



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, August 5, 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

Co-founder of Napa Climate NOW! Chris Benz led the assembly in the Pledge of Allegiance.

Chair Anne Cottrell provided a special thanks to Division Chief for CAL FIRE Sonoma-Lake Napa Unit Brian Ham and all of the firefighters that responded to the fire outside of Lake Hennessey.

3. PET OF THE WEEK

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

[25-234](#)

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

4. APPROVAL OF PROCLAMATIONS AND COMMENDATIONS

Motion Text: Approve the Proclamations and Commendations.

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

Voting No: None

Recusals: None

Result: Passed

- A. Presentation of a Proclamation recognizing August 3 - 9 2025 as “Farmers Market Week” in Napa County. (No Fiscal Impact) [25-1306](#)

Chair Anne Cottrell presented the proclamation.

Executive Director of the Napa Farmers Market Cara Mae Woledge received the proclamation and made presentation.

Five (5) people spoke during public comment.

- B. Presentation of a Proclamation recognizing August 2025 as “Child Support Awareness Month” in Napa County. (No Fiscal Impact) [25-1377](#)

Supervisor Belia Ramos presented the proclamation.

Director of Child Support Services Douglas Durward received the proclamation and made presentation.

5. 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

Auditor-Controller

- A. Request authorization for the Auditor-Controller to process an Assessor Division assessment roll correction for Assessor Parcel Number (APN) 850-000-445-000 for the structural improvements of \$47,873,000 in tax year 2025-26. (Fiscal Impact: Various Funds Decrease Revenue, Mandatory) [25-1373](#)

Clerk of the Board

- B. Approval of minutes from the July 29, 2025 regular meeting. (No Fiscal Impact) [25-94](#)
- C. Reappoint Alexander Crown as Napa County representative on the Napa Valley Transportation Authority (NVTa) Citizen Advisory Committee (CAC). The term of office is to commence immediately and expire on July 17, 2027. (No Fiscal Impact) [25-1408](#)

Information Technology Services – Division of CEO’s Office

- D. Approve sole source award, and approve and authorize Agreement No. 260082B with AMS.NET for the purchase of telephone system software for the term of August 1, 2025, through August 30, 2030, with an annual cost of \$89,388. (Fiscal Impact: \$89,388 Expense; Information Technology Services Fund; Budgeted; Discretionary) [25-1346](#)

Enactment No: A-260082B

Lake Berryessa Resort Improvement District

- E. Approve the Plans and Specifications for Phase II of the “LBRID Wastewater Ponds Groundwater Inflow Mitigation Project” and authorize the advertisement for sealed bids, and opening of the bids at a time, date, and location to be published by the District Engineer pursuant to Section 20150.8 of the Public Contract Code. (No Fiscal Impact) [25-1421](#)

Library

- F. Approve and authorize Agreement No. 260051B with BiblioCommons for a term through August 4, 2026 with a contract maximum of \$419,580 for a new online library catalog and a fully hosted integrated content management system and webpage builder. (Fiscal Impact: \$109,853 Expense; Library Fund; Budgeted; Discretionary) [25-1180](#)
- Enactment No: A-260051B**

Napa County Housing Authority

- G. Approve and authorize Amendment No. 2 to Agreement No. 250009B (NCHA) with Environment Aqua, Inc. to increase the contract maximum from \$121,557 to \$126,870 in Fiscal Year 2024-2025 for water treatment services, and extend the term through September 30, 2025 with a revised scope of work. (Fiscal Impact: \$5,313 Expense; Housing Authority Fund; Budgeted; Mandatory) [25-1290](#)
- Enactment No: A-250009B (NCHA) Amend. 2**
- H. Acceptance of donation report for quarter ending June 30, 2025. (Fiscal Impact: \$60,437 Revenue; Housing Authority Fund; Budgeted; Discretionary) [25-1363](#)

Planning, Building and Environmental Services (PBES)

- I. Approve and authorize Amendment No. 3 to Agreement No. 240241B with Ascent Environmental, Inc. to extend the term to June 30, 2027 and to increase the contract maximum from \$758,710 to \$888,710 for continued and additional specialized services to develop a Regional Climate Action and Adaptation Plan and to prepare an Initial Study CEQA document. (Fiscal Impact: \$130,000 Expense; General Fund; Budgeted; Discretionary) [25-1327](#)
- Enactment No: A-240241B Amend. 3**

Public Works

- J. Approve and authorize Amendment No. 9 to Agreement No.190311B with Napa Valley Transportation Authority to provide additional funding for the Napa Valley Vine Trail between St. Helena and Calistoga; and approve a Budget Amendment. (Fiscal Impact: \$713,000 Expense; Capital Improvement Projects Fund: \$705,000 Budgeted, \$8,000 Not Budgeted; Discretionary) [25-669](#)
[4/5 vote required]

