



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, May 6, 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 Honor Guard led the assembly in the Pledge of Allegiance.

3. PET OF THE WEEK

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

[25-175](#)

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

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 May 11-17, 2025 as “Police Week” in Napa County. (No Fiscal Impact) [25-567](#)

Supervisors Joelle Gallagher and Liz Alessio presented the proclamation.

Sheriff Oscar Ortiz received the proclamation and made presentation.

- B. Presentation of a Proclamation recognizing May 2025 as “Older Adults Month” in Napa County. (No Fiscal Impact) [25-571](#)

Vice-Chair Amber Manfree spoke presented the proclamation.

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

Napa County Commission on Aging Chair Marc Frankenstein made presentation.

- C. Presentation of a Proclamation recognizing May 2025 as “Wildfire Preparedness Month” in Napa County. (No Fiscal Impact) [25-568](#)

Chair Anne Cottrell presented the proclamation.

Fire Marshal Jason Downs accepted the proclamation and made presentation.

County Fire Chief Matt Ryan made presentation.

5. CONSENT CALENDAR - SPECIAL DISTRICTS

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

Napa County Groundwater Sustainability Agency

- A. Approve and authorize Agreement No. 8697 (NCGSA) between the Napa County Groundwater Sustainability Agency, Napa County and the State Water Resources Control Board to coordinate and incorporate the Napa County Groundwater Sustainability Agency's groundwater hydrologic model into the State Water Resources Control Board's water supply model for the Napa River Watershed. (No Fiscal Impact; Discretionary) [25-753](#)
- Enactment No:** A-8696; A-8697 (NCGSA)

Napa County Housing Authority

- B. Adopt a Resolution regarding the assessments for County Service Area No. 4 (CSA No. 4) to accept the Engineer's Report; set a public hearing for June 3, 2024; direct the Clerk of the Board to comply with applicable notice requirements; and designate Alex Carrasco of the Department of Housing & Community Services as the person to answer questions. (Fiscal Impact \$659,339 Revenue, County Service Area No. 4 Fund, Budgeted, Discretionary) [25-684](#)
- Enactment No:** R-2025-01 (NCHA)

6. CONSENT CALENDAR

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

Agricultural Commissioner

- A. Adopt a Resolution accepting the FY25-26 Engineer's Report for the Napa County Winegrape Pest & Disease Control District, set a public hearing with respect to notice requirements for the proposed assessment, and designate County staff to answer any questions pertaining to the proposed assessment. (Fiscal Impact: \$541,600 Revenue; Pest District Fund; Budgeted; Mandatory) [25-723](#)
- Enactment No:** R-2025-41

Clerk of the Board

- B. Appoint Grant Ingalls to represent Napa County Volunteer Firefighter position, and Nicholaus Lutz to represent Napa County Volunteer Firefighter Alternate position, on the Napa County Fire Services Advisory Committee with terms of office to commence immediately and expire on September 30, 2027. (No Fiscal Impact) [25-633](#)
- C. Approval of minutes from the April 22, 2025 regular meeting. (No Fiscal Impact) [25-703](#)

Corrections

- D. Approve and authorize Amendment No. 1 to Agreement No. 250334B with Smart Communications Holding, LLC. to align incarcerated persons rates with those allowed by the California Public Utilities Commission. (No Fiscal Impact; Mandatory) [25-699](#)
- Enactment No:** A-250334B Amend. 1

County Counsel

- E. Approve and authorize delegation to sign a conflict waiver with Hanson Bridgett LLP, to allow the firm to represent the State of California Department of Human Resources ("CalHR") in connection with a matter involving the Napa County Public Guardian's appointment to a conservatorship. (No Fiscal Impact) [25-791](#)

County Executive Office

- F. Adopt a Resolution terminating the State of Local Emergency for the February 2025 Storms. (No Fiscal Impact) [25-711](#)
- Enactment No:** R-2025-42

Health and Human Services Agency

- G. Approve and authorize Amendment No. 1 to Agreement No. 230041B with Napa Valley Child Advocacy Network, dba ParentsCAN Parent Child Advocacy Network, Inc., to increase the contract maximum by \$214,500 for a new contract maximum of \$367,334 annually for three Fiscal Years, then \$268,334 in future years, to provide Advocacy and Outreach Services for families of the Mental Health Services Act Prevention and Early Intervention Program. (Fiscal Impact: \$367,334 Expense; Health and Human Services Agency Fund; Budgeted; Discretionary) [25-493](#)

