



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, July 29, 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

Napa County Resident Eve Kahn led the assembly in the Pledge of Allegiance.

3. PET OF THE WEEK

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

[25-233](#)

Animal Shelter Supervisor Luis Ambriz presented the Pets of the Week (Ralphie and Chester).

4. CONSENT CALENDAR

Motion Text: Approve the Consent Calendar as amended.

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

Voting No: None

Recusals: None

Result: Passed

Auditor-Controller

- A. Approve and instruct the Clerk of the Board of Supervisors to file the Internal Audit Plan for Fiscal Year 2025-26 and accept the results of the Fiscal Year 2024-25 Internal Audit Plan. (No Fiscal Impact) [25-1301](#)
- B. Accept and file the quarterly report of cash and non-cash donations received for the quarter ended June 30, 2025 (Fiscal Impact: Increased Revenues, Discretionary). [25-1350](#)

Clerk of the Board

- C. Approval of minutes from the July 22, 2025 regular meeting. (No Fiscal Impact) [25-93](#)

County Executive Office

- D. Adopt a Resolution consolidating the Board of Supervisors' prior delegations of authority to departments to accept donations; and approve an update to the Auditor-Controller's procedure for the acceptance and disbursement of donations intended to reduce staff burden and make more efficient the Board's periodic consideration of donations. (No Fiscal Impact) [25-932](#)

Item pulled for discussion. See Item 7.

Enactment No: R-2025-80

- E. Approve and authorize Agreement No. 260063B with Allyant not to exceed \$125,000 for a term of August 1, 2025, to June 30, 2026, and \$60,000 annually for years two through five for digital accessibility compliance software. (Fiscal Impact: \$125,000 Expense; General Fund; Budgeted; Discretionary) [25-1275](#)

Enactment No: A-260063B

- F. Approve transmittal of the proposed response to the 2024-25 Grand Jury Report titled, "Behind the Curtain: Napa County Use Permit Process," to the Presiding Judge as prescribed by Section 933 of the Penal Code. (No Fiscal Impact, Mandatory) [25-1341](#)

Item pulled for discussion. See Item 7.

County Fire Department

- G. Approve and authorize Amendment No. 3 to Agreement No. 180316B with the Town of Yountville for fire protection services increasing compensation from \$1,789,976 to \$1,847,975. (Fiscal Impact: \$59,999 Revenue; Fire Fund; Budgeted; Discretionary) [25-1332](#)

Enactment No: A-180316B Amend. 3

Human Resources – Division of CEO’s Office

- H. Adopt a Resolution to approve a Side Letter Agreement dated June 30, 2025, with the Napa County Probation Professionals Association Supervisory and Non-Supervisory Units to update the definition of Probation Safety/Hazard Premium Pay to continue providing Probation Officers and Juvenile Hall Counselors with a 5% Premium Pay to be counted as pensionable pay, effective January 1, 2020. (No Fiscal Impact) [25-1314](#)

Enactment No: R-2025-81

Information Technology Services – Division of CEO’s Office

- I. Approve and authorize Amendment No. 9 to Agreement No. 200281B with Tyler Technologies, Inc. for the implementation of Tyler’s utility module beginning July 1, 2025. (Fiscal Impact: \$54,740 Expense; Capital Project Fund; Budgeted; Discretionary) [25-905](#)

Enactment No: A-200281B Amend. 9

Library

- J. Accept and file a report of annual donations received from Friends of the Library groups for Fiscal Year 2024-25. (Fiscal Impact, \$15,000 Revenue; Napa County Library Fund; Budgeted; Discretionary) [25-1318](#)

Probation

- K. Approve and authorize Agreement No. 260076B with Sonoma County Probation Department to provide care and housing for court-ordered youth. (Fiscal Impact: \$240,000 Expense; General Fund; Budgeted; Mandatory). [25-1330](#)

Enactment No: A-260076B

5. PUBLIC COMMENT

Three (3) people spoke during public comment.

6. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

Vice-Chair Amber Manfree responded to a public comment regarding the Baseline Data Report meeting dates and the guidelines on attending them.

Supervisor Liz Alessio alongside Vice-Chair Manfree, attended a recognition event for Students of Climate Action who are graduating from a local high school. Supervisor Alessio also attended a retirement event for Barbara Nemko, who she mentioned was California's longest-serving County Superintendent. Lastly, Supervisor Alessio mentioned her attendance at the Farm Bureau event, Crush MS Fundraiser, and a Mentis event.

Chair Anne Cottrell thanked Congressman Thompson who convened a group of local health care leaders at the Queen of the Valley Hospital to discuss H.R.1 and its impact. Chair Cottrell attended the retirement event for Barbara Nemko and presented a proclamation on behalf of the Napa County Board of Supervisors. Lastly Chair Cottrell mentioned her attendance at the Farm Bureau event.

7. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

- 4D

County Executive Office Management Analyst Andrew Mize made presentation.

Deputy Auditor Controller Christine Hernandez made presentation.

Discussion held. Supervisors requested CEO direct staff to develop a board policy for assessing public contributions for infrastructure projects.

Motion Text: Adopt the Resolution.

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

Voting No: None

Recusals: None

- 4F

County Executive Office Senior Management Analyst Daniel Sanchez made presentation.

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

Five (5) people spoke during public comment.

Discussion held.

Direction provided to staff. Supervisors requested CEO direct staff to agendize Grand Jury reports as administrative board items for presentation and discussion, to prepare a future board discussion for updating and maintaining the winery database, and to prepare a future board discussion for reinstating winery audit program in coordination with discussion to conclude the voluntary compliance program.

Motion Text: Bring the item back with recommended edits for further discussion.

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

Voting No: None

Recusals: None

Result: Passed

8. ADMINISTRATIVE ITEMS

Assessor-Recorder-County Clerk

- A. Receive the 2025-26 Property Assessment Roll and discuss. (Fiscal Impact: Increased Revenue; Various Funds; Budgeted; Mandatory) [25-1378](#)

Assessor-Recorder/County Clerk John Tuteur made presentation.

Discussion held.

One (1) person spoke during public comment.

Direction provided to staff.

County Executive Office

- B. Adopt a Resolution approving the Napa County Artificial Intelligence (AI) Policy, which provides a framework for the legal, ethical, and responsible use of AI by County departments, employees, contractors, and vendors. (No Fiscal Impact) [25-1085](#)

County Executive Office Digital Innovation Officer Meg Ragan made presentation.

Interim Chief Technology Officer Greg Bown made presentation.

Discussion held.

Direction provided to staff.

9. CLOSED SESSION

- A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Potential initiation of litigation pursuant to Government Code Section 54956.9(d)(4): (2 matters) [25-1374](#)

Closed Session held. No reportable action.

10. ADJOURNMENT

ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, AUGUST 5, 2025 AT 9:00 A.M.

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board