



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, June 3, 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

Executive Director of Napa Monarch Justice Center Michelle 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)

[25-177](#)

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

4. APPROVAL OF PROCLAMATIONS AND COMMENDATIONS

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

- A. Presentation of a Proclamation recognizing June 2025 as “Pride Month” in Napa County. (No Fiscal Impact)

[25-840](#)

Chair Anne Cottrell presented the proclamation.

LGBTQ Connection (Napa) Youth Programs Coordinator Adriana Rodriguez-Perez received the proclamation and made presentation.

Director of LGBTQ Connection (Napa) Bailey received the proclamation and made presentation.

- B. Presentation of a Proclamation recognizing June 2025 as “Elder Abuse Awareness Month” in Napa County. (No Fiscal Impact)

[25-842](#)

Supervisor Liz Alessio presented the proclamation.

Deputy Director of Health and Human Services Comprehensive Services for Older Adults Aaron Cadore received the proclamation and made presentation.

District Attorney Victim Witness Program Manager Erin Harper received the proclamation and made presentation.

5. CONSENT CALENDAR - SPECIAL DISTRICTS

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

Napa County Groundwater Sustainability Agency

- A. Approve and authorize Amendment No. 1 to Agreements No. 230107B, 230108B, and 230110B with Dr. Mathias Kondolf, Resource Conservation District, and Mr. Albert Filipelli, respectively, to serve on the Groundwater Technical Advisory Group for the Napa County Groundwater Sustainability Agency annually for three Fiscal Years. (Fiscal Impact: \$106,663 Expense; General Fund; Budgeted; Discretionary) [25-916](#)

Enactment No: A-230107B Amend. 1; A-230108B Amend. 1;
A-230110B Amend. 1

- B. Approve and authorize Amendment No. 4 to Agreement No. 210015B (NCGSA) with Luhdorff & Scalmanini Consulting Engineers, with a term through June 30, 2027, for a new contract maximum of \$4,589,623 for additional services to support the implementation of the Groundwater Sustainability Plan and three implementation Workplans. (Fiscal Impact: \$2,408,915 Expense; Groundwater Sustainability Agency Special Revenue Fund; Budgeted; Discretionary). [25-924](#)

Item pulled for discussion. See Item 9.

Enactment No: A-210015B (NCGSA) Amend. 4

Monticello Public Cemetery District

- C. Approve a Budget Amendment to increase appropriations in the amount of \$7,500 for the Monticello Public Cemetery District to fund operations and maintenance for Fiscal Year 2024-25. (Fiscal Impact \$7,500 Expense; Monticello Public Cemetery District; Not Budgeted; Discretionary) [25-878](#)
[4/5 vote required]

Napa Berryessa Resort Improvement District

- D. Approve and authorize Agreement No. 250410B (NBRID) with Telstar Instruments for the Water and Wastewater Facility Supervisory Control and Data Acquisition Replacement Project, NB 24-01; and approve a Budget Amendment. (Fiscal Impact: \$250,000 Expense; Napa Berryessa Resort Improvement District Fund; Not Budgeted; Discretionary) [25-463](#)
[4/5 vote required]

Enactment No: A-250410B (NBRID)

6. CONSENT CALENDAR

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

Auditor-Controller

- A. Accept and file the quarterly report for the Napa County Housing Authority for the quarter ended March 31, 2025. (Fiscal Impact: None; Discretionary) [25-805](#)
- B. Accept and instruct the Clerk of the Board to file the review of the Amazon Capital Services e-Commerce Procurement Program for the Period of July 1, 2024 - March 31, 2025. (Fiscal Impact: None, Discretionary) [25-917](#)

Clerk of the Board

- C. Approval of minutes from the May 20, 2025 regular meeting. (No Fiscal Impact) [25-87](#)

