



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, March 12, 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, and Belia Ramos. Supervisor Alfredo Pedroza was excused. The meeting was called to order by Chair Joelle Gallagher.

2. PLEDGE OF ALLEGIANCE

Agricultural Commissioner/Sealer of Weights and Measures Commissioner Tracy Cleveland led the assembly in the Pledge of Allegiance.

3. PET OF THE WEEK

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

4. PROCLAMATIONS AND COMMENDATIONS

- A. Presentation of a Proclamation recognizing March 2024 as “National Agricultural Month” in Napa County. (No Fiscal Impact) [24-377](#)

Chair Joelle Gallagher presented the proclamation.

Agricultural Commissioner/Sealer of Weights and Measure Tracy Cleveland provided comments.

Napa Valley Vintners Government Relations Director Rex Stults provided comments.

Napa County Farm Bureau President Peter Nissen provided comments.

Winegrowers of Napa County Executive Director Michelle Benvenuto provided comments.

- B. Presentation of a Proclamation recognizing March 2024 as “Women’s History Month” in Napa County. (No Fiscal Impact) [24-378](#)

Chair Joelle Gallagher presented the proclamation.

Napa County American Association of University Women (AAUW) Co-President Melinda Dittman provided comments.

League of Women Voters of Napa County President Sheri Thomas provided comments.

5. CONSENT CALENDAR - SPECIAL DISTRICTS

Motion Text: Approve the Special Districts Consent Calendar.

Voting Yes: Ramos, Gregory, Cottrell, and Gallagher

Excused: Pedroza

Recusals: None

Result: Passed

Napa County Housing Authority

- A. Accept and file the quarterly report to the Napa County Housing Authority for the quarter ended December 31, 2023. (No Fiscal Impact; Discretionary) [24-191](#)
- B. Accept donation in the amount of \$177,300 from Cinco de Mayo Golf, Inc. to the Napa County Housing Authority for the farmworker centers, approve a Budget Amendment to appropriate the funds, and establish capital equipment items (Fiscal Impact: \$177,300 Expense and Revenue; Napa County Housing Authority Fund; NCHA Farmworker Centers; Not Budgeted; Discretionary) [4/5 Vote Required] [24-302](#)
- C. Approve a Budget Amendment for increased operating costs and unfunded carryforward expense in Farmworker Centers for \$112,810 (Fiscal Impact \$112,810 Expense and Revenue; Housing Authority Fund; Not Budgeted; Discretionary) [4/5 Vote Required] [24-405](#)

Lake Berryessa Resort Improvement District

- D. Approve a Budget Amendment to establish appropriations in the Drought and Water Supply Sustainability project and to reimburse project expenses in the Alternative Intake Project and the Sustainable Water Supply Project. (Fiscal Impact: \$637,000, LBRID Fund, Not Budgeted; Discretionary) [4/5 vote required] [24-142](#)
- E. Approve plans and specifications for the Lift Station A - Sewer Collection Tank Replacement Project, LB 22-03 and authorization to advertise for sealed bids and opening of the bids at a time, date, and location to be published by the District Engineer pursuant to Section 20150.8 of the Public Contract Code. (No Fiscal Impact, Discretionary) [24-329](#)

Monticello Public Cemetery District

- F. Approve and authorize Amendment No. 2 to Agreement No. 230118B (MPCD) with Prestige Lawn Care Maintenance to construct a walkway system and approve a Budget Amendment to increase appropriations in landscaping services. (Fiscal Impact: \$50,000, Monticello Public Cemetery District, Not budgeted, Discretionary). [24-314](#)

Enactment No: A-230118B Amend. 2 (MPCD)

Napa Berryessa Resort Improvement District

- G. Approve a Budget Amendment for the Repair of Damaged Drainage Culvert at the Napa Berryessa Resort Improvement District (NBRID) Wastewater Storage Pond Access Road. (Fiscal Impact: \$29,000, NBRID Operations Fund, Not Budgeted; Discretionary) [24-249](#)
[4/5 vote required]

Silverado Community Services District

- H. Approve a Budget Amendment to increase Silverado Community Services District (SCSD) appropriations for sidewalk repair and landscaping. (Fiscal Impact: \$40,000, SCSD Fund, Not budgeted, Discretionary). [24-380](#)
[4/5 vote required]

