



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, February 4, 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

Director of Mentis Prevention Division Jeni Olsen led the assembly in the Pledge of Allegiance.

3. PET OF THE WEEK

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

[25-169](#)

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

4. APPROVAL OF PROCLAMATIONS AND COMMENDATIONS

Motion Text: Approve the Proclamations and Commendations as presented.

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

Voting No: None

Recusals: None

Result: Passed

- A. Presentation of a Proclamation recognizing February 2025 as “Black History Month” in Napa County. (No Fiscal Impact) [25-195](#)

Supervisor Joelle Gallagher presented the proclamation.

Napa Valley Black History Month Committee Member James "J.T." Thompson received the proclamation and made presentation.

Director of Mentis Prevention Division Jeni Olsen received the proclamation made presentation.

5. CONSENT CALENDAR - SPECIAL DISTRICTS

None

6. CONSENT CALENDAR

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

Clerk of the Board

- A. Approval of minutes from the January 28, 2025 regular meeting. (No Fiscal Impact) [25-72](#)
- B. Reappoint Cynthia Gosling, for a second term, and appoint Patrick J. Scribner, Jr., to the Monticello Public Cemetery District Advisory Committee with terms of office to commence immediately and expire on December 31, 2029. (No Fiscal Impact) [25-44](#)

County Counsel

- C. Approve and authorize Amendment No. 5 to Agreement No. 190327B with Kaplan Kirsch Rockwell (KKR) for legal services related to the Napa County Airport, to adjust the hourly rates for calendar year 2025. (Fiscal Impact: minimal; Airport Fund; Budgeted; Discretionary) [4/5 vote required] [25-191](#)
Enactment No: A-190327B Amend. 5
- D. Approve and authorize Amendment No. 5 to Agreement No. 160133B with the law firm of Hanson Bridgett LLP amending the scope of work and hourly rates. (Fiscal Impact: Nominal; Discretionary) [4/5 vote required] [25-212](#)
Enactment No: A-160133B Amend. 5

- E. Adoption of an Ordinance amending Chapter 8.80 (Disaster Recovery) to extend the effective date and expand the provisions to any declared local emergencies affecting property or structures. (No Fiscal Impact) [25-229](#)

Item pulled for Discussion. See Item 9.

Enactment No: O-1503

County Executive Office

- F. Adopt a Resolution continuing the State of Local Emergency due to pervasive tree mortality in Napa County. (No Fiscal Impact; Discretionary) [25-221](#)

Enactment No: R-2025-11

Health and Human Services Agency

- G. Approve and authorize Amendment No. 1 to Agreement No. 230398B with Expressions of Hope for the term February 4, 2025 through June 30, 2025 to increase the contract maximum by \$3,660 for a new contract maximum of \$76,242. (Fiscal Impact: \$76,252 Expense; Health and Human Services Agency Fund; Budgeted; Discretionary). [24-2090](#)

Enactment No: A-230398B Amend.1

- H. Approve and authorize Amendment No. 2 to Agreement No. 240188B with Crestwood Behavioral Health, Inc., to increase the contract maximum by \$74,635 for a new contract maximum of \$1,198,028, for Fiscal Year 2024-2025, and each subsequent renewal, to provide mobile mental health crisis services. (Fiscal Impact: \$1,198,028 Expense; Health and Human Services Agency Fund; Budgeted; Mandatory) [24-2091](#)

Enactment No: A-240188B Amend. 2

- I. Approve and authorize Agreement No. 250216B with Up Valley Family Centers of Napa Valley, Inc; Agreement No. 250259B with Parents Child Advocacy Network; Agreement No. 250260B with Puertas Abiertas Community Resource Center; and Agreement No. 250262B with Cope Family Center, Inc., for Fiscal Year 2024-2025 to provide outreach for and linkage to the Medi-Cal program and services as well as facilitate the Medi-Cal application process. (Fiscal Impact: \$95,462 Expense; Health and Human Services Agency Fund; Budgeted; Discretionary). [24-2093](#)

Enactment No: A-250216B; A-250259B; A-250260B; A-250262B

- J. Accept an anonymous donation in the amount of \$11,540 to the County Children's Trust Fund (CCTF). (Fiscal Impact: \$11,540 Revenue; County Children Trust Fund; Budgeted; Discretionary). [25-126](#)

- K. Terminate Agreement No. 220002B and approve and authorize Agreement No. 250287B with Buckelew Programs, Inc., for a contract maximum of \$569,752 yearly for three Fiscal Years then \$502,321 in future years, to provide specialty mental health services through the Supportive Living Program. (Fiscal Impact: \$569,752 Expense; Health and Human Services Agency Fund; Budgeted; Mandatory). [25-156](#)

Enactment No: A-250287B

- L. Adopt a Resolution amending the Napa County Bylaws Manual Part II, Section 8 Behavioral Health Board, effective October 9, 2024, to reflect changes to Article V-Qualifications of Members and Article XV-Policies and Procedures. (No fiscal impact, Mandatory). [25-206](#)

Enactment No: R-2025-12

Planning, Building and Environmental Services (PBES)

- M. Approve and authorize Agreement No. 250315B with Environmental Science Associates (ESA) to update the Napa County 2005 Baseline Data Report to inform the General Plan Update and related Environmental Impact Report with an effective date of February 4, 2025 (Fiscal Impact: \$1,613,971 Expense; General Fund; Budgeted; Discretionary). [25-208](#)

Item pulled for Discussion. See Item 9.

