



A Tradition of Stewardship  
A Commitment to Service

MINUTES OF THE  
NAPA COUNTY - BOARD OF SUPERVISORS MEETING  
COUNTY OF NAPA

January 31, 2017

Draft Summary of the Proceedings

1. CALL TO ORDER; ROLL CALL

**The Board of Supervisors of the County of Napa met in regular session on Tuesday, January 31, 2017, at 9:00 a.m. with the following supervisors present: Chair Alfredo Pedroza, Supervisors Ryan Gregory, Diane Dillon, Brad Wagenknecht and Belia Ramos. The meeting was called to order by Chair Alfredo Pedroza.**

2. PLEDGE OF ALLEGIANCE

**Harvest Duhig led the assembly in the pledge of allegiance.**

3. APPROVAL OF MINUTES

- A. Clerk of the Board requests approval of minutes from the special meeting of December 13, 2016\* (all Members were present)

\*Supervisors Gregory and Ramos will be recorded as abstained unless indicated otherwise.

(CONTINUED FROM JANUARY 24, 2017)

**Motion moved by Diane Dillon, seconded by Brad Wagenknecht, to approve minutes with abstentions as declared above. Motion passed 3 - 0, with Diane Dillon, Brad Wagenknecht, and Alfredo Pedroza voting yes / Ryan Gregory, and Belia Ramos abstaining.**

4. PRESENTATIONS AND COMMENDATIONS

**Public Works Deputy Director-General Services Liz Habkirk presented a video on the Animal Shelter.**

**Public Works Animal Shelter Manager Erika Gamez made presentation.**

5. DEPARTMENT HEADS REPORTS AND ANNOUNCEMENTS

**None.**

6. CONSENT ITEMS

Law & Justice

- A. Chief Probation Officer requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement 8239 with Julie Truschel for a new annual maximum of \$50,000 for the term December 1, 2016 through June 30, 2017 with an automatic two-year renewal provision to assist in developing and implementing a quality assurance plan and process for evidence based practices.

**A-170349B-17 (Amend. 2)**

Community Resources & Infrastructure

- B. Director of Library Services and Community Outreach requests acceptance of and approval for the Chair to sign thank you letters for the following:

1. A donation in the amount of \$2,500 from William L. Turley for the Adult Literacy Program;
2. A donation in the amount of \$9,000 from the Friends of the Napa Library for Library programs, services and supplies; and
3. A donation in the amount of \$5,000 from the Rockridge Foundation for the Calistoga Library for the improvement of the technology available to the public such as computers, computer networks, internet connectivity, and e-readers or other similar services.

- C. Director of Library Services and Community Outreach requests authorization to accept a donation to the Napa County Library from an anonymous donor in the amount of \$5,000.

- D. Director of Library Services and Community Outreach requests adoption of a resolution amending County Policy Manual Part I, Section 29, County Library, to revise and update the Financial Plan effective January 31, 2017.

**R-2017-21**

- E. Director of Public Works requests approval of and authorization for the Chair to sign Amendment No.1 to Napa County Joint Powers Agreement No. 170579B-17 (formerly Agreement No. 8386) with the Napa County Resource Conservation District increasing the amount by \$10,000 for a new maximum of \$75,000 to continue groundwater education and monitoring assistance.

**A-170579B-17 (Amend. 1)**

- F. Director of Public Works requests approval of and authorization for the Chair to sign a Space License Agreement with Napa County Historical Society for a fee of \$248 per month for the term February 1, 2017 through July 31, 2018 for the sole use of approximately 750 square feet of space and shared use of common areas located at the County's South Campus, 2721 Napa Valley Corporate Drive in Napa.

**A-170737B-17**

- G. Director of Public Works requests the following actions regarding Silverado Trail Overlay Phase H, City of St. Helena (MPM 14.78) to Zinfandel Lane (MPM 16.65) RDS 14-03 - (STPL-5921(075)):

1. Adoption of a resolution authorizing the Director of Public Works or designee to sign Program Supplement Agreement No. 038-F; and
2. Approval of plans and specifications for the Silverado Trail Overlay Phase H, City of St. Helena (MPM 14.78) to Zinfandel Lane (MPM 16.65) RDS 14-03 - (STPL-5921(075)) 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.

**R-2017-22**

General Admin & Finance

- H. Chief Information Officer requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 170273B (formerly Agreement No. 7715) with Comcast Business Communications, LLC effective October 17, 2016 increasing the amount by \$2,076 for a new maximum of \$126,816 to expand backup network services to the County.

