



A Tradition of Stewardship  
A Commitment to Service

# AGENDA

## NAPA COUNTY BOARD OF SUPERVISORS

**Tuesday March 24, 2020 9:00 A.M.**

Brad Wagenknecht  
District 1

Ryan Gregory  
District 2

Diane Dillon  
District 3

Alfredo Pedroza  
District 4

Belia Ramos  
District 5

Minh C. Tran  
County Executive Officer

Jose Luis Valdez  
Clerk of the Board

Jeffrey M. Brax  
County Counsel

### GENERAL INFORMATION

The Board of Supervisors meets as specified in its adopted annual calendar on Tuesdays at 9:00 A.M. in regular session at 1195 Third Street, Suite 305, Napa, California 94559. The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available through the Clerk of the Board of the Napa County Board of Supervisors. Requests for disability related modifications or accommodations, aids or services may be made to the Clerk of the Board's office no less than 72 hours prior to the meeting date by contacting (707) 253-4580.

**The agenda is divided into three sections:**

**CONSENT ITEMS** - These matters typically include routine financial or administrative actions, as well as final adoption of ordinances that cannot be both introduced and adopted at the same meeting. Any item on the CONSENT CALENDAR will be discussed separately at the request of any person. CONSENT CALENDAR items are usually approved with a single motion.

**SET MATTERS - PUBLIC HEARINGS** - These items are noticed hearings, work sessions, and items with a previously set time.

**ADMINISTRATIVE ITEMS** - These items include significant policy and administrative actions and are classified by program areas. Immediately after approval of the CONSENT CALENDAR, if the time for hearing SET MATTERS has not arrived, ADMINISTRATIVE ITEMS will be considered.

All materials relating to an agenda item for an open session of a regular meeting of the Board of Supervisors which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, at the time of such distribution, in the office of the Clerk of the Board of Supervisors, 1195 Third Street, Suite 305, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or County staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

**ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA** please proceed to the rostrum and, after receiving recognition from the Chair, give your name and your comments or questions. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the Chair or Board.

**AGENDA AVAILABLE ONLINE AT [www.countyofnapa.org](http://www.countyofnapa.org)**

1. **CALL TO ORDER; ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF MINUTES**
4. **PRESENTATIONS AND COMMENDATIONS**
5. **DEPARTMENT HEADS REPORTS AND ANNOUNCEMENTS**
6. **CONSENT ITEMS**

Community Resources & Infrastructure

- A. Agricultural Commissioner/Sealer of Weights and Measures requests approval and authorization for the Chair to sign an agreement with the California Department of Food and Agriculture (CDFA) for a maximum of \$16,011 for the term October 1, 2019 through June 30, 2020 for reimbursement of expenditures associated with placing and inspecting traps for the detection of Asian Citrus Pysllid (ACP).
- B. Director of Library Services and Community Outreach requests waiver of all outstanding late fines and eliminate assessing fines for all Napa County Library materials.
- C. Director of Planning, Building and Environmental Services requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 180193B with Bureau Veritas 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.
- D. Director of Planning, Building and Environmental Services requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 180280B with Environmental Science Associates (ESA) to extend the terms of the agreement to June 30, 2022, with an automatic renewal for no more than two (2) additional years, for the purposes of assisting the County in preparing the environmental document in accordance with CEQA.
- E. Director of Planning, Building and Environmental Services requests acceptance of the annual report regarding the status of the Napa County General Plan and progress in its implementation as required by Government Code Section 65400.
- F. Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 7 to Agreement No. 150009B with Luhdorff & Scalmanini Consulting Engineers (LSCE) increasing the amount by \$228,000 for a new maximum of \$1,885,680 for services rendered through June 2020, and amending the scope of work to include additional services necessary to meet requirements for implementation of the Sustainable Groundwater Management Act and related State regulations, including support for the newly formed Napa County Groundwater Sustainability Agency and the development of a Groundwater Sustainability Plan by January 2022.
- G. Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 180153B with Napa Valley Petroleum, Inc., increasing maximum compensation by \$50,000 for a new maximum of \$425,000 per fiscal year with all other terms remaining the same, to provide Unleaded and Diesel Fuel services.

