



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, October 7, 2025

9:00 AM

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

1. CALL TO ORDER; ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

Vice-Chair Amber Manfree led the assembly in the Pledge of Allegiance.

3. PET OF THE WEEK

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

[25-238](#)

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

4. APPROVAL OF PROCLAMATIONS AND COMMENDATIONS

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

- A. Presentation of a Proclamation recognizing October 2025 as “Domestic Violence Awareness Month” in Napa County. (No Fiscal Impact)

[25-1691](#)

Supervisor Liz Alessio presented the proclamation.

NEWS Executive Director Tracy Lamb received the proclamation and made presentation.

Two (2) people spoke during public comment.

5. CONSENT CALENDAR

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

Auditor-Controller

- A. Accept and instruct the Clerk of the Board to file the annual Compliance Review of the Proximity Workforce Housing Assistance Program for the period of July 1, 2024 - June 30, 2025. (No Fiscal Impact)

[25-1642](#)

Clerk of the Board

- B. Approval of minutes from the September 23, 2025 regular meeting and September 29, 2025 special meetings. (No Fiscal Impact)

[25-98](#)

County Counsel

- C. Approve a sole source with BTR Consulting LLC., due to the unique specialized nature of the firm’s work, and delegate signing authority to County Counsel to approve Agreement No. 260180B to assist County Counsel in providing legal guidance to the Department of Corrections. (Fiscal Impact: \$90,000 Expense; General Fund; Budgeted; Discretionary)

[25-1736](#)

Enactment No: A-260180B

County Executive Office

- D. Approve and authorize Agreement No. 260143B with Stericycle, Inc. with a term ending October 6, 2030, and a maximum compensation of \$55,000 annually to perform confidential material shredding and disposal services. (Fiscal Impact: \$55,000 Expense; General Fund; Budgeted; Discretionary)

[25-1565](#)

Enactment No: A-260143B

- E. Approve and authorize Agreement No. 260179B with Napa Valley Transportation Agency to provide support services at cost. (Fiscal Impact: \$190,000 Revenue; General Fund and ITS Fund; Budgeted; Discretionary) [25-1713](#)

Enactment No: A-260179B

- F. Adopt a Resolution to continue a local emergency due to the Pickett Fire affecting the area of unincorporated parts of Calistoga, Pope Valley, Aetna Springs, and Angwin. (Fiscal Impact Unknown; Mandatory) [4/5 vote required] [25-1729](#)

Enactment No: R-2025-107

County Fire Department

- G. Approve a Budget Amendment to increase the Fire Operations Capital Assets appropriation by \$12,000 to complete a manufacturer modification in the new Type 6 emergency vehicle that was not included in the original capital asset request of \$347,062 for a new total of \$359,062. (Fiscal Impact \$12,000 Expense; Fire Fund; Not Budgeted; Discretionary) [4/5 vote required] [25-1525](#)

Housing & Community Services

- H. Approve and authorize Amendment No. 5 to Agreement 170266B with Bitfocus, Inc. changing the contract maximum from \$255,242 to \$248,190 for the term of July 1, 2025 through June 30, 2026 and each automatic renewal thereafter, to maintain the number of licenses for users of the Homeless Management Information System (HMIS) and provide HMIS Community Administration Services. (Fiscal Impact: \$7,052 Expense reduction; Housing & Community Services Fund; Budgeted; Discretionary) [25-1574](#)

Enactment No: A-170266B Amend. 5

Library

- I. Approve and authorize Amendment No. 3 to Agreement No. 210369B with Innovative Interfaces Inc.; Amendment No. 2 to Agreement No. 220018B with Unity Courier Service, Inc.; and Agreement No. 260116B with St. Helena Public Library for services related to the Integrated Library System. (Fiscal Impact: \$100,000 Reduced Expense; Library Fund; Budgeted; Discretionary) [25-1343](#)

