



## 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, April 8, 2025**

**9:00 AM**

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

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1. CALL TO ORDER; ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

**County Counsel Sheryl Bratton led the assembly in the Pledge of Allegiance.**

3. PET OF THE WEEK

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

**[25-173](#)**

**Animal Shelter Animal Care Community Program Coordinator Kellie Demma presented the Pet of the Week (Rooney).**

## 4. APPROVAL OF PROCLAMATIONS AND COMMENDATIONS

**Three (3) people spoke during public comment.**

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

- A. Presentation of a Proclamation recognizing April 2025 as “Child Abuse Prevention Month” in Napa County. (No Fiscal Impact) [25-432](#)

**Supervisor Joelle Gallagher presented the proclamation.**

**Cope Family Center Interim Executive Director Sue Sigler received the proclamation and made presentation.**

**Deputy Director of Health and Human Services Child Welfare Services Veronica Jefferson-Piper made presentation.**

- B. Presentation of a Proclamation recognizing April 7- 13, 2025 as “Public Health Week” in Napa County. (No Fiscal Impact) [25-433](#)

**Vice-Chair Amber Manfree presented the proclamation.**

**Deputy Director of Health of Human Services Public Health Dr. Christine Wu received the proclamation and made presentation.**

**Discussion held.**

- C. Presentation of a Proclamation recognizing April 7- 13, 2025 as “Week of the Young Child” in Napa County. (No Fiscal Impact) [25-572](#)

**Supervisor Liz Alessio presented the proclamation.**

**Executive Director of First 5 Napa County Ashley Walker received the proclamation and made presentation.**

## 5. CONSENT CALENDAR - SPECIAL DISTRICTS

**None**

## 6. CONSENT CALENDAR

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

## Auditor-Controller

- A. Accept and instruct Clerk of the Board to file the Napa Valley Tourism Improvement District (NVTID) Mid-Year Review for the period of July 1, 2024 - December 31, 2024. (Fiscal Impact: None, Discretionary) [25-503](#)
- B. Accept and file the report for the property tax administrative fee cost allocation to public entities in Napa County for fiscal year 2024-25 for services rendered in fiscal year 2023-24. (Fiscal Impact: \$823,384 Revenue, Budgeted, Mandatory) [25-598](#)

## Clerk of the Board

- C. Approval of minutes from the March 25, 2025 regular meeting. (No Fiscal Impact) [25-76](#)

## County Counsel

- D. Consideration and adoption of a Resolution of Findings of Fact and Decision on Appeal regarding an appeal filed by Appellant Water Audit California (Appellant or WAC) concerning the Napa County Planning Commission's decision on August 21, 2024 to: 1) Adopt the revised Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program; and 2) Approve Use Permit No. P23-00101-UP, Use Permit No. P23-00239-UP (an Exception to the Conservation Regulations), and an Exception to the Napa County Road and Street Standards (RSS) filed by Kevin Morrison (Applicant) for the Hillwalker Vineyards Winery Project. (No Fiscal Impact; Mandatory) [25-386](#)

**Enactment No:** R-2025-31

## County Executive Office

- E. Adopt a Resolution continuing the State of Local Emergency and approve a Budget Amendment due to the February 2025 Storms in Napa County. (Fiscal Impact: \$250,000 Expense; General Fund; Not Budgeted; Discretionary) [25-469](#)  
[4/5 vote required]

**Enactment No:** R-2025-32

- F. Adopt a Resolution continuing the State of Local Emergency Due to Pervasive Tree Mortality. (No Fiscal Impact, Discretionary) [25-538](#)

**Enactment No: R-2025-33**

County Fire Department

- G. Approve a Budget Amendment to increase the Fire Operations Capital Assets appropriation to modify two mechanic service trucks, grant a waiver of competitive bidding requirements due to technical compatibility, and allow a sole source award to Interstate Assembly Systems. (Fiscal Impact: \$16,000 Expense, Fire Fund; Not Budgeted; Discretionary) [25-438](#)  
[4/5 vote required]
- H. Authorize to declare capital asset No. 27331, a SCBA compressor & No. 27325 a SCBA fill station, as surplus and no longer required for public use, remove them from inventory, and dispose. (No Fiscal Impact; Discretionary) [25-475](#)

Elections

- I. Adopt a Resolution authorizing Election Cybersecurity Reimbursement Contract with California Secretary of State in the amount of \$15,789. (Fiscal Impact: \$15,789 Revenue; General Fund; Budgeted; Discretionary) [25-508](#)  
**Enactment No: A-8690; R-2025-34**

Health and Human Services Agency

- J. Approve and authorize Amendment No. 1 to Agreement No. 190019B with M. Susan Haun, MA, dba Strategies by Design, to increase the contract maximum by \$41,600 for a new contract maximum of \$114,400 and extend the term by two years for a new term date of June 30, 2027 to provide program monitoring, data collection instruments, and semi-annual evaluation activity reporting for County's Tobacco Control Program (Fiscal Impact: \$114,400 Expense; Health and Human Services Agency Fund; Budgeted; Mandatory). [25-327](#)  
**Enactment No: A-190019B Amend. 1**