6. CONSENT CALENDAR

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

Agricultural Commissioner

- A. Approve and authorize renewal of Revenue Agreement No. 170682B with the California Department of Food & Agriculture (CDFA) for a maximum of \$401,294 for reimbursement of expenditures associated with placing and inspecting traps for the detection of exotic pests. (Fiscal Impact: \$401,294 revenue; General Fund; Budgeted; Mandatory) [24-376](#)
Enactment No: A-170682B

Clerk of the Board

- B. Approval of minutes from the February 27, 2024 regular meeting. (No Fiscal Impact) [24-397](#)
- C. Appointment of Julia M. Hagen to represent the position of At Large to the Napa County Veterans Commission with a term of office to commence immediately and expire on March 20, 2028. (No Fiscal Impact) [24-209](#)
- D. Appointment of David Moreland to represent District 5, Marie Paz B. Maurer to represent District 4, and Devereaux Smith to represent Organization Concerned with Older Adults to the Napa County Commission on Aging with terms of office to commence immediately and expire September 30, 2025. (No Fiscal Impact) [24-385](#)

- E. Reappointment of Manuel Rios representing Napa County Farm Bureau, Judith Myers representing Affordable Housing Developer, Keri R. Akemi-Hernandez representing Real Estate Field or Real Estate Developer, and Mike Swanton to represent Napa Valley Vintners on the Napa County Housing Commission with terms of office to commence immediately and expire on October 1, 2027. (No Fiscal Impact) [24-421](#)

County Executive Office

- F. Adopt a Resolution to rename the Mental Health Board to become the Behavioral Health Board (BHB), amend bylaws, and adjust membership to consolidate the Advisory Board on Drug and Alcohol Programs (ABAD). (No Fiscal Impact; Discretionary) [24-355](#)

Supervisor Ryan Gregory made presentation.

Enactment No: R-2024-23

County Fire Department

- G. Authorize the purchase of office furniture for the County Fire Department to furnish the new Napa County Fire Operations and Fire Marshal Office and approve a Budget Amendment in the amount of \$45,000. (Fiscal Impact: \$45,000, Fire Fund, Not Budgeted, Discretionary) [24-307](#)
[4/5 vote required]

Human Resources – Division of CEO’s Office

- H. Approve and authorize Amendment No. 4 to Agreement 170412B with Sedgwick Claims Management Services, Inc., to provide claims adjuster and administrator services for the County’s Workers’ Compensation program for five years. (Fiscal Impact: \$169,897 expense for FY 2024-25 and \$918,225 expense for five years; Workers’ Compensation Insurance Fund; Budgeted; Discretionary) [24-220](#)

Enactment No: A-170412B Amend. 4

Information Technology Services – Division of CEO’s Office

- I. Declare certain items of personal property as surplus and no longer required for public use; and approve and authorize the Purchasing Agent to dispose of these items of personal property by donating them to Computers for Classrooms. (No Fiscal Impact, Discretionary) [24-373](#)

- J. Approve and authorize the chair to sign Agreement No. 240313B with Tishna Pastrama, doing business as PRO-FILE Business Records Management, for the term of March 12, 2024 through June 30, 2027 with a maximum annual amount of \$74,376 per fiscal year, with automatic annual renewals; and approval of a Budget Adjustment for \$45,000 for records storage and moving services. (Fiscal Impact: \$45,000, Information Technology Services Fund, Not Budgeted; Discretionary.) [4/5 vote required] [24-388](#)

Enactment No: A-240313B

- K. Authorize the purchase of capital assets for radio equipment with appropriation authority for Information Technology Services, Communications department. (Fiscal impact \$508,000, Information Technology Services Fund Balance, Not budgeted; Discretionary) [4/5 vote required] [24-390](#)

Library

- L. Approve and authorize Agreement No. 240310B with Imperial County Office of Education (“ICOE”) to provide Internet service of up to 1gbps (1 gigabit per second) to all library locations. (Fiscal Impact: \$40,000 expense; Napa County Library Fund; Budgeted; Discretionary) [24-384](#)