Enactment No: A-210369B Amend. 3; A-220018B Amend. 2; A-260116B

Napa Berryessa Resort Improvement District

- J. Adopt a Resolution authorizing the District Engineer or Public Works Director to submit applications and execute documents for and on behalf of the District related to receiving financial assistance from Cal OES, including FEMA Disaster Relief Declaration No. 4683 for the January 2023 winter storm damage. (No Fiscal Impact) [25-1407](#)

Enactment No: R-2025-05 (NBRID)

Napa County Housing Authority

- K. Approve and authorize Amendment No. 3 to Agreement No. 250009B (NCHA) with Environment Aqua, Inc. to increase the contract maximum from \$29,267 in Fiscal Year 2025-2026 for water treatment services. (Fiscal Impact: \$12,333 Expense; Housing Authority Fund; Budgeted; Mandatory) [25-1690](#)

Enactment No: A-250009B Amend. 3 (NCHA)

Public Works

- L. Approve and authorize Agreement No. 260170B with YEI Engineers, Inc. for a maximum of \$504,772 for engineering services and construction support for the “Napa Library HVAC Replacement Project,” PW 25-42. (Fiscal Impact: \$504,772 Expense; Napa Library HVAC Replacement Project Fund; Budgeted; Discretionary) [25-1233](#)

Enactment No: A-260170B

- M. Approval of plans and specifications for the “Low Voltage AV South Campus HHSA Conference Rooms Project” PW 24-38 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 Public Contract Code section 20150.8. (No Fiscal Impact) [25-1596](#)

- N. Reject all bids and authorize the Director of Public Works to re-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 Sections 20150.9 and 20150.8, respectively, of the Public Contract Code for the Chiles Pope Valley Road Bridge Replacement RDS 15-23 Restoration and Monitoring Project. (No Fiscal Impact) [25-1636](#)

- O. Approve and authorize Amendment No. 1 to Agreement No. 230394B with KONE, Inc. to increase maximum compensation from \$84,508 to \$95,708 in fiscal year 2025-26 and to update the scope of work to include elevator emergency phone services at various County locations. (Fiscal Impact: \$11,200 Expense; Various Funds; Budgeted; Discretionary) [25-1674](#)

Enactment No: A-230394B Amend. 1

- P. Approve and authorize a Certificate of Acceptance of Avigation and Hazard Easement Deed for the Laketrinity Floating Solar Project within the Napa Sanitation District complex to preserve the Napa County Airport's right to engage in and support aviation uses and to prevent the subject property from being used in a manner which creates avigation hazards. (No Fiscal Impact) [25-1675](#)

- Q. 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] [25-1707](#)

Recorder/County Clerk

- R. Approve and authorize Addendum No. 20 to Agreement No. 170547B with the California Department of Justice for cost-sharing in a statewide Electronic Recording Delivery System. (Fiscal Impact: \$1,850 Expense; Special Revenue Fund; Budgeted; Discretionary) [25-1652](#)

Enactment No: A-170547B Addendum No. 20

Sheriff

- S. Approve and authorize Agreement No. 260167B with All-Star Talent for recruitment staffing services. (Fiscal Impact: \$136,250; Expense; General Fund; Budgeted; Discretionary) [25-1453](#)

Enactment No: A-260167B

6. PUBLIC COMMENT

Five (5) people spoke during public comment.

7. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

Supervisor Belia Ramos responded to the noise complaints received from members of the public regarding the aircraft flight routes. She advised the public to reach out to the Airport Advisory Commission who will then seek to reach out to the Federal Aviation Administration (FAA). Supervisor Ramos also reported on the upcoming Fall Student Art Contest in partnership with the American Canyon Arts Foundation. Supervisor Ramos reported on her trip to Lake Berryessa with Vice-Chair Amber Manfree to view the activity and to hear from residents about the impact of the Golden Mussels and the impact of the Spanish Flat Concessionaires. Also, Supervisor Ramos reported on attending the Napa County Airport with Chief Executive Officer Ryan J. Alsop to tour the two new Fixed Base Operators (FBO). Lastly, Supervisor Ramos stated she will be representing the Board of Supervisors at the California State Association of Counties (CSAC) Executive Retreat.

