



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, February 25, 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

Monarch Justice Center Executive Director Michele Farhat led the assembly in the Pledge of Allegiance.

3. PET OF THE WEEK

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

[25-170](#)

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

4. APPROVAL OF PROCLAMATIONS AND COMMENDATIONS

None

5. CONSENT CALENDAR - SPECIAL DISTRICTS

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

Napa County Groundwater Sustainability Agency

- A. Adopt a Resolution for the Napa County Groundwater Sustainability Agency authorizing staff to develop a funding agreement with the Department of Water Resources (DWR) to accept grant funds under DWR's California Stream Gage Improvement Program to provide funding to reactivate five stream gages within the Napa Valley. (Fiscal Impact: \$1,060,000 Revenue; Groundwater Special Revenue Fund; Not Budgeted; Discretionary)

[25-207](#)

Three (3) people spoke during public comment.

Discussion held.

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

Enactment No: R-2025-01 (NCGSA)

Napa County Housing Authority

- B. Accept and file the quarterly report for the Napa County Housing Authority for the quarter ended December 31, 2024. (Fiscal Impact: None; Discretionary)
- C. Acceptance of donation report for quarter ending December 31, 2024. (Fiscal Impact: \$37,164 Revenue; Housing Authority Fund; Not Budgeted; Discretionary)

[25-247](#)[25-306](#)

Monticello Public Cemetery District

- D. Adopt a Resolution delegating authority to the District Manager to execute Certificates of Burial Rights on behalf of the Monticello Public Cemetery District and amending the Monticello Public Cemetery District Bylaws to update procedures and guidelines, correct minor errors in the text, and improve clarity and conciseness. (No Fiscal Impact; Discretionary)

[25-284](#)

(CONTINUED FROM JANUARY 28, 2025)

Enactment No: R-2025-01 (MPCD)

6. 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

Agricultural Commissioner

- A. Approve and authorize the renewal of Revenue Agreement No. 170908B with the California Department of Food & Agriculture for a maximum of \$193,892 for the term of January 1, 2025 through June 30, 2025 for reimbursement of expenses associated with the placing and inspecting of traps for the detection of European Grapevine Moth. (Fiscal Impact: \$193,892 Revenue; General Fund; Budgeted; Mandatory)

[25-285](#)

Enactment No: A-170908B

Auditor-Controller

- B. Accept and instruct the Clerk of the Board to file the audit of the Procurement Card Program for the period of July 1, 2024 - December 31, 2024. (Fiscal Impact: None, Discretionary)
- C. Approve and authorize Los Carneros Water District to replace the District's biennial audit requirement with a five-year audit requirement as allowed by Government Code Section 26909. (Fiscal Impact: None; Discretionary)
[Unanimous Vote Required]

[25-275](#)[25-288](#)

Clerk of the Board

- D. Approval of minutes from the February 4, 2025 and February 18, 2025 regular meetings. (No Fiscal Impact)
- E. Reappoint Kristine M. Haataja representing Family Member of Consumer, Robert Palmer representing Interested and Concerned Citizen, and Marion Villalba representing Employee of a Local Education Agency, all for a second term, to the Napa County Behavioral Health Board, with terms of office to commence immediately and expire on January 1, 2028. (No Fiscal Impact)
- F. Adopt a Resolution designating certain emergency interim successors for each member of the Board of Supervisors pursuant to Napa County Code Section 2.04.080. (No Fiscal Impact)

[25-73](#)[25-46](#)[25-254](#)

Enactment No: R-2025-15

Corrections

- G. Approve and authorize Agreement No. 250334B with Smart Communications Holding, Inc. to provide telephone, video visitation, and tablets for persons incarcerated in the replacement jail and telephones at Napa County Juvenile Hall. (No Fiscal Impact; Discretionary) [25-199](#)
- Enactment No: A-250334B**

County Fire Department

- H. Approve and authorize Agreement No. 250333B with Air Instrumentation, Inc. for a maximum of \$7,036 to supply, maintain and service air monitors that are used by the Napa County Fire Department. (Fiscal Impact: \$7,036 Expense; Fire Fund; Budgeted; Discretionary) [25-273](#)
- Enactment No: A-250333B**