Enactment No: A-240310B

Public Works

- M. Approve and authorize Amendment No. 2 to Agreement 200188B with Western State Design to increase the maximum compensation and to add equipment repair services for the Napa County Animal Shelter’s commercial clothes washer and two commercial clothes dryers. (Fiscal Impact: \$10,000 expense; Napa County Animal Shelter; Not budgeted; Discretionary) [24-306](#)

Enactment No: A-200188B Amend. 2

- N. Approve a Budget Amendment to appropriate funding from SB-1 Non-Operating Special Revenue Fund, approve the Plans and Specifications for the “Berryessa Estates Paving Project,” and authorize 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. (Fiscal impact: \$35,000 expense; SB-1 Non-Operating Special Revenue Fund; Not budgeted; Discretionary) [4/5 vote required] [24-327](#)

- O. Accept a donation in the amount of \$1,200 from Pet Food Express to the Napa County Animal Shelter and sign a letter of appreciation. (Fiscal Impact: \$1,200 revenue; Animal Shelter Operations; Not Budgeted; Discretionary) [24-360](#)
- P. Approve and authorize the disposal of eight county surplus vehicles and four county surplus equipment units, authorize removal from the capital asset listing, authorize the sale of the vehicles and equipment at auction, and authorize Public Works Director/Fleet Manager to sign the certificate of titles for the surplus items being sold at auction. (Fiscal Impact: increased revenue; Fleet Fund; Not Budgeted, Discretionary) [4/5 vote required] [24-370](#)
- Q. Approve and authorize a Correction to Temporary Construction Easement Deed with Anna M. Baker, Melissa R. Baker, and Mercedes C. Baker, as Trustees of the Karen Louise Baker Bypass Trust; and a Temporary Construction Easement Deed with Christopher A. Marusich and Michelle F. Del Rosario, Trustees of the Marusich Family Revocable Trust Dated May 4, 2017. (No Fiscal Impact; Discretionary) [24-372](#)
- R. SUPPLEMENTAL ITEM [24-441](#)

Receive and review report of emergency Public Works actions in response to the administration building emergency sewer repair accomplished without competitive bidding as authorized by Resolution No. 2015-37 and determine that based on the report from Public Works, that the emergency does not permit the delay associated with competitive bidding procedures, and that the emergency actions are necessary to respond to the emergency pursuant to Public Contract Code Section 22050
[4/5 Vote Required].

Correction Memorandum provided.

Treasurer-Tax Collector

- S. Adopt a Resolution to renew delegation of investment/reinvestment authority to the Treasurer-Tax Collector for an additional one-year period beginning April 1, 2024, and approve the Napa County Investment Policy. (No Fiscal Impact; Discretionary) [24-250](#)

Enactment No: R-2024-24

- T. Adopt an Ordinance approving an update to Part 180 of the Napa County Policy Manual adding a 25% enhanced collection fee for certain delinquent unsecured property taxes; Approve a waiver of competitive procurement requirements and award sole source Agreement No. 240264B to American Financial Credit Services, Inc. (AFCS) for delinquent unsecured property tax skip tracing, billing, and recovery services for the term April 11, 2024 through June 30, 2025, with automatic renewals at the end of each fiscal year for up to three (3) additional years; Approve a Budget Amendment for expenditures related to offsetting revenue sources; and Assign for purposes of collection any or all delinquent unsecured taxes 90 days after the date upon which they are due and delinquent to AFCS on the condition that the Tax Collector approves each assignment (Fiscal Impact: Increased revenues to offset collection costs, General Fund, Not budgeted; Discretionary) [4/5 vote required]

Enactment No: O-1448; A-240264B

7. PUBLIC COMMENT

One (1) person spoke during public comment.

8. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

Supervisor Belia Ramos reported on attending a legislative advocacy meeting on behalf of the Association of Bay Area Governments (ABAG) and Metropolitan Transportation Commission (MTC) yesterday in Sacramento along with Supervisor Alfredo Pedroza, who is at the continuation of the meeting today. The focus of the meeting was on a housing bond and a future transportation revenue measure. Supervisors from many other counties complimented Napa County on receiving a \$5 million Bay Area Housing Fund Association (BAFHA) grant to address housing insecurity for Seniors, and Supervisor Ramos acknowledged Director of Housing & Homeless Services Jennifer Palmer and her team on their efforts.