County Executive Office

- D. Approve and authorize the allocation of Board of Supervisors' District 5 community grant funds to the American Canyon Parks and Recreation Department to sponsor Community Summer Swim Days for all community members to access physical activity and community engagement. (Fiscal Impact: \$1,250 Expense; Budgeted; General Fund; Discretionary) [25-944](#)
- E. Approve transmittal of the proposed response to the 2024-25 Grand Jury Report titled, "The Votes Are In - and Were Counted Securely and Accurately: A Look Inside Napa County's 2024 General Election Process," to the Presiding Judge as prescribed by Section 933 of the Penal Code. (No Fiscal Impact; Mandatory) [25-947](#)
- F. Approve and authorize allocation of Board of Supervisors' District 4 community grant funds to Arts Council Napa Valley's Visual and Performing Arts Student of the Year Celebration to provide support and community benefit. (Fiscal Impact: \$1,000 Expense; Budgeted; General Fund; Discretionary) [25-963](#)
- G. Adopt a Resolution continuing the State of Local Emergency Due to Pervasive Tree Mortality. (No Fiscal Impact, Discretionary) [25-964](#)

Enactment No: R-2025-55

County Fire Department

- H. Adopt a Resolution amending the Fire Services Advisory Committee Bylaws to reflect the new meeting location and incorporate stylistic changes. (No Fiscal Impact; Discretionary) [25-903](#)

Enactment No: R-2025-56

Health and Human Services Agency

- I. Approve and authorize Amendment No. 1 to Agreement No. 250202B with Winston's Community Unity Project to increase the contract maximum by \$43,601 for a new contract maximum of \$93,600 for Fiscal Year 2024-2025, and each subsequent renewal, to continue operating a café at the County's Health and Human Services Agency South Campus location. (Fiscal Impact: \$93,600 Expense; Health and Human Services Agency Fund; Budgeted; Discretionary) [25-880](#)

Enactment No: A-250202B Amend. 1

- J. Approve and authorize Amendment No. 7 to Lease Agreement No. 160001B with Calistoga Rental Homes, LLC, for the term January 6, 2016 through December 31, 2027 allowing the removal of office suites pursuant to terms and conditions. Approve and Authorize Lease Agreement No. 260023B with UpValley Family Centers for the term July 1, 2025 through March 31, 2028 for the purpose of supporting a partnership between Health and Human Services Agency and UpValley Family Centers in an embedded model enhancing our ability to provide integrated access to critical services for residents. (Fiscal Impact: \$8,400 Expense; Health and Human Services Agency Fund, Budgeted; Discretionary) [25-900](#)

Enactment No: A-160001B Amend. 7; A-260023B

Information Technology Services – Division of CEO's Office

- K. Approve and authorize Amendment No 4 to Agreement No. 170687B with Megabyte Systems, Inc. and its corresponding Budget Amendment, for the continuation of scanning records for Napa County Assessor-Recorder-County Clerk, increasing agreement amount by \$77,500 for a new project maximum of \$126,285. (Fiscal Impact: \$77,500 Expense; Information Technology Services Fund; Not budgeted; Discretionary) [25-825](#)
[4/5 vote required]

Enactment No: A-170687B Amend. 4

Library

- L. Approve and authorize Amendment No. 1 to Agreement 240310B with Imperial County Office of Education for a new contract maximum of \$250,000, for the term July 1, 2025 through July 1, 2030, to upgrade the current CalREN connection at the Napa Library to 10 Gbps. (Fiscal Impact: \$50,000 Expense; Library Fund; Budgeted; Discretionary) [25-837](#)

Enactment No: A-240310B Amend. 1

- M. Approve and authorize Agreement No. 250419B, waive competitive procurement requirements and award sole source to NC Moving and Storage Solutions, for specialized moving and storage services for the “American Canyon Library Remodel,” PW 25-09; and approve a Budget Amendment. (Fiscal Impact: \$100,000 Expense; Library Fund; Not Budgeted; Discretionary) [25-877](#)
[4/5 vote required]

Enactment No: A-250419B

Planning, Building and Environmental Services (PBES)

- N. Approve and authorize Agreement No. 250418B with Byrne Software Technologies, Inc. for a term through June 30, 2026, for a contract maximum of \$151,900, to provide specialized software implementation and data migration services for the Environmental Health record types into the County’s Accela SaaS platform. (Fiscal Impact: \$151,900 Expense; General Fund; Budgeted; Discretionary) [25-901](#)

