



## 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, July 22, 2025**

**9:00 AM**

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

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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

**Editor and Publisher of the Napa Valley Register Dan Evans led the assembly in the Pledge of Allegiance.**

3. PET OF THE WEEK

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

[25-180](#)

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

4. APPROVAL OF PROCLAMATIONS AND COMMENDATIONS

**Director of Child Support Services Douglas Durward was recognized and made presentation.**

5. CONSENT CALENDAR

**Motion Text: Approve the Consent Calendar as amended.**

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

**Voting No: None**

**Recusals: None**

**Result: Passed**

## Agricultural Commissioner

- A. Approve and authorize Agreement Nos. 170908B and 170682B with the California Department of Food & Agriculture for the term July 1, 2025 through June 30, 2026 for reimbursement of expenses associated with the placement and inspection of traps for the detection of the European Grapevine Moth and exotic insect pests. (Fiscal Impact: \$410,676 Revenue; General Fund; Budgeted; Mandatory) [25-1284](#)
- Enactment No: A-170908B; A-170682B**

## Clerk of the Board

- B. Approval of minutes from the June 16, 2025, June 17, 2025 and June 24, 2025 regular meetings. (No Fiscal Impact) [25-89](#)
- C. Reappoint Emily Darlington as the Consumer Representative and Amalia Kulczycki as the Public Agency Representative; and appoint Emily Alexander as the At Large Representative to the Napa County Child Care and Development Planning Council with terms of office to commence immediately and expire on June 30, 2028. (No Fiscal Impact) [25-1171](#)
- D. Reappoint Anne Payne and Lynne Baker as Napa County representatives and appoint Michelle Marin, Linda Giglio, and Cathleen Wagner as Napa County representatives and Kristi Morrow as Napa County Alternate 2 to the Napa/Solano Agency on Aging Advisory Council. The terms of office are to commence immediately and expire on June 30, 2027. (No Fiscal Impact) [25-1173](#)
- E. Appoint Dana Garcia representing Provider of IHSS to Family Member or Non-Family Member 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) [25-1242](#)

## Corrections

- F. Approve and authorize Amendment No. 2 to Agreement No. 200191B with Status Electrical Corporation to provide maintenance and support of the Napa County Department of Corrections' downtown jail security system. (Fiscal Impact: \$100,000 Expense; General Fund; Budgeted; Mandatory) [25-1196](#)
- Enactment No: A-200191B Amend. 2**
- G. Approve and authorize a Memorandum of Understanding No. 8699 with the Napa Valley Unified School District Adult Education to provide educational services to the incarcerated population at the Napa County Jail. (No Fiscal Impact) [25-1291](#)
- Enactment No: A-8699B**

## County Counsel

- H. Adopt an Ordinance amending Napa County Code Section 11.28.030 (Authority to execute leases and license agreements) to renew the Airport Manager's authority to execute leases and license agreements at the Napa County Airport. (No Fiscal Impact) [25-1227](#)

**Enactment No: O-1509**

- I. Adopt an Ordinance adding Chapter 6.02 (Invasive Mussels) to the Napa County Code authorizing inspections of watercraft for invasive mussels at Lake Berryessa. (No Fiscal Impact) [25-1229](#)

**Enactment No: O-1510**

- J. Approve and authorize Amendment No. 1 to Agreement No. 230123B with Oppenheimer Investigations Group, LLP, extending the term of the agreement an additional three years through June 30, 2028, updating the rate sheet without increasing the contract amount per fiscal year, and amending the indemnification provisions. (No Fiscal Impact) [25-1263](#)

**Enactment No: A-230123B Amend. 1**

## County Executive Office

- K. Approve an increase in Fiscal Year 2024-25 appropriations for General Liability Claims by \$700,000 for current and projected expenses. (Fiscal Impact \$700,000 Expense; General Liability Fund; Not Budgeted; Discretionary) [25-1235](#)  
[4/5 vote required]

**Item pulled for discussion. See Item 8.**

- L. Adopt a Resolution continuing the State of Local Emergency Due to Pervasive Tree Mortality. (No Fiscal Impact) [25-1286](#)