Enactment No: A-230041B Amend. 1

- H. Approve and authorize Agreement No. 250382B with The Regents of the University of California for a contract maximum of \$169,958 for Fiscal Year 2025-2026 to provide training services to County staff. (Fiscal Impact: \$169,958 Expense; Health and Human Services Agency Fund; Budgeted; Discretionary). [25-499](#)

Enactment No: A-250382B

- I. Approve and authorize Amendment No. 8 to Revenue Agreement No. 200130B with California Department of Public Health (Special Supplemental Nutrition Program for Women, Infants, and Children), increasing compensation and to replace Exhibits C and D to reflect updated language. (Fiscal Impact: \$3,374,496 Revenue; Health and Human Services Agency Fund; Budgeted; Mandatory) [25-575](#)

Enactment No: A-200130B Amend. 8

Planning, Building and Environmental Services (PBES)

- J. Approve and authorize Amendment No. 2 to Agreement No. 240241B with Ascent Environmental, Inc. to increase the contract maximum by \$82,400 for additional specialized services to develop a Regional Climate Action and Adaptation Plan. (Fiscal Impact: \$82,400 Expense; General Fund; Budgeted; Discretionary) [25-707](#)

Enactment No: A-240241B Amend. 2

- K. Approve and authorize Agreement No. 8696 between the Napa County Groundwater Sustainability Agency, Napa County and the State Water Resources Control Board to coordinate and incorporate the Napa County Groundwater Sustainability Agency's groundwater hydrologic model into the State Water Resources Control Board's water supply model for the Napa River Watershed. (No Fiscal Impact; Discretionary) [25-780](#)

Enactment No: A-8696; A-8697 (NCHA)

Probation

- L. Approve and authorize Agreement No. 260005B with the City of Napa to fund the City's Intelligence Analyst to collect and generate statistical and crime trend reports for the City and County partners for a period of three years through June 30, 2028. [25-754](#)
(Fiscal Impact: \$676,315 Expense; State Realignment Funds; Budgeted; Discretionary)

Enactment No: A-260005B

Public Works

- M. Approve and authorize Agreement No. 250375B with the State of California Department of Transportation for the term July 1, 2024 through June 30, 2025, providing revenue in the amount of \$337,648 to the County Roads Fund per the Federal Apportionment Exchange and State Match Program for general transportation purposes. (Fiscal Impact: \$337,648 Revenue; Roads Fund; Budgeted; Discretionary) [25-472](#)

Enactment No: A-250375B

- N. Approve and authorize Lease Agreement No. 260007B with John Tuteur, Trustee of the Waltraud and John Tuteur 1989 Revocable Family Trust for the term July 1, 2025 through June 30, 2028 for a monthly rental rate of \$3,651, with a 2% annual rental increase, to house various programs for the Napa County Health and Human Services Agency, located at 1917 First Street, Napa. (Fiscal Impact: \$43,810 Expense; Health and Human Services Agency Fund, Budgeted; Discretionary) [25-630](#)

Enactment No: A-260007B

- O. Reject the low bid from Steelhead Constructors Assoc. Joint Venture as non-responsive, award a construction contract to Gordon N. Ball for their low bid of \$6,331,821 for the replacement of the Dry Creek Road Bridge over Dry Creek; approve and authorize Amendment 1 to Agreement No. 250223B with Bureau Veritas for a contract maximum of \$162,751 for construction management services; and approve a Budget Amendment for the construction and construction management services. (Fiscal Impact: \$9,056,050 Expense; Capital Improvement Fund; Not Budgeted; Discretionary) [25-693](#)
[4/5 vote required]

Enactment No: A-250223B Amend. 1

- P. Receive a report on projects requiring expedited emergency contracting procedures to repair damage from the February storms and affirm the need to continue this action. (No Fiscal Impact, Discretionary) [25-757](#)
[4/5 vote required]

- Q. Approve and authorize Amendment No. 1 to Agreement No. 250321B and Amendment No. 1 to Agreement No. 250322B with ADKO Engineering, Inc. increasing the maximum compensation by \$162,579 for the Mt. Veeder Road MPM 3.5 project, RDS 25-18 and by \$252,400 for the Mount Veeder 5.2 project, RDS 25-19; approve the Plans and Specifications and authorize advertising the two projects; and approve related Budget Amendments. (Fiscal Impact: \$1,202,579 Expense; Capital Improvement Projects Fund; Not Budgeted; Discretionary) [4/5 vote required] [25-758](#)
- Enactment No: A-250321B Amend. 1; A- 250322B Amend. 1**
- R. Approval of plans and specifications for the “Bale, Big Ranch, Lodi, Silverado Trail, and West Zinfandel Paving Project,” RDS 25-06; 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; Discretionary) [25-767](#)
- S. Authorize contract change orders to construction contracts 250364B with Benchmark Civil Construction, Inc. for the emergency slide repair at Berryessa Knoxville Road MPM 4.0, RDS 25-29, and 250359B with Pomilia Civil for the emergency slides repairs at Mt. Veeder Road MPM 1.2-1.4. (Fiscal Impact: \$170,000 Expense; General Fund; Budgeted; Discretionary) [4/5 vote required] [25-772](#)

7. PUBLIC COMMENT

One (1) person spoke during public comment.

8. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

Chair Cottrell announced that if anyone was at the Board Meeting regarding adopting an ordinance to add a section to the County Code concerning nuisance abatement procedures, that item was removed by the CEO and redirected back to the department for further consideration and was not on agenda. Chair Anne Cottrell acknowledged the passing of renowned vintner Carl Doumani, who founded Stag Leaps and Quixote Wineries. Carl was one of a kind who lived boldly, mentored generously, and challenged the status quo. Later in life, he became quietly philanthropic supporting causes close to his heart, including Providence Napa Valley. Condolences were offered to his family and friends. Chair Cottrell also reported on testifying last Wednesday on AB 470, which is sponsored by AT&T to remove its responsibility for being a carrier of last resort. The bill moved forward, and if it should pass, it will negatively impact rural counties and underserved urban sections of many counties. Lastly, Chair Cottrell requested an update on the Napa Valley Tourism Corporation in May or June on the efforts related to agreements between the Napa Valley Tourism Corporation and Visit Napa Valley, the Napa Valley Tourism Corporation and Napa County, as well as updating the bylaws and other documents.

Vice-Chair Amber Manfree acknowledged attending many recent community events with her colleagues. Vice-Chair Manfree also reported Golden Mussels were found on a boat in Lake Berryessa, but it had been out of the water for some time, and DNA analyses performed at different parts of the lake all came back negative. This is an example of the importance of efforts to control the invasive species.

Supervisor Joelle Gallagher recognized revenue sources on today's consent agenda. The CSA No. 4 assessment provides critical support for farmworker housing. Other sources, such as the annual Cinco de Mayo golf tournament, in its 25th year, raised \$100,000 last Friday for farmworker housing. The Winegrape Pest and Disease assessment directly benefits the ag industry and impacts the local economy by preventing the invasion and spread of destructive disease through pests. Supervisor Gallagher also reported on attending the graduation ceremony of 17 new Napa County firefighters.

Supervisor Liz Alessio reported on attending last week's California Association of Counties (CSAC) legislative conference with some of her colleagues. Discussions focused on key issues facing difficult state budgeting challenges that will impact all counties. There was an impromptu invitation to join Senator Chris Cabaldon's Finance Budget Review Committee, which had a discussion on the Vehicle License Fee (VLF) and Educational Revenue Augmentation Fund (ERAF). Supervisor Alessio also reported on attending the Walk-A-Mile and Napa Valley Education Foundation Taste for Knowledge events, and a tour with Agricultural Commissioner and Sealer of Weights and Measures Tracy Cleveland. Lastly, Supervisor Alessio requested staff to look into the azolla water fern that appears to be taking over Lake Marie at Skyline Park.

Supervisor Belia Ramos acknowledged her colleagues who also attended the CSAC legislative conference, where she provided testimony on the VLF. CSAC commissioned a report that described realignment, and Supervisor Ramos worked with Sheriff Oscar Ortiz on highlighting tremendous unfunded mandates affecting many levels of administration of justice, as well as health and human services. An important point to carry to the forefront of discussions regarding the General Fund and the impacts of VLF being 15% of discretionary funds is everything that comes from the state comes with a cost. Supervisor Ramos will continue to provide updates to the Board and is able to obtain copies of the report for those who are interested.

9. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

None

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

Napa County Groundwater Sustainability Agency

- A. Receive an update on the implementation of the Groundwater Sustainability Plan including the Annual Report on conditions in Water Year 2024, implementation of Workplans, increased monitoring, and outreach activities. (No Fiscal Impact; Mandatory)

[25-416](#)

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

Discussion held.

Direction provided to staff.

11. ADMINISTRATIVE ITEMS

None

12. PUBLIC HEARING - SPECIAL DISTRICTS

None

13. PUBLIC HEARINGS

Planning, Building and Environmental Services (PBES)

- A. Conduct a public hearing to consider an appeal filed by Appellant Water Audit California (WAC or Appellant) concerning the Napa County Planning Commission's decision on December 18, 2024, to approve the Bonny's Vineyard New Winery Use Permit No. P22-00002-UP submitted by Barbara Meyer/BJ Meyer Properties, LLC). (No fiscal impact.) [25-665](#)
(CONTINUED FROM APRIL 8, 2025)

The Board of Supervisors provided disclosures.