Human Resources – Division of CEO’s Office

- I. Adopt a Resolution to amend the Table and Index of Classes to add a new Deputy Director of HHSA - Quality Management classification; delete the Compliance & Privacy Officer classification; make administrative updates and amend the Departmental Allocation List for the Health & Human Services Agency by adding a 1.0 FTE Staff Services Manager and a 1.0 FTE Deputy Director of HHSA - Quality Management; and delete a 1.0 FTE Supervising Accounting Assistant and a 1.0 FTE Compliance & Privacy Officer, effective March 1, 2025, with no net increase of full-time equivalents. (Fiscal Impact: \$75,000 Expense; HHSA Fund; Budgeted; Discretionary) [25-253](#)
- Enactment No: R-2025-16**
- J. Adopt a Resolution to rescind and replace Resolution No. 2025-03, adopted January 14, 2025, to correct Exhibit “A,” which added the incorrect classification of Assistant Engineer. (No Fiscal Impact; Discretionary) [25-274](#)
- Enactment No: R-2025-17**

Information Technology Services – Division of CEO’s Office

- K. Approve and authorize Amendment No. 4 to Agreement No. 170662B with Civic Plus, LLC extending the term to December 6, 2026, for continued website hosting, design, implementation, and web accessibility services. (Fiscal Impact: \$69,420 Expense; Information Technology Fund; Budgeted; Discretionary) [25-280](#)
- Enactment No: A-170662B Amend. 4**

Library

- L. Accept a donation in the amount of \$20,000 from the Friends of the Napa Library and sign a letter of appreciation. (Fiscal Impact, \$20,000 Revenue; Napa County Library Fund; Budgeted; Discretionary) [25-248](#)
- M. Authorize out-of-country travel for Jacqueline Flores, Librarian I, and Refugio Rivera, Library Associate II, and Karime Jacobo, Literacy Project Associate, to attend the Seguimos Creando Enlaces (We Continue Creating Connections) Conference in San Diego, California and Tijuana, Mexico, on March 13 and 14, 2025. (Fiscal Impact: \$6,000 Expense; Library Fund; Budgeted; Discretionary). [25-250](#)

Planning, Building and Environmental Services (PBES)

- N. Acknowledge applicant Niebaum-Coppola Estate Winery LP's withdrawal of Use Permit Exception to the Conservation Regulations Application No. P22-00404-UP for the Inglenook Residence which was the subject of Water Audit California's appeal. (No Fiscal Impact) [25-129](#)
- O. Approve and authorize Agreement No. 250326B with Ascent Environmental, Inc. to conduct an Environmental Impact Report, in accordance with the California Environmental Quality Act, for the proposed Napa Valley Logistics Center project (No Fiscal Impact; Discretionary). [25-260](#)

Enactment No: A-250326B

Probation

- P. Approve and authorize Agreement No. 250304B with Seneca Family of Agencies in order to conduct Family Finding searches and provide information regarding clients for whom family members are being sought. (Fiscal Impact: \$3,000 Expense; General Fund; Budgeted; Discretionary) [25-270](#)

Enactment No: A-250304B

Public Works

- Q. Approve and authorize Amendment 2 to Purchase and Sale Agreement No. 230226B with Anna M. Baker, Melissa R. Baker, and Mercedes C. Baker, as Trustees of the Karen Louise Baker Bypass Trust (Assessor's Parcel Number 027-530-003) and increase the maximum compensation by \$1,000 for a new maximum of \$6,000 to extend the duration of the temporary construction easement for the Dry Creek Road Bridge over Dry Creek Replacement Project. (Fiscal Impact: \$1,000 Expense; Roads Fund; Budgeted; Discretionary) [24-1963](#)

