



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, January 14, 2025

9:00 AM

**Board of Supervisors Chambers
1195 Third Street, Third Floor**

1. CALL TO ORDER; ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

Sheriff Oscar Ortiz led the assembly in the Pledge of Allegiance.

3. PET OF THE WEEK

Animal Shelter Manager Katie Ribardiere presented the Pet of the Week (Rocky).

4. APPROVAL OF PROCLAMATIONS AND COMMENDATIONS

Motion Text: Approve the Proclamations and Commendations as presented.
Voting Yes: Ramos, Alessio, Gallagher, and Cottrell
Excused: Manfree
Recusals: None
Result: Passed

- A. Proclamation recognizing Supervisor Joelle Gallagher for her service and accomplishments as Board Chair in 2024. (No Fiscal Impact) [24-2124](#)

Chair Anne Cottrell presented the proclamation.

Supervisor Joelle Gallagher received the proclamation and made presentation.

- B. Proclamation recognizing January 2025 as “Positive Parenting Awareness Month” in Napa County. (No Fiscal Impact) [24-2141](#)

Supervisor Joelle Gallagher presented the proclamation.

Cope Family Center Parent Education Program Manager Debra Wigington and ParentsCAN Program Director Lisa Colarusso received the proclamation and made presentation.

5. CONSENT CALENDAR - SPECIAL DISTRICTS

None

6. CONSENT CALENDAR

Motion Text: Approve the Consent Calendar.
Voting Yes: Gallagher, Ramos, Alessio, and Cottrell
Excused: Manfree
Recusals: None
Result: Passed

Agricultural Commissioner

- A. Approve and authorize Amendment No. 1 to Agreement No. 170682B with the California Department of Food and Agriculture increasing the contract maximum by \$56,221 for a new maximum of \$188,185 for reimbursement of expenditures associated with the pest detection program through June 2025. (Fiscal Impact: \$188,185 Revenue; General Fund; Budgeted; Mandatory) [25-20](#)
- Enactment No:** A-170682B Amend. 1

Clerk of the Board

- B. Approval of minutes from the December 17, 2024 and January 7, 2025 regular meetings. (No Fiscal Impact) [25-1](#)
- C. Appoint Barbara J. Wiggins representing Community Member to the In-Home Supportive Services Advisory Committee with term of office to commence immediately and expire on September 1, 2026. (No Fiscal Impact) [25-39](#)
- D. Reappoint Kristi Morrow, for a second term, to the Napa County Commission on Aging to represent Organization Concerned with Older Adults with term of office to commence immediately and expire on September 30, 2026. (No Fiscal Impact) [25-40](#)
- E. Reappoint Barbara Pahre, for a fifth term, to the Golden Gate Bridge, Highway, and Transportation District Board with terms of office to commence immediately and expire on January 1, 2027. (No Fiscal Impact) [25-41](#)
- F. Reappoint Mary G. Palmer, for a second term, to represent Senior Community Representative on the Napa/Solano Area Agency on Aging Oversight Board with term of office to commence immediately and expire on December 31, 2027. (No Fiscal Impact) [25-42](#)
- G. Reappoint James V. Jones, for a tenth term, as Trustee for the Bar Association, and Anthony Halstead, for a fourth term, as Trustee for the Board of Supervisors, to the Napa County Law Library Board of Trustees with the terms of office to commence immediately and expire December 31, 2025. (No Fiscal Impact) [25-43](#)

- H. Reappoint Vanessa M. Rubio and Juan Cisneros, both for a second term, to the First 5 Napa County Children and Families Commission with the terms of office to commence immediately and expire January 1, 2028. (No Fiscal Impact) [25-45](#)

County Counsel

- I. Adopt an Ordinance amending Ordinance No. 1452 and modifying Napa County Code Chapter 2.106 Title 2 (Administration and Personnel) on establishing a Juvenile Camp in Napa County to change the name of the Napa Juvenile Camp to Skyline Academy. (No Fiscal Impact) [24-2123](#)

