



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.

<https://www.napacounty.gov/>

Tuesday, March 10, 2026

9:00 AM

Board of Supervisors Chambers
1195 Third Street, Third Floor

Final-Supplemental

1. CALL TO ORDER; ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

Agricultural Commissioner/Sealer of Weights & Measures Tracy Cleveland led the assembly in the Pledge of Allegiance.

3. PET OF THE WEEK

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

[26-58](#)

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

4. APPROVAL OF PROCLAMATIONS AND COMMENDATIONS

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

- A. Presentation of a Proclamation recognizing March 2026 as “National Agricultural Month” in Napa County. (No Fiscal Impact)

[26-314](#)

Supervisor Anne Cottrell presented the proclamation.

Agricultural Commissioner/Sealer of Weights & Measures Tracy Cleveland received the proclamation and made presentation.

UC Cooperative Extension Staff Services Analyst Suzanne Raudaskoski made presentation.

4-H Youth Member Lenore Steltzner made presentation.

Napa Valley Vintners Vice President of Industry Relations Rex Stults made presentation.

- B. Presentation of a Proclamation recognizing March 2026 as “National Women’s History Month” in Napa County. (No Fiscal Impact)

[26-362](#)

The Board of Supervisors presented the proclamation.

League of Women Voters of Napa County Co-President Yolanda Schonbrun received the proclamation and made presentation.

5. CONSENT CALENDAR

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

Auditor-Controller

- A. Accept and file the quarterly report for the Napa County Housing Authority (Authority) for the quarter ended December 31, 2025. (No Fiscal Impact)

[26-282](#)

- 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, 2025 - December 31, 2025. (Fiscal Impact: None, Discretionary)

[26-350](#)

Clerk of the Board

- C. Approval of minutes from the February 10, 2026 regular meeting. (No Fiscal Impact) [26-90](#)
- D. Approve the annual Proclamation list for 2026. (No Fiscal Impact) [26-382](#)
- E. Appoint Josh Schultz to represent County Office of Education or School District, and reappoint Kerry Ahearn, for a third term, to represent a Non-Profit, Community Based Organization Providing Services to At-Risk Minors on the Napa County Juvenile Justice Coordinating Council with term of office to commence immediately and expire on December 31, 2029. (No Fiscal Impact) [26-251](#)
- F. Appoint Jay Kouba to represent the First Floating Alternate Director on the Napa County Flood Control and Water Conservation District with a term of office to commence immediately. The First Floating Alternate Director serves in the absence of the Board of Supervisors. (No Fiscal Impact) [26-317](#)
- G. Reappoint Leslie Lew, for a second term, and Charles Burton, for a third term, to represent Public At Large with the terms of office to commence immediately and expire February 1, 2029; and appoint Molly Moran Williams to represent Planning Commission with term of office to commence immediately and expire on December 31, 2026 to the Napa County Wildlife Conservation Commission. (No Fiscal Impact) [26-377](#)
- H. Appoint Dr. David L. Kerns and reappoint Charles Burton, for a sixth term, to represent Public Member on the Emergency Medical Care Committee with terms of office commence immediately and expire on January 31, 2029. (No Fiscal Impact) [26-388](#)

Corrections

- I. Approve and authorize Agreement No. 260236B with Brightview Landscape, Inc., to provide landscape maintenance and on-call services at the Napa County Detention and Rehabilitation Center. (Fiscal Impact: \$53,300 Expense; General Fund; Budgeted; Discretionary) [26-278](#)

Enactment No: A-260236B

County Counsel

- J. Approve and authorize Amendment No. 4 to Agreement No. 170438B with Goldfarb & Lipman LLP to adjust the rates in their continued representation of the County in several matters. (No Fiscal Impact) [26-369](#)
[4/5 vote required]

Enactment No: A-170438B Amend. 4

- K. Approve and authorize Amendment No. 1 to Agreement No. 260251B with Thomson Reuters to add Analytical Plus National Secondary Sources to software subscription for an increase in the maximum amount of \$1,508 for the fiscal year of 2025-2026, and \$4,524 for the fiscal year of 2026-2027. (Fiscal Impact: \$1,508 Expense, General Fund; Budgeted; Discretionary) [26-383](#)

Enactment No: A-260251B Amend. 1

County Executive Office [26-325](#)

- L. Approve and authorize allocation of Board of Supervisors' District 1 community grant funds to Rock the Ride's Benefit Ride & Walk for Gun Violence Prevention, Napa Pride 2026, and Viva Mariachi to provide support and community benefit. (Fiscal Impact: \$5,000 Expense; Budgeted; General Fund; Discretionary)

County Fire Department [26-361](#)

- M. Approve and authorize Agreement No. 260309B with the California Department of Veteran's Affairs - Yountville Veteran's Home, for the term through June 30, 2026, for fire protection services. (Fiscal Impact: \$2,154,493 Revenue; Fire Fund; Budgeted; Discretionary)