**Enactment No: R-2025-72**

## County Fire Department

- M. Approve and authorize Agreement No. 260056B with Napa Communities Firewise Foundation for community outreach, defensible space consulting, wildfire mitigation, fuel reduction and preparation for wildfires. (Fiscal Impact: \$3,500,000 Expense; Fire Fund; Budgeted; Discretionary) [25-1278](#)

**Enactment No: A-260056B**

## District Attorney

- N. Accept a grant for \$28,549 from National Children's Alliance; authorize the purchase of a capital asset for a digital video and audio interview room system at the Napa County Courage Center which is housed at the Monarch Justice Center; and approve the related Budget Amendment. (Fiscal Impact: \$28,549 Expense and Revenue; General Fund; Not Budgeted; Discretionary) [4/5 vote required] [25-1282](#)

## Health and Human Services Agency

- O. Adopt a Resolution implementing the Napa County Mental Health Services Act Innovations Round 5 PIVOT Proposal. (No Fiscal Impact) [25-1198](#)  
**Enactment No: R-2025-73**
- P. Approve and authorize Agreement No. 260060B with Kaiser Foundation Health Plan, Inc., for the term upon approval through June 30, 2026, and subsequent automatic renewals, to provide Medi-Cal managed care capitation rates as a result of intergovernmental transfers from Napa County to the California Department of Health Care Services and to maintain the availability of health care services for Napa County beneficiaries. (No Fiscal Impact) [25-1238](#)  
**Enactment No: A-260060B**
- Q. Approve and authorize Agreement No. 260047B with Expressions of Hope for the term July 1, 2025 through June 30, 2026, and subsequent automatic renewals, for a contract maximum of \$46,997 to provide Resource Family Approval pre-approval training to meet State training requirements. (Fiscal Impact: \$46,997 Expense; Health and Human Services Agency Fund; Budgeted; Mandatory) [25-1305](#)  
**Enactment No: A-260047B**

## Human Resources – Division of CEO's Office

- R. Approve and authorize Amendment No. 4 to Agreement No. 160092B with The Permanente Medical Group Inc., for the term of June 1, 2025, through June 30, 2026, with two additional one-year extensions to provide occupational health and safety medical services including pre-employment physical examinations and annual fitness screenings for County employees. (Fiscal Impact: \$125,000 Expense; Fund dependent upon department usage; Budgeted; Discretionary) [25-1126](#)  
**Enactment No: A-160092B Amend. 4**

- S. Adopt a Resolution directing the Chief Human Resources Officer to initiate a contract amendment to implement the retirement cost sharing contributions for Unrepresented Management Miscellaneous, Unrepresented Confidential Miscellaneous, and Unrepresented Management Safety employees, effective July 22, 2025, for Fiscal Year 2025-2026. (No Fiscal Impact) [25-1201](#)

**Enactment No: R-2025-74**

- T. Approve and authorize Amendment No. 6 to Agreement No. 170123B with Claremont Behavioral Services Inc., to increase the contract maximum effective July 1, 2025, from \$86,065 to \$125,000 per fiscal year with no termination to continue providing the Employee Assistance Program. (Fiscal Impact: \$38,935 Expense; General Fund; Budgeted; Discretionary) [25-1267](#)

**Enactment No: A-170123B Amend. 6**

Information Technology Services – Division of CEO’s Office

- U. Approve and authorize Amendment No. 6 to Agreement No. 200378B with TruePoint to extend the term to June 30, 2028 and increase the agreement by \$25,000 per fiscal year for a new maximum of \$157,045. (Fiscal Impact: \$25,000; Annual Expense; Information Technology Services Fund; Budgeted; Discretionary) [25-930](#)

**Enactment No: A-200378B Amend. 6**

- V. Declare certain items of personal property as surplus and no longer required for public use; and approve and authorize the Purchasing Agent to dispose of these items of personal property by donating them to Computers for Classrooms. (No Fiscal Impact) [25-1122](#)