- K. Approve and authorize Amendment No. 1 to Agreement No. 240077B with Innovative Health Solutions to support nutritional education by increasing the contract maximum \$56,516 for a new contract maximum of \$517,916 for Federal Fiscal Years 2024-2026; revise Specific Term and Condition 3.1(l) to reflect the updated amount of Federal funding Innovative Health Solutions will receive under this agreement; and revise Exhibit B to reflect the updated allocation amount. (Fiscal Impact: \$517,916 Expense; Health and Human Services Agency Fund; Budgeted; Discretionary). [25-459](#)

**Enactment No: A-240077B Amend. 1**

- L. Approve and authorize Amendment No. 4 to Agreement No. 200270B with Davis Guest Home, Inc., to increase the contract maximum by \$300,000 for a new contract maximum of \$2,800,000 for Fiscal Year 2024-2025, and each subsequent renewal, to provide residential mental health services to clients referred by Health and Human Services Agency. (Fiscal Impact: \$2,800,000 Expense; Health and Human Services Agency Fund; Budgeted; Mandatory) [25-498](#)

**Enactment No: A-200270B Amend. 4**

- M. Approve and authorize Amendment No. 8 to Agreement No. 170886B with Partnership HealthPlan of California extending the term through December 31, 2029 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; Discretionary). [25-511](#)

**Enactment No: A-170886B Amend. 8**

Human Resources – Division of CEO’s Office

- N. Adopt a Resolution to amend Napa County Policy Manual Part I Section 37K - Discrimination, Harassment, and Retaliation Prevention Policy. (No Fiscal Impact, Mandatory) [25-494](#)

**Enactment No: R-2025-35**

- O. Adopt a Resolution to amend the Table & Index of Classes, the Departmental Allocation List for the Auditor-Controller, and appropriate personnel policies effective April 8, 2025. (Fiscal Impact: \$124,000 Expense; General Fund; Budgeted; Discretionary) [25-515](#)

**Enactment No: R-2025-36**

- P. Adopt a Resolution to amend the Table & Index of Classes, the Departmental Allocation List for County Counsel, Library, Planning, Building & Environmental Services, and Public Works, and appropriate personnel policies effective April 8, 2025. (Fiscal Impact: \$101,100 Expense; General Fund; Budgeted; Discretionary) [25-517](#)

**Enactment No: R-2025-37**

Information Technology Services – Division of CEO’s Office

- Q. Approve and authorize Amendment No. 8 to Agreement No. 200281B with Tyler Technologies, Inc., removing the following Tyler Software as a Service (SaaS) modules: eProcurement, ACFR Statement Builder and Time & Attendance Mobile Access; reducing the contract by \$95,267 and to exercise the option to extend an additional five-year term, commencing April 1, 2025, with a five percent increase over the fees charged for the initial term. (Fiscal Impact: \$95,267 reduced expense; Information Technology Services Fund; Budgeted; Discretionary) [25-385](#)

**Enactment No: A-200281B Amend. 8**

Library

- R. Accept a donation in the amount of \$53,700 from the Napa County Library Foundation and authorize a letter of appreciation. (Fiscal Impact, \$53,700 Revenue; Napa County Library Fund; Budgeted; Discretionary) [25-477](#)

Public Works

- S. Adopt a Resolution authorizing the Director of Public Works to apply for a Priority Conservation Area Grant of \$750,000 for the Napa Valley Vine Trail Vista Carneros Segment Project; and approve a Budget Amendment to establish the project and fund staff time to prepare the Grant submittal . (Fiscal Impact: \$25,000 Expense; Not Budgeted; Roads Operations Fund; Discretionary). [24-1469](#)

[4/5 vote required]

**Enactment No: R-2025-38**

- T. Approve Amendment No. 1 to Agreement No. 240283B with Bureau Veritas, increasing the not-to-exceed amount for work from \$895,773 to \$1,205,925 to provide technical and construction support services for the Chiles Pope Bridge Replacement Project, RDS 15-23. (Fiscal Impact: \$310,152 Expense; Roads CIP Fund; Budgeted; Discretionary). [25-354](#)