Enactment No: O-1502

- J. Approve and authorize Amendment No. 7 to Agreement No. 190183B with the law firm of Downey Brand, LLP for legal services and representation at the California Public Utilities Commission (CPUC), to adjust the hourly rates for calendar year 2025. (Fiscal Impact: negligible; General Fund; Budgeted; Discretionary). [25-68](#)

Enactment No: A-190183B Amend. 7

County Fire Department

- K. Approve an increase of capital assets and a Budget Amendment to increase appropriations by \$5,200 in the Fire Operations to pay vehicle taxes on a Ford Expedition command vehicle purchased from Cordelia Fire District. (Fiscal Impact: \$5,200 Expense; Fire Fund, Not Budgeted: Discretionary) [24-2129](#)
[4/5 vote required]

District Attorney

- L. Adopt a Resolution authorizing the District Attorney to apply for, execute and sign grant subaward documents, including amendments, extensions and modifications, thereof, for the Unserved/Underserved Victim Advocacy and Outreach (UV) Program. (Fiscal Impact: \$196,906 Revenue; General Fund; Budgeted; Discretionary) [25-16](#)

Enactment No: R-2025-01

Human Resources – Division of CEO's Office

- M. Adopt a Resolution to amend the Departmental Allocation List for Information Technology Services, a Division of the County Executive Office, with no net increase to full-time equivalents, effective January 18, 2025. (No Fiscal Impact; Discretionary) [25-21](#)

Enactment No: R-2025-02

- N. Adopt a Resolution to amend the Departmental Allocation List for Public Works, with no net increase to full-time equivalents, effective January 18, 2025. (No Fiscal Impact; Discretionary) [25-22](#)

Enactment No: R-2025-03

- O. Adopt a Resolution to amend the Departmental Allocation List for Health & Human Services Agency, with a net increase of 1.0 full-time equivalent, effective January 18, 2025. (Fiscal Impact: \$86,000 Expense; HHSA Fund; Budgeted; Discretionary) [25-35](#)

Enactment No: R-2025-04

Probation

- P. Approve and authorize Agreement No. 250275B with RDA Consulting, SPC to develop the County's Realignment Annual Plan, an annual requirement to be submitted to the State under Assembly Bill 109 (Fiscal Impact: \$50,000 Expense; Realignment Special Revenue Funds; Budgeted; Discretionary). [25-48](#)

Enactment No: A-250275B

Public Works

- Q. Approve and authorize Amendment No. 1 to Space License Agreement No. 200341B with Stanford Youth Solutions dba Stanford Sierra Youth & Families for continued use of two cubicles located at 2751 Napa Valley Corporate Drive for no rental fee, to extend the term to be automatically renewed and coterminous with Service Agreement No. 220199B and any amendments thereto, or successor agreements that provide the same or substantially similar services, to provide support to parents currently involved in the Child Welfare and Wraparound Services in Napa County. (No Fiscal Impact; Discretionary) [24-2023](#)

Enactment No: A-200341B Amend. 1

- R. Accept and file a report on Space License and Lease Agreements executed by the County Executive Officer during the period July 1, 2024, through December 31, 2024, pursuant to Resolution No. 2018-36. (No Fiscal Impact; Discretionary) [24-2142](#)

- S. Approve the Plans & Specifications for the Zinfandel Expedited Repair Project, PW 24-23; award a construction contract to Pomilia Civil of Redwood Valley, CA in the amount of \$159,809 for the Project; and approve a Budget Amendment. (Fiscal Impact: \$600,000 Expense; Capital Improvement Projects Fund; Not Budgeted; Discretionary) [25-15](#)
[4/5 vote required]

Sheriff

- T. Adopt a Resolution authorizing a training agreement with California State Parks Division of Boating and Waterways, and authorize the Sheriff to sign the agreement and any other necessary documents. (Fiscal Impact: \$1,300 Revenue; General Fund; Not Budgeted; Discretionary)

[24-2094](#)

Enactment No: R-2025-05

7. PUBLIC COMMENT

None

8. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

Supervisor Joelle Gallagher requested the County Executive Officer bring forth an item to discuss the idea of lowering the limit of campaign contributions. Supervisor Gallagher also urged County staff to actively inform and educate the members of the public about resources and opportunities available to undeserved communities.