- W. Approve a Budget Amendment and authorize the payment of work completed to repair road on Mount Saint Helena. (Fiscal Impact: \$18,570 Expense; Accumulated Capital Outlay; Not Budgeted; Discretionary) [25-1232](#)  
[4/5 vote required]

**Item removed from the agenda.**

Lake Berryessa Resort Improvement District

- X. Approve and authorize Amendment No. 3 to Agreement No. 230149B (LBRID) with GHD, Inc. to increase the total contract amount from \$468,877 to \$548,805 to provide additional construction management and inspection services for the “Lift Station A - Sewer Collection Tank Replacement Project, LB 22-03R2.” (Fiscal Impact: \$79,928 Expense, Lake Berryessa Resort Improvement District; Budgeted; Discretionary) [25-1270](#)

**Enactment No: A-230149B (LBRID) Amend. 3**

## Library

- Y. Approve and authorize Amendment No. 1 to Agreement No. 250114B with Arts Association Napa Valley to extend the term of the Grant Agreement to December 31, 2025, to allow grantee additional time to complete the project as originally approved by the County. (No Fiscal Impact) [25-1258](#)

**Enactment No: A-250114B Amend. 1**

## Napa Berryessa Resort Improvement District

- Z. Approve and authorize Agreement Nos. 250456B, 250457B and 250458B (NBRID) with Pridmore Brothers Construction, Inc. for maximum compensation totaling \$48,721 to provide urgent maintenance of water and sewer utilities. (Fiscal Impact: \$48,721 Expense; Napa Berryessa Resort Improvement District Fund; Budgeted; Discretionary) [25-1134](#)

**Enactment No: A-250456B (NBRID); A-250457B (NBRID); A-250458B (NBRID)**

## Napa County Housing Authority

- AA. Approve and authorize Agreement No. 260018B (NCHA) with California Human Development Corporation for a maximum amount of \$1,152,577 for the term July 1, 2025, through June 30, 2026, for onsite management of the three Napa County farmworker centers known as the River Ranch Center, Mondavi Center, and Calistoga Center. (Fiscal Impact: \$1,152,577 expense; Napa County Housing Authority Fund, Budgeted, Discretionary) [25-1107](#)

**Enactment No: A-260018B (NCHA)**

## Public Works

- AB. Accept and file a report on Space License and Lease Agreements executed by the Chief Executive Officer during the period January 1, 2025, through June 30, 2025, pursuant to Resolution No. 2018-36. (No Fiscal Impact) [25-1178](#)
- AC. Approve and authorize creation of Capital Improvement Project 25012 for the “Low Voltage AV South Campus HHSA Conference Rooms Project” PW 24-38 and approve a Budget Amendment in the amount of \$189,000 for design, plans specifications, project bidding services, and partial construction costs needed to support the project. (Fiscal Impact: \$189,000 Expense; Health and Human Services Agency; Not Budgeted; Discretionary) [25-1230](#)  
[4/5 vote required]

