A-230345B

Library

- P. Director of Library Services and Community Outreach requests acceptance of the California Library Literacy Services (CLLS) additional funding in the amount of \$4,938 for the Adult Literacy Program, bringing the total grant funding for Fiscal Year 2022-2023 to \$49,385. [23-0509](#)

Public Works

- Q. Director of Public Works requests approval of and authorization for the Chair to sign Federal Apportionment Exchange Program and State Match Program Agreement No. 230374B with the State of California Department of Transportation for the term July 1, 2022, through June 30, 2023, providing revenue in the amount of \$337,648 to the County Roads Fund for general transportation purposes. [23-0612](#)

Motion Text: Approve Consent Calendar.

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

Recusals: None

Result: Passed

Enactment No: A-230374B

- R. Director of Public Works requests approval of and authorization for the Chair to sign Agreement No. 230377B with Peterson Power Systems, dba Peterson CAT (Peterson Power), to provide professional generator maintenance, inspection, and repair services for an annual maximum of \$81,762 for routine services and \$50,000 for non-routine services for the term of July 1, 2023 through June 30, 2026, with two additional one-year renewal options, with an annual maximum of \$83,302 for routine services and \$50,000 for non-routine services. [23-0623](#)

Enactment No: A-230377B

- S. Director of Public Works requests the following actions regarding the purchase of a 2023 Ford Transit Van 350 LR 148" (4/5 vote required): [23-0685](#)

1. A waiver of competitive bidding requirements and sole source award to Watsonville Ford of Watsonville, CA for the purchase of one (1) 2023 Ford Transit 350 LR 148", pursuant to Napa County Code Section 2.36.090; and

2. Approval of a Budget Adjustment increasing appropriations in Vehicle Replacement Budget (Fund 4100, Org 4102000, Object 55400) by \$58,000 with the use of its available fund balance and establishment of a capital asset in the amount of \$58,000 for the purchase of a Ford Transit Van 350 LR 148".

T. Director of Public Works requests the following (4/5 vote required):

[23-0719](#)

1. Declare the 1999 Ford F450 Stencil Truck as surplus and no longer required for public use and authorize Public Works Director, or designee, to sign the certificate of title for the surplus item being sold at action; and

2. Authorize the sale of the Ford F450 Stencil Truck at JJ Kane Auctioneers located at 8668 Sparling Lane, Dixon, CA 95620.

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

None

9. PUBLIC COMMENT

One (1) person spoke during public comment.

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

None

11. ADMINISTRATIVE ITEMS

County Executive Office

- A. Interim County Executive Officer and Clerk of the Board request appointment/reappointment to the following boards of the Association of Bay Area Governments (ABAG): [23-0724](#)
1. General Assembly - Delegate and Alternate, with no term enddate; and
 2. Executive Board - Representative and Alternate, with terms effective July 1, 2023 through June 30, 2025.

Discussion held.

Motion Text: Appoint Ryan Gregory as Delegate and Anne Cottrell as Alternate to the ABAG General Assembly.

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

Recusals: None

Result: Passed

Motion Text: Appoint Belia Ramos as Representative and Ryan Gregory as Alternate to the ABAG Executive Board.

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

Recusals: None

Result: Passed

Sheriff

- B. Sheriff requests the following actions in accordance with California State Assembly Bill 481 and Napa County Ordinance No. 1476:
 1. Review of Sheriff’s Office Policy 704 - Military Equipment and Annual Military Equipment Report; and
 2. Approval of and authorization for continued use of certain law enforcement equipment.

[23-0511](#)

Sheriff Oscar Ortiz and Lieutenant Kyle Eddelman made presentation.

Discussion held.

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

12. SET MATTERS OR PUBLIC HEARING - SPECIAL DISTRICTS

In-Home Support Services Public Authority of Napa County

[23-0591](#)

- A. PUBLIC HEARING 9:00 AM - Amending Conflict of Interest Code

Authority Counsel requests approval of amending the Conflict of Interest Code for the In-Home Supportive Services Public Authority (IHSS).

Chair Belia Ramos opened the public hearing.