Enactment No: A-250418B

- O. Approve and authorize Amendment No. 3 to Agreement No. 200181B with Luhdorff & Scalmanini Consulting Engineers, increasing the maximum compensation by \$150,000 per year for a total contract maximum of \$397,300 to extend the term to June 30, 2026, in order to provide a Final Draft and documentation for a Final Water Availability Analysis and technical support, and provide assistance with related revisions to its Chapter 13.15 of the Groundwater Conservation Ordinance. (Fiscal Impact: \$150,000 Expense; General Fund; Budgeted; Discretionary) [25-925](#)

Enactment No: A-200181B Amend. 3

Probation

- P. Approve and authorize Agreement No. 260004B with ParentsCAN to provide Parent Project classes for minors under supervision and prevention-oriented parenting and family support. (Fiscal impact: \$96,786 Expense; General Fund; Budgeted; Discretionary) [25-619](#)

Enactment No: A-260004B

- Q. Approve and authorize Agreement No. 260002B with ALDEA Children and Family Services for services for at-risk youth and minors on probation. (Fiscal impact: \$296,856 Expense; General Fund; Budgeted; Discretionary). [25-667](#)

Enactment No: A-260002B

Public Works

- R. Approve and authorize amendments to Agreement Nos. 200021B, 200022B, and 200023B with the City of American Canyon, the City of Napa, and the Town of Yountville, respectively, to extend the term of the agreements for County-provided animal shelter services to June 30, 2026 or until successful successor agreements are executed by the parties. (Fiscal Impact: \$1,858,306 Revenue; Animal Shelter Fund; Budgeted; Discretionary) [25-666](#)

Enactment No: A-200021B Amend. 1; A-200022B Amend. 1; A-200023B Amend. 1

[25-678](#)

- S. Award a Construction Contract to Coral Construction Company for the 2025 Annual Guardrail Repair, RDS 25-04; approve a Budget Amendment; and approve and authorize Agreement No. 250426B with Duckhorn Wine Company to accept a contribution of \$34,081, toward the 2025 Annual Guardrail Repairs. (Fiscal Impact: \$462,666 Expense; SB-1 Non-Operating Special Revenue Fund; Not Budgeted; Discretionary)
[4/5 vote required]

Enactment No: A-250426B

[25-807](#)

- T. Approve and authorize Agreement No. 260015B with Energy Endeavors dba Westcoast Solar Energy to provide solar photovoltaic systems cleaning, inspection, and maintenance services at various County locations with a contract term of July 1, 2025 through June 30, 2028, with two one-year automatic renewal options. (Fiscal Impact: \$98,100 Expense; Various Funds; Budgeted; Discretionary)

Enactment No: A-260015B

[25-813](#)

- U. Approve Amendment No. 5 to Agreement No. 240200B with Kimley-Horn to provide consultant services to prepare additional engineering and environmental studies for Alternative Alignment 4 for the Napa Valley Vine Trail segment from Yountville through St. Helena. (No Fiscal Impact, Discretionary)

Enactment No: A-240200B Amend. 5

[25-861](#)

- V. Acknowledgment of the withdrawal of an appeal filed by Fred Eppright on behalf of FTM Investments, LP of the Zoning Administrator's February 26, 2025 approval of Use Permit Minor Modification No. P23-00230 for Parable Winery.

- W. Award of Construction Contract to O.C. Jones & Sons, Inc. of Berkeley, CA in the amount of \$2,743,100 for the “Cuttings Wharf Road Paving Project” RDS 25-22; and approve a Budget Amendment. (Fiscal Impact \$3,506,720 Expense; Measure T Non-Operating Special Revenue Fund; Not Budgeted; Discretionary) [25-920](#)
[4/5 vote required]
- X. Approve the Plans and Specifications for the “East County Roads Paving Project,” RDS 25-11, 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; Discretionary) [25-945](#)

7. PUBLIC COMMENT

Four (4) people spoke during public comment.

8. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

Supervisor Belia Ramos reported on the passing of 4-H Youth Program Coordinator Jim O'Neill. Jim began his service with Napa County in March 2000. His participation and dedication to providing many generations of youth with hands-on experience, opportunities, and guidance over several decades is invaluable. Condolences were offered to his family, friends, and colleagues.

Supervisor Joelle Gallagher reported on attending the annual Motherhood Awards fundraiser last Sunday sponsored by the American Lung Association. One of the sponsors was the Bay Area Air Quality Management District (BAAQMD), of which Supervisor Gallagher is a Board Member. A statistic mentioned was 50% of women who are diagnosed with lung cancer are non-smokers, and cases are on the rise. Supervisor Gallagher also reported on attending meetings of Generation Housing, an organization that has worked with Napa County on providing statistics on the type of housing Napa County needs to build and who to serve.

Supervisor Liz Alessio reported on attending a Mentis event - Transforming Mental - with guest speaker Brandon Staglin of One Mind that was also attended by Director of Health and Human Services Jennifer Yasumoto and Deputy Director of Health and Human Services Behavioral Health Cassandra Eslami. Supervisor Alessio also reported on an upcoming Operation Love from Home event that will be held on Saturday, June 14, 2025 at 9:30 a.m. at the Napa Valley Community College Gymnasium to assemble 1,000 care packages for deployed service members. Volunteers are needed, as well as thank you cards.

Supervisor Amber Manfree reported on attending a Berryessa Highlands Community Meeting sponsored by Napa Communities Firewise Foundation last Saturday. Supervisor Manfree also reported on attending a Tulocay Cemetery gate and Juarez Building dedication, a building that was recently renovated to showcase the local cemetery's rich history.

Chair Anne Cottrell reported on the Sheriff's Citizens Academy, a 12-week program that was recently completed by her Board Aide, Leah Doyle Stevens. Chair Cottrell attended the Academy's Sheriff's Mounted Posse Night and Search and Rescue sessions and acknowledged the program's great opportunity for residents to learn about the Sheriff's services and encouraged other members of the community to participate.

Supervisor Belia Ramos reported on her recent trip to Washington, DC in conjunction with the Metropolitan Transportation Commission to advocate for surface transportation block grant dollars. Previous funds received were invested in the Napa Valley Vine Trail, as well as for the Green Island Improvement District for the roads that lead to wine warehouses in the South County. Supervisor Ramos reported as a Board Member of the Bay Area Association of Latino Elected and Appointed Officials (BAYLEO) she welcomed attendees to a summit held last Friday and Saturday in Napa. The summit was well attended and included local officials, such as Sheriff Oscar Ortiz.

9. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

- 5B

Vice-Chair Amber Manfree made presentation.

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

Discussion held.

Motion Text: Approve the requested action.

Voting Yes: Manfree, Gallagher, Alessio, 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 three applicants to serve on the Napa County Airport Advisory Commission representing Local Chamber of Commerce for position whose terms of office to commence immediately and expire on September 17, 2025. (No Fiscal Impact)

[25-713](#)

Robert E. DeYoung

Jason Johnson

Stephen L. Waller

Clerk of the Board Neha Hoskins made presentation.

Discussion held.

Motion Text: Approve the appointment of Robert E. DeYoung.

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

Voting No: None

Recusals: None

Result: Passed

Public Works

- B. Receive update on the status of Lake Berryessa Concessions and the new Mussel Program at Lake Berryessa; and approve and authorize Amendment No. 1 to Agreement No. 8671B with WhiTim Napa LLC (in conjunction with Camp Margaritaville Resorts). (No Fiscal Impact; Discretionary) [25-437](#)

Director of Public Works Steven Lederer made presentation.

Lake Berryessa Concessions Manager Leigh Sears made presentation.

Five (5) people spoke during public comment.

Camp Margaritaville Resorts Project Manager Tim Wilkens made presentation.

Discussion held.

Motion Text: Approve the requested action.

