



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.

<https://www.napacounty.gov/>

Tuesday, October 21, 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 Donna Walker led the assembly in the Pledge of Allegiance.

3. PET OF THE WEEK

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

[25-239](#)

None

4. APPROVAL OF PROCLAMATIONS AND COMMENDATIONS

None

5. 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

Agricultural Commissioner

- A. Approve and authorize Agreement No. 170213B with the California Department of Food & Agriculture for a maximum of \$210,615 for the reimbursement of expenditures related to detection and exclusion of the Glassy-winged Sharpshooter. (Fiscal Impact: \$210,615 Revenue; General Fund; Budgeted; Mandatory) [25-1741](#)
- Enactment No: A-170213B**

Auditor-Controller

- B. Accept and file the quarterly report of cash and non-cash donations received for the quarter ended September 30, 2025 (Fiscal Impact: Increased Revenues, Discretionary). [25-1803](#)

Clerk of the Board

- C. Approval of minutes from the October 7, 2025 & October 14, 2025 regular and special meetings. (No Fiscal Impact) [25-705](#)
- D. Reappoint Elaine Paoli, for a fourth term, representing Current or Past User of IHSS category to the In-Home Supportive Services Advisory Committee with term of office to commence immediately and expire on September 1, 2027. (No Fiscal Impact) [25-1737](#)

Corrections

- E. File the letter of expenditures of the Inmate Welfare Fund for Fiscal Year 2024-25, in compliance with Penal Code 4025. (No Fiscal Impact) [25-1735](#)

County Counsel

- F. Adopt a Resolution continuing the proclamation of local health emergency due to the 2025 Pickett Fire. (Fiscal Impact: Unknown; Discretionary) [25-1720](#)
- Enactment No: R-2025-109**
- G. Adopt an Ordinance of the Napa County Board of Supervisors, State of California, amending various sections of Chapter 5.70 (Single-Use Plastic Bag Reduction) and Chapter 5.80 (Reusable Foodware and Waste reduction) of the Napa County Code. (No Fiscal Impact) [25-1792](#)
- Enactment No: O-1513**
- H. Adopt an Ordinance amending Chapter 5.40 (Peddling and Soliciting) of the Napa County Code to conform to California Health and Safety Code requirements and to clarify the requirements. (No Fiscal Impact) [25-1793](#)
- Enactment No: O-1514**

County Executive Office

- I. Accept and file the Annual Report of fees waived by various County departments during fiscal year 2024-25. (Fiscal Impact: \$151,396 Reduced Revenues; Various Funds; Budgeted; Discretionary) [25-1647](#)
- J. Adopt a Resolution continuing the State of Local Emergency Due to Pervasive Tree Mortality. (No Fiscal Impact) [25-1750](#)
Enactment No: R-2025-110
- K. Approve and authorize Agreement No. 260203B with Paragon Government Relations to provide federal legislative and regulatory advocacy services to the County. (Fiscal Impact: \$120,000 Expense; General Fund; Budgeted; Discretionary) [25-1764](#)
Enactment No: A-260203B

Health and Human Services Agency

- L. Approve and authorize Agreement No. 260078B with California Housing Finance Authority for the term May 6, 2025 through June 30, 2026 for a contract maximum of \$1,264,000 to manage the Capitalized Operating Subsidy Reserve for the Hartle Court Supportive Housing Complex. (Fiscal Impact: \$1,264,000 Expense; Health and Human Services Agency Fund; Budgeted; Discretionary) [25-1508](#)
Enactment No: A-260078B
- M. Adopt a Resolution authorizing joint application for and acceptance of the County Allocation Awards under the Transitional Housing Program Round 7, for an allocation of \$66,613, and Housing Navigation and Maintenance Program Round 4, for an allocation of \$38,278, for Fiscal Year 2025-2026 and authorizing the Director of Health and Human Services Agency to sign the Allocation Acceptance Forms from the California Department of Housing and Community Development. (Fiscal Impact: \$104,891 Revenue; Health and Human Services Agency Fund; Budgeted; Discretionary) [25-1694](#)
Enactment No: R-2025-111
- N. Terminate Agreement No. 170666B and approve and authorize Agreement No. 260123B with Progress Foundation, Inc., for Fiscal Year 2025-2026, and each subsequent automatic renewal, for a contract maximum of \$489,294 per fiscal year to provide supportive living services for seriously mentally ill clients. (Fiscal Impact: \$489,294 Expense; Health and Human Services Agency Fund; Budgeted; Mandatory) [25-1695](#)
Enactment No: A-260123B