- AD. 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] [25-1273](#)
- AE. Approve and authorize Agreement No. 260064B with the Napa Sanitation District for the reimbursement of costs associated with adjusting NapaSan utility covers on County road paving projects. (Fiscal Impact: Increased Revenue; Discretionary) [25-1276](#)
- Enactment No: A-260064B**
- AF. Approve and authorize Amendment No. 5 to Agreement No. 230084B with ADKO Engineering, Inc. increasing the maximum compensation from \$588,781 to \$623,781 for additional surveying and biological support services for the Chiles Pope Valley Road MPM 3.63 Project 23006. (\$35,000 Expense; Budgeted; Discretionary) [25-1288](#)
- Enactment No: A-230084B Amend. 5**
- AG. Award a Construction Contract to Argonaut Constructors, Inc., of Santa Rosa, CA in the amount of \$3,391,363 for the “East County Roads Paving Project,” RDS 25-11; and approve a Budget Amendment. (Fiscal Impact: \$3,044,569 Expense; Measure T Special Revenue; Not Budgeted; Discretionary) [25-1292](#)
- [4/5 votes required]
- AH. Reject the low bid from Rehak General Engineering, LLC as non-responsive, award a Construction Contract to Maggiora & Ghilotti, Inc. for the Mt. Veeder Road MPM 3.5, RDS 25-18, and approve a Budget Amendment. (Fiscal Impact: \$2,314,313 Expense; Capital Improvement Projects Fund; Not Budgeted; Discretionary) [25-1297](#)
- [4/5 vote required]
- AI. Award a Construction Contract to Trope Group, Inc. of Santa Rosa CA in the amount of \$173,054 for the “American Canyon Library Remodel, Furniture” PW 25-09B, and approve a Budget Amendment. (Fiscal Impact \$220,000 Expense; Library Fund; Not Budgeted; Discretionary) [25-1299](#)
- [4/5 vote required]
- AJ. Adopt a Resolution of intent to conduct a public hearing on August 19, 2025, regarding the abandonment of an approximate 2.5-mile portion of Old Howell Mountain Road, while retaining right of way for a public trail. (No Fiscal Impact) [25-1302](#)
- Enactment No: R-2025-75**



- AK. Award a Construction Contract to W.R. Forde Associates, Inc. for the Ridgecrest Drive Slide Repair Project, RDS 25-26. (\$403,057 Expense, Budgeted, Discretionary) [25-1303](#)

**Item pulled for discussion. See Item 8.**

- AL. Approve and authorize Amendment No. 3 to Agreement No. 230301B with Napa Jet Center, Inc., doing business as Atlantic Aviation, to extend the term of use of transitional space at the Napa County Airport to the end of the “Pioneering Period” or June 30, 2026. (Fiscal Impact: \$55,752 Revenue; Airport Fund; Budgeted; Discretionary) [25-1308](#)  
[4/5 vote required]

**Enactment No: A-230301B Amend. 3**

- AM. Approve the Plans and Specifications for the “Rossi Bridge Phase 1, RDS 25-25” project 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) [25-1309](#)

Sheriff

- AN. Adopt a Resolution to approve the updated Napa County Emergency Operations Plan as the current official emergency operations plan for Napa County. (No Fiscal Impact) [25-1084](#)

**Enactment No: R-2025-76**

- AO. Adopt a Resolution accepting the State of California Department of Parks and Recreation, Off-Highway Motor Vehicle Recreation Division Grant Funding. (Fiscal Impact: \$88,267 Revenue; General Fund; Budgeted; Discretionary) [25-1118](#)

**Enactment No: R-2025-77**

- AP. Approve and authorize Amendment No. 3 to Agreement No. 170259B with United Forensic Services, P.C. for autopsy and forensic pathology services. (Fiscal Impact: \$80,000 Expense; General Fund; Budgeted; Mandatory) [25-1177](#)

**Enactment No: A-170259B Amend. 3**

- AQ. Adopt a Resolution reviewing and reaffirming the continued use of certain law enforcement equipment in accordance with California State Assembly Bill 481 and reaffirming Napa County Ordinance No. 1476 relating to the Military Equipment Policy and approving the annual military equipment report. (No Fiscal Impact) [25-1219](#)

**Enactment No: R-2025-78**



AR. Approve and authorize revenue Agreement No. 170821B with Napa County Office of Education to provide a School Resource Officer at Juvenile Court and Camille Creek Community School. (Fiscal Impact: \$123,552 Revenue; General Fund; Budgeted; Discretionary)

[25-1283](#)

**Enactment No: A-170821B**

6. PUBLIC COMMENT

**Five (5) people spoke during public comment.**

**Director of Public Works Steven Lederer responded to public comment.**

**Assessor-Recorder/County Clerk John Tuteur made presentation.**

**Discussion held.**

**7. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS**

**Supervisor Joelle Gallagher requested drafting a ban on new and expanded gas stations. She also mentioned the Regional Climate Action and Adaption Plan (RCAAP) draft is making its way through cities and towns to be agendized so that residents can provide comments and review the draft. The Napa County Planning, Building, and Environmental Services (PBES) department has planned two public meetings to review the draft and Supervisor Gallagher would like to request a presentation for the Board.**

