



## Meeting Minutes

### Napa County Board of Supervisors

Joelle Gallagher, District 1  
Liz Alessio, District 2  
Anne Cottrell, District 3  
Amber Manfree, District 4  
Belia Ramos, District 5

\* This is a simultaneous meeting of the Board of Supervisors of Napa County, Napa County Public Improvement Corporation, Silverado Community Services District, Monticello Public Cemetery District, In-Home Supportive Services Public Authority of Napa County, Lake Berryessa Resort Improvement District, Napa Berryessa Resort Improvement District, Napa County Housing Authority, and the Napa County Groundwater Sustainability Agency.

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Tuesday, March 11, 2025

9:00 AM

Board of Supervisors Chambers  
1195 Third Street, Third Floor

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1. CALL TO ORDER; ROLL CALL

**Present: Chair Anne Cottrell, Vice-Chair Amber Manfree, Supervisors Liz Alessio, Joelle Gallagher, and Belia Ramos. The meeting was called to order by Chair Anne Cottrell.**

2. PLEDGE OF ALLEGIANCE

**Public Member Jeff Warren led the assembly in the Pledge of Allegiance.**

3. PET OF THE WEEK

A. Presentation of the Pet of the Week. (No Fiscal Impact)

[25-171](#)

**Animal Shelter Supervisor Luis Ambriz presented the Pet of the Week (Minnie).**

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

4. APPROVAL OF PROCLAMATIONS AND COMMENDATIONS

**Motion Text: Approve the Proclamations and Commendations.**

**Voting Yes: Alessio, Ramos, Gallagher, Manfree and Cottrell**

**Voting No: None**

**Recusals: None**

**Result: Passed**

- A. Presentation of a Proclamation recognizing March 2025 as “Women’s History Month” in Napa County. (No Fiscal Impact) [25-322](#)

**Chair Anne Cottrell presented the proclamation.**

**League of Women Voters Napa County Vice President Yolanda Schonbrun accepted the proclamation and made presentation.**

- B. Presentation of a Proclamation recognizing March 2025 as “Red Cross Month” in Napa County. (No Fiscal Impact) [25-353](#)

**Supervisor Liz Alessio presented the proclamation.**

**American Red Cross Board of Director Annie Schaefer accepted the proclamation and made presentation.**

**American Red Cross Program Manager Leland Montell made presentation.**

5. CONSENT CALENDAR - SPECIAL DISTRICTS

**Motion Text: Approve the Special Districts Consent Calendar.**

**Voting Yes: Gallagher, Manfree, Alessio, Ramos and Cottrell**

**Voting No: None**

**Recusals: None**

**Result: Passed**

Napa County Housing Authority

- A. Authorize the purchase of a capital asset for a commercial kitchen steam table; and approve the related Budget Amendment. (Fiscal Impact: \$7,000 Expense and Revenue; Housing Authority Fund; Not Budgeted; Discretionary) [25-375](#)  
[4/5 Vote Required]

Lake Berryessa Resort Improvement District

- B. Approval of a Budget Amendment increasing appropriations in the Lake Berryessa Resort Improvement District operations budget in the amount of \$80,000 to cover the cost of continued operations and maintenance expenses through the end of the fiscal year. (Fiscal Impact: \$80,000 Expense; Lake Berryessa Resort Improvement District Fund; Not Budgeted; Discretionary) [25-344](#)  
[4/5 Vote Required]

## Napa Berryessa Resort Improvement District

- C. Approve a Budget Amendment increasing appropriations in the Napa Berryessa Resort Improvement District (District) operations budget from its available fund balance in the amount of \$110,000 to cover the cost of continued operations and maintenance expenses through the end of the fiscal year. (Fiscal Impact: \$110,000; Napa Berryessa Resort Improvement District Fund; Not Budgeted; Discretionary) [4/5 vote required] [25-349](#)

## 6. CONSENT CALENDAR

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

**Motion Text:** Approve the Consent Calendar as amended.

**Voting Yes:** Alessio, Gallagher, Manfree, Ramos and Cottrell

**Voting No:** None

**Recusals:** None

**Result:** Passed

## Clerk of the Board

- A. Approval of minutes from the February 25, 2025 regular meeting. (No Fiscal Impact) [25-74](#)
- B. Appoint Kevin S. Zeigler to represent County At-Large on the Napa County Deferred Compensation Board of Control. (No Fiscal Impact) [25-263](#)
- C. Appoint Elizabeth H. Marks representing Family Member of Consumer, and Sandra J. Oliva representing Consumer, to the Napa County Behavioral Health Board, with terms of office to commence immediately and expire on January 1, 2028. (No Fiscal Impact) [25-383](#)
- D. Reappoint Alexander W. Pader, to represent Sportsperson/Angler, and Ina Pisani, to represent Wildlife/Conservation, both for a fifth term, to the Napa County Wildlife Conservation Commission with terms of office to commence immediately and expire February 1, 2028. (No Fiscal Impact) [25-390](#)