Enactment No: A-230226B Amend. 2

- R. Award of Construction Contract to Kirby Constructions Company, Inc. doing business as Kirby Construction of Santa Rosa, California in the amount of \$5,090,000 for the “1127 First Street HVAC & Roof Replacement Project,” PW 21-23; and approve a Budget Amendment. (Fiscal Impact: \$6,845,350 Expense; Capital Improvement Projects Fund; Not Budgeted; Discretionary)
[4/5 vote required] [25-128](#)
- Enactment No: A-250327B**
- S. Approve and authorize Amendment No. 4 to Agreement No. 230252B with Universal Protection Services, LP, dba Allied Universal Security Services, to update the scope of work to add a posted security guard at the South Campus Building B and increase maximum compensation for routine services due to this increase in services effective February 2, 2025. (Fiscal Impact: \$30,022 Expense; HHSA Fund; Budgeted; Discretionary) [25-150](#)
- Enactment No: A-230252B Amend. 4**
- T. Approve plans and specifications and authorize advertisement for sealed bids and opening of the bids at a time and location to be published by the Director of Public Works pursuant to Section 20150.8 of the Public Contracting Code for the Dry Creek Road MPM 9.75 RDS 21-06 Restoration and Monitoring Project. (No Fiscal Impact, Discretionary) [25-154](#)
- U. Approve and authorize the creation of Capital Improvement Projects 25024 and 25031 for the “Cuttings Wharf Road and Cuttings Wharf Boat Launch Paving Project”, RDS 25-22; and approve a Budget Amendment. (Fiscal Impact: \$190,000 Expense; Measure-T and Capital Improvement Fund; Not Budgeted; Discretionary).
[4/5 vote required] [25-166](#)
- V. Approve and authorize removal of ten capital asset pavement projects, fully depreciated and are no longer applicable for public or aviation use, from the Public Works - Airport division capital asset listing. (No Fiscal Impact; Discretionary) [25-204](#)
- W. Approve and authorize the creation of Project 25032 for the “2025 Oakville Grade Railroad Crossing Repair”, RDS 25-101”; approve a Budget Amendment; and authorize the payment of an invoice for work completed. (Fiscal Impact: \$47,209 Expense; SB-1 Non-Operating Special Revenue Fund; Not Budgeted; Discretionary)
[4/5 vote required] [25-252](#)

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- X. Approve and authorize Agreement No. 250329B with One Workplace L. Ferrari, LLC for a maximum amount of \$480,367 for labor, project management, and related design (layout) services to assemble and install furniture, fixtures and equipment in the Napa County Replacement Detention Facility project, PW20-100. (Fiscal Impact: \$480,367 Expense, Capital Improvement Projects Fund; Budgeted, Discretionary) [25-259](#)
- Enactment No: A-250329B**
- Y. Approve award of the Jail Transition Project, PW 22-30, to MVP Construction; and approve a Budget Amendment. (Fiscal Impact: \$498,500, Expense; Capital Improvement Projects Fund; Not Budgeted; Discretionary) [25-283](#)
[4/5 vote required]
- Z. Authorize the purchase of three vehicles for the Agricultural Commissioner/Sealer of Weights & Measures office; award competitive bid to Jimmy Vasser Toyota of Napa, CA; and approve a Budget Amendment. (Fiscal Impact: \$199,525 Expense; Multiple Funds; Not Budgeted; Discretionary) [25-290](#)
[4/5 vote required]
- AA. Approve and authorize Agreement No. 250321B for a contract maximum of \$265,263, and Agreement No. 250322B for a contract maximum of \$261,333, with ADKO Engineering Inc., for the Mount Veeder MPM 3.5 and Mount Veeder MPM 5.2 Slide Repair projects, respectively; and approve a Budget Amendment. (Fiscal Impact: \$616,596 Expense; Capital Improvement Projects Fund; Not Budgeted; Discretionary) [25-298](#)
[4/5 vote required]
- Enactment No: A-250321B; A-250322B**
- AB. Award of Construction Contract to CWS Construction Group, Inc., of Novato, California in the amount of \$5,145,000 for the “South Campus Buildings A & B Maintenance Project”, PW 21-37B, and approve a Budget Amendment. (Fiscal Impact: \$6,864,115 Expense; Capital Improvement Projects Fund; Not Budgeted; Discretionary). [25-299](#)
[4/5 vote required]
- Item pulled for discussion. See Item 9.**
- AC. Approve and authorize Amendment No. 2 to Agreement No. 240001B with United Site Services of California, Inc. to increase maximum compensation for non-routine services for Fiscal Year 2024/2025 effective January 15, 2025, to address needs at South Campus. (Fiscal Impact: \$50,000 Expense; Health and Human Services Agency Fund; Budgeted; Discretionary) [25-314](#)
- Enactment No: A-240001B Amend. 2**
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Sheriff