- H. Director of Public Works requests the following:
1. Approval of and authorization for the Chair to sign an agreement with Adko Engineering Inc. (Adko), for a maximum of \$174,786.74 for the term March 24, 2020 through June 30, 2023 for the design of the Livermore Road Slide Repair; and
  2. Approval of Budget Transfer No. DPW030 for the following (4/5 vote required):
    - a. Increase appropriation by \$185,187 in the Accumulated Capital Outlay Fund (ACO) (Fund 3000, Subdivision 3000000) with use of its available fund balance; and
    - b. Increase appropriations by \$185,187 in the Livermore Road-MPM1.25, RDS 19-66 in the Roads CIP budget ( Fund 2040, Subdivision 2040500, Program S9102) with offsetting revenue from the transfer from the ACO.
- I. Director of Public Works requests approval of and authorization for the Chair to sign an agreement with Shah Kawasaki Architects for a maximum of \$215,966 for the term of March 26, 2020 through June 30, 2020, with an automatic extension provision for an additional year at the end of each fiscal year not to exceed four (4) years for the design of the new Carneros Fire Station.
- J. Director of Public Works requests approval of plans and specifications for the "Napa County Replacement Jail Early Site Work Project," PW 20-100A, 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.

#### General Admin & Finance

- K. Director of Human Resources and Chief Information Officer request adoption of a resolution amending the Departmental Allocation List for the Information Technology Services Division of the County Executive Office, as follows, effective March 24, 2020, with no net increase in full-time equivalents, and no impact to the General Fund:
1. Delete one 1.0 FTE Information Systems Manager (MC); and
  2. Add one 1.0 FTE Information Systems Specialist I/II/Senior.
- L. Director of Human Resources and Director of Planning, Building and Environmental Services request the adoption of a resolution amending the Departmental Allocation List for the Environmental Health Division of the Planning, Building, and Environmental Services Department, as follows, effective March 24, 2020, with a net increase of three full-time equivalents, and an increase to the County General Fund:
1. Adding one 1.0 FTE Deputy Director of Planning, Building, and Environmental Services.
  2. Adding one 1.0 FTE Supervising Planner.
  3. Adding one 1.0 FTE Planner II/III.
- M. Director of Human Resources and County Executive Officer request the adoption of a resolution amending the Departmental Allocation List for Central Services and the County Executive Office, as outlined in "Exhibit A", effective March 24, 2020, with no net increase in full-time equivalents and no increase to the General Fund.
- N. Director of Human Resources and County Executive Officer request adoption of a resolution amending County Policy Manual, Part I: Section 37-C4, Management Compensation Plan - Confidential to remove the Executive Assistant-CEO classification's designation as "at will," as outlined in Exhibit A, effective March 24, 2020.

- O.** County Executive Officer requests the following actions regarding out of state travel to Washington DC to attend the National Association of Counties (NACo) Legislative Conference in and meetings held with federal officials regarding legislative matters related to Napa County:
1. Ratification for Supervisor Alfredo Pedroza to attend from March 4, 2020 to March 5, 2020 for an estimated cost of travel not to exceed \$815; and
  2. Correction of the travel dates for Supervisor Diane Dillon and Supervisor Ryan Gregory to February 28, 2020 through March 8, 2020.

- P.** County Counsel and the Deferred Compensation Board of Control request the Board appointment of the following applicant to fill one At-Large vacancy on the Napa County Deferred Compensation Board of Control:

Name

Rose Figoni\*

\*Recommended by the Deferred Compensation Board

- Q.** County Executive Officer requests the appointment of the following applicant to serve on the Napa County Library Commission with terms to commence immediately and expire January 31, 2023:

NameRepresenting

David Steele\*

Napa County

\*Recommended by the Library Commission (letter attached)

- R.** County Executive Officer requests consideration of the following applicants to fill two vacancies due to expiring terms and resignations on the Napa County Wildlife Conservation Commission (WCC) with the terms of office to commence immediately and expire February 1, 2023.