**Enactment No: A-240283B Amend. 1**

- U. Approve the Plans and Specifications for the “2025 Annual Guardrail Repair, RDS 25-04” 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) [25-447](#)
- V. Approve a Budget Amendment for Project 25032, “2025 Oakville Grade Railroad Crossing Repair, RDS 25-101;” and authorize the payment of an invoice for work completed. (Fiscal Impact: \$4,866 Expense; SB-1 Non-Operating Special Revenue Fund; Not Budgeted; Discretionary) [4/5 vote required] [25-458](#)
- W. Approve and authorize Agreement No. 250378B with Universal Building Services and Supply Co. to provide contracted custodial services at various County locations with a contract term of April 8, 2025 through June 30, 2028, with two one-year automatic renewal options. (Fiscal Impact: \$177,851 Expense; Budgeted; Various Funds; Discretionary) [25-520](#)
- Item removed from the agenda.**
- X. Approve and authorize Certificate of Acceptance of Avigation and Hazard Easement Deed for The Joseph and Domini Rossi Irrevocable Trust of 2021 (Assessor’s Parcel Number 057-110-072) to preserve the Napa County Airport’s right to engage in and support aviation uses and to prevent the subject property from being used in a manner which creates avigation hazards. (No Fiscal Impact; Discretionary) [25-522](#)
- Y. Approve and authorize Agreement No. 250387B with SkyserviceUS California, LLC, to lease approximately 2,846 square feet of space at the Napa County Airport along with 21 dedicated parking spaces for the purpose of offering public charter services. (Fiscal Impact: \$73,800 Revenue; Airport Fund; Not Budgeted; Discretionary) [25-560](#)
- Item removed from the agenda.**
- Z. 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) [4/5 vote required] [25-608](#)

## Sheriff

- AA. Approve and authorize Shelter Use Agreements with Crosswalk Community Church, Napa Valley College, and Berryessa Senior Center for mutual aid assistance during a declared disaster. (No Fiscal Impact; Discretionary) [25-409](#)

**Enactment No: A-8691; A-8692; A-8693**

- AB. Approve and authorize the reappropriation of remaining Boating Safety Miscellaneous Equipment Grant funds for the betterment of an existing capital asset. (Fiscal Impact: \$7,965 Expense; General Fund; Budgeted; Discretionary)

[25-418](#)

7. PUBLIC COMMENT

**One (1) person spoke during public comment.**

8. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

**Supervisor Liz Alessio acknowledged how the Week of the Young Child intersects with public health and child abuse prevention and thanked all the participating public agencies present at today's meeting. Supervisor Alessio also reported on a new coalition of 35 community-based organizations that support infant and childcare access by creating community awareness and looking at current policies and legislation, which includes submitting requests to State lawmakers, and she thanked all the member agencies and individuals involved.**

**Vice-Chair Manfree reported on attending the North Bay Watershed Association meeting last Friday where there were updates on the Golden Mussel invasion in the Sacramento-San Joaquin Delta and the Bay Water Trail that is geared towards small watercraft. Vice-Chair Manfree also reported on attending the Sheriff's Citizen's Academy and serving as an alternate for a San Francisco Bay Conservation and Development Commission meeting where the Bay Adapt plan was discussed.**

9. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

**None**

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

**None**



## 11. ADMINISTRATIVE ITEMS

## Clerk of the Board

- A. Appoint four Directors from the following seven applicants to serve on the Napa County Resource Conservation District (RCD) Board of Directors in lieu of holding an election, for positions whose terms of office to commence immediately and expire on November 27, 2028. (No Fiscal Impact)

[25-113](#)

Paul Asmuth  
Karen J. Bower Turjanis  
Allison Day  
Patrick Gorman  
Rainer Hoenicke  
Jim Lincoln  
Jennifer Putnam

**Clerk of the Board Neha Hoskins made presentation.**

**Discussion held.**

<b>Motion Text:</b>	<b>Reappoint Karen J. Bower Turjanis and Paul Asmuth and appoint Allison Day and Jennifer Putnam.</b>
<b>Voting Yes:</b>	<b>Ramos, Gallagher, Alessio and Manfree</b>
<b>Voting No:</b>	<b>None</b>
<b>Recusals:</b>	<b>None</b>
<b>Excused:</b>	<b>Cottrell</b>
<b>Result:</b>	<b>Passed</b>

## 12. PUBLIC HEARING - SPECIAL DISTRICTS

**None**

## 13. PUBLIC HEARINGS

Planning, Building and Environmental Services (PBES)

A. PUBLIC HEARING - Bonny's Vineyard (Meyer's Family Winery)  
Appeal[25-356](#)

Open and move to continue the 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 adopt the prepared Mitigated Negative Declaration; and approve the New Winery Use Permit No. P22-00002-UP submitted by Barbara Meyer (Applicant or Bonny's Vineyard). (No Fiscal Impact.)

(APPELLANT, APPLICANT, AND STAFF REQUEST A CONTINUANCE TO MAY 6, 2025, AT 9:00 AM.)

\*\*Previously set for 2:00 PM\*\*

**Vice-Chair Amber Manfree opened the public hearing.**

**Motion Text: Approve the continuance to the May 6, 2025, Board of Supervisors meeting at 9:00 AM.**

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

**Voting No: None**

**Recusals: None**

**Excused: Cottrell**

**Result: Passed**

## 14. CLOSED SESSION

**None**

## 15. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, APRIL 22, 2025, AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board