- AD. Approve and authorize Amendment No. 1 to Agreement No. 250148B with Axon Enterprise, Inc. for body cameras, vehicle dashboard cameras, and interview room recording equipment. (Fiscal Impact: \$7,396 Expense; General Fund; Budgeted; Discretionary) [25-19](#)

Enactment No: A-250148B Amend. 1

- AE. Approve and authorize participation in the Homeland Security Grant Program for Fiscal Year 2024; establish a capital asset; and approve a Budget Amendment to support community resilience including equipment, emergency management coordination, information sharing, planning and administration costs. (Fiscal Impact: \$188,460 Revenue and Expense; General Fund; Not Budgeted; Discretionary) [25-153](#)
[4/5 vote required]

- AF. Declare certain Office of Emergency Services capital assets as surplus and no longer required for public use, and approve and authorize the disposal of these capital assets by donation. (No Fiscal Impact; Discretionary) [25-162](#)

- AG. Adopt a Resolution; approve a Budget Amendment; and approve appropriation authority to participate in the Fiscal Year 2024 Emergency Management Performance Grant to support emergency preparedness efforts. (Fiscal Impact: \$148,388 Revenue and Expense; General Fund; Not Budgeted; Discretionary) [25-165](#)
[4/5 vote required]

Enactment No: R-2025-18

- AH. Adopt a Resolution; establish a capital asset; approve and authorize Grant Agreement No. 250312B with the City and County of San Francisco; and approve a Budget Amendment to participate in the Urban Area Security Initiative administered by Bay Area Urban Area Security Initiative Fiscal Year 2024 grant program to enhance interoperable communications and regional preparedness. (Fiscal Impact: \$70,000 Revenue & Expense; General Fund; Not Budgeted; Discretionary) [25-194](#)
[4/5 vote required]

Enactment No: R-2025-19; A-250312B

- AI. Approve and authorize Revenue Agreement No. 250324B for the provision of law enforcement services with the Napa Valley Community College District. (Fiscal Impact: \$49,210 Revenue; General Fund; Budgeted; Discretionary) [25-282](#)

Enactment No: A-250324B

7. PUBLIC COMMENT

Eleven (11) people spoke during public comment.

8. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

Supervisor Joelle Gallagher reported on attending the recent Napa Sanitation District meeting, where she was presented with the 15th annual Performance Measurement Report. She stated that it was great to see how high performing the Napa Sanitation District was and that they were recognized for their utility management in October 2024. Supervisor Gallagher stated that in honor of national agriculture week, she will be hosting a panel discussion to discuss supporting the agricultural workforce on Wednesday March 26, 2025 at 6:00pm.

Supervisor Liz Alessio thanked the public for speaking on the Napa River and reported that the river is the best that it has ever been. She reported on the honor of being a judge for the Boys and Girls Club Exceptional Youth Award event. Also, she discussed Napa Valley Support Services fashion show fundraiser. She discussed Napa Valley Transportation Authority's next steps on the designs for the corridor of American Canyon, the Airport, and Highway 29 from Measure U funds. She referenced the importance of the Monarch Justice Center and began discussing a program in development called the Cradle Basket led by Lowell Downey. This program provides the first people and related tribes a place to be recognized within the Oxbow Commons.

Vice-Chair Amber Manfree agreed with Supervisor Alessio that it is important to recognize the first people of the region, good planning regarding fire resilience and managing things in a holistic way. Supervisor Manfree commended the Silverado and Mt. George Fire Safe Councils, spoke about a rally held by Congressman Mike Thompson, and thanked the Public Works department for their work done in the Redwood and Dry Creek Road area. Supervisor Manfree reported on attending the California State Association of Counties new supervisor training with Supervisor Liz Alessio and County Executive Officer Ryan J. Alsop. Lastly, Supervisor Manfree requested an item regarding funding for the Wildlife Conservation Commission be brought back to the Board.

Supervisor Joelle Gallagher supported looking at the utilization of extra county space for a potential public or private partnership around childcare, as well as additional funds towards the Wildlife Conservation Commission.