Enactment No: A-260309B

Housing & Community Services [26-308](#)

- N. Approve and adopt the updated underwriting guidelines for the Napa County Affordable Accessory Dwelling Unit Forgivable Loan Program. (No Fiscal Impact)

Human Resources – Division of CEO's Office [26-324](#)

- O. Adopt a Resolution amending the Departmental Allocation List for the Health & Human Services Agency. (Fiscal Impact: \$3,200 Expense; Health and Human Services Fund; Budgeted; Discretionary)

Enactment No: R-2026-15 [26-354](#)

- P. Adopt a Resolution amending the Departmental Allocation List for the County Executive Office. (Fiscal Impact: \$8,500 Expense; General Fund; Budgeted; Discretionary)

Enactment No: R-2026-16

Information Technology Services – Division of CEO's Office [26-257](#)

- Q. Declare certain items of capital asset property as surplus and no longer required for public use; authorize removal of capital assets from the Information Technology Services' capital asset inventory; and authorize e-waste disposal. (No Fiscal Impact)

- R. Adopt a Resolution approving revisions to the All-County, Assessor, Clerk of the Board, County Counsel, Public Defender, Public Works - Surveyor, Sheriff retention schedules in Section 40 of the County Policy Manual effective August 20, 2024, and the introduction of a new retention schedule for Public Works - Engineering. (No Fiscal Impact) [4/5 vote required] [26-303](#)

Enactment No: R-2026-17

Napa Berryessa Resort Improvement District

- S. Acceptance of certified election results dated February 17, 2026 for Measure A NBRID Parcel Tax Election. (No Fiscal Impact) [26-368](#)

Public Works

- T. Approve a Budget Amendment for the Buhman Avenue Bridge Project, RDS 20-25 to fund the final year of plant maintenance and weed control. (Fiscal Impact \$40,000 Expense; SB-1 Non-Operating Special Revenue Fund; Not Budgeted; Discretionary) [4/5 vote required] [26-256](#)
- U. Approve creation of Project 26031 for the “Imola Paving Project”, RDS 26-26; and approve a Budget Amendment. (Fiscal Impact: \$350,000; SB-1 Non-Operating Special Revenue Fund; Not Budgeted; Discretionary) [4/5 vote required] [26-274](#)
- V. Approve creation of Project 26032 for the “Redwood Road Paving Project”, RDS 27-02; and approve a Budget Amendment. (Fiscal Impact: \$90,000; Local Transportation Tax Measure T/U Non-Operating Special Revenue Fund; Not Budgeted; Discretionary) [4/5 vote required] [26-277](#)
- W. Approve Plans and Specifications for the “Devlin Road Paving”, RDS 25-50 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) [26-285](#)
- X. Approve and authorize expenditure of remaining Measure A fund balance for Projects within the Unincorporated Areas of Napa County; and approve a Budget Amendment. (Fiscal Impact: \$1,241,767 Expense; Measure A Fund; Not Budgeted; Discretionary) [4/5 vote required] [26-286](#)

- Y. Authorize the Director of Public Works to execute Contract Change Order No. 3, to Agreement No. 260144B with Granite Rock Company, to increase the maximum compensation from \$431,020 to \$529,972; for the Rossi Bridge Phase 1, RDS 25-25 Project and Approve the Plans and Specifications for the “Rossi Bridge Phase 2 Project, RDS 25-25B” 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. (Fiscal Impact: \$43,126 Expense; Project 25034; Budgeted; Discretionary)
[4/5 vote required] [26-296](#)
- Z. Approve a Budget Amendment for the “Chiles Pope Valley Road MPM 3.63” Project 23006, RDS 22-27 (Fiscal Impact: \$35,000; SB-1 Non-Operating Special Revenue Fund; Not Budgeted; Discretionary)
[4/5 vote required] [26-307](#)
- AA. Adopt a Resolution adopting a Mitigated Negative Declaration, approving the Plans and Specifications, and authorizing 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 for the “HSIP Cycle 11 Silverado Trail Intersection Improvements” Project, RDS 22-26. (No Fiscal Impact; Discretionary).
[4/5 vote required] [26-311](#)
- Item removed from agenda.**
- AB. Approve the creation of “Redwood Rd MPM 5.41, RDS 26-22” (Project 26023), “Mt. Veeder Rd MPM 4.3, RDS 26-24” (Project 26024), “Diamond Mountain Rd Slide Repair, RDS 26-29” (Project 26026), “White Sulphur Spring Rd Slide Repair, RDS 26-37” (Project 26027), and “550 Wall Rd Landslide Repair, RDS 26-38” (Project 26028); Approve and authorize Agreement No. 260285B for a contract maximum of \$224,594, Agreement No. 260286B for a contract maximum of \$376,986, Agreement 260303B for a contract maximum of \$19,507, Agreement No. 260300B for a contract maximum of \$366,922, and Agreement No. 260302B for a contract maximum of \$319,389 with ADKO Engineering Inc. for the five projects; and approve a Budget Amendment. (Fiscal Impact: \$1,707,891 Expense; Roads Operations Budget; Not Budgeted; Discretionary)
[4/5 vote required] [26-323](#)
- Enactment No: A-260385B; A-260286B; A-260300B; A-260302B; A-260303B**