Chair Anne Cottrell opened the public hearing.

Planning, Building and Environmental Services Supervising Planner Dana Morrison made presentation.

Appellant William McKinnon made presentation.

One (1) person spoke during public comment.

Applicant Representative Matt Meyers made presentation.

Applicant Representative Cameron Pridmore made presentation.

Applicant Representative Katharine Falace made presentation.

Discussion held.

Appellant William McKinnon made presentation regarding good cause determination ruling.

Planning, Building and Environmental Services Supervising Planner Dana Morrison made presentation regarding good cause determination ruling.

Chair Anne Cottrell closed the public hearing.

Discussion held.

Motion Text: Approve the motion of intent to deny the appeal in its entirety; uphold the Planning Commission's findings; and direct County Counsel to return on June 24, 2025, with a Resolution of Findings of Fact to include two additional conditions of approval as noted.

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

Voting No: None

Recusals: None

Result: Passed

County Executive Office

- B. Conduct a public hearing, adopt resolutions changing certain fees for Assessor, Fire Marshal, Public Works, the Building Division of Planning, Building and Environmental Services, and updating the Schedule of Penalties; and introduction and intent to adopt an ordinance changing certain fees for Assessor, Recorder-County Clerk, and Information Technology Services; (Fiscal Impact: \$2.4 million Revenue; \$1.1 million General Fund; \$992,000 Building Fund; \$300,800 Fire Fund; Not Budgeted; Discretionary) [25-738](#)

Chair Anne Cottrell opened the public hearing

County Executive Office Management Analyst Jasmine Elo made presentation.

Discussion held.

Motion Text: Approve the requested actions.

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

Voting No: None

Recusals: None

Result: Passed

Enactment No: R-2025-43; R-2025-44; R-2025-45; R-2025-46; R-2025-47

Agricultural Commissioner

- C. Introduction and intent to adopt an Ordinance amending Chapter 5.52 of the Napa County Code regarding weighing or measuring device registration. (Fiscal Impact: \$20,000; Revenue; Budgeted; Mandatory) [25-659](#)

Chair Anne Cottrell opened the public hearing.

Agricultural Commissioner / Sealer of Weights and Measures Tracy Cleveland made presentation.

Chair Anne Cottrell closed the public hearing.

Motion Text: Approve the requested actions.

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

Voting No: None

Recusals: None

Result: Passed

County Fire Department

- D. Introduction and intention to adopt an Ordinance adopting the map developed by the California State Fire Marshal designating Fire Hazard Severity Zones in Napa County. (No Fiscal Impact) [25-680](#)

Chair Anne Cottrell opened the public hearing.

Napa County Fire Marshal Jason Downs made presentation.

Napa County Fire Administrator David Shew made presentation.

Deputy County Counsel Shana Bagley made presentation.

Discussion held.

Motion Text: Approve the requested actions.

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

Voting No: None

Recusals: None

Result: Passed

Planning, Building and Environmental Services (PBES)

- E. Introduction and intent to adopt an Ordinance amending Section 18.10.020 (Duties - Specific subjects) of Chapter 18.10 (Zoning Administrator) of the Napa County Code removing the sunset date of May 5, 2025, of the Micro-Winery Ordinance (No Fiscal Impact). [25-782](#)

Chair Anne Cottrell opened the public hearing.

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

Discussion held.

Chair Anne Cottrell closed the public hearing.

Motion Text: Approve the requested action.

Voting Yes: Alessio, Ramos, 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))(4 Cases)

[25-779](#)

Name of case: Alexandria M. Etzel v. Brianna Lynn Jones, and County of Napa, Napa Superior Court Case No. 24CV001832

Name of case: Napa County v. Cliff Reno, Napa Superior Court Case No. 23CV000189

Name of case: Hoopes Vineyard LLC, Summit Lake Vineyards & Winery LLC, and Cook's Flat Associates v. County of Napa; United States District Court, Northern District of California, Case No. 3:24-cv-6256

Name of case: Napa County and the People of the State of California ex rel. Sheryl L. Bratton v. Hoopes Family Winery Partners, LP, Hoopes Vineyard, LLC, and Lindsay Blair Hoopes; Napa Superior Court Case No. 22CV001262

Closed Session held. No reportable action.

15. ADJOURNMENT

ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, MAY 20, 2025, AT 9:00 A.M. IN MEMORY OF CARL DOUMANI.

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board