



**MINUTES OF THE NAPA COUNTY  
BOARD OF SUPERVISORS SPECIAL MEETING**

**February 12, 2019**

**Draft Summary of the Proceedings**

A Tradition of Stewardship  
A Commitment to Service

1. CALL TO ORDER; ROLL CALL

**The Board of Supervisors of the County of Napa met in special session on Tuesday, February 12, 2019, at 2:00 p.m. with the following supervisors present: Chair Ryan Gregory, Supervisors Diane Dillon, Alfredo Pedroza, Belia Ramos and Brad Wagenknecht. The meeting was called to order by Chair Ryan Gregory.**

2. PLEDGE OF ALLEGIANCE

**Chair Ryan Gregory led the assembly in the pledge of allegiance.**

3. APPROVAL OF MINUTES

A. Clerk of the Board requests approval of minutes from the following meetings:

Special Meeting of Tuesday, December 4, 2018  
Regular Meeting of Tuesday, December 4, 2018

Special Meeting of Tuesday, December 18, 2018  
Regular Meeting of Tuesday, December 18, 2018

Regular Meeting of Tuesday, January 8, 2019  
Regular Meeting of Tuesday, January 15, 2019

**Held discussion.**

**Motion by Alfredo Pedroza, Second by Diane Dillon, to approve meeting minutes as amended. Motion passed 5 – 0 with Chair Ryan Gregory and Supervisors Diane Dillon, Alfredo Pedroza, Belia Ramos and Brad Wagenknecht voting yes.**

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4. PRESENTATIONS AND COMMENDATIONS

- A. Presentation of a Proclamation in remembrance of Pradeep Panikar, Fixed Based Operator (FBO) Manager of Napa Jet Center and Lynx FBO Network.

**Chair Ryan Gregory and Supervisor Belia Ramos made presentation.**

5. DEPARTMENT HEADS REPORTS AND ANNOUNCEMENTS

**None.**

6. CONSENT ITEMS

Law & Justice

- A. Chief Probation Officer and Director of Health and Human Services request approval of and authorization for the Chair to sign a new Agreement with BI Incorporated to operate the Community Corrections Service Center and provide programming to offenders on probation at the South Napa Shelter for the term February 12, 2019 – June 30, 2019 with an automatic renewal and a contract maximum amount of \$1,560,000 annually.

**A-190229B**

Public Safety

- B. Sheriff requests authorization to sign the State of California, Department of Parks and Recreation grant application for Fiscal Year 2019-2020 in the amount of \$55,286 for reimbursement of salaries, equipment and training for law enforcement efforts in isolated areas of the County.

Human Services

- C. Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 170541B with Healthy Cooking with Kids, Inc. increasing the amount by \$62,133 for a new maximum of \$662,133 with no change to the term October 4, 2016 through September 30, 2019, amending to the Scope Exhibit A and to the Compensation Exhibit B to provide Supplemental Nutrition Assistance Program (SNAP) education.

**A-170541B (Amend. 2)**

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- D. Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 170790B (formerly No. 6941) with Holmes Van & Storage, Inc. increasing the amount by \$5,000 for a new annual maximum of \$10,000 for the term October 29, 2018 through June 30, 2019 with three annual automatic renewals, amending the Scope of Work Exhibit A and the Compensation Exhibit B to provide moving and packing services to clients of Health and Human Services Agency.

### **A-170790B (Amend. 3)**

- E. Director of Health and Human Services Agency requests approval of and authorization for the Chair to:
1. Sign a revenue Agreement with the California Business, Consumer Services and Housing Agency for a maximum of \$1,234,588 for the term February 12, 2019 through October 31, 2021 for Homeless Emergency Aid Program (HEAP) funds to be used to pay rental subsidies for homeless households, and
  2. Delegate authority to the Director of Health and Human Services Agency to sign additional agreements, amendments and other documents with the California Business, Consumer Services and Housing Agency, as needed, related to the HEAP program on behalf of the County.

### **A-190226B**

## Community Resources & Infrastructure

- F. Director of Library Services and Community Outreach requests approval of Budget Transfer No. LIB003 establishing a capital asset in the amount of \$8,766 for the purchase of a 27" Apple iMac Pro to be used for the design of community outreach materials. (4/5 vote required).

### **BT-LIB003**

- G. Director of Public Works request approval of plans and specifications for the "South Campus Building 4 Partial Remodel" project PW 18-15 and authorization to advertise for sealed bids and opening of the bids at the time and location published by the Director of Public Works pursuant to Section 20150.8 of the Public Contract Code.

