



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, September 23, 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 Hispanic Chamber of Commerce Chief Executive Officer Alonso Corona led the assembly in the Pledge of Allegiance.

3. PET OF THE WEEK

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

[25-237](#)

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

4. APPROVAL OF PROCLAMATIONS AND COMMENDATIONS

Motion Text: Approve the Proclamations and Commendations.

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

Voting No: None

Recusals: None

Result: Passed

- A. Presentation of a Proclamation recognizing September 2025 as “National Recovery Month” in Napa County. (No Fiscal Impact) [25-1417](#)

Vice-Chair Amber Manfree presented the proclamation.

Health and Human Services Agency Behavioral Health Manager Zachariah Todd received the proclamation and made presentation.

- B. Presentation of a Proclamation recognizing September 2025 as “Hispanic Heritage Month” in Napa County. (No Fiscal Impact) [25-1418](#)

Supervisor Belia Ramos presented the proclamation.

Gerardo Martin received the proclamation and made presentation.

Two (2) people spoke during public comment.

- C. Recognize Dina Jose for her service and contributions as Director of Corrections for Napa County. (No Fiscal Impact) [25-1419](#)

Chair Anne Cottrell presented the proclamation.

Director of Corrections Dina Jose received the proclamation and made presentation.

Discussion held.

5. CONSENT CALENDAR

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

Auditor-Controller

- A. Adopt a Resolution establishing the Fiscal Year 2025-26 appropriation limit and estimated revenue subject to the limit for the County of Napa as required by Article XIII B of the California Constitution. (No Fiscal Impact) [25-1515](#)

Enactment No: R-2025-97

- B. Adopt a Resolution establishing the Fiscal Year 2025-26 appropriation limit and estimated revenue subject to the limit for the Napa County Community Facilities District 2012-1 for the Milliken-Sarco-Tulocay (MST) Recycled Water Pipeline Project, as required by Article XIII B of the California Constitution. (No Fiscal Impact) [25-1516](#)

Enactment No: R-2025-98

- C. Accept and instruct the Clerk of the Board to file the report summarizing the countywide internal control review of the capital asset inventory certification process for the Fiscal Year Ended June 30, 2024. (No Fiscal Impact) [25-1629](#)
- D. Deny State assessed unitary property tax refund claim for return of 2020-21 taxes paid on Assessor Parcel No. 799-000-161-000 in accordance with Revenue and Taxation Code section 100 and Sections 5096 and 5097 (Utility company). (No Fiscal Impact) [25-1651](#)

Clerk of the Board

- E. Approval of minutes from the September 9, 2025 regular meeting and September 16, 2025 special meeting. (No Fiscal Impact) [25-704](#)
- F. Appoint David Church to the Monticello Public Cemetery District Advisory Committee with term of office to commence immediately and expire on December 31, 2026. (No Fiscal Impact) [25-1633](#)
- G. Reappoint Donald Chase, for a third term, to the Napa County Assessment Appeals Board to represent the Property Appraiser Certified by the Board of Equalization with terms of office to commence immediately and expire on September 6, 2028. (No Fiscal Impact) [25-1634](#)

County Counsel

- H. Approve a Budget Amendment to increase appropriations in the Conflict Public Defender Budget for indigent defense costs. (Fiscal Impact: \$150,000 Expense; Not Budgeted; General Fund; Mandatory) [4/5 vote required] [25-1659](#)
- I. Adopt a Resolution continuing the proclamation of local health emergency due to the 2025 Pickett Fire. (Fiscal Impact: Unknown; Discretionary) [4/5 vote required] [25-1665](#)

Enactment No: R-2025-99

District Attorney

- J. Adopt a Resolution authorizing the District Attorney to apply for, execute and sign grant subaward documents, including amendments, extensions and modifications, thereof, for the Victim/Witness Assistance Program. (Fiscal Impact: \$376,543 Revenue; General Fund; Budgeted; Discretionary) [25-1620](#)

Enactment No: R-2025-100

- K. Adopt a Resolution authorizing the District Attorney to apply for, execute and sign grant subaward documents, including amendments, extensions and modifications, thereof, for the Violence Against Women Vertical Prosecutions Program. (Fiscal Impact: \$202,545 Revenue; General Fund; Budgeted; Discretionary) [25-1621](#)

Enactment No: R-2025-101

- 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 Program. (Fiscal Impact: \$196,906 Revenue; General Fund; Budgeted; Discretionary) [25-1622](#)

Enactment No: R-2025-102

Elections

- M. Approve a budget amendment to increase Election Division appropriations offset by an increase in State Funding for the November 4, 2025 Statewide Special Election. (Fiscal Impact: Net Zero; General Fund; Not Budgeted; Mandatory) [25-1616](#)
[4/5 Vote Required]