Authority Counsel Sheryl Bratton made presentation.

Chair Belia Ramos closed the public hearing.

Motion Text: Adopt the Resolution.
Voting Yes: Gregory, Cottrell, Gallagher, Pedroza, and Ramos
Recusals: None
Result: Passed
Enactment No: R-2023-01 (IHSS)

13. SET MATTERS OR PUBLIC HEARINGS

County Executive Office

A. PUBLIC HEARING 9:00 AM - Introduction of Ordinance

[23-0729](#)

Interim County Executive Officer requests introduction and intention to adopt an Ordinance amending Section 2.80.040 (Duties and Responsibilities), Section 2.80.050 (Director and Assistant Director-Offices Created) and Section 2.80.060 (Director and Assistant Director-Powers and Duties) of Chapter 2.80 (Emergency Services) of the Napa County Code, relating to the designation of the Napa County Sheriff as the Director of Emergency Services. (UNANIMOUS VOTE REQUIRED)

STAFF REQUESTS CONTINUATION TO JUNE 6, 2023, AT 9:00 AM

Chair Belia Ramos opened the public hearing

Motion Text: Continue the public hearing to June 6, 2023 Board of Supervisors regular meeting at 9:00 a.m.

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

Recusals: None

Result: Passed

Planning, Building and Environmental Services (PBES)

- B. PUBLIC HEARING 9:00 AM - Proposed General Plan Amendment: [23-0637](#)
Safety Element Update

Interim Director of Planning, Building and Environmental Services requests the Chair hold a public hearing and adopt a resolution replacing the 2009 Safety Element with the 2023 Safety Element Update.

Chair Belia Ramos opened the public hearing.

Planning, Building, and Environmental Services Supervising Planner Trevor Hawkes made presentation.

Discussion held.

Direction provided to staff.

Motion Text: Continue the public hearing to a later date.
Voting Yes: Cottrell, Gallagher, Gregory, Pedroza, and Ramos
Recusals: None
Result: Passed

Sheriff

- C. SET MATTER 9:00 AM - Annual Report [23-0510](#)

Sheriff to present the Napa County Sheriff’s Office 2022 Annual Report.

Sheriff Oscar Ortiz and Lieutenant Kyle Eddelman made presentation.

Discussion held.

14. LEGISLATIVE ITEMS

None

15. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS

Supervisor Ryan Gregory reported on attending the following meetings:

Mt. Veeder community meeting; Napa Valley Transportation Authority (NVTA) meeting; MCE Clean Energy meeting; and Groundwater Sustainability Agency field trip.

Supervisor Anne Cottrell reported on attending a Broadband workshop.

Vice Chair Joelle Gallagher reported on attending a Climate Action Committee (CAC) meeting.

Supervisor Pedroza reported on attending a Napa Valley Transportation Authority meeting to discuss the electric charging systems and for Pacific Gas and Electric to report back with an update on if there is an energy supply to support the effort.

Chair Belia Ramos reported on attending a Napa County Fire Academy graduation with Supervisor Anne Cottrell.

16. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS

Supervisor Gallagher requested ways to support the Bay Area Housing Bond, a report on Sonoma County, a discussion on funding for affordable housing and a presentation from St. Helena on their model surrounding the Safety Ordinance be agendized at a future meeting.

Supervisor Anne Cottrell request discussion on the next steps for creating a regional Climate Action Plan with the other county jurisdictions be agendized for a future meeting.

Supervisor Alfredo Pedroza requested discussion on new legislation regarding bringing unpermitted building construction up to code be agendized for a future meeting.

17. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

None

18. CLOSED SESSION

A. SET MATTER 11:30 AM

[23-0565](#)CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED
LITIGATION

Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): Claims of Minh C. Tran, Claim Nos. 21-241, 23-306 (2 claims).

Closed Session held. No reportable action.

B. SET MATTER 11:30 AM

[23-0762](#)PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government
Code Section 54957)

Closed Session held. No reportable action.

C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED
LITIGATION[23-0777](#)

Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2) (1 matter)

Closed Session held. No reportable action.

19. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING,
TUESDAY, MAY 16, 2023 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board