



## 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, December 9, 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

**Napa County resident Yvonne Baginski led the assembly in the Pledge of Allegiance.**

3. PET OF THE WEEK

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

[25-242](#)

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

4. CONSENT CALENDAR

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

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

**Voting No: None**

**Recusals: None**

**Result: Passed**

## Agricultural Commissioner

- A. Approve and authorize Memorandum of Understanding No. 8704 with Napa County Resource Conservation District and other Members to reestablish a Napa Weed Management Area to support weed control activities and community engagement. (No Fiscal Impact) [25-1969](#)

**Enactment No: A-8704**

## Auditor-Controller

- B. Accept and file the quarterly report for the Napa County Housing Authority (Authority) for the quarter ended September 30, 2025. (No Fiscal Impact) [25-1900](#)

## Clerk of the Board

- C. Approval of minutes from the November 18, 2025 and November 25, 2025 regular meetings. (No Fiscal Impact) [25-102](#)
- D. Appoint Todd Walker representing the General Public category to the Napa County Airport Land Use Commission with term of office to commence immediately and expire on May 7, 2029. (No Fiscal Impact) [25-1979](#)
- E. Reappoint Mary G. Palmer, John Pearson, Devereaux Smith, and Dan J. Woodard, all representing Organization Concerned with Older Adults; Jay Kouba, representing District 3; Karen F. Lustig, representing District 4; and appoint Robin S. McKee-Cant, representing District 5, Carol Whichard, representing District 1; and Marianne Galvin, representing District 2, to the Napa County Commission on Aging with terms of office to commence immediately and expire on September 30, 2027. (No Fiscal Impact) [25-1982](#)

**Correction Memorandum provided.**

## Corrections

- F. Approve and authorize Amendment No. 3 to Agreement 210302B with Peterson Mechanical, Inc. to update the scope of work to add the Jail as a service location and to increase the maximum compensation from \$281,100 to \$305,485 for routine heating, ventilation, air conditioning maintenance services. (Fiscal Impact: \$24,385 Expense; General Fund; Budgeted; Discretionary) [25-1931](#)

**Enactment No: A-210302B Amend. 3**

## County Counsel

- G. Approve recently amended conflict of interest code for the Napa County Groundwater Sustainability Agency. (No Fiscal Impact) [25-1965](#)

## County Executive Office

- H. Approve and authorize Section 115 Pension and OPEB Trust Investment Policy Statements with PFM Asset Management and receive a report of the Trust's performance. (No Fiscal Impact) [25-1833](#)
- I. Approve and authorize allocation of Board of Supervisors' District 4 community grant funds to Lideres Campesina's CampesinXmas Celebration to provide support and community benefit. (Fiscal Impact: \$500 Expense; Budgeted; General Fund; Discretionary) [25-1980](#)

## County Fire Department

- J. Approve and authorize Amendment No. 1 to Agreement No. 250340B with Napa Communities Firewise Foundation to amend the fee structure and maximum contract amount. (No Fiscal Impact) [25-1387](#)  
**Enactment No: A-250340B Amend. 1**
- K. Approve and authorize Amendment No. 1 to Agreement No. 240187B with Matrix Consulting Group, Ltd., to extend to June 30, 2026 with no change in compensation to complete the fire organizational structure study. (No Fiscal Impact) [25-1848](#)  
**Enactment No: A-240187B Amend. 1**
- L. Approve and authorize Amendment No. 1 to Agreement No. 250413B with Napa Communities Firewise Foundation to amend the fee structure. (No Fiscal Impact) [25-1894](#)  
**Enactment No: A-250413B Amend. 1**
- M. Approve and authorize declared Capital Asset Nos. 26350, 27012, 27043, 27327, and 27330, to be surplus, removed from the capital asset list and sold at public auction. (Fiscal Impact: Increased Revenue; Fire Fund; Budgeted; Discretionary) [25-1916](#)  
[4/5 vote required]

## Housing &amp; Community Services

- N. Approve and authorize Amendment No. 5 to Master Services Agreement No. 220376B with Partnership Health Plan for the County to provide Community Supports to certain Medi-Cal participants through December 2026. (No Fiscal Impact) [25-1896](#)  
**Enactment No: A-220376B Amend. 5**

## Human Resources – Division of CEO’s Office

- O. Approve and authorize an increase to the County's self-funded Dental Program rate for employees and retirees, effective January 1, 2026. (Fiscal Impact: \$187,000 Expense; Fund dependent upon Department usage; Budgeted; Discretionary) [25-1909](#)
- P. Adopt a Resolution establishing a Matching Employer Contribution for Management, Confidential, and Non-Classified Officers and Non-Classified employees, SEIU employees, and NCPPA employees, who are participants in Napa County's 401(a) Retirement Savings Plan during the 2026 calendar year. (Fiscal Impact: \$82,100 Expense; Fund Dependent on Department Participation; Budgeted; Discretionary) [25-1918](#)

**Enactment No: R-2025-125**

## Planning, Building and Environmental Services (PBES)

- Q. Adopt a Resolution authorizing the submission of an application to the California Department of Resources Recycling and Recovery for a Waste Tire Enforcement Grant and authorize the Director of Planning, Building, and Environmental Services or designee to execute the necessary grant documents. (Fiscal Impact: \$22,352 Revenue; General Fund; Budgeted; Discretionary) [25-1988](#)