Chair Anne Cottrell reported on working with the Napa Valley State Parks Association, Spring Mountain Fire Safe Council, Diamond Mountain Fire Safe Council, CalFire and Napa Communities Firewise Foundation to figure out a way to get more fire mitigation work done within a state park. Chair Cottrell also thanked the Public Works department for their work on the pothole on Conn Valley Road and recognized their meeting to discuss the repairs for the bridge on Rossi Road. Chair Cottrell thanked the county's Communication Team as last week was Government Communications Day. Lastly, Chair Cottrell reported on visiting Premier Napa Valley and announced the promotion of JC Greenburg to Deputy Fire Chief of Napa County.

Napa County Fire Chief Matt Ryan made presentation.

Deputy County Fire Chief JC Greenberg made presentation.

9. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS
- 6AB

Director of Public Works Steven Lederer made presentation.

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

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS
None

11. ADMINISTRATIVE ITEMS

Clerk of the Board

- A. Appoint one of the following applicants to represent Organization [25-255](#)
Concerned with Older Adults to the Napa County Commission on Aging
with terms of office to commence immediately and expire on September
30, 2026. (No Fiscal Impact)

Colleen D. Kabeary
Robin S. McKee-Cant
Julie M. Mitchell

Clerk of the Board Neha Hoskins made presentation.

Motion Text: Approve the appointment of Coleen Kabeary.
Voting Yes: Gallagher, Ramos, Alessio, Manfree and Cottrell
Voting No: None
Recusals: None
Result: Passed

- B. Appoint one of the following applicants to represent Community-Based Organization on the Napa County Community Corrections Partnership Executive Committee (CCP) with a terms of office to commence immediately and expire on June 30, 2027. (No Fiscal Impact) [25-256](#)

Amber Twitchell

Aaron E. Mosley

Clerk of the Board Neha Hoskins made presentation.

Motion Text: Approve the appointment of Aaron E. Mosley.

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

Voting No: None

Recusals: None

Result: Passed

County Executive Office

- C. Receive a presentation on the Five-Year General Fund Revenue and Expenditure Forecast, and the Five-Year Capital Improvement Plan. (No Fiscal Impact; Discretionary) [25-114](#)

County Executive Office Senior Management Analyst Daniel Sanchez made presentation.

Director of Public Works Steven Lederer made presentation.

Discussion held.

- D. Receive a presentation on the American Rescue Plan Act (ARPA). (No Fiscal Impact) [25-289](#)

County Executive Office Management Analyst Celeste Gonzales made presentation.

County Executive Office Senior Management Analyst Daniel Sanchez made presentation.

Discussion held.

One (1) person spoke during public comment.

12. PUBLIC HEARING - SPECIAL DISTRICTS

None

13. PUBLIC HEARINGS

Planning, Building and Environmental Services (PBES)

A. PUBLIC HEARING - 2:00 PM Hillwalker Vineyards Winery Appeal

[25-4](#)

Conduct a public hearing to consider an appeal filed (P24-00237-APL) by Water Audit California (Appellant) to the Napa County Planning Commission's decision on August 21, 2024 to: 1) Adopt the revised Mitigated Negative Declaration; and 2) Approve Use Permit No. P23-00101-UP, Use Permit No. P23-00239-UP (an Exception to the Conservation Regulations), and an Exception to the Napa County Road and Street Standards (RSS) filed by Kevin Morrison (Applicant). (No Fiscal Impact; Mandatory)

(CONTINUED FROM DECEMBER 3, 2024)

The Board of Supervisors provided disclosures.

Chair Anne Cottrell opened the public hearing.

Planning Building and Environmental Services Planning Manager Michael Parker made presentation.

Appellant representative William McKinnon made presentation.

Three (3) people spoke during public comment.

Applicant representative Rob Anglin made presentation.

Applicant Kevin Morrison made presentation.

Appellant representative William McKinnon provided rebuttal.

Chair Anne Cottrell closed the public hearing.

Discussion held.

Motion Text: Approve the motion of intent to deny the appeal in its entirety; uphold the Planning Commission's findings; and direct County Counsel to return on April 8, 2025 with a Resolution of Findings of Fact to include revisions to conditions of approval as noted.

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

Voting No: None

Recusals: None

Result: Passed

14. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION [25-315](#)

(Government Code section 54956.9(d)(1))

Kassy McKee v. County of Napa

Napa County Superior Court Case 23CV001468

Closed session held. No reportable action.

15. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING,
TUESDAY, MARCH 11, 2025 AT 9:00 A.M.**Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board