



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.

www.countyofnapa.org

Tuesday, March 25, 2025

9:00 AM

Board of Supervisors Chambers
1195 Third Street, Third Floor

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

Winegrowers of Napa County President Kevin LeMasters led the assembly in the Pledge of Allegiance.

3. PET OF THE WEEK

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

[25-172](#)

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

4. APPROVAL OF PROCLAMATIONS AND COMMENDATIONS

Motion Text: Approve the Proclamations and Commendations.
Voting Yes: Ramos, Alessio, Gallagher, Manfree and Cottrell
Voting No: None
Recusals: None
Result: Passed

- A. Presentation of a Proclamation recognizing March 2025 as “National Agricultural Month” in Napa County. (No Fiscal Impact)

[25-414](#)

Chair Anne Cottrell presented the proclamation.

Agricultural Commissioner/Sealer of Weights and Measures Tracy Cleveland accepted the proclamation and made presentation.

Napa County 4-H Youth Development Program Coordinator Suzanne Amaral made presentation.

Napa County 4-H Member Penelope Heard made presentation.

5. CONSENT CALENDAR - SPECIAL DISTRICTS

Motion Text: Approve the Special Districts Consent Calendar.
Voting Yes: Ramos, Manfree, Alessio, Gallagher, and Cottrell
Voting No: None
Recusals: None
Result: Passed

Napa County Groundwater Sustainability Agency

- A. Rescind Resolution No. 2025-01 (NCGSA) and adopt the proposed updated Resolution for the Napa County Groundwater Sustainability Agency authorizing staff to develop a funding agreement with the Department of Water Resources to accept grant funds under Department of Water Resources’ California Stream Gage Improvement Program to provide funding to reactivate five stream gages within the Napa Valley. (Fiscal Impact: \$1,060,000 Revenue; Groundwater Special Revenue Fund; Not Budgeted; Discretionary)

[25-456](#)

Enactment No: R-2025-02 (NCGSA)

6. CONSENT CALENDAR

Motion Text: Approve the Consent Calendar as amended.
Voting Yes: Alessio, Ramos, Gallagher, Manfree, and Cottrell
Voting No: None
Recusals: None
Result: Passed

Auditor-Controller

- A. Accept and file the County of Napa Single Audit Report - Schedule of Expenditures of Federal Awards (SEFA), for fiscal year ended June 30, 2024. (No Fiscal Impact, Mandatory) [25-421](#)

Clerk of the Board

- B. Approval of minutes from the March 11, 2025 regular meeting. (No Fiscal Impact) [25-75](#)
- C. Appoint Grant Ingalls to represent Napa County Volunteer Firefighter position, on the Napa County Fire Services Advisory Committee with terms of office to commence immediately and expire on September 30, 2027. (No Fiscal Impact) [25-449](#)
- Item removed from the agenda.**
- D. Appoint Jasper T. Lowell to represent Consumer aged 18-25, to the Napa County Behavioral Health Board, with terms of office to commence immediately and expire on January 1, 2028. (No Fiscal Impact) [25-492](#)

County Counsel

- E. Approve and authorize delegation to sign a conflict waiver with Goldfarb & Lipman LLP to represent the County in connection with advising the County on the Vista Del Valle Mobile Home Park matter. (No Fiscal Impact, Discretionary) [25-484](#)

County Executive Office

- F. Adopt a Resolution authorizing the Napa Valley Unified School District to issue general obligation bonds for School Facilities Improvement Districts No. 1 and No. 2, without further approval of the Board of Supervisors or officers of Napa County. [25-400](#)
- Enactment No:** R-2025-24

- G. Adopt a Resolution to amend the Table and Index of Classes, the Departmental Allocation List for multiple Divisions of the County Executive Office, and appropriate personnel policies. (Fiscal Impact: \$35,360 expense; General Fund; Budgeted; Discretionary) [25-440](#)
Enactment No: R-2025-25
- H. Approve and authorize allocation of Board of Supervisors' District 5 community grant funds to American Canyon Arts Foundation for a student art contest. (Fiscal Impact: \$2,500 Expense; Budgeted; General Fund; Discretionary) [25-452](#)
- I. Adopt a Resolution appointing the Director of the Health and Human Services Agency and the Director of Housing and Homeless Services or their designees to the Community Action of Napa Valley Board of Directors. (No Fiscal Impact; Discretionary) [25-474](#)
Enactment No: R-2025-26
- J. Approve out of state travel for Supervisor Anne Cottrell to Washington, D.C. from April 6-10, 2025 to conduct meetings on behalf of Napa County with key federal congressional and executive branch officials. (Fiscal Impact: \$3,500 expense; General Fund; Budgeted; Discretionary). [25-523](#)