## County Counsel

- E. Approve and authorize Amendment No. 1 to Agreement No. 220285B with Serviam by Wright, LLP, for legal advice and litigation services related to code enforcement matters. (Fiscal Impact: \$80,000 Expense; General Fund; Budgeted; Discretionary) [4/5 vote required] [25-403](#)

**Enactment No:** A-220285B Amend. 1

## County Executive Office

- F. Approve and authorize extension of Agreement A-180326C with NextRequest through June 30, 2028 for public records request management. (No Fiscal Impact; Discretionary) [25-257](#)  
**Enactment No: A-180326C**
- G. Adopt a Resolution to dismiss collection of the 2012 Measure T election fees from the Napa Valley Transportation Authority totaling \$68,108. (No Fiscal Impact, Discretionary) [25-406](#)  
**Enactment No: R-2025-20**

## County Fire Department

- H. Approve and authorize Agreement No. 250339B with Napa Communities Firewise Foundation to implement the Defensible Space/ Ignition Resistant Construction program under the Building Resilient Infrastructure and Communities (BRIC) program. (Fiscal Impact: \$3,229,600 Expense; Fire Fund; Budgeted; Discretionary) [25-198](#)  
**Enactment No: A-250339B**
- I. Approve and authorize Agreement No. 250340B with Napa Communities Firewise Foundation to project manage and implement the 2024 Local Hazard Mitigation Grant Program. (Fiscal Impact: \$1,605,000 Expense; Fire Fund; Budgeted; Discretionary) [25-391](#)  
**Enactment No: A-250340B**
- J. Approve and authorize Amendment No. 2 to Agreement No. 250180B with Napa Communities Firewise Foundation to increase the number of fuels maintenance projects. (Fiscal Impact: \$123,250 Expense; Fire Fund; Budgeted; Discretionary). [25-394](#)  
**Enactment No: A-250180B Amend. 2**
- K. Approve a Budget Amendment to increase the appropriations by \$120,000 in the Fire Operations Capital Assets to make manufacturer modifications to two Type I Fire Engines currently on order. (Fiscal Impact: \$120,000; Fire Fund; Not Budgeted; Discretionary) [25-410](#)  
[4/5 vote required]

## Housing &amp; Homeless Services – Division of CEO’s Office

- L. Adopt a Resolution authorizing the application and acceptance of the 2024 - 2027 Emergency Solutions Grant funding for use towards homeless services in an amount not to exceed \$931,078 and any additional post award allocations not to exceed \$116,385. (No Fiscal Impact; Discretionary). [25-320](#)  
**Enactment No: R-2025-21**

## Human Resources – Division of CEO’s Office

- M. Approve and authorize Amendment No. 2 to Agreement No. 220293B with Bolt Staffing Service, Inc. increasing the maximum annual amount to \$200,000, to provide temporary staffing services, effective March 11, 2025. (Fiscal Impact: \$200,000 Expense; Fund dependent upon Department usage; Budgeted; Discretionary) [25-374](#)
- Enactment No:           A-220293B Amend. 2**

## Library

- N. Authorization to accept a donation in the amount of \$3,000 from Rasmussen Family Fund and sign a letter of appreciation. (Fiscal Impact, \$3,000 Revenue; Napa County Library Fund; Budgeted; Discretionary) [25-350](#)

## Public Works

- O. Approve and authorize Agreement No. 250353B for \$348,447 for the Rossi Road Bridge Repair Project, Agreement No. 250352B for \$209,443 for the Ridgecrest Slide Repair Project and Agreement No. 250354B for \$229,972 for the Redwood Road MPM 2.3 Slide Repair Project with ADKO Engineering, Inc., (Fiscal Impact: \$787,862 Expense; Roads Capital Improvement Projects Fund; Budgeted; Discretionary) [25-377](#)
- Enactment No:           A-250352B; A-250353B; A-250354B**
- P. Approval of and authorization to sign Amendment No. 5 to Agreement No. 6430 Memorandum of Understanding with the City of Napa for the County's use of the City's Material Diversion Facility to extend the preferred pricing arrangement to additional types of recyclable materials. (No Fiscal Impact; Discretionary) [25-413](#)
- Enactment No:           A-6430 Amend. 5**

## Treasurer-Tax Collector

- Q. Adopt a Resolution to renew delegation of investment/reinvestment authority to the Treasurer-Tax Collector for an additional one-year period beginning April 1, 2025; approve the Napa County Investment Policy; and appoint Patricia Clarey as the Special Districts’ representative to the Treasury Oversight Committee. (No Fiscal Impact; Discretionary) [25-441](#)
- Enactment No:           R-2025-22**

