



Meeting Minutes

Napa County Housing Element Advisory Committee

Joelle Gallagher

Megan Dameron

Anne Cottrell (*Alternate*)

Kellie Anderson

Tom Gamble

Ron Rhyno

Terry Scott (*Chair*)

Keri Akemi-Hernandez (*Vice-Chair*)

Teresa Zimny

Mike Swanton

Heather Stanton

Jenna Bolyarde

David Morrison, Secretary-Director

Silva Darbinian, Committee Counsel

John McDowell, Supervising Planner

Alexandria Quackenbush, Committee Clerk

Tuesday, October 26, 2021

9:00 AM

Virtual Meeting

1. WELCOME/REVIEW OF THE MEETING FORMAT (Video timestamp 00:00:14)

County Housing Element Project Manager and County Staff John McDowell welcomed committee members, members of the public, and reviewed the meeting format. He provided an overview of process for providing public comment and referred to the Governor's Executive Order N-29-20. It was noted by Mr. McDowell that the meeting was being recorded and live streamed, with the video recording and additional resources available on Napa County Housing Element website.

2. INTRODUCTIONS/CALL TO ORDER AND IDENTIFICATION OF MEMBERS PRESENT (Video timestamp 00:02:08)

Committee Members Present: Chair Terry Scott, Vice-Chair Keri Akemi-Hernandez, Joelle Gallagher, Megan Dameron, Tom Gamble, Ron Rhyno, Teresa Zimny, Mike Swanton, Heather Stanton, Jenna Bolyarde, Kellie Anderson (arrived during item 4)

Committee Members Excused: Alternate Anne Cottrell

Staff Present: David Morrison, John McDowell, Trevor Hawkes, Alexandria Quackenbush

Consultant Staff: Hillary Gitelman, ESA, Evan Wasserman, ESA, Matt Kowta, BAE

A. Oath of Office

Committee Members were sworn in by John McDowell. Mr. McDowell noted he had been deputized by the Clerk of the Board of Supervisors, Neha Hoskins, to administer the oath of office.

B. Brown Act Overview

County Counsel office, Silva Darbinian, provided an overview of the Brown Act as a presentation to committee members, how the Brown Act applies to the HEAC, and the rules that the HEAC

members must follow to be compliant with Brown Act requirements. Because the HEAC is an advisory body created by the Napa County Board of Supervisors, Brown Act rules and regulations apply to the HEAC. It was noted that any questions related to the Brown Act may be directed to John McDowell or Silva Darbinian at any time before, during, or after the meeting as it pertains to questions regarding the Brown Act. The presentation on the Brown Act can also be accessed via County Staff.

C. Election of Officers

Committee Members voted to elect Terry Scott as Chair

JG	MD	KA	TG	RR	TS	KA-H	TZ	MS	HS	JB
Y	Y	X	<u>1st</u>	N	Y	A	Y	N	<u>2nd</u>	Y

Committee Members voted to elect Keri Akemi-Hernandez as Vice-Chair

JG	MD	KA	TG	RR	TS	KA-H	TZ	MS	HS	JB
Y	<u>2nd</u>	X	Y	Y	Y	A	<u>1st</u>	Y	Y	Y

D. Overview of Committee’s Bylaws

County Housing Element Project Manager and County Staff John McDowell County Counsel identified the bylaws governing the HEAC and explained that they were standard for bodies like the HEAC. Mr. McDowell and County Counsel Silva Darbinian explained that Staff will be able to provide members for their reference/review after the meeting.

E. Overview of Meeting Calendar

John McDowell provided an overview of the meeting calendar with discussion. The next regular meeting will be held on November 15, 2021. No action taken.

3. REGULATORY SETTING AND REQUIREMENTS – HOUSING ELEMENT PROCESS (Video timestamp 00:37:53)

BAE Consultant Matt Kowta provided an overview of the Housing Element, including updates to Housing Element State rules and regulations for the 6th Cycle, an overview of the regulatory requirements for housing elements and updates to State rules and regulations that will need to be considered as part of the 6th Cycle Update, and the overall planning process for updating and adopting the 6th Cycle Housing Element.

Member Comments: None

Public Comment: None