



A Tradition of Stewardship  
A Commitment to Service

**MINUTES OF THE  
NAPA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING – 9:00 AM**

**April 21, 2020**

**Draft Summary of the Proceedings**

**1. CALL TO ORDER; ROLL CALL**

**Chair Diane Dillon called the April 21, 2020 Regular Meeting of the Napa County Board of Supervisors to order at 9:00 a.m. with the following supervisors present:**

**Chair Diane Dillon  
Vice Chair Alfredo Pedroza  
Supervisor Ryan Gregory  
Supervisor Belia Ramos  
Supervisor Brad Wagenknecht**

**2. PLEDGE OF ALLEGIANCE**

**Health and Human Services Director Jennifer Yasumoto lead the assembly in the pledge of allegiance.**

**3. APPROVAL OF MINUTES**

**None.**

**4. PRESENTATIONS AND COMMENDATIONS**

**None.**

**5. DEPARTMENT HEADS REPORTS AND ANNOUNCEMENTS**

**None.**

6. CONSENT ITEMS

Public Safety

- A. County Fire Chief requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 200147B with Air Instrumentation of California increasing the amount by \$5,492 for a new maximum of \$11,000, extending the term through June 30, 2021, with an automatic two-year renewal provision and amending the scope of work to include a revised Exhibit "B" to supply, maintain, and service hazardous materials equipment for the Napa County Hazmat Team.

**A-200147B (Amend. 2)**

- B. County Fire Chief requests adoption of a resolution authorizing the submittal of the grant application for the Wildfire Resiliency and Recovery Planning Grant in the amount not to exceed \$250,000 to provide funding to areas affected by wildfires between 2017 and 2019 with recovery and adaptation planning.

**R-2020-54**

Community Resources & Infrastructure

- C. Agricultural Commissioner/Sealer of Weights and Measures requests adoption of a resolution providing for the following: Accept the Engineer's Report for the Napa County Winegrape Pest and Disease Control District for Fiscal Year 2020-21 and the proposed levy of assessment for the district; Set a Public Hearing for May 5, 2020 at 9:00 A.M. to hear protests to the establishment of the proposed assessment; Direct the Clerk of the Board to comply with the requirements of Article XIII D of the California Constitution with respect to notice requirements for the proposed assessment; and Designate County Counsel to answer questions regarding the assessments and protest proceedings.

**R-2020-55**

- D. Director of Planning, Building and Environmental Services and Chief Information Officer request approval of and authorization for the Chair to sign Amendment No. 6 to Agreement No. 170518B with Interwest Consulting Group to extend the terms of the agreement to June 30, 2022, with an automatic renewal for no more than two (2) additional years, to assist with review of building plans for code compliance and to provide ITS with assistance in upgrading the Geographic Information System (GIS).

**A-170518B (Amend. 6)**

- E. Director of Public Works requests adoption of a resolution approving the Fiscal Year 2020-2021 list of Senate Bill (SB) 1 streets and roads projects and authorization to submit the list of projects to the California Transportation Commission (CTC), which will qualify Napa County to receive local streets and roads funding in accordance with SB 1, the Road Repair and Accountability Act of 2017.

**R-2020-56**

General Admin & Finance

- F. Chief Information Officer requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 180141B with AMS.NET, Inc., increasing by \$103,258 for a maximum of \$138,258 for the term of April 14, 2020, to June 30, 2022, for annual technical support and planned projects related to the County's telephony and network operations infrastructure.

**A-180141B (Amend. 1)**

- G. Chief Information Officer requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 190318B with Grobstein Teeple, LLP., for a new maximum of \$130,000, for the term of April 21, 2020 through June 30, 2021, for specialized professional services to assess the County's cybersecurity posture by performing two (2) penetration tests against the County's Internet facing systems; one penetration test to be conducted towards the end of FY 19-20 and the second in FY 20-21.

**A-190318B (Amend. 1)**

- H. Chief Information Officer requests approval of Budget Transfer No. ITS002 increasing appropriations in the Records Management subdivision equipment expense account by \$14,148 offset by a commensurate decrease in the freight/postage account within the same subdivision and establishment of capital asset in the amount of \$14,148 for the purchase of a vertical lift. (4/5 vote required)

**BT-ITS002**

- I. Director of Human Resources and County Executive Officer request adoption of a resolution amending the Table and Index of Classes, the Departmental Allocation List for the County Executive Office, and appropriate personnel policies as follows, effective May 2, 2020, with no increase to full-time equivalents, and a slight impact to the County General Fund:  
Amend the Table and Index of Classes by: Deleting Safety Officer (MC); and Adding Safety Officer & ADA Coordinator (NCO). Amend the Departmental Allocation List by: Deleting one 1.0 FTE Safety Officer; and Adding one 1.0 FTE Safety Officer & ADA Coordinator. Amend appropriate personnel policies as outlined in Exhibits "A" through "C" of the resolution.