Vice Chair Anne Cottrell reported on the Broadband team meeting last week. A recently completed strategic plan will be brought before the Board this spring; they have received a LATA grant and are working with Valley Internet; and Vice Chair Cottrell introduced Information Technology Services Broadband Project Manager Mark Revis. Vice Chair Cottrell also reported on attending a meeting with the UpValley Family Center. They received a grant from the Listos California program, which required them to survey residents who receive their services, and one of their takeaways was that in rural areas after the winter storms of 2022, residents needed a little more information on how to prepare for storms. The feedback provides the County an opportunity to partner with nonprofits, such as Napa Valley Community Organizations Active in Disaster (COAD), and to have the County’s Operation of Emergency Services (OES) provide further education for residents in rural areas.

Supervisor Ryan Gregory reported the Fire Resources Fair will be happening this Saturday from 10:00 AM to 2:00 PM at the Napa Valley Expo and is sponsored by the Napa Valley Vintners, Napa Valley Grapegrowers, Napa Communities Firewise Foundation, and Cal Fire.

Chair Joelle Gallagher reported some elected officials throughout the valley and their respective staff members had the opportunity to attend a workshop presented by U.C. Berkeley Haas School of Business Senior Lecturer and Director of New Management of Technology Programs Andrew Isaacs, who teaches climate and business. It was an incredible day of learning, and there will be another workshop for elected officials and their staff, as well as opportunities for the public.

9. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

None

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

None

11. ADMINISTRATIVE ITEMS

County Executive Office

- A. Approve and authorize a letter opposing AT&T California’s application with the California Public Utilities Commission (CPUC) for targeted relief from its Carrier of Last Resort obligation. [24-400](#)

County Executive Office Management Analyst Jasmine Elo made presentation.

Chief Information Officer Jon Gjestvang made presentation.

Director of Library and Outreach Services Anthony Halstead made presentation.

Discussion held.

Motion Text: Approve the requested action with edits and to have all Supervisors sign the letter.

Voting Yes: Ramos, Cottrell, Gregory, and Gallagher

Excused: Pedroza

Recusals: None

Result: Passed

- B. Approve and authorize the following actions: [24-419](#)
 1. Review and accept the Fiscal Year 2023-24 Mid-Year Fiscal Review; and

2. Approve budget adjustments outlined in the attached report to provide sufficient appropriation authority for expenditures through the end of the fiscal year. (Fiscal Impact:

County Executive Office Senior Management Analyst Daniel Sanchez made presentation.

Discussion held.

Motion Text: Approve the requested actions.

Voting Yes: Gregory, Cottrell, Ramos, and Gallagher

Excused: Pedroza

Recusals: None

Result: Passed

12. PUBLIC HEARING - SPECIAL DISTRICTS

None

13. PUBLIC HEARINGS

County Counsel

A. PUBLIC HEARING - Conflict of Interest Code [24-382](#)

Open and move to continue the public hearing for an amendment to the County’s Conflict of Interest Code. (No Fiscal Impact)

(STAFF REQUESTS A CONTINUANCE TO APRIL 9, 2024 AT 9:00 AM)

Chair Joelle Gallagher opened the public hearing.

Motion Text: Approve the continuance of the public hearing to April 9, 2024 at 9:00 AM.

Voting Yes: Gregory, Cottrell, Ramos, and Gallagher

Excused: Pedroza

Recusals: None

Result: Passed

Planning, Building and Environmental Services (PBES)

B. PUBLIC HEARING - Sentinel LLC/Inglenook Residence Appeal [24-394](#)

Open and 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 FEBRUARY 27, 2024. APPELLANT, APPLICANT, AND STAFF REQUEST A CONTINUANCE TO JUNE 11, 2024, AT 9:00 AM)

Chair Joelle Gallagher opened the public hearing.

Motion Text: Approve the continuance of the public hearing to June 11, 2024 at 9:00 AM.

Voting Yes: Cottrell, Gregory, Ramos, and Gallagher

Excused: Pedroza

Recusals: None

Result: Passed

14. CLOSED SESSION

None

15. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY,
MARCH 26, 2024 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board