Human Resources – Division of CEO’s Office

- O. Adopt a Resolution to amend the Table and Index of Classes, effective October 21, 2025, and appropriate personnel policies. (No Fiscal Impact) [25-1714](#)

Enactment No: R-2025-112

Information Technology Services – Division of CEO’s Office

- P. Approve and authorize Agreement No. 260155B with AMS.Net for the purchase of call-in application software for a five-year term and an annual cost of \$666. (Fiscal Impact: \$666 Expense; Information Technology Services Fund; Budgeted; Discretionary) [25-1655](#)

Enactment No: A-260155B

Library

- Q. Authorize out-of-country travel for Kelli Crouch, Librarian II, to attend the Guadalajara Book Fair in Guadalajara, Mexico, from November 30 through December 4, 2025. (Fiscal Impact: \$2,600 Expense; Library Fund; Budgeted, Discretionary). [25-1725](#)

Napa Berryessa Resort Improvement District

- R. Adopt a Resolution calling a Special Election on January 20, 2026 enabling voters to approve or reject Napa Berryessa Resort Improvement District Measure “A” establishing an annual Special Tax of \$1,560 on all parcels in the District with existing infrastructure available to connect to the water and sewer systems, and approving and submitting an argument in in favor of Measure “A”. (Fiscal Impact up to \$15,000, NBRID Fund; Budgeted; Discretionary) [25-1708](#)

Correction memorandum provided.

Enactment No: R-2025-06 (NBRID)

- S. Approve a Budget Amendment to increase appropriations in the Napa Berryessa Resort Improvement District’s “USDA Res WTP,” Project 21072 budget by \$40,000; offset by a reduction in the “USDA Bond-Water Depr Res,” Project 16023 budget for the replacement of an eligible short-lived asset at the water treatment plant. (Fiscal Impact: \$40,000 Revenue and Expense; Napa Berryessa Resort Improvement District Fund; Not Budgeted; Discretionary) [25-1730](#)
[4/5 vote required]

Napa County Housing Authority

- T. Adopt a Resolution consolidating the Napa County Housing Authority’s donation policy with the Auditor-Controller’s procedure for the acceptance and disbursement of donations. (No Fiscal Impact) [25-1815](#)

Enactment No: R-2025-04 (NCHA)

Public Works

- U. Approve and authorize Agreement No. 260188B with TLCD [25-1234](#)
Architecture for a maximum of \$110,641 for design services for the
“PBES Remodel Project,” PW 23-30 and approve a Budget Amendment.
(Fiscal Impact: \$119,500 Expense; PBES-Planning Fund; Not Budgeted;
Discretionary)
[4/5 vote required]
Enactment No: A-260188B
- V. Approve and authorize Amendment No. 2 to Agreement No. 240426B [25-1246](#)
with GHD Inc. to increase the contract maximum amount from \$324,170
to \$494,910 to provide additional design and support services for the
Deer Park Region Paving Project, RDS 25-02; and approve a Budget
Amendment. (Fiscal Impact: \$200,000 Expense; Local Transportation
Tax (T/U) Fund; Not Budgeted; Discretionary)
[4/5 vote required]
Enactment No: A-240426B Amend. 2
- W. Approve and authorize the creation of Project 26015 for the “2026 [25-1700](#)
Annual Guardrail Repair, RDS 26-12”; and approve a Budget
Amendment. (Fiscal impact: \$110,000, SB-1 Fund; Not Budgeted;
Discretionary)
[4/5 vote required]
- X. Approve the Plans and Specifications for the “Napa Library Furniture [25-1724](#)
Project,” PW 25-21, 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)
- Y. Approve the Plans and Specifications for the “Mt. St. Helena Tower [25-1746](#)
Replacement Project,” PW 25-10, and authorization to advertise for
sealed bids and opening of the bids at a time, date, and locations to be
published by the Director of Public Works pursuant to Section 20150.8
of the Public Contract Code. (No Fiscal Impact)
- Z. Approve and authorize Amendment No. 1 to Agreement No. 250353B [25-1747](#)
with ADKO Engineering Inc, to increase the maximum compensation
from \$348,447 to \$555,378 for the Rossi Bridge Project, RDS 25-25.
(Fiscal Impact: \$206,931 Expense; Capital Improvement Projects Fund;
Budgeted; Discretionary)
Enactment No: A-250353B Amend. 1