## 7. PUBLIC COMMENT

**Ten (10) people spoke during public comment.**

**Chair Anne Cottrell requested Director of Planning, Building, and Environmental Services Brian D. Bordona provide a response to public comment.**

**Director of Planning, Building, and Environmental Services Brian D. Bordona responded to public comment.**

## 8. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

**Supervisor Belia Ramos reported on joining the Metropolitan Transportation Commission alongside Vice-Chair Amber Manfree and spoke to the public about what to expect in regard to report outs. Supervisor Ramos provided an update that an ad hoc committee was formed in support of a previous statement of valuing, supporting and protecting marginalized communities. Due to this, Supervisor Ramos requested that the County Executive Officer bring back an item together with Health and Human Services Director Jennifer Yasumoto and the Napa Valley Community Partnership to create a funding agreement.**

**Vice-Chair Amber Manfree reported on touring the Mentis campus, the American Canyon Ecology Center, and attending a meeting of the San Francisco Bay Restoration Authority.**

**Chair Anne Cottrell reported on speaking with County Counsel to remind everyone about the limits of Board Member comments and announcements which include briefly responding to statements made or questions posed by persons during public comment, making brief report or announcement of their own activities and providing a referral to staff to bring something back on the agenda. Secondly, Chair Cottrell reported on her trip to Washington, D.C alongside Legislative/Policy Analyst Andrew Mize, where they attended various meetings to discuss pushing things forward with insurance policy. They also met with the Agricultural Committee and provided thanks for their support towards Napa County and the information provided regarding wildfire smoke and its impact on growing grapes. Lastly, Chair Cottrell mentioned that she will be hosting a community meeting in Angwin on Thursday March 20, 2025 in collaboration with the Angwin Firesafe Council.**

**Supervisor Joelle Gallagher announced that she will be moderating a panel discussion at Deuces Market in Napa in honor of National Agriculture Week. This event will take place on Wednesday March 26, 2025 at 5:00pm.**

**Director of Public Works Steven Lederer reported on the emergency storm repair and response projects.**

## 9. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

**None**

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

None

11. ADMINISTRATIVE ITEMS

County Executive Office

- A. Adopt a Resolution to modify the Policy for Budgetary Controls, approve the Annual Budget Policy Guidelines and approve the Mid-Year Budget Amendments. (Fiscal Impact: Varies by Fund; Multiple Funds; Not Budgeted; Discretionary)  
[4/5 vote required]

[25-445](#)

**County Executive Office Senior Management Analyst Daniel Sanchez made presentation.**

**Discussion held.**

**Motion Text: Adopt the Resolution.**

**Voting Yes: Cottrell, Alessio, Gallagher, Manfree and Ramos**

**Voting No: None**

**Recusals: None**

**Result: Passed**

**Enactment No: R-2025-23**

**Motion Text: Approve the Budget Policy Guidelines.**

**Voting Yes: Cottrell, Alessio, and Manfree**

**Voting No: Gallagher, Ramos**

**Recusals: None**

**Result: Passed**

**Motion Text: Approve the Mid-Year Budget Amendments as amended with direction provided to staff.**

**Voting Yes: Ramos, Gallagher, Alessio, Manfree and Cottrell**

**Voting No: None**

**Recusals: None**

**Result: Passed**

Planning, Building and Environmental Services (PBES)

- B. Receive a status report of the Micro-Winery Ordinance and provide direction regarding the May 5, 2025 sunset date. (No Fiscal Impact)

[25-230](#)

**Planning, Building, and Environmental Services Planning Manager Michael Parker made presentation.**

**Nine (9) people spoke during public comment.**

**Discussion held.**

**Direction provided to staff.**

**Motion Text: Approve the direction provided to staff.**

**Voting Yes: Gallagher, Alessio, Manfree, Ramos and Cottrell**

**Voting No: None**

**Recusals: None**

**Result: Passed**

12. PUBLIC HEARING - SPECIAL DISTRICTS

**None**

13. PUBLIC HEARINGS

**None**

## 14. CLOSED SESSION

- A. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION [25-405](#)  
(Government Code section 54956.9(d)(1))  
Kassy McKee v. County of Napa  
Napa County Superior Court Case 23CV001468

**On February 25, 2025, the Board voted unanimously to approve an offer of \$148,500 to settle the matter. The settlement has been accepted by the other side and a \$148,500 payment will be made to the Plaintiff. This will resolve everything related to the matter involved in that case.**

- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)  
Title: Director of Planning, Building, and Environmental Services

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

## 15. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING,  
TUESDAY, MARCH 25, 2025 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board

[25-448](#)