**Supervisor Liz Alessio reported on herself and Vice-Chair Amber Manfree completing the California State Association of Counties (CSAC) New Supervisor Institute. Supervisor Alessio also reported on attending the annual Mt. Veeder Fire Council fundraiser event where they are raising money to help fund underprivileged residents with fire mitigation and fuel abatement. Supervisor Alessio also reported on attending a Napa Valley Transportation Authority (NVTa) meeting where they received a transportation behavioral study presentation that shows similarities to the North Bay Workforce Alliance report. She requested a presentation to the Board that covers the economic forecast as it ties to the wine industry in Napa County.**

**Vice-Chair Amber Manfree reported on attending the Rock the Ride event in Yountville as well as the Gordon Valley potluck. Board Aide Abigail Flores attended the Circle Oaks picnic on behalf of District 4. Vice Chair Manfree also reported on attending the CSAC New Supervisor Institute and a conference at the Asilomar for transportation that discussed the fuel transition and economy. Vice-Chair Manfree expressed her appreciation for the community and mentioned that the Planning, Building, and Environmental Services department will be taking its first step on the General Plan with public Zoom meetings for the Baseline Data Report over the rest of the month of July. Lastly, Vice-Chair Manfree reported on the Napa Farmers Market hosting their annual Lots of Fun event on July 26, 2025 to celebrate the farmers market.**

**Chair Anne Cottrell reported on a trip to Modoc County where Rural County Representatives of California (RCRC) met to see some of the economic development. On the legislative front, Supervisor Alessio and Chair Cottrell have been engaged in AB 607/131 and AB 470, where she has been working with RCRC and Legislative and Policy Analyst Andrew Mize. Chair Cottrell thanked the Legislative Analyst and requested a weekly state legislative update appear on the consent calendar for clarity. Lastly, Chair Cottrell attended an NVTa meeting on behalf of Vice-Chair Manfree, and an Agricultural Boosters Fundraiser for Saint Helena High School where she was happy to see the new resources that it provides to the community.**

**County Executive Officer Ryan J. Alsop reported on the upcoming joint Board of Supervisors - Planning Commission meeting where economics of the wine industry will be discussed.**

## 8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

- 5K

**Assistant Chief Executive Officer Rebecca Craig made presentation.**

**Discussion held.**

**Supervisor Ramos requested staff provide a presentation of the Risk Management program.**

**Motion Text: Approve the requested action.**

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

**Voting No: None**

**Recusals: None**

- 5AK

**Director of Public Works Steven Lederer made presentation.**

**Discussion held.**

**Motion Text: Approve the requested action.**

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

**Voting No: None**

**Recusals: None**

## 9. ADMINISTRATIVE ITEMS

County Executive Office

- A. Adopt a Resolution recognizing and reaffirming the importance of the constitutional right to freedom of the press and the vital role of independent journalism in promoting democracy, human rights, and good governance. (No Fiscal Impact)

[25-1223](#)

**County Executive Office Management Analyst Andrew Mize made presentation.**

**Two (2) people spoke during public comment.**

**Discussion held.**

**Motion Text: Adopt the Resolution.**

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

**Voting No: None**

**Recusals: None**

**Enactment No: R-2025-79**

Sheriff

- B. Receive a presentation of the Sheriff's Office 2024 Annual Report. (No Fiscal Impact)

[25-1086](#)

**Napa County Sheriff Oscar Ortiz made presentation.**

**Discussion held.**

10. PUBLIC HEARINGS

**None**

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

[25-1106](#)

**Closed Session held. No reportable action.**

- B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

[25-1310](#)

Potential initiation of litigation pursuant to Government Code Section 54956.9(d)(4): (3 matters)

**Closed Session held. No reportable action.**

- C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)  
Title: Chief Executive Officer

[25-1279](#)

**Closed Session held. No reportable action.**

12. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, JULY 29, 2025 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board