Supervisor Joelle Gallagher announced the second annual Day Against Hate event on Sunday, October 12, 2025 at 12:30pm at Veterans Park. She also announced a climate conversation with Dr. Drew Isaacs on Tuesday, October 14, 2025 at the Napa County Library.

Supervisor Liz Alessio reported on attending the Veterans Commission and Commission on Aging meetings. She also attended the Molly's Angels Golf Fundraiser. Lastly, Supervisor Alessio reported on hosting her first Town Hall meeting on Saturday, October 11, 2025 at Enchanted Hills.

Vice-Chair Amber Manfree reported on attending the Lake Berryessa event with Supervisor Ramos. She also attended the Ribbon Cutting event for the Napa County Health and Human Services Agency (HHS) Be Well Van, a new mobile service unit that brings various health and human services directly to Napa County residents, particularly those aged 18+ with Medi-Cal, Medicare, or who are uninsured or underinsured. Lastly, Vice-Chair Manfree shared that the Napa County Historical Society will be hosting a local artist event at the Goodman Library on Thursday, October 9, 2025 from 6:00pm to 8:00pm.

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDAR

None

9. PUBLIC HEARINGS

Planning, Building and Environmental Services (PBES)

- A. Introduction and intent to 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)

[25-1393](#)

Correction memorandum provided.

Vice-Chair Amber Manfree opened the public hearing.

Planning, Building, and Environmental Services Planner Ryan Melendez made presentation.

Vice-Chair Amber Manfree closed the public hearing.

Discussion held.

Motion Text: Approve the intent to adopt the Ordinance.
Voting Yes: Alessio, Gallagher, Ramos, and Manfree
Voting No: None
Recusals: None
Excused: Cottrell
Result: Passed

- B. Introduction and intent to adopt a Napa County 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; Discretionary)

[25-1709](#)

Vice-Chair Amber Manfree opened the public hearing.

Planning, Building, and Environmental Services Code Compliance Manager Akenya Robinson-Webb made presentation.

Vice-Chair Amber Manfree closed the public hearing.

Discussion held.

Motion Text: Approve the intent to adopt the Ordinance.
Voting Yes: Gallagher, Alessio, Ramos, and Manfree
Voting No: None
Recusals: None
Excused: Cottrell
Result: Passed

10. ADMINISTRATIVE ITEMS

County Executive Office

- A. Receive a presentation on the Risk Management Program. (No Fiscal Impact) [25-1402](#)

Assistant Chief Executive Officer Rebecca Craig made presentation.

Discussion held.

Direction provided to staff.

- B. Adopt a Resolution informing the public of the November 4, 2025, special election, the substance of Proposition 50, and information about local ballots and ballot drop box locations and hours. (No Fiscal Impact) [25-1718](#)

County Executive Office Management Analyst Andrew Mize made presentation.

One (1) person spoke during public comment.

Discussion held.

Direction provided to staff.

Motion Text: Adopt the Resolution as amended.

Voting Yes: Ramos, Gallagher, Alessio, and Manfree

Voting No: None

Recusals: None

Excused: Cottrell

Result: Passed

Enactment No: R-2025-108

11. CLOSED SESSION

- A. CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6) Agency Designated Representatives: Christine Briceño, Chief Human Resources Officer regarding Deputy Sheriffs' Association - Law Enforcement Unit and Deputy Sheriffs' Association - Law Enforcement Supervisory Unit Napa [25-1716](#)

Item removed from the agenda.

- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION [25-1717](#)
(Gov. Code Section 54956.9(d)(1))
Name of Case: Garcia, Juan, et al. v. County of Napa, et al., Napa Superior Court Case No. 23CV000234

Closed Session held. No reportable action.

C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED
LITIGATION

[25-1738](#)

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): Claims asserted by Alan Charles Dell'Ario relating to the appointment of Planning Commissioners and the production of records under the California Public Records Act.

Closed Session held. No reportable action.

12. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY,
OCTOBER 21, 2025 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board