**A-170273B (Amend. 1)**

- I. Chief Information Officer and Director of Library Services and Community Outreach request the following actions:

1. A waiver of competitive bidding requirements and sole source award of a contract to CivicPlus, Inc. for website design creation and implementation services, pursuant to Napa County Code Section 2.36.090; and
2. Approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 170662B with CivicPlus, Inc. to amend the scope of work and compensation language to include website design creation and implementation at no additional cost.

**A-170662B (Amend. 1)**

- J. Chief Information Officer requests adoption of a resolution approving revisions and additions to Planning, Building and Environmental Services, Human Resources, and County Executive Office record retention schedules in Section 40 of the County Policy Manual effective January 31, 2017. (4/5 vote required)

**R-2017-23**

- K. County Executive Officer requests adoption of a resolution approving the reservation of funds for property located at 2951 Soscol Avenue and the developer Satellite Affordable Housing Associates (SAHA) totaling \$2,000,000 of Affordable Housing Funds for the construction of a 51-unit affordable housing project.

**R-2017-24**

- L. Director of Human Resources requests adoption of a resolution amending the Table and Index of Classes, the Departmental Allocation List for Planning, Building and Environmental Services (PBES), and appropriate personnel policies as follows, effective February 11, 2017:

1. Amend the Table and Index of Classes by:
  - a. Deleting a Deputy Planning Director;

- b. Adding a Planning Manager (NCO);
  - c. Adding a Code Compliance/Process Improvement Manager (NCO);  
and
  - d. Adding an Engineering Manager - PBES (NCO).
2. Amend the Departmental Allocation List by:
- a. Deleting one 1.0 FTE Deputy Planning Director;
  - b. Adding one 1.0 FTE Planning Manager;
  - c. Deleting one 1.0 FTE Engineering Manager - Public Works;
  - d. Adding one 1.0 FTE Engineering Manager - PBES;
  - e. Adding one 1.0 FTE Code Compliance/Process Improvement Manager;  
and
  - f. Adding one 1.0 FTE Senior Environmental Health Specialist.
3. Amend appropriate personnel policies as outlined in "Exhibit A" of the resolution.

**R-2017-25**

- M. County Executive Officer requests reappointments of the following applicants to the Napa County Law Library Board of Trustees, one representing Trustee for the Chair of the Board of Supervisors and one representing Trustee for the Bar Association with the terms of office to commence immediately and expire December 31, 2017.

<u>Name</u>	<u>District</u>	<u>Representing</u>
Richard D. Feldstein	2	Trustee for the Chair of the Board of Supervisors
James V. Jones	4	Trustee for the Bar Association

- N. County Executive Officer requests the reappointment of the following applicants to the First 5 Napa County Children and Families Commission both representing category C as Members with the terms of office to commence immediately and expire January 1, 2021.

<u>Name</u>	<u>District</u>	<u>Representing</u>
Andrea Jean Knowlton	4	category C Member
Elba H. Gonzalez-Mares	5	category C Member

**Motion moved by Brad Wagenknecht, seconded by Diane Dillon, to approve consent items. Motion passed 5 - 0.**

**Supervisor Ryan Gregory recused himself from Item 6K because he worked on the project in his previous employment.**

**Supervisor Belia Ramos requested a separate vote on Item 6K.**

**Motion moved by Belia Ramos, seconded by Diane Dillon, to approve consent items excluding Item 6K. Motion passed 5 - 0.**

7. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

**Item 6K.**

**Motion moved by Belia Ramos, seconded by Diane Dillon, to approve Item 6K.  
Motion passed 4 - 0, with Diane Dillon, Brad Wagenknecht, Alfredo Pedroza, and  
Belia Ramos voting yes / Ryan Gregory recused.**

8. PUBLIC COMMENT

**The following spoke during public comment:**

**Rachel Clark  
James Hinton  
Harvest Duhig**

9. SET MATTERS OR PUBLIC HEARINGS

A. 9:10 AM

Director of Planning, Building and Environmental Services requests adoption of the 2017 Standard Conditions of Approval as recommended by the Planning Commission on December 21, 2016 and effective February 15, 2017 for those projects that are authorized by the Director and/or the Zoning Administrator and March 1, 2017 for projects going to the Planning Commission for the following:

1. Winery projects;
2. Other Non-Residential/Residential projects; and
3. Specific Plan Area (Napa Valley Business Park) projects.

**Item removed from the agenda.**

B. 10:10 AM PUBLIC HEARING

First reading and adoption of an Ordinance to amend the contract with the Board of Administration of the California Public Employees' Retirement System (CalPERS) to set the retirement employee cost sharing contribution for Safety employees for Fiscal Year 2016-2017.