Enactment No: A-250315B

Public Works

- N. Approve and authorize creation of Capital Improvement Projects 25023 and 25029 for the “South Kelly Road Paving and Tower Road Paving Project”, RDS 25-16; approve and authorize Agreement No. 250311B with the City of American Canyon for a maximum of \$124,013 for design and project management services; and approve a Budget Amendment. (Fiscal Impact: \$200,000 Expense; Capital Improvement and Zone-1 Project Fund; Not Budgeted; Discretionary) [25-124](#)
[4/5 vote required]

Enactment No: A-250311B

- O. Approve and authorize creation of Capital Improvement Project 25019 for the “Juvenile Justice Center Building Maintenance Project,” PW 25-12; approve and authorize Agreement No. 250299B with Nacht & Lewis Architects, Inc. for a maximum of \$149,600 for preliminary construction documents; and approve a Budget Amendment for \$180,000 for staff and consultant expenses. (Fiscal Impact: \$180,000 Expense; Capital Improvements Project Fund; Not Budgeted; Discretionary) [25-152](#)
[4/5 vote required]

Enactment No: A-250299B

- P. Approve creation of Capital Improvement Project 25025, “Runway 6-24 PCC Joint Rehabilitation Project” PW 25-23; approve and authorize Agreement No. 250309B with Mead & Hunt, Inc. for \$71,432 for project design services; and approve a Budget Amendment. (Fiscal Impact \$71,432 Expense; Airport Fund; Not Budgeted; Discretionary) [4/5 vote required] [25-157](#)
- Enactment No: A-250309B**
- Q. Approve and authorize creation of Capital Improvement Projects 25026 and 25030 for the “East County Roads Paving Project”, RDS 25-11; and approve a Budget Amendment. (Fiscal Impact: \$90,000 Expense; Measure T Fund and Capital Improvement Projects Fund; Not Budgeted; Discretionary) [4/5 vote required] [25-158](#)
- R. Approval of plans and specifications for the “Juvenile Justice Center Skyline Academy Project,” PW 24-34 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. (No Fiscal Impact; Discretionary) [25-159](#)
- S. Adopt a Resolution temporarily closing portions of Silverado Trail, Oak Knoll Avenue, Big Ranch Road, and El Centro Avenue from 7:00 A.M. to 1:30 P.M. on Sunday, March 2, 2025, for the 46th Annual Kaiser Permanente Napa Valley Marathon & Half Marathon. (No Fiscal Impact, Discretionary) [25-161](#)
- Enactment No: R-2025-13**
- T. Approve and authorize creation of Capital Improvement Projects 25027 and 25028 for the “Fifth Street Garage and Napa Library Maintenance Project,” PW 25-13; approve and authorize Agreement No. 250313B with Nacht & Lewis Architects, Inc. for a maximum of \$309,800 for preliminary design, construction documents, and bidding services; and approve a Budget Amendment. (Fiscal Impact: \$360,000 Expense; Capital Improvements Project and Library Funds; Not Budgeted; Discretionary) [4/5 vote required] [25-181](#)
- Enactment No: A-250313B**

7. PUBLIC COMMENT

Twelve (12) people spoke during public comment.

8. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

Vice-Chair Amber Manfree thanked Napa County staff. Vice-Chair Manfree also participated in the Point in Time count of unhoused individuals. Lastly, she acknowledged the effort from Yvonne Baginski to draft letters of support for the Habitat Conservation Plan.

Supervisor Liz Alessio thanked Napa County staff. She also reported on an annual Lunar New Year celebration at the Culinary Institute of America, hosted by Margaret Wong.

Supervisor Belia Ramos reported on attending the California Latino Legislative Caucus meeting. She also reported on attending the California State Association of Counties executive leadership forum with County executive Officer Ryan J. Alsop. The American Canyon High School Decathlon placed third and will be able to compete for the State title.

Chair Anne Cottrell reported on attending the Days Without Immigrants event and encouraged the public to view American Canyon Vice-Mayor Bernie Narvaez's speech. Chair Cottrell also participated in the Point in Time count of unhoused individuals alongside Vice-Chair Manfree.

Assistant Fire Administrator J.R. Rogers made presentation.

Napa County Fire Chief Matt Ryan made presentation.

Discussion held.

9. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

- 6E

Chief Deputy County Counsel Jason Dooley made presentation.

Discussion held.

- Motion Text: Adopt the Ordinance as amended.**
- Voting Yes: Manfree, Ramos, Alessio, Gallagher, and Cottrell**
- Voting No: None**
- Recusals: None**
- Result: Passed**

- 6M

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

Four (4) people spoke during public comment.

Discussion held.

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

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

None

11. ADMINISTRATIVE ITEMS

[25-224](#)

County Executive Office

- A. Receive a brief presentation on the 175th Anniversary of Napa County, highlighting its history since its founding in 1850. (No Fiscal Impact)

Deputy County Executive Officer of Communications Holly Dawson made presentation.

Discussion held.

Human Resources – Division of CEO’s Office

- B. Approve and authorize Amendment No. 1 to Agreement No. 230264B with Sheryl L. Bratton, Napa County Counsel, to increase the compensation for County Counsel effective February 15, 2025. (Fiscal Impact: \$10,000 Expense; General Fund; Budgeted; Discretionary) [25-210](#)

Director of Human Resources Christine Briceño made presentation.

Discussion held.

Motion Text: Approve the requested actions as amended.

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

Voting No: None

Recusals: None

Result: Passed

Enactment No: A-230264B Amend. 1

Public Works

- C. Receive a presentation and provide direction on the possible use of a Project Labor Agreement for the project to renovate South Campus Building Four as part of our Facilities Master Plan. (Fiscal Impact: Indeterminate) [25-192](#)

Director of Public Works Steven Lederer made presentation.

Two (2) people spoke during public comment.

Discussion held.

Direction provided to staff.

Motion Text: Approve the requested actions as amended.

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

None

15. ADJOURNMENT

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

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board