Enactment No: A-190311B Amend. 9

- K. Authorize contract change orders to Agreement No. 250412B with Ashron Construction and Restoration, Inc.; and approve a Budget Amendment for the 2025 Annual Bridge Repairs Project, RDS 25-05 (Fiscal Impact: \$73,645 Expense; SB-1 Non- Operating Special Revenue Fund; Not Budgeted; Discretionary) [25-1243](#)
[4/5 vote required]

Enactment No: A-250412B

- L. Approve creation of Capital Improvement Project 26009, “Airport Rd Entrance Preliminary Design Project” PW 26-06 and an associated Budget Amendment. (Fiscal Impact \$172,744 Expense; Measure U Non-Operating SRF Fund; Not Budgeted; Discretionary) [25-1249](#)
[4/5 vote required]

- M. Approve and authorize Amendment No. 2 to Agreement No. 220297B (Zone-1) with Conservation Corps North Bay for litter removal, to extend the term for an additional two fiscal years through June 30, 2027 and increase the maximum compensation from \$298,000 to \$490,850. (Fiscal Impact \$192,850 Expense; Zone 1; Budgeted; Discretionary) [25-1307](#)

Enactment No: A-220297B Amend. 2

- N. 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) [25-1361](#)
[4/5 vote required]

Sheriff

- O. Approve and authorize Agreement 250374B with American Medical Response for mandated first aid, cardiopulmonary resuscitation and automated defibrillator training for Sheriff’s Office sworn staff. (Fiscal Impact: \$13,200 Expense; General Fund; Budgeted; Mandatory) [25-468](#)

Enactment No: A-250374B

6. PUBLIC COMMENT

One (1) person spoke during public comment.

7. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

Supervisor Joelle Gallagher thanked the City of Calistoga and partners for hosting the Ribbon Cutting of the Calistoga Resiliency Center where they have created a Microgrid that will provide 48 hours of continuous power to Pacific Gas and Electric (PG&E) customers in downtown Calistoga and the surrounding area during a Public Safety Power Shutoffs (PSPS) event. Supervisor Gallagher hopes that the County of Napa can mirror these efforts in the future.

Supervisor Liz Alessio seconded the words of Supervisor Gallagher. She also reported on PG&E surveying on Mt Veeder to underground powerlines that will be a multi-year project.

Supervisor Belia Ramos reported on attending an Airport Advisory Commission meeting where they hosted 52 members of the public who provided public comment regarding noise complaints due to a new navigation pattern provided by the Federal Aviation Administration (FAA). The noise complaints are being referred to the noise working group comprised of two pilots on the commission. Most complaints are coming from District 4 with some also coming from District 5 and District 1. Lastly Supervisor Ramos invited the public to attend the Napa Town and Country Fair.

Vice-Chair Amber Manfree reported on hosting the first Town Hall for District 4. She thanked Silverado Country Club for hosting the Atlas Peak neighborhood. There will be future Town Halls in Circle Oaks, Berryessa Highlands and Gordon Valley with more to be announced.

Chair Anne Cottrell reported on the Calistoga High school students who are providing education on the Microgrid at the Calistoga Resiliency Center as well as the company that designed and runs the plant is considering opening a small office in Calistoga. Secondly, Chair Cottrell reported on attending a meeting at the Rianda House Senior Activity Center in St. Helena where they discussed AB470, which is a bill that would absolve AT&T of being a carrier of last resort. Thirdly, she reported on the annual Calistoga Fire Safe Council meeting where they heard from the Co-Founder of Meter.Me Ofer Tenenbaum who discussed ways to track water usage when residents are away from their homes in times of fire. Lastly, Chair Cottrell reported on the National Association of Counties (NACo) Resilient Communities Advisory Board in which she will be the Chair of the Board for the 2025-2026 fiscal year.

8. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

None

9. ADMINISTRATIVE ITEMS

County Executive Office

- A. Approve and authorize Agreement No. 250463B with Napa Valley Tourism Corporation to serve as the Owner's Association for the Napa Valley Tourism Improvement District (NVTID) for July 2025 through June 2035. (No Fiscal Impact) [25-1313](#)

Item removed from agenda.

Planning, Building and Environmental Services (PBES)

- B. Receive a presentation on the introduction of a prohibition of new retail fossil fuel stations and restrictions to the expansion of retail fossil fuel stations with a request to provide direction to staff. (No Fiscal Impact) [25-1381](#)

Planning, Building, and Environmental Services Planner II Ryan Melendez made presentation.

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

Three (3) people spoke during public comment.

Discussion held.

Direction provided to staff.

- C. Receive a presentation on the Draft Napa Regional Climate Action and Adaptation Plan. (No Fiscal Impact) [25-1406](#)

Planning, Building, and Environmental Services Principal Planner Jesse Gutierrez made presentation.

Ascent Environmental Project Director Erik de Kok made presentation.

Two (2) people spoke during public comment.

Discussion held.

10. 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 [25-1422](#)

Closed Session held. No reportable action.

11. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY,
AUGUST 19, 2025 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board