County Fire Department

- K. Approve a Budget Amendment to increase the Yountville Capital Assets appropriations by \$25,000 to purchase a washer/extractor to be used to sanitize County Fire Personal Protection Equipment and authorize Asset No. 26807 be declared as surplus, no longer required for public use, remove the items from inventory, and dispose by vendor. (Fiscal Impact: \$25,000 Expense; Fire Fund; Not Budgeted; Discretionary) [25-462](#)
[4/5 vote required]

Elections

- L. Adopt a Resolution authorizing Voter Accessibility Reimbursement Contract with California Secretary of State in the amount of \$13,778. (Fiscal Impact: \$13,778 Revenue; General Fund; Budgeted; Discretionary) [25-357](#)
Enactment No: R-2025-27; A-8688B
- M. Adopt a Resolution authorizing Election Cybersecurity Reimbursement Contract with California Secretary of State in the amount of \$135,000. (Fiscal Impact: \$135,000 Revenue; General Fund; Budgeted; Discretionary) [25-362](#)
Enactment No: R-2025-28; A-8689B

Health and Human Services Agency

- N. Approve and authorize Amendment No. 3 to Agreement No. 190292B with MedMark Treatment Centers, Inc., and Amendment No. 3 to Agreement No. 190293B with Successful Alternatives for Addiction Counseling Services, Inc., to amend the Scope of Work and Compensation Exhibits to update rates, with no increase to the contract maximums. (Fiscal Impact: \$365,000 Expense; Health and Human Services Agency Fund; Budgeted; Mandatory) [24-1020](#)
- Enactment No: A-190292B Amend. 3; A-190293B Amend. 3**
- O. Approve and authorize Amendment No. 7 to Revenue Agreement No. 200130B with California Department of Public Health (Special Supplemental Nutrition Program for Women, Infants, and Children), to increase the contract maximum by \$45,843 for a new contract maximum of \$3,374,496 through September 30, 2025; replace Exhibit A to reflect updated language; replace Exhibit B to reflect the increased allocation; and replace Exhibit D to reflect updated language. (Fiscal Impact: \$3,374,496 Revenue; Health and Human Services Agency Fund; Budgeted; Mandatory) [25-200](#)
- Enactment No: A-200130B Amend. 7**
- P. Approve and authorize the California - Child and Family Services Napa County System Improvement Plan for submission to the California Department of Social Services; and the Notice of Intent for Child Abuse Prevention, Intervention, and Treatment Program, Community-Based Child Abuse Prevention Program, and Promoting Safe and Stable Families Program Funding Assurances for Napa County for the Period of Plan, both for the term of June 4, 2023, through June 4, 2028. (No Fiscal Impact; Mandatory) [25-211](#)
- Q. Approve and authorize Agreement No. 250323B with Mentis, Inc., for a contract maximum of \$460,000 for Fiscal Year 2024-2025, and each subsequent automatic renewal; and approve a Budget Amendment for the provision of outpatient specialty mental health services for Napa County adults. (Fiscal Impact: \$460,000 Expense; Health and Human Services Agency Fund; Not Budgeted; Mandatory) [25-341](#)
[4/5 vote required]
- Enactment No: A-250323B**
- R. Approve and authorize Amendment No. 3 to Agreement No. 200273B with Willow Glen Care Center, Inc., to increase the contract maximum by \$750,000 for a new contract maximum of \$1,500,000 for Fiscal Year 2024-2025, and each subsequent renewal, to provide residential mental health services. (Fiscal Impact: \$1,500,000 Expense; Health and Human Services Agency Fund; Budgeted; Mandatory) [25-342](#)
- Enactment No: A-200273B Amend. 3**

- S. Approve and authorize Agreement No. 250348B with Serenity Homes of Napa Valley for a contract maximum of \$225,000 upon approval of the agreement through June 30, 2026; and approve a Budget Amendment for the provision of recovery residential beds for clients served within Napa County's Drug Medi-Cal Organized Delivery System. (Fiscal Impact: \$225,000 Expense; Health and Human Services Agency Fund; Not Budgeted; Discretionary) [4/5 vote required] [25-343](#)