Housing & Community Services

- N. Approve and authorize a budget amendment to support the Housing Authority's water treatment services. (Fiscal Impact: \$29,688 Expense; County Service Area No.4 Fund; Not Budgeted; Discretionary) [25-1682](#)
[4/5 vote required]

- O. Approve and authorize agreement No. 250431B for \$125,000 with Community Initiatives (The ADU Center) to provide technical assistance to the County of Napa's ADU Loan Program through June 30, 2026. (Fiscal Impact: \$125,000 Expense; Affordable Housing Fund; Budgeted; Discretionary) [25-1687](#)

Enactment No: A-250431B

Human Resources – Division of CEO's Office

- P. Adopt a Resolution to amend Napa County Policy Manual Part I Section 37C-1, Management Compensation Plan - Management Classified, effective September 1, 2025. (Fiscal Impact: Net Zero; General Fund; Budgeted; Discretionary) [25-1599](#)

Enactment No: R-2025-103

Lake Berryessa Resort Improvement District

- Q. Adopt a Resolution establishing the Fiscal Year 2025-26 appropriation limit and revenue subject to the limit for the Lake Berryessa Resort Improvement District as required by Article XIII B of the California Constitution. (No Fiscal Impact) [25-1512](#)

Enactment No: R-2025-02 (LBRID)

Napa Berryessa Resort Improvement District

- R. Adopt a Resolution establishing the Fiscal Year 2025-26 appropriation limit and revenue subject to the limit for the Napa Berryessa Resort Improvement District as required by Article XIII B of the California Constitution. (No Fiscal Impact) [25-1514](#)

Enactment No: R-2025-04 (NBRID)

Napa County Housing Authority

- S. Approve and authorize Agreement No. 260134B (NCHA) with Natural Systems Utilities CA, Inc. for a maximum of \$113,475 for the partial fiscal year October 1, 2025, through June 30, 2026, then increasing to \$125,475 yearly, for the operation of public water systems, including water system inspection, testing, and maintenance at the Calistoga, River Ranch, and Mondavi Farmworker Centers and the related Budget Amendment. (Fiscal Impact: \$113,475 Expense; Napa County Housing Authority Fund; Not Budgeted; Discretionary) [4/5 vote required] [25-1533](#)

Enactment No: A-260134B (NCHA)

Probation

- T. Approve and authorize grant funding and Agreement No. 260057B with the Office of Traffic Safety to provide intensive probation supervision for high-risk felony and repeat DUI offenders. (Fiscal Impact: \$205,000 Revenue; General Fund; Budgeted: Discretionary) [25-1231](#)

Enactment No: A-260057B

Public Works

- U. Approve and authorize Amendment No. 3 to Agreement No. 190062B with Lionakis; Amendment No. 3 to Agreement No. 220333B with Geocon Consultants, Inc.; Amendment No. 1 to Agreement No. 250329B with One Workplace L. Ferrari, LLC; and Amendment No. 3 to Agreement No. 200212B with Vanir Construction Management Inc. for work on Replacement Detention Facility Project, PW 20-100. (Fiscal Impact: \$244,900 Expense; Capital Improvement Projects Fund; Budgeted; Discretionary) [25-1353](#)
- Item pulled for discussion. See item 8.**
- V. Approve and authorize Agreement No. 260131B with Mead & Hunt, Inc. for two years with a maximum compensation of \$80,000 per fiscal year for on-call, aviation specific, architectural and engineering services. (Fiscal Impact \$80,000 Expense; Airport Fund; Budgeted; Discretionary) [25-1553](#)
- Enactment No: A-260131B**
- W. Approve and authorize Amendment No. 3 to Agreement No. 240001B with United Site Services of California, Inc. to increase maximum compensation for non-routine services from \$8,000 to \$18,000 for a maximum total compensation of \$39,000 in fiscal year 2025-26 to provide portable restroom and sanitation services. (Fiscal Impact: \$10,000 Expense; Various Departments; Budgeted; Discretionary) [25-1561](#)
- Enactment No: A-240001B Amend. 3**
- X. Award of Construction Contract to O.C. Jones & Sons, Inc of Berkeley, CA, in the amount of \$603,000 for the “Cuttings Wharf, Sullivan and Admin Parking Lot Paving Project,” PW 25-46; and approve a Budget Amendment. (Fiscal Impact \$1,074,005 Expense; Capital Improvement Projects Fund; Not Budgeted; Discretionary) [25-1610](#)
[4/5 vote required]
- Y. Approve a report of emergency Public Works actions on three 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) [25-1611](#)
[4/5 vote required]
- Z. Adopt a Resolution approving a Title VI Plan Update which is a requirement for agencies receiving federal financial assistance. (No Fiscal Impact) [25-1637](#)
- Enactment No: R-2025-104**