NameRepresenting

Charles Burton

Public At Large

Michael Sipiora

Public At Large

**7. DISCUSSION OF ITEMS PULLED FROM THE CONSENT CALENDAR****8. PUBLIC COMMENT**

In this time period, anyone may address the Board of Supervisors regarding any subject over which the Board has jurisdiction but which is not on today's posted agenda. In order to provide all interested parties an opportunity to speak, time limitations shall be at the discretion of the Chair. As required by Government Code, no action or discussion will be undertaken on any item raised during this Public Comment period.

**9. SET MATTERS OR PUBLIC HEARINGS****A. 9:15 AM**

Recess to the In-Home Supportive Services (IHSS) Public Authority of Napa County special meeting (see IHSS Agenda).

**10. ADMINISTRATIVE ITEMS**Community Resources & Infrastructure**A.** Director of Public Works requests adoption of a resolution authorizing the following related to the County owned property located at 2344 Old Sonoma Road (4/5 vote required):

1. Declaring the County's intention to sell surplus real property located at 2344 Old Sonoma Road;
2. Establishing a minimum price and other terms, conditions and requirements for sale of the Property applicable to all agencies who may respond to a Notice of Availability issued under Government Code Section 54220-54232; and
3. Directing staff to engage responding agencies in good-faith negotiations for sale of the property.

General Admin & Finance**B.** County Executive Officer requests that the Board:

1. Review and accept the Fiscal Year 2019-20 Mid-year Fiscal Review;
2. Approval to establish a new Fire Capital Improvement Project for the design of the Carneros Fire Station, Program 20040 (Fund 2100, Sub-Division 2100500);
3. Approve Budget Transfer No. CEO018 making budget adjustments in a number of departments as outlined in Attachment A of this Board item, to provide sufficient appropriation authority for expenditures through the end of the fiscal year (4/5 vote required); and
4. Authorize staff to transfer \$2,400,000 to the 115 Trust for Pension Liability.

**C.** County Executive Officer acting as the Director of Emergency Services requests adoption of a resolution continuing the Local Emergency and Local Health Emergency and granting the County Executive Officer additional authority to respond to COVID-19.**D.** County Executive Officer requests consideration of the following applicants to fill four vacancies due to expiring terms on the Napa County Veteran's Commission representing At Large with the terms of office to commence immediately and expire March 20, 2024.Name

James Shupe\*

Mark Riordan\*

Joel Levitt\*

Joseph Harbison III\*

Patricia Flanagan

James Stokes

Stanley Jones  
George Woodward  
Philip Feiner Jr.  
Ron Somple

\*Recommended by the Veterans' Commission Ad Hoc Committee

**11. LEGISLATIVE ITEMS**

**12. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS**

**13. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS**

**14. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS**

**15. CLOSED SESSION**

**16. ADJOURNMENT**

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, APRIL 7, 2020  
AT 9:00 A.M.**

I HEREBY CERTIFY THAT THE AGENDA FOR THE ABOVE STATED MEETING WAS POSTED AT A LOCATION FREELY ACCESSIBLE TO MEMBERS OF THE PUBLIC AT THE NAPA COUNTY ADMINISTRATIVE BUILDING, 1195 THIRD STREET, NAPA, CALIFORNIA ON FRIDAY, MARCH 20, 2020 BY 5:00 P.M. A HARDCOPY SIGNED VERSION OF THE CERTIFICATE IS ON FILE WITH THE CLERK OF THE BOARD OF SUPERVISORS AND AVAILABLE FOR PUBLIC INSPECTION.

Jose Luis Valdez (By e-signature)  
JOSE LUIS VALDEZ, Clerk of the Board