Enactment No: A-250348B

- T. Approve and authorize Amendment No. 1 to Agreement No. 240303B with Napa Valley Community Foundation for the term upon approval through June 30, 2027, to support the expansion of the One Napa Valley Initiative through an increase of \$10,000 in Fiscal Year 2024-2025 and an increase of \$50,000 in 2025-2026 bringing the contract maximum to \$60,000 and \$100,000, in those fiscal years respectively, and annually thereafter at \$50,000. (Fiscal Impact \$10,000 Expense; Health and Human Services Agency Fund; Budgeted; Discretionary) [25-384](#)

Enactment No: A-240303B Amend. 1

- U. Approve and authorize Amendment No. 2 to Revenue Agreement No. 170142B with Department of Health Care Services (County Performance Contract), to extend the term of the agreement for an additional year through June 30, 2026. (No Fiscal Impact; Mandatory) [25-393](#)

Enactment No: A-170142B Amend. 2

Housing & Homeless Services – Division of CEO's Office

- V. Approve and authorize Agreement No. 250356B with Kristin Lowell, Inc. for a maximum of \$23,000 for the term March 25, 2025 to December 31, 2027 for the annual County Service Area No. 4 Engineer's Reports. (Fiscal Impact \$23,000 Expense; County Service Area No. 4 Fund; Budgeted; Discretionary) [25-371](#)

Enactment No: A-250356B

Human Resources – Division of CEO’s Office

- W. Adopt a Resolution to amend the Table and Index of Classes to add a new Institutional Services Supervisor classification and delete the Food-Laundry Services Supervisor and Food Services Coordinator classifications; and amend the Departmental Allocation List for the Napa County Department of Corrections by adding a 1.0 FTE Institutional Services Supervisor and deleting a 1.0 FTE Food-Laundry Services Supervisor, and the Probation Department by adding a 1.0 FTE Institutional Services Supervisor and deleting a 1.0 FTE Food Services Coordinator, effective March 25, 2025, with no net increase in full-time equivalents. (Fiscal Impact: \$7,600 Expense; General Fund; Budgeted; Discretionary) [25-396](#)

Enactment No: R-2025-29

Information Technology Services – Division of CEO’s Office

- X. Declare certain items of capital asset property as surplus and no longer required for public use; authorize removal of the capital assets from the Information Technology Services’ capital asset inventory; and authorize e-waste disposal (No Fiscal Impact). [25-378](#)
- Y. Declare certain items of personal property as surplus and no longer required for public use; and approve and authorize the Purchasing Agent to dispose of these items of personal property by donating them to Computers for Classrooms. (No Fiscal Impact) [25-435](#)

Public Works

- Z. Approve multiple Purchase and Sale Agreements and Amendments to Agreements; adopt a Resolution approving a loan; and approve a related Budget Amendment for the Soscol Ferry Road/Devlin Road Roundabout Project. (Fiscal Impact: \$421,311 Expense; Multiple Funds; Not Budgeted; Discretionary) [25-297](#)
[4/5 vote required]

Enactment No: R-2025-30; A-250175B Amend. 1; A-250341B; A-250342B; A-250176 Amend. 1

- AA. Approve the Plans and Specifications for the 2025 Annual Bridge Repairs, RDS 25-05 and 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. (No Fiscal Impact, Discretionary) [25-323](#)