AA. Approve and authorize the Director of Public Works to execute Contract Change Order No. 2, Part 2B to Agreement No. 250437B with Valentine Corporation to increase the maximum compensation from \$763,369 to \$832,260; and approve and authorize Amendment No. 6 to Agreement No. 230084B with ADKO Engineering, Inc. to increase the maximum compensation from \$624,991 to \$629,273 for additional construction support and environmental services for the Chiles Pope Valley Road MPM 3.63 Project 23006. (Fiscal Impact; \$73,173 Expense; SB-1 Fund; Budgeted; Discretionary)
[4/5 vote required]

Enactment No: A-230084B Amend. 6

AB. Approve and authorize Amendment No. 1 to Agreement No. 240311B with Nacht & Lewis Architects, Inc., to increase the contract maximum amount from \$418,320 to \$443,360 to provide additional engineering services for the South Campus Buildings A & B Maintenance Project, PW 21-37. (Fiscal Impact: \$25,040 Expense; Capital Improvement Projects Fund; Budgeted; Discretionary)

Enactment No: A-240311B Amend. 1

AC. Approve and authorize Amendment No. 1 to Agreement No. 250299B with Nacht & Lewis Architects, Inc. to increase the contract maximum amount from \$149,600 to \$439,630 to provide detailed construction plans, bidding assistance, and construction support services for the JJC Building Maintenance Project, PW 25-12; and approve a Budget Amendment. (Fiscal Impact: \$320,030 Expense; Capital Improvements Project Fund; Not Budgeted; Discretionary)
[4/5 vote required]

Enactment No: A-250299B Amend. 1

6. PUBLIC COMMENT

Two (2) people spoke during public comment.

7. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

Supervisor Joelle Gallagher reported on a meeting at Carneros Fire Station 210 to discuss the formation of the Carneros Fire Safe Council. Supervisor Gallagher mentioned that she did a tour of the Flood District's 58 acres which will become the South Napa Wetlands Park in which it should be open to the public in about a year. Lastly, Supervisor Gallagher reported that the EPA proposed to reverse the endangerment findings from 2009. These findings link greenhouse gases to climate change and public health threats. This is something being tracked by the Bay Area Air Quality Management District in which Supervisor Gallagher will report out once she has more information.

Supervisor Liz Alessio thanked the Napa County Public Works Department for the work done on Dry Creek Road at the bridge near Mount Veeder. Supervisor Alessio will host a neighborhood meeting for Dry Creek and Mount Veeder on Saturday October 11, 2025 from 10:00am to 11:30am. Lastly, Supervisor Alessio reported on her attendance at the following events: the Napa County Sheriff's Car Show, the One Mind Science and Innovation Symposium, and the Suicide Prevention Conference with a special appreciation to the City of Calistoga Councilmember Lisa Gift, who was the keynote speaker.

Vice-Chair Amber Manfree reported on her participation in the Coastal Cleanup event with the Research Conservation District. She also mentioned attending the Master Gardeners Fall Faire which educated the public on how to garden better. Lastly, Vice-Chair Manfree reported on attending a Town Hall event at Circle Oaks on September 12, 2025. There will be another Town Hall event on October 1, 2025 in Gordon Valley.

Supervisor Belia Ramos provided updates from the Association of Bay Area Governments (ABAG) Legislative Committee and Metropolitan Transportation Committee (MTC) Greater Executive Board that SB63 has passed both chambers and is awaiting the governor's signature. SB63 is a five-county measure that will have MTC oversight. Four (Santa Clara, San Mateo, Alameda, and Contra Costa) counties will have a half of a percent sales tax added to transactions and San Francisco County will have a one percent sales tax added to transactions to be able to fund transportation improvements. This type of multi county collaboration will help set the stage for how to pursue a housing funding measure in 2028. Secondly, Supervisor Ramos thanked the California State Association of Counties (CSAC) Board of Directors for voting on a budget proposal for CSAC's historic building on 1100 K Street to add a sixth floor. Also, the Napa Valley Waste Management Authority took action to increase tipping fees and put in a cost inflator. They approved the construction loan for \$10 million with an overall cost of \$30 million. The Airport Noise Working Group had another meeting to discuss the recent complaints and request that anyone who has complaints to be directed to the working group hot line to assist in compiling the data. Lastly, Supervisor Ramos reported on "The Wall that Heals" display coming to American Canyon October 16-19. The opening ceremony will be on Thursday, October 16, 2025 at 6:00pm, the in-memory ceremony is on Saturday, October 18, 2025 at 6:00pm, and the closing ceremony is Sunday October 19, 2025 at 6:00pm. This will all take place at the Independence Park, formerly known as Community Park II. Lastly, Supervisor Ramos toured the Napa Valley Education Foundations new facility on Third Street in Napa. A community open house will take place on Sunday, September 28, 2025.