- AA. Approve and authorize Amendment No. 3 to Lease Agreement No. 230234B with SkyserviceUS California LLC. (Skyservice); Amended and Restated Guaranty Agreement No. 230235B with ALIS 1A, LLC; and the Consent to the Deed of Trust between SkyserviceUS California, LLC and Royal Bank of Canada thereby allowing the Fixed Base Operator to financially encumber the leasehold estate at the Napa County Airport. (No Fiscal Impact) [25-1748](#)
- Enactment No: A-230234B Amend. 3; A-230235B Amend 1**
- AB. Adopt a Resolution granting the Director of Public Works authority to execute program supplement agreements, utility agreements, and right of way certifications with the California Department of Transportation. (No Fiscal Impact) [25-1752](#)
- Enactment No: R-2025-113**
- AC. Approve and authorize Amendment 2 to Agreement No. 250008B with Marquee Fire Protection, LLC dba Marquee Fire Protection to increase the maximum compensation from \$106,866 to \$108,161 to update the scope of work to add fire sprinkler systems services at 1950 Airport Road. (Fiscal Impact: \$1,295 Expense; Airport Fund; Budgeted; Discretionary) [25-1757](#)
- Enactment No: A-250008B Amend. 2**
- AD. Approve and authorize Amendment No. 5 to Agreement No. 230037B with HCI Services, Inc. to increase the maximum compensation from \$74,220 to \$86,202 to update the scope of work to add fire alarm services for the Replacement Jail and 1950 Airport Road and to reflect other changes in service needs at various County locations. (Fiscal Impact: \$11,982 Net Expense; Various Funds; Budgeted; Discretionary) [25-1758](#)
- Enactment No: A-230037B Amend. 5**
- AE. Approve a report of emergency Public Works actions on two projects as authorized by Resolution No. 2015-37, determine that the emergency does not permit the delay associated with competitive bidding procedures, and that the emergency actions are necessary to respond to the emergency pursuant to Public Contract Code Section 22050(c)(1) and affirm the need to continue this action. (No Fiscal Impact) [4/5 vote required] [25-1763](#)
- AF. Approve and authorize Amendment No. 1 to Agreement No. 240192B with Steele Canyon Campground Inc., for continued operation of the Steele Canyon Resort Area at Lake Berryessa until October 31, 2026, with an option to renew for one additional year. (Fiscal Impact: revenue estimated at \$20,000 per year; Lake Berryessa Concessions Fund; Budgeted; Discretionary) [25-1785](#)
- Enactment No: A-240192B Amend. 1**

Sheriff

AG. Approve and authorize Agreement No. 260183B with Everbridge, Inc for the term November 1, 2025 to October 31, 2028, for emergency Alert and Warning communication services. (Fiscal Impact: \$46,099 Expense; General Fund; Budgeted; Mandatory)

[25-1602](#)

Enactment No: A-260183B

6. PUBLIC COMMENT

Fifteen (15) people spoke during public comment.

7. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

Supervisor Liz Alessio reported on attending the State of the Bay event in Suisun, Ca. This event was centered around providing access to childcare.

Supervisor Belia Ramos thanked her colleagues for attending the in-memory Ceremony at "The Wall that Heals" in American Canyon where she presented a proclamation. She also reported on her meeting with California State Association of Counties (CSAC) leadership and looks forward to the upcoming annual meeting. Supervisor Ramos, on behalf of Association of Bay Area Governments (ABAG), will be attending a housing exchange trip in Southern California. Lastly, Supervisor Ramos reported on her issues with ground squirrels who are damaging Old American Canyon Road in which the Napa County Public Works department is actively looking into.

Chair Anne Cottrell requested a presentation on AB720 that will come back to the Board on November 18, 2025. There was a South Australian Delegation in Napa that focused on commonalities such as wildfire resilience, need for water conservation, and how to keep wineries resilient in the face of climate change.

Vice-Chair Amber Manfree reported on the Circle Oaks community meeting to discuss the wildfire planning process. Vice-Chair Manfree also discussed her attendance at the Gordon Valley Quarterly Potluck and the ribbon cutting for the Napa County Community Outreach Research Mobile Vehicle. Lastly, Vice-Chair Manfree informed the public on Metropolitan Transportation Commission (MTC) Commissioner and Author Eddie Ahn coming to Napa to host a graphic novel presentation.

Supervisor Joelle Gallagher thanked her colleagues for attending the proclamation reading at the Day Against Hate event. She also thanked those who were able to attend the Climate Session Workshop with Dr. Drew Isaacs. Lastly, she attended the GEO Reentry Services event.