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

Voting No: None

Recusals: None

Result: Passed

Enactment No: A-8671B Amend. 1

County Executive Office

- C. Receive a presentation, create a new capital improvement project, and approve related budget amendments for repurposing the Reentry Facility as the HHSA Behavioral Health Treatment Center. (Fiscal Impact: \$8.2 million expense-AB109 Public Safety Realignment Funds, \$300,000 Expense-Health & Human Services Agency, \$500,000 Expense - Capital Improvement Project 25005 Reentry Facility Acquisition; Not Budgeted; Discretionary)
[4/5 vote required]

[25-910](#)

Correction memorandum provided.

Chief Executive Officer Ryan J. Alsop made presentation.

Director of Health and Humans Services Agency Jennifer Yasumoto made presentation.

Assistant Chief Executive Officer Rebecca Craig made presentation.

Discussion held.

Motion Text: Approve the requested actions.

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

Voting No: None

Recusals: None

Result: Passed

- D. Receive presentation of Facilities Master Plan development including conceptual design, financing plan, and recommended implementation plan. (No Fiscal Impact, Discretionary)

[25-883](#)

Director of Public Works Steven Lederer made presentation.

LPA Studio Director Julian Watt made presentation.

LPA Managing Director Chris Lentz made presentation.

Assistant Chief Executive Officer Rebecca Craig made presentation.

Three (3) people spoke during public comment.

Discussion held.

Direction provided to staff.

12. PUBLIC HEARING - SPECIAL DISTRICTS

Napa County Housing Authority

- A. Conduct a public hearing to consider any objections or protests with respect to the proposed assessment for Fiscal Year 2025-26; and adopt a Resolution authorizing and levying assessments for Fiscal Year 2025-26 on qualifying property owners in the amount of \$14 per planted acre. (Fiscal Impact: \$659,339 Revenue; County Service Area No. 4 Fund, Budgeted, Discretionary) [25-885](#)

Chair Anne Cottrell opened the public hearing

Director of Housing and Community Services Jennifer Palmer made presentation.

Discussion held.

Chair Anne Cottrell closed the public hearing.

Motion Text: Adopt the Resolution.

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

Voting No: None

Recusals: None

Result: Passed

Enactment No: R-2025-02 (NCHA)

13. PUBLIC HEARINGS

Agricultural Commissioner

- A. Conduct a public hearing to consider any objections or protests with respect to the assessments proposed for the District for FY 2025-26 and adopt a Resolution authorizing and levying assessments for FY 2025-26 on qualifying properties. (Fiscal Impact: \$385,000 Revenue; General Fund; Budgeted; Discretionary) [25-726](#)

Chair Anne Cottrell opened the public hearing

Agricultural Sealer of Weights and Measures Tracy Cleveland made presentation.

Chair Anne Cottrell closed the public hearing

Motion Text: Adopt the Resolution.

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

Voting No: None

Recusals: None

Result: Passed

Enactment No: R-2025-57

Public Works

- B. Introduction and intent to adopt an Ordinance amending section 10.12 (County Parking Lots) of the Napa County Code to provide flexibility related to Electric Vehicle Charging Station Parking Stalls, Parking in Loading Docks, adding certain County officers or employees who are authorized to enforce parking provisions, providing clarification about property removed from a County parking lot, and other minor edits to reinforce that the ordinance includes County-owned and operated parking lots. (No Fiscal Impact; Discretionary) [25-845](#)

Chair Anne Cottrell opened the public hearing.

Deputy Director of Public Works Leigh Sharp made presentation.

Chair Anne Cottrell closed the public hearing.

Motion Text: Approve the motion of intent to adopt the Ordinance.
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 (Government Code Section 54956.9(d)(1)) [25-943](#)
Name of case: Alexandria M. Etzel v. Brianna Lynn Jones, and County of Napa, Napa Superior Court Case No. 24CV001832

Chief Deputy County Counsel Thomas C. Zeleny reported the following: On May 6, 2025, the Board met in closed session and voted unanimously to approve a settlement offer of \$63,000. The settlement has been accepted by the plaintiff, and this matter has been resolved.

15. ADJOURNMENT

ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, MONDAY, JUNE 16, 2025 AT 6:00 P.M. IN MEMORY OF JIM O'NEILL.

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board