Chair Anne Cottrell reported on the Rural County Representatives of California (RCRC) annual meeting in Placer County. She acknowledged Fire Administrator J.R. Rogers who spoke about Napa County's fire prevention measures and Chief Executive Officer Ryan J. Alsop who spoke about Artificial Intelligence in county government.

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

- 5U

Supervisor Belia Ramos made presentation.

Director of Public Works Steven Lederer made presentation.

Discussion held.

Direction provided to staff.

Motion Text: Approve the requested actions.
Voting Yes: Ramos, Alessio, Gallagher, Manfree, and Cottrell
Voting No: None
Recusals: None
Result: Passed
**Enactment No: A-190062B Amend. 3, A-220333B Amend. 3,
A-250329B Amend. 1; A-200212B Amend. 3**

9. ADMINISTRATIVE ITEMS

County Executive Office

- A. Receive presentation of Development Impact Fee Nexus Studies for Transportation and Affordable Housing and Commercial Linkage and provide direction. (No Fiscal Impact) [25-524](#)

Assistant Chief Executive Officer Rebecca Craig made presentation.

Director of Housing and Community Services Jennifer Palmer made presentation.

Four (4) people spoke during public comment.

Discussion held.

Direction provided to staff.

Napa County Groundwater Sustainability Agency

- B. Provide Napa County Groundwater Sustainability Agency with an update and receive feedback on Napa Valley Subbasin Groundwater Sustainability Plan (GSP) implementation progress since 2022, including: 1) Water Conservation and Groundwater Pumping Reduction program elements, 2) NCGSA Pilot Water Certification Partnership process, and 3) provide recommendations to the NCGSA to support GSP implementation activities. (No Fiscal Impact) [25-1359](#)

Planning, Building, and Environmental Services Natural Resources Conservation Manager Jamison Crosby made presentation.

Luhdorff & Scalmanini Senior Principal Hydrologist Vicki Krestinger Grabert made presentation.

ERA Economics Principal Economist Duncan MacEwan made presentation.

Three (3) people spoke during public comment.

Discussion held.

Planning, Building and Environmental Services (PBES)

- C. Receive an update on code compliance efforts and consider a recommendation regarding the conclusion of the Use Permit Compliance Program. (No Fiscal Impact) [25-1392](#)

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

Deputy County Counsel Jason Dooley made presentation.

Discussion held.

Direction provided to staff.

10. 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 Chapter 5.36 (Temporary Events) of the Napa County Code relating to application, processing, and noticing requirements for temporary events in Napa County; Section 18.10.020 (Duties - Specific Subjects) of Chapter 18.10 (Zoning Administrator) relating to the Zoning Administrator’s duties to hear and decide temporary event license applications; and Section 18.120.010 (Exception to Use Limitations) of Chapter 18.120 (Exceptions) to update the temporary event categories, and adopt a Resolution adopting the Temporary Events Manual and directing that the manual and application packet is maintained by Planning, Building and Environmental Services. (No Fiscal Impact) [25-1340](#)

Item removed from the agenda.

Public Works

- B. Adopt a Resolution to abandon an approximate 2.5-mile portion of Old Howell Mountain Road, while retaining a right of way for a public trail and County services; and approve and authorize Management Agreement No. 8700 with Napa County Regional Park and Open Space District to operate the retained public trail easement. (No Fiscal Impact)

[25-1614](#)

(CONTINUED FROM AUGUST 19, 2025)

Chair Anne Cottrell opened the public hearing.

Director of Public Works Steven Lederer made presentation.

General Manager of the Napa County Parks and Open Space District Chris Cahill made presentation.

Discussion held.

Chair Anne Cottrell closed the public hearing.

Motion Text: Approve the requested actions.

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

Voting No: None

Recusals: None

Result: Passed

Enactment No: R-2025-105; A-8700

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 [25-1460](#)

Item removed from the agenda.

- B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION [25-1663](#)

Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): Claim of Circle Oaks Homes Assoc. received July 24, 2025; Claim of Darrel W. Harris received July 17, 2025; Claim of Thomas Falcon received July 14, 2025; and Claim of Christian W. Brix received July 25, 2025 (total 4 claims).

One (1) person spoke during public comment.

Deputy County Counsel Jason Dooley reported that there was no reportable action on Closed Session Item 11A or 11B from the September 09, 2025, Board of Supervisors meeting.

He also reported that there was no reportable action on Closed Session Item 11B on September 23, 2025, Board of Supervisors meeting.

12. ADJOURNMENT

ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, OCTOBER 7, 2025 AT 9:00 A.M.

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board