AC. Approve and authorize Amendment No. 1 to Agreement No. 250396B with Nichols Consulting Engineers, CHTD, increasing the contract maximum from \$486,000 to \$557,350 for additional CCTV, storm drain cleaning, and support services; as well as approve and authorize Amendment No. 1 to Agreement No. 250397B (City Agreement No. 2025-109) with the City of Napa, increasing the City's maximum reimbursement to the County from \$161,062 to \$229,111 to add CCTV and storm drain cleaning efforts to the design budget and to utilize the County's consultant, Miller Pacific Engineering Group, for construction inspection and testing services for the Pueblo Pocket Rehabilitation Project 25010. (\$71,350 Expense; Budgeted; Roads Capital Improvement Project; Discretionary)

[26-331](#)

Enactment No: A-250396B Amend. 1; A-250397B Amend. 1

AD. Approve and authorize Amendment No. 1 to Agreement No. 260170B with YEI Engineers increasing the contract maximum from \$506,405 to \$785,427 to provide additional engineering services and construction support for the "Napa Library HVAC Replacement Project," PW 25-42. (Fiscal Impact: \$279,022 Expense; Napa Library Fund; Budgeted; Discretionary)

[26-335](#)

Enactment No: A-260170B Amend. 1

Treasurer-Tax Collector

AE. Adopt a Resolution to renew delegation of investment/reinvestment authority to the Treasurer-Tax Collector for an additional one-year period beginning April 1, 2026 and approve the Napa County Investment Policy. (No Fiscal Impact; Discretionary)

[26-316](#)

Correction memorandum provided.

Enactment No: R-2026-18

6. PUBLIC COMMENT

None

7. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

Vice-Chair Liz Alessio reported on her attendance at the National Association of Counties (NACo) Legislative Conference in Washington DC and thanked Legislative and Policy Analyst Andrew Mize for his organizational and planning work as well as Supervisors Anne Cottrell and Belia Ramos for their continued showcase of leadership and Director Steve Lederer for his expertise. Vice-Chair Alessio mentioned that California State Association of Counties (CSAC) invited her to be the Vice-Chair of the Childcare Committee. Next, she reported on her attendance at an event to discuss Congressman Mike Thompson's American Affordability Act. She thanked Board Aide Leah Doyle-Stevens, and Fire Administrator J.R. Rogers for putting together the annual Napa County Fire Appreciation Dinner. Lastly, Vice-Chair Alessio provided comments on the Queen of the Valley Medical Center potential sale negotiations.

Supervisor Anne Cottrell reported on her experience at NACo Legislative Conference. During her time there she chaired a Resilient Counties Innovation Council meeting where they discussed emergency response, community recovery, and flood resilience. Next, she mentions that Supervisor Joelle Gallagher, the Napa Valley Vintners, Director of Housing and Community Services Jennifer Palmer, and Legislative and Policy Analyst Andrew Mize, joined her for a day of State advocacy to support a farmworker housing bill. Next, Supervisor Cottrell thanked Caltrans for their work on the current roadwork taking place within District 3.

Director Belia Ramos reported on her attendance at NACo Legislative Conference and being a representative of the Justice and Public Safety Committee where they received an update on the Department of Homeland Security. She encouraged the public to get involved in the General Plan through input in the Baseline Data Report (BDR). There will be a town hall meeting on March 19, 2026 from 10:30am-12:30pm at Schmidt Hall in Yountville and online on March 23, 2026 from 4:30pm-6:00pm via Zoom (Registration required). Supervisor Ramos mentioned her attendance at the CSAC Challenge Awards. Next, the American Canyon Chamber hosted an annual city luncheon where they allowed Supervisor Ramos to present a "state of the County" update. She then encouraged the Board to familiarize themselves with the updates from CSAC regarding HR1 and its impact to California. Next, Supervisor Ramos reported on her attendance and participation at the Napa Valley Transportation Authority (NVTA) meeting where she sat as the alternate representative to Supervisor Liz Alessio and stated that American Canyon has abandoned the roundabout model on Highway 29 and have decided to go with the synchronization of signals method. Next, Supervisor Ramos reported on touring the NorthBay Health Primary and Urgent Care facility in American Canyon. Lastly, Supervisor Ramos thanked everyone who was involved in the success of the annual Napa County Fire Appreciation Dinner. She then made a referral to the Chief Executive Officer to reorganize budget amendments on the meeting agenda as well as the creation of a workshop to discuss Capital Improvements.