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- AB. Receive the report required by Government Code Section 66006(b) for the Traffic Mitigation Fee Program for Fiscal Year 2023-2024 in the Napa Valley Business Park Area, formerly Airport Industrial Area Specific Plan. (No Fiscal Impact; Mandatory) [25-372](#)
- AC. Approve and authorize creation of Capital Improvement Project 25017 for the “American Canyon Library Remodel”, PW 25-09; and approve a budget amendment. (Fiscal Impact: \$20,000 Expense; Library Fund; Not Budgeted; Discretionary) [25-407](#)
[4/5 vote required]
- AD. Approve and authorize Amendment No. 1 to Agreement No. 250070B with St. Francis Electric, increasing maximum compensation from \$150,000 to \$200,000 per fiscal year to provide electrical maintenance and on-call services for traffic signals, streetlights, crosswalks, and any other lighting equipment on County-owned roadway networks. (Fiscal Impact: \$50,000 Expense; Various Funds; Budgeted; Discretionary) [25-429](#)
Enactment No: A-250070B Amend. 1
- AE. Approve creation of a Capital Improvement Project 25040, “North GA Ramp Reconstruction Project” PW 26-04, approve Agreement 250360B with Mead & Hunt, Inc. for a maximum compensation of \$497,667 for project design services, approve an associated Budget Amendment, and authorize Director of Public Works to execute a grant agreement with the Federal Aviation Administration. (Fiscal Impact \$497,667 Expense; Airport Fund - FAA Grant; Not Budgeted; Discretionary) [25-443](#)
[4/5 vote required]
Enactment No: A-250360B
- AF. Approve the Plans and Specifications for the “2025 Road Striping Maintenance Project”, RDS 25-08, 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. (No Fiscal Impact, Discretionary) [25-451](#)
- AG. Approve Amendment 1 to Agreement No. 250052B with Sanderson Bellecci Inc for additional Engineering and Environmental Services; and approve a Budget Amendment for the HSIP Cycle 11 “Silverado Trail Intersection Improvements” project (RDS 22-26). (Fiscal Impact: \$71,086 Expense; SB-1 Non-Operating Special Revenue Fund; Not Budgeted; Discretionary) [25-460](#)
[4/5 vote required]
Enactment No: A-250052B Amend. 1
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AH. Award of construction contract to GSP Construction, Inc., of Rancho Cordova, California in the amount of \$272,000 for the “JJC Skyline Academy Project”, PW 24-34, and approve a Budget Amendment. (Fiscal Impact: \$218,600 Expense; Capital Improvement Projects Fund; Not Budgeted; Discretionary). [25-461](#)
[4/5 vote required]

AI. Authorize the Director of Public Works to apply for and execute a Federal Aviation Administration Airport Infrastructure Grant in the amount of \$285,280 for reimbursement of grant eligible airfield electrical components completed under the Airport Terminal Redevelopment Phase 1 Project (PW23-29R). (Fiscal Impact \$285,280 Revenue; Airport Fund; Budgeted; Discretionary) [25-478](#)

Sherritt

AJ. Approve and authorize a revision of a capital asset for purchase of one Explosive Ordinance Device Portable X-Ray; a Budget Amendment; a waiver of competitive bidding requirements; and a sole source award to Novo Dr INC due to technical compatibility requirements. (Fiscal Impact \$23,450 Expense; General Fund; Not Budgeted; Discretionary) [25-430](#)
[4/5 vote required]

7. PUBLIC COMMENT

Sixteen (16) 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

Chair Anne Cottrell and Board Assistant Yazmin Dominguez read a statement at the beginning of the meeting regarding access to the Spanish version of the Board of Supervisors agenda, as well as how to listen to Board of Supervisors meetings in Spanish. Chair Cottrell also announced at the beginning of the meeting that it would be adjourned in the memory of celebrated local photographer Bob McClenahan, whose photography captured the heart of Napa Valley, and his work and presence touched the lives of many. Condolences were offered to his family and friends.

Supervisor Belia Ramos reported the Association of Bay Area Governments (ABAG) replaced their Regional Planning Committee with an integrated Metropolitan Transportation Commission (MTC)/ABAG Advisory Committee, which will be made up of non-elected community members, one of which will be an appointee of Napa County, and thus Supervisor Joelle Gallagher will no longer have to serve as a committee member. Supervisor Ramos also reported on attending a two-day ABAG/MTC legislative advocacy trip where the agencies advocated for the greater contributions for public transit; requested Bay Area Legislative Caucus members to support AB 763, a four-county initiative to fund public transportation that doesn't directly affect Napa County but would support constituents who use public transportation in the greater Bay Area, such as BART; and AB 736 and SB 417, a senate bill authored by Christopher Cabaldon, which is to place a \$10 billion housing bond on the 2026 ballot, which could provide additional housing funds to Napa County.

Vice Chair Amber Manfree reported on attending meetings of the Napa Valley Transportation Authority (NVTA), Save the Bay, and the Napa County Groundwater Sustainability Agency Technical Advisory Group, which had a wonderful presentation by California Trout Regional Director Jacob Katz, Ph.D. on how to better connect wetlands to support fish species and habitat. Vice Chair Manfree also reported on touring the Public Defender's office, a Napa Valley Vintners Local Leaders tour, and attending the Napa Recycling Leadership Awards.

Supervisor Liz Alessio acknowledged attending some of the same meetings as Vice Chair Manfree. The NVTA meeting had a presentation on a study on accessible transportation for older adults as the result of a transportation needs summit held by the Napa County Commission on Aging in March 2022. The study is on the NVTA website and will be discussed again at the next NVTA meeting. Supervisor Alessio also reported on attending a Workforce Alliance of the North Bay meeting that shared striking data statistics from their new software program that focused on Napa County's decreasing population, increasing aging population, and estimated median annual income and monthly childcare costs.