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**Correction: Item should state first reading and intention to adopt an ordinance.**

**Opened public hearing.**

**Director of Human Resources Heather Ruiz made presentation.**

**No testimony presented.**

**Closed public hearing.**

**Read title.**

**Motion moved by Brad Wagenknecht, seconded by Diane Dillon, to waive reading the balance of the ordinance. Motion passed 5 - 0.**

**Motion moved by Diane Dillon, seconded by Brad Wagenknecht, to approve motion of intent to adopt the ordinance. Motion passed 5 - 0.**

10. ADMINISTRATIVE ITEMS

Community Resources & Infrastructure

A. Director of Public Works requests the following:

1. Receive an update on damage from the January, 2017 storms;
2. Approval of Budget Transfer DPW019 for the following (4/5 vote required):
  - a. Approval of the Roads Operation Budget (2040000) to re-purpose and re-appropriate \$1,000,000 of funding previously approved for summer 2017 roads maintenance projects, to provide funding for planning and design, and initial construction efforts to commence repairs to sites damaged in the January 2017 storms;
  - b. Decrease revenue and appropriations by \$390,000 in Roads CIP Project Budget (2040500-Programs 17011 and 17012), which are part of the \$1,000,000 discussed in recommendation 2a, to be returned to the Roads Operations budget;
  - c. Reclassify appropriations of \$610,000 from Infrastructure Repair Supplies account to the Intrafund Expenditures account within the Roads Operation budget; and
  - d. Increase Revenue by \$1,000,000 in the Roads CIP Project Budget for the January 2017 Storm projects.
3. Authorize the Auditor Controller to process budget adjustments related to Recommendation #2, not to exceed \$1 million in Fund 2040, to establish the necessary Roads CIP Project budgets at a later date once more precise estimates for site inspection and work scope is defined to begin the work related to the damage from the January 2017 storms.

**BT-DPW019**

**Director of Public Works Steve Lederer made presentation.**

**Held discussion.**

**Testimony presented.**

**Auditor-Controller Tracy Schulze made presentation.**

**Motion moved by Belia Ramos, seconded by Diane Dillon, to approve recommendations Nos. A. 1 and 3 with recommendation No. 2 modified in its entirety as shown below:**

- a. **Increase appropriations in the General Fund General Expenditure-Transfer Out to Roads Fund by \$1,000,000 offset by a commensurate decrease in the General Fund-Appropriation for Contingency; and**
- b. **Increase Revenue by \$1,000,000 in the Roads CIP Project Budget for the January 2017 Storm projects. Motion passed 5 - 0.**

**11. LEGISLATIVE ITEMS**

- A. County Executive Officer, on behalf of the Board of Supervisors' Legislative Subcommittee, requests discussion and possible approval of Napa County's 2017 State Legislative & Policy Platform.

**Deputy County Executive Officer Molly Rattigan and Staff Assistant Michael Karath made presentation.**

**Testimony presented.**

**Held discussion.**

**Motion moved by Diane Dillon, seconded by Brad Wagenknecht, to approve requested action as modified. Motion passed 5 - 0.**

- B. County Executive Officer, on behalf of the Board of Supervisors' Legislative Subcommittee, requests discussion and approval of the 2017 Napa County Federal Legislative & Policy Platform.

**Deputy County Executive Officer Molly Rattigan and Staff Assistant Michael Karath made presentation.**

**Testimony presented.**

**Held discussion.**

**Motion moved by Diane Dillon, seconded by Ryan Gregory, to approve requested action. Motion passed 5 - 0.**

12. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS

**As per Resolution 2014-141, Chair Alfredo Pedroza appointed himself as the Board of Supervisor member on the Independent Hearing Panel for Solid Wastes Issues effective immediately with a term of office to expire January 1, 2019.**

**Supervisor Ryan Gregory reported on his attendance at the Association of Bay Area Governments (ABAG) General Assembly meeting yesterday in San Francisco.**

13. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS

**None.**

14. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

**None.**

15. CLOSED SESSION

- A. CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)

Agency Designated Representatives: Heather Ruiz, Human Resources Director  
Employee Organization: SEIU Local 1021 - NAPE (Public Services Employee Unit and Supervisory Unit of the County of Napa)

**Closed session not held.**

- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

Title: Agricultural Commissioner/Sealer of Weights & Measures

**Closed session held. No reportable action.**

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

Title: County Executive Officer

**Closed session held. No reportable action.**

16. ADJOURNMENT

**Adjourned to the Board of Supervisors regular meeting Tuesday, February 7, 2017 at 9:00 a.m.**

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ALFREDO PEDROZA, Chair

ATTEST:

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GLADYS I. COIL, Clerk of the Board