**R-2020-57**

- J. County Executive Officer and the Director of Human Resources requests adoption of a resolution for the Chair to delegate the authority to make industrial disability retirement determinations to the Director of Human Resources.

**R-2020-58**

- K. County Executive Officer/Purchasing Agent and County Fire Chief request a waiver of competitive bidding requirements and sole source award for the transmission/engine repairs to Ladder Truck 12 from Mello Transmission, Modesto, California and General Equipment, Napa, California, and React Power Solutions, Houston, Texas for an approximate total of \$80,000 pursuant to County Ordinance Code 2.36.090.
- L. County Executive Officer and Sheriff request approval of the following actions: Declare the Automated Fingerprinting Identification System (Asset ID# 27123) capital asset as surplus and no longer required for public use; Authorize removal of the capital asset from the Sheriff's Office capital asset inventory; and Authorize disposal by way of E-Waste Recycling. (4/5 vote required)
- M. County Executive Officer/Director of Emergency Services requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 190219B with the City and County of San Francisco, as the distribution agent for UASI grant funds, extending the term through December 31, 2020 due to the COVID-19 event.

**A-190219B (Amend. 2)**

- N. County Executive Officer/Director of Emergency Services requests that the Board direct staff to submit the updated Multi-Jurisdictional Hazard Mitigation Plan Coordinating Draft dated March 2020 to the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (Cal OES) for review and approval.
- O. County Executive Officer requests approval of and authorization for the Chair to sign an agreement with Kristin Lowell, Inc. for a maximum of \$5,800 for the term April 21, 2020 through June 30, 2021 to assist the County in updating their database of existing planted vineyard acreage within the CSA #4 area and prepare the related Engineer's Report.

**A-200315B**

**Motion Text:** Approval of Consent Calendar as presented.

**Changes/Corrections:** None.

**Public Comment:** None.

**Motion:** **Pedroza**

**Second:** **Gregory**

**Voting Yes:** **Dillon, Pedroza, Gregory, Ramos, and Wagenknecht.**

**Voting No:** **None.**

**Recusals:** **None.**

**Result:** **Motion approved 5 to 0 by roll call vote.**

7. DISCUSSION OF ITEMS PULLED FROM THE CONSENT CALENDAR

**None.**

8. PUBLIC COMMENT

**Public comment presented.**

9. SET MATTERS OR PUBLIC HEARINGS

A. 9:00 AM

Presentation by Dr. Karen Relucio, the County's Public Health Officer and discussion regarding the Coronavirus (COVID-19) situation, for Board direction and possible action.

**Public Health Officer and Public Health Director Dr. Karen Relucio presented report.**

**Public comment presented.**

**Information only, no formal board action taken.**

B. 9:30 AM

Director of Health and Human Services requests approval of the recommended recipients of Fiscal Year 2020-2021 Tobacco Master Settlement Agreement grant funds.

**Health and Human Services Director Jennifer Yasumoto made presentation.**

**Public comment presented.**

**Direction only, no formal board action taken.**

10. ADMINISTRATIVE ITEMS

General Admin & Finance

- A. County Executive Officer will provide an update on the potential impacts on County revenue due to the COVID-19 crisis, and requests direction from the Board regarding the use of funds from the Tobacco Master Settlement Agreement fund balance to provide food and rental assistance to Napa County residents.

**Assistant County Executive Officer Mary Booher presented report.**

**Public comment presented.**

**Direction only, no formal board action taken.**

11. LEGISLATIVE ITEMS

- A. Director of Housing and Homeless Services requests discussion and possible direction on rental and tenant protections during COVID-19.

**Deputy County Executive Officer and Director of Housing and Homeless Services Molly Rattigan made presentation.**

**Public comment presented.**

**Direction only, no formal board action taken.**

12. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS

**None.**

13. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS

**None.**

14. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

**None.**

15. CLOSED SESSION

**County Counsel Jeffrey M. Brax read the following closed sessions into the record:**

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957) Title: Napa County Fire Chief

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

- B. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)

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

Property: Napa County Fairgrounds, Calistoga, California (APNs 011-140-006, 011-140, 007, 011-140-056, 011-140-009, and 011-140-055)  
Agency Negotiator: Minh C. Tran, County Executive Officer  
Negotiating Parties: Napa County and City of Calistoga  
Under Negotiation: ☒ Price ☒ Terms of Payment

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

16. ADJOURNMENT

**Adjourn to the Board of Supervisors Regular Meeting, Tuesday, May 5, 2020 at 9:00 a.m.**

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DIANE DILLON, Chair

ATTEST:

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JOSE LUIS VALDEZ, Clerk of the Board