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDAR

None

9. PUBLIC HEARINGS

Housing & Community Services

- A. Conduct a public hearing to adopt a resolution accepting the Affordable Housing and Commercial Linkage Nexus Study and updating the affordable housing residential and nonresidential (commercial) impact fees with inclusion of an annual index adjustment. (Fiscal Impact: Unknown Revenue; Affordable Housing Fund; Not Budgeted; Discretionary)

[25-1814](#)

Chair Anne Cottrell opened the public hearing.

Director of Housing and Community services Jennifer Palmer made presentation.

Thirty-four (34) people spoke during public comment.

Discussion held.

Direction provided to staff to return with a fee deferral program.

Motion Text: Approve the requested actions as amended.

Voting Yes: Ramos, Manfree, and Gallagher

Voting No: Alessio and Cottrell

Recusals: None

Result: Passed

Enactment No: R-2025-114

10. ADMINISTRATIVE ITEMS

Human Resources – Division of CEO’s Office

- A. Adopt a Resolution to approve a Total Tentative Agreement with the Deputy Sheriffs’ Association Law Enforcement and Law Enforcement Supervisory Units for the term October 1, 2025 through September 30, 2028, and salary increases in fiscal years 2025-2026, 2026-2027, and 2027-2028, and approve a Budget Amendment increasing Salaries and Benefits (Fiscal Impact: \$925,000 Expense; General Fund; Not Budgeted; Discretionary) [4/5 vote required] [25-1743](#)

Chief Human Resources Officer Christine Briceño made presentation.

Motion Text: Adopt the Resolution.
Voting Yes: Ramos, Alessio, Gallagher, Manfree, and Cottrell
Voting No: None
Recusals: None
Result: Passed
Enactment No: R-2025-115

Health and Human Services Agency

- B. Receive a presentation from the Napa County Behavioral Health Board for their annual report covering Fiscal Year July 1, 2024 through June 30, 2025. (No Fiscal Impact) [25-1689](#)

Behavioral Health Board Chair Kristine Haataja made a presentation.

Deputy Director of the Health and Human Services Agency Cassandra Eslami made a presentation.

Discussion held.

County Executive Office

- C. Discuss and provide direction to staff regarding the consolidation of all local countywide elections to the Presidential election cycle, moving the elections of the positions of Assessor-Recorder-County Clerk, Auditor-Controller, and Treasurer-Tax Collector from the gubernatorial election cycle (next slated for June 2, 2026 [primary election], and November 5, 2025 [general election]) to the presidential election cycle (next slated for March 7, 2028 [primary election], and November 7, 2028 [general election]), thereby extending the terms of those offices one time by two years from expiring on January 5, 2027, to expiring on January 2, 2029. (No Fiscal Impact) [25-1739](#)

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

County Registrar of Voters John Tuteur made presentation.

Two (2) people spoke during public comment.

Discussion held.

Direction provided to staff.

Motion Text: Direct staff to return with an Ordinance to amend the Election Code.

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

Voting No: None

Recusals: None

Excused: None

11. PUBLIC HEARINGS (continued)

County Fire Department

- A. Adopt a Resolution to adjust the Fire Capital Facilities Fee to align with the Consumer Price Index for properties located within the unincorporated area of the County that are also within the American Canyon Fire Protection District. (No Fiscal Impact)

[25-1618](#)

Chair Anne Cottrell opened the public hearing.

Fire Administrator J.R. Rogers made presentation.

Chair Anne Cottrell closed the public hearing.

Discussion held.

Motion Text: Adopt the Resolution.
Voting Yes: Alessio, Manfree, Gallagher, Ramos, and Cottrell
Voting No: None
Recusals: None
Excused: None
Result: Passed
Enactment No: R-2025-116

12. ADMINISTRATIVE ITEMS (continued)

Planning, Building and Environmental Services (PBES)

- A. Receive a presentation on the status of the Watershed Information and Conservation Council, direct Staff to re-envision the role of the WICC and return with recommendations for discussion and direction. (No Fiscal Impact) [25-1436](#)

Item removed from the agenda.

County Executive Office

- B. Adopt the County’s proposed Five-Year Strategic Initiatives (2025-2030). (No Fiscal Impact) [25-1401](#)

Chief Executive Officer Ryan J. Alsop made presentation.

Deputy Chief Executive Officer of Communications Holly Dawson made presentation.

Discussion held.

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

13. CLOSED SESSION

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957) [25-1811](#)

Closed Session held. No reportable action.

14. ADJOURNMENT

ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, NOVEMBER 18, 2025 AT 9:00 A.M.

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board