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- H. Director of Public Works requests the following:
1. Approval to change Roads Capital Improvement Project (CIP) Program, SB1-Silverado I&J Zinfandel Project (Fund 2040, Sub-Division 2040500, Program 18029) to SB1-Silverado I&J Project; and
  2. Approval of plans and specifications for the "Silverado Trail Overlay, Phase I&J, Yountville Cross Road (MPM 07.70) to Skellenger Lane (MPM 11.10) Project", RDS 18-11, 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.
- I. Director of Public Works requests adoption of a resolution approving the filing of an application for federal financial assistance under the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) for the Lake Berryessa Resort Improvement District Potable Water Supply Intake Improvement Project and naming the Director of Public Works and the Deputy Director of Public Works for Flood Control and Water Resources as the County's Authorized Agents for the purposes of the grant.

### **R-2019-24**

- J. Director of Public Works requests the adoption of a resolution amending the Napa County Bylaws Manual Part II, Section 3 Airport Advisory Commission, effective February 12, 2019.

### **Item pulled and continued to future date.**

- K. Director of Public Works requests adoption of a resolution temporarily closing portions of Silverado Trail, Oak Knoll Avenue, Big Ranch Road, and El Centro Avenue from 7:00 A.M. to 1:00 P.M. on Sunday, March 3, 2019 for the 41st Annual Kaiser Permanente Napa Valley Marathon.

### **R-2019-25**

- L. Director of Public Works requests acceptance of donations in the amount of \$1,400 and \$1,162.21 for a total of \$2,562.21 from Pet Food Express to the Napa County Animal Shelter and approval for the Chair to sign a letter of appreciation.

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General Admin & Finance

- M. Chief Information Officer requests approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 170612B with Napa Public Access Cable Television increasing the amount by \$19,892 for a new maximum of \$75,625 for costs incurred to live stream public television and provide video backup during high profile public meetings.

**A-170612B (Amend 3.)**

- N. Chief Information Officer requests approval of and authorization for the Chair to sign an agreement with Neko Industries, Inc. for a maximum of \$8,500 for the term February 5, 2019 through June 30, 2019 to provide electronic document migration services.

**A-190227B**

- O. County Executive Officer requests authorization for out-of-state travel for Supervisor Diane Dillon, Supervisor Ryan Gregory, and Supervisor Alfredo Pedroza to attend the National Association of Counties (NACo) Legislative Conference in Washington, DC and meet with federal officials regarding legislative matters related to Napa County from March 1, 2019 to March 10, 2019.
- P. County Executive Officer requests the reappointment of the following applicant to the Napa County Dangerous Animal Hearing Panel for another three-year term:

<u>Name</u>	<u>Representing</u>
Kimberly Richard	Regular Member

**Motion by Alfredo Pedroza, Second by Brad Wagenknecht, to approve consent items as amended. Motion passed 5 – 0 with Chair Ryan Gregory and Supervisors Diane Dillon, Alfredo Pedroza, Belia Ramos and Brad Wagenknecht voting yes.**

7. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

**None.**

8. PUBLIC COMMENT

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

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9. SET MATTERS OR PUBLIC HEARINGS

A. 2:00 PM

County Executive Officer to present the 2018 Napa County Annual Report.

**Deputy County Executive Officer Molly Rattigan made presentation.**

**County Executive Officer Minh C. Tran made presentation.**

**Supervisor Brad Wagenknecht made presentation.**

**Supervisor Diane Dillon made presentation.**

**Supervisor Alfredo Pedroza made presentation.**

**Supervisor Belia Ramos made presentation.**

**Chair Ryan Gregory made presentation.**

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

**Information only, no formal action taken by the Board.**

B. 2:30 PM PUBLIC HEARING

Director of Public Works requests the following actions related to policies and procedures at the Napa County Airport:

1. First Reading and Notice of Intent to Adopt Ordinance No. 1437 amending Section 1.28.040 (Definitions) and Chapter 11.28 (Napa County Airport) of the Napa County Code and Adopting Rules and Regulations for the Napa County Airport;
2. Adoption of a Resolution amending the Napa County Airport's Minimum Standards and establishing Development Standards and a Leasing/Rents and Fees Policy; and
3. Adoption of a Resolution amending the Napa County Policy Manual Part I, Section 3.

**Chair Gregory opened the public hearing.**

**Napa Airport Manager Greg Baer and David Benner with Aviation Management Consulting Group made presentation.**

**Held discussion.**

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

**Brad Wagenknecht made a motion to continue consideration of the proposed ordinance to February 26, 2019 at 10:00 a.m. and to continue consideration of the proposed resolutions to March 5, 2019. Second by Diane Dillon. Motion passed 5 – 0 with Chair Ryan Gregory and Supervisors Diane Dillon, Alfredo Pedroza, Belia Ramos and Brad Wagenknecht voting yes.**

C. 3:30 PM PUBLIC HEARING

County Executive Officer requests the Board of Supervisors hold a public hearing and adopt a resolution approving submittal of a Community Development Block Grant application, and authorizing the County Executive Officer, or designee, to execute the grant application and related documents and to act on the County's behalf for the following projects:

1. Replacement of one water storage tank at Lake Berryessa Resort Improvement District in the amount of \$1,000,000; and
2. Maintenance and rehabilitation at the River Ranch Farmworker Center in the amount of \$800,000.