Supervisor Joelle Gallagher thanked everyone involved for the annual Napa County Fire Appreciation Dinner. She also expressed her enjoyment with the Napa Valley Vintners group during their State Advocacy work. Next, she congratulated the Health and Human Services Agency on their acknowledgement by Governor Gavin Newsome receiving the Cares Champion award for CARE Court. Lastly, Supervisor Gallagher requested staff work with sponsors to provide a presentation on the Napa County Wildfire Preparedness, Watershed Protection, and Open Space Preservation Act.

Chair Amber Manfree announced that Napa County is hiring Vote Center Workers for the June and September Statewide Elections. She is looking forward to the Napa Climate Now Summit on March 26, 2026 at Napa Valley College Performing Arts Center. Also, Chair Manfree attended the Community Wildfire Protection Plan meeting in Circle Oaks and thanked Capell valley for hosting both the referenced meeting and another in Silverado. Next, there is an upcoming community event on March 20, 2026 at the Copia with a speech on Urban ecology from Dr. Christopher J. Schell. Supervisor Manfree noted her attendance at Civic Well from March 12-14 and will provide a report to the Board thereafter. Lastly, Chair Manfree suggested attendance at the Recycling Awards on March 19, 2026.

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDAR

None

9. ADMINISTRATIVE ITEMS

Clerk of the Board

- A. Appoint seven (7) of the following applicants to serve on the Napa County Airport Advisory Commission whose terms of office to commence immediately. (No Fiscal Impact)

[26-287](#)

Robert DeYoung
Geoffrey Gorsuch
Kristen Gregory
Debby Hight
Jason Johnson
Choolwe Kalulu
Lee Nordlund
Christian Palmaz
Richard Rybicki
Peggy Squires
Stephen Waller

Item removed from agenda.

Health and Human Services Agency

- B. Receive a report on the Napa County Community Health Improvement Plan for the Fiscal Year 2024/2025. (No Fiscal Impact)

[26-184](#)

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

Health and Human Services Agency Public Health Manager Jennifer Henn, Ph.D. made presentation.

Health and Human Services Agency Deputy Director of Public Health and Public Health Officer Dr. Christine Wu made presentation.

Community Resources for Children Associate Director Eva Simonsson made presentation.

Providence Queen of the Valley Medical Center Substance Abuse Navigator Suzanne Scully made presentation.

Discussion held.

Planning, Building and Environmental Services (PBES)

- C. Adopt a Resolution sunsetting the Winery Code Compliance Program [26-295](#)
effective April 30, 2026. (No Fiscal Impact)

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

Discussion held.

The Board also provided direction to staff to communicate the sunsetting of the program to use permit holders.

Motion Text: Adopt the Resolution.

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

Voting No: None

Recusals: None

Result: Passed

Enactment No: R-2026-19

Public Works

- D. Receive a presentation regarding anticipated future roads maintenance projects, including the possibility of bonding against future Measure U (formerly Measure T) revenues. (No Fiscal Impact) [26-222](#)

Director of Public Works Steve Lederer made presentation.

Napa Valley Transportation Authority Director of Administration, Finance and Policy Antonio Onorato made presentation.

Napa Valley Transportation Authority Associate Program Planner - Analyst Adrell Coleman made presentation.

Discussion held.

10. PUBLIC HEARINGS

Planning, Building and Environmental Services (PBES)

- A. Open and move to continue the public hearing for Arrow and Branch Winery (Steven Contursi) appeal, filed by Appellant Water Audit California (WAC or Appellant), concerning the Napa County Planning Commission’s decision on December 3, 2025, to adopt the Initial Study/Mitigated Negative Declaration; and approve the Winery Use Permit Major Modification No. P23-00057-MOD submitted by Steven Contursi (Applicant or Arrow and Branch). (No Fiscal Impact.)

[26-197](#)

(APPELLANT, APPLICANT, AND STAFF REQUEST A CONTINUANCE TO JUNE 2, 2026, AT 9:00 AM.)

Chair Amber Manfree opened the public hearing.

Motion Text: Approve the continuance to June 2, 2026 at 9:00 a.m.
Voting Yes: Alessio, Ramos, Cottrell, Gallagher, and Manfree
Voting No: None
Recusals: None
Result: Passed

11. CLOSED SESSION

- A. SUPPLEMENTAL ITEM

[26-418](#)

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2); (1 matter).

Closed session held. No reportable action.

12. ADJOURNMENT

ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, MARCH 24, 2026 AT 9:00 A.M. IN MEMORY OF DEPUTY COUNTY EXECUTIVE OFFICER HELEN FRANCHI.

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board