Supervisor Belia Ramos provided context for staff regarding Supervisor Gallagher's request. Supervisor Ramos also requested additional information around the Levine Act.

Supervisor Liz Alessio requested clarity regarding Supervisor Gallagher's request.

Chair Anne Cottrell provided condolences to all parties involved in the current wildfires within Los Angeles County. She also thanked the Napa County Fire Department staff for the work that was done during the 2017 and 2020 fires. Lastly, Chair Cottrell requested copies of the after-action reports from the 2017 and 2020 Napa County fires, as well as a referral to have Fire Administrator David Shew provide a report out.

Discussion held.

9. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

None

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

None

11. ADMINISTRATIVE ITEMS

Clerk of the Board

- A. Appoint District 2 Supervisor Liz Alessio's nomination of Walter Brooks and District 4 Supervisor Amber Manfree's nomination of Pete Richmond to the Napa County Planning Commission. The terms of office commence immediately and run coterminous with the terms of District 2 Supervisor Liz Alessio (December 31, 2028) and District 4 Supervisor Amber Manfree (December 31, 2028). (No Fiscal Impact)

[25-71](#)

Applicants:

Walter Brooks
Alan "Chuck" Dell'ario
Pete Richmond
Gary Woodruff

Supervisor Liz Alessio made presentation.

Supervisor Joelle Gallagher made presentation.

Two (2) people spoke during public comment.

Motion Text: Appoint Walter Brooks and Pete Richmond to the Napa County Planning Commission.
Voting Yes: Ramos, Alessio, Gallagher, and Cottrell
Excused: Manfree
Recusals: None
Result: Passed

County Executive Office

- B. Approve the formation of an Ad Hoc Committee on Inclusivity and designate to serve on the committee no more than two members of the Board of Supervisors. (No Fiscal Impact)

[25-36](#)

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

Motion Text: Approve the requested action and the appointment of Supervisors Joelle Gallagher and Belia Ramos as members of the ad hoc committee.
Voting Yes: Alessio, Cottrell, Gallagher, and Ramos
Excused: Manfree
Recusals: None
Result: Passed

12. PUBLIC HEARING - SPECIAL DISTRICTS

None

13. PUBLIC HEARINGS

Planning, Building and Environmental Services (PBES)

A. PUBLIC HEARING - Sentinel LLC/Inglenook Residence Appeal

[25-5](#)

Move to continue the public hearing for an appeal filed by Water Audit California (Appellant) to the Napa County Planning Commission's decision on November 15, 2023, to approve a Use Permit Exception to the Conservation Regulations (No. P22-00404-UP) filed by Adobe Associates, Inc. on behalf of Niebaum-Coppola Estate Winery LP (Applicant) to allow a private access road to encroach into the creek setback in order to serve existing agricultural structures and a potential future residence. (No Fiscal Impact)

(CONTINUED FROM DECEMBER 17, 2024. STAFF REQUESTS CONTINUANCE TO JANUARY 28, 2025.)

Planning, Building, and Environmental Services Planner III Kelli Cahill made presentation.

Motion Text: Approve the amended continuance to February 25, 2025.
Voting Yes: Ramos, Alessio, Gallagher, and Cottrell
Excused: Manfree
Recusals: None
Result: Passed

14. CLOSED SESSION

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957) [25-108](#)

Title: County Executive Officer

Item removed from the agenda.

- B. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION [25-109](#)
(Government Code section 54956.9(d)(1))

Alexis Davenport v. County of Napa

California CRD Case No. 202312-22829901 / EEOC Charge No.

37A-2024001396

Closed Session held. Chief Deputy County Counsel Thomas Zeleny reported out the following:

On December 17, 2024, the Board unanimously authorized payment of up to \$75,000 in the matter entitled Alexis Davenport v. County of Napa, California CRD Case No. 202312-22829901; EEOC Charge No. 37A-2024001396. The complainant has since accepted \$75,000 in full settlement of the matter.

15. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY,
JANUARY 28, 2025 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board