Supervisor Joelle Gallagher requested more information from staff regarding the addition of rumble strips along Silverado Trail. Supervisor Gallagher reported on attending a CivicWell conference last week that was attended by over 150 elected officials throughout the state to discuss policy and climate resiliency. In acknowledgement of Agriculture Month and Agriculture Week, Supervisor Gallagher will be moderating a panel tomorrow night on supporting agricultural workers. Guest speakers will be Richard Mendelson, Pete

Richmond, Linzi Gay, and Cynthia Cisneros.

Chair Anne Cottrell reported on being in Sacramento last week to speak on proposed amendments to the Brown Act that would support local groups, such as the Napa County Commission on Aging, that would allow virtual participation of meetings via Zoom. Chair Cottrell also spoke in support of SB 346, which would improve the collection of transient occupancy taxes (TOT) from short-term rentals and how important this is for small communities. Chair Cottrell reported on an Angwin Preparedness Event held last Thursday and organized by the Angwin Firesafe Council. The event was well attended and included presentations from four different firesafe councils. Chair Cottrell thanked the Sheriffs and Napa County Fire Departments, Napa County Firewise Foundation, Fire Marshall, and the Fire Administrator Team. Lastly, Chair Cottrell announced this Saturday morning she and City of Calistoga Vice Mayor Irais Lopez-Ortega will hold a “coffee with a council member” event in Calistoga.

Director of Steven Lederer reported on three emergency slide repair projects that were the result of previous storms.

9. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

None

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

None

11. ADMINISTRATIVE ITEMS

Human Resources – Division of CEO’s Office

- A. Reappoint Tracy Cleveland as the Agricultural Commissioner/Sealer of Weights and Measures, as authorized by California Food and Agricultural Code §2122 and California Business and Professions Code §12200; and approve and authorize Amendment No. 1 to Employment Agreement No. 210327B with Tracy Cleveland to serve an additional four-year term as the Agricultural Commissioner/Sealer of Weights and Measures. (No Fiscal Impact) [25-395](#)

Director of Human Resources Christine Briceño made presentation.

One (1) person spoke during public comment.

Discussion held

Motion Text: Approve the requested actions.
Voting Yes: Ramos, Alessio, Gallagher, Manfree, and Cottrell
Voting No: None
Recusals: None
Result: Passed

Enactment No: A-210327B Amend. 1

Planning, Building and Environmental Services (PBES)

- B. Initiate a General Plan Amendment to achieve consistency with the Napa County Airport Land Use Commission’s recently adopted Airport Land Use Compatibility Plan (No Fiscal Impact). [25-454](#)

Director of Planning, Building and Environmental Services Brian D. Bordona made presentation.

One (1) person spoke during public comment.

Director of Public Works Steven Lederer made presentation.

Discussion held.

Motion Text: Approve the requested action.
Voting Yes: Ramos, Gallagher, Alessio, Manfree, and Cottrell.
Voting No: None
Recusals: None
Result: Passed

- C. Receive and accept a presentation of the annual report regarding the status of the 2008 Napa County General Plan and progress in its implementation as required by Government Code Section 65400. (No Fiscal Impact) [25-364](#)

Planning, Building and Environmental Services Supervising Planner Trevor Hawkes made presentation.

One person spoke during public comment.

Discussion held.

County Executive Office

- D. Receive a presentation on local campaign contribution limitations and legislation passed in 2024 amending the requirements of the Levine Act, discuss local limitations, and provide direction to staff to return to the Board with any requested changes to local limitations. (No Fiscal Impact, Discretionary.) [25-496](#)

Deputy County Counsel Ryan FitzGerald made presentation.

County Executive Office Legislative and Policy Analyst Andrew Mize made presentation.

One (1) person spoke during public comment.

Assessor-Recorder-Registrar of Voters John Tuteur made presentation.

Discussion held.

The Board Chair appointed an ad hoc committee (Supervisors Ramos and Gallagher) to work with staff to bring back options to the full Board on proposed changes to the local campaign limitations.

12. PUBLIC HEARING - SPECIAL DISTRICTS

None

13. PUBLIC HEARINGS

None

14. CLOSED SESSION

None

15. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY,
APRIL 8, 2025 AT 9:00 A.M. IN MEMORY OF BOB MCLENAHAN.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board