**R-2019-26**

**Deputy County Executive Officer Molly Rattigan made presentation.**

**Correction memo submitted.**

**Motion by Diane Dillon, Second by Brad Wagenknecht to approve the resolution as amended. Motion passed 5 – 0 with Chair Ryan Gregory and Supervisors Diane Dillon, Alfredo Pedroza, Belia Ramos and Brad Wagenknecht voting yes.**

D. 4:00 PM

Director of Health and Human Services requests direction and possible action(s) regarding the Tobacco Master Settlement Agreement (MSA) Grant Awards as follows:

1. Make changes to the MSA process proposed by staff;
2. Confirm that the total amount of funding available for the Fiscal Year 2019-2020 grant cycle will be \$1.1 million;
3. Confirm the continuation of the Community Health Initiative, Inc. contract;
4. Confirm the continuation of the tobacco cessation services contract with Community Action Napa Valley, Inc. for one year; and
5. Initiate the Fiscal Year 2019-2020 grant cycle.

**Chief Deputy Director of Health and Human Services Administration Mitch Wippert made presentation.**

**Held discussion.**

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

**Motion by Brad Wagenknecht, Second by Diane Dillon, to approve the five (5) requested actions as listed in the staff report including CHI and Tobacco Cessation. Motion passed 5 – 0 with Chair Ryan Gregory and Supervisors Diane Dillon, Alfredo Pedroza, Belia Ramos and Brad Wagenknecht voting yes.**

E. 6:30 PM

County Executive Officer requests the Board of Supervisors hold a community forum pursuant to a requirement of the Transparent Review of Unjust Transfers and Holds (TRUTH Act), which calls for counties to hold annual public forums explaining how County law enforcement and corrections from those areas worked with federal Immigration and Customs Enforcement (ICE) agents.

**County Executive Office Management Analyst Sue Kuss introduced item.**

**Corrections Director Dina Jose, Assistant Probation Chief Amanda Gibbs and Sheriff John Robertson made presentation.**

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

**Held discussion.**

**Information only, no formal action taken by the Board.**

10. ADMINISTRATIVE ITEMS

Community Resources & Infrastructure

A. Director of Public Works requests discussion and direction on the issuance of a Request for Proposals for a Fixed Based Operator to enter into a lease at the Napa County Airport.

**Deputy Director of Public Works Liz Habkirk made presentation. She was accompanied by Napa Airport Manager Greg Baer and Deputy County Counsel Thomas Capriola.**

**Held discussion.**

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



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**Motion by Belia Ramos, Second by Brad Wagenknecht, directing staff to proceed with Request for Proposals as presented after approval of the ordinance regarding PMCD's. Motion passed 5 – 0 with Chair Ryan Gregory and Supervisors Diane Dillon, Alfredo Pedroza, Belia Ramos and Brad Wagenknecht voting yes.**

General Admin & Finance

- B. Auditor-Controller, Director of Information Technology Services and Director of Human Resources to provide an update on the status of the Financial and Human Resource Enterprise Resource Planning (ERP) system project.

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

**Held discussion.**

**Information only, no formal action taken by the Board.**

- C. County Executive Officer requests the following actions regarding the Napa County Wildlife Conservation Commission:

1. Appointment of one of the following applicants, representing Wildlife/Conservation for a three-year term:

Name

Craig Haffner

Ina Pisani\*

2. Appointment of one of the following applicants, representing Sportsperson/Angler, for a three-year term:

Name

Craig Haffner

Alex Pader\*

\*Incumbent

3. Appointment of Planning Commissioner David Whitmer as the Planning Commission Liaison to the Napa County Wildlife Conservation Commission, reviewed annually.

**Deputy County Executive Officer made presentation.**

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**Brad Wagenknecht made a motion to appoint Ina Pisani and Alex Pader to the Napa County Wildlife Conservation Commission as well as appointing David Whitmer as the Planning Commission Liaison, Second by Alfredo Pedroza. Motion passed 5 – 0 with Chair Ryan Gregory and Supervisors Diane Dillon, Alfredo Pedroza, Belia Ramos and Brad Wagenknecht voting yes.**

11. LEGISLATIVE ITEMS

**None.**

12. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS

**Supervisor Wagenknecht attended the Napa Reads event at the Lincoln Theater.**

13. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS

**None.**

14. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS

**County Executive Officer Minh C. Tran reported on weather alerts associated with the atmospheric river.**

15. CLOSED SESSION

**None.**

16. ADJOURNMENT

**Adjourn to the Board of Supervisors Special Meeting, Tuesday, February 26, 2019 at 8:00 a.m.**

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RYAN GREGORY, Chair

ATTEST:

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JOSE LUIS VALDEZ, Clerk of the Board