**Enactment No: R-2025-126**

## Public Works

- R. Award a Construction Contract to MG West of San Francisco, CA in the amount of \$309,260 for the “Napa Library Furniture Project,” PW 25-21 and approve a Budget Amendment. (Fiscal Impact \$404,260 Expense; Library Fund; Not Budgeted; Discretionary) [25-1856](#)  
[4/5 vote required]
- S. Approve and authorize disposal of nine county surplus vehicles to be sold at auction; approve and authorize purchase of capital equipment and competitive bid award to Jimmy Vasser Toyota for a 2025 Toyota Rav 4; and approve an associated Budget Amendment. (Fiscal Impact: \$38,000 Expense and Increased Revenue; Fleet Fund - Replacement Vehicles; Not Budgeted; Discretionary) [25-1868](#)  
[4/5 vote required]
- T. Approve and authorize creation of Capital Improvement Project 26018 for the “Devlin Road Paving,” RDS 25-50 project and approve a Budget Amendment. (Fiscal Impact: \$300,000 Expense; Capital Improvement Fund; Not Budgeted; Discretionary) [25-1904](#)  
[4/5 vote required]

- U. Approve and authorize Agreement No. 260232B with the Napa Sanitation District to reimburse the District for construction costs and District administrative expenses; and approve a Budget Amendment for the “Pueblo Area Rehabilitation Project,” RDS 26-01. (Fiscal Impact \$3,050,000 Expense; Local Transportation Tax (T/U) Fund; Not Budgeted; Discretionary)  
[4/5 vote required] [25-1919](#)
- Enactment No: A-260232B**
- V. Approve and authorize the Director of Public Works to execute Contract Change Order No. 2, to Agreement No. 260085B with W.R. Forde Associates, Inc., to increase the maximum compensation for the construction contract from \$414,377 to \$1,145,064 for the “Ridgecrest MPM 0.10,” RDS 25-26 Project 25035; and approve a Budget Amendment. (Fiscal Impact \$730,867 Expense; General Fund; Not Budgeted; Discretionary)  
[4/5 vote required] [25-1920](#)
- Correction Memorandum provided.**
- W. Award a Construction Contract to AJM General for the “Atlas Peak Generator Replacement Project,” PW 24-21. (Fiscal Impact: \$104,542 Expense; Capital Improvement Fund; Budgeted; Discretionary) [25-1922](#)
- X. Approve a report of emergency Public Works actions on 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] [25-1927](#)
- Y. Approve the annual Traffic Mitigation Fee Program report pursuant to Government Code Section 66006(b) for Fiscal Year 2024-2025 in the Napa Valley Business Park Area, formerly Airport Industrial Area Specific Plan. (No Fiscal Impact) [25-1929](#)
- Z. Adopt a Resolution approving amendments to the Measure U five-year work plan for County Roads. (No Fiscal Impact) [25-1937](#)
- Enactment No: R-2025-127**
- AA. Approve and authorize Agreement No. 260238B with TRC Engineers, Inc. for a maximum compensation of \$529,778 in support of the “Measure T Solano Avenue Pavement Repair Project,” RDS 25-01. (Fiscal Impact: \$529,778 Expense; Measure U; Budgeted; Discretionary) [25-1942](#)
- Enactment No: A-260238B**

- AB. Approve and authorize creation of Capital Improvement Project 26020 for the “1127 First St Tenant Improvement Project” PW 26-13; and approve a Budget Amendment for design, plans specifications, project bidding services, and construction costs. (Fiscal Impact: \$1,000,000 Expense; Capital Improvement Fund; Not Budgeted; Discretionary) [4/5 vote required] [25-1944](#)

Recorder/County Clerk

- AC. Approve and authorize Agreement No. 260234B to contract with SecureOne Outsource Solutions, Inc. for indexing of vital record images prior to 1972; and approve a corresponding Budget Amendment. (Fiscal Impact: \$107,139 Expense, Micrographics Special Revenue Fund, Not Budgeted, Discretionary) [4/5 vote required] [25-1954](#)

**Enactment No: A-260234B**

Sheriff

- AD. Adopt a Resolution approving the Sheriff’s Office to apply for and accept a grant award from the Fiscal Year 2026-27 Boating Safety and Enforcement Financial Aid Program. (Fiscal Impact: \$308,150 Revenue; General Fund; Budgeted; Discretionary) [25-1831](#)

**Enactment No: R-2025-128**

- AE. Approve and authorize Amendment No. 1 to Revenue Agreement No. 250324B for the provision of law enforcement services with the Napa Valley Community College District. (Fiscal Impact: \$51,432 Revenue; General Fund; Budgeted; Discretionary) [25-1832](#)

**Enactment No: A-250324B Amend. 1**

- AF. Approve and authorize Memorandum of Understanding No. 8087 with the cities of Napa, Calistoga, St. Helena, and the California Highway Patrol. (No Fiscal Impact) [25-1834](#)

**Enactment No: A-8087**

5. PUBLIC COMMENT

**Twelve (12) people spoke during public comment.**

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

**Supervisor Belia Ramos reported on her time with her colleagues at various events including the California State Association of Counties (CSAC) conference. She mentioned the Reindeer Run in American Canyon in which there were 800 participants. The event is now on track to qualify as an official running event. There will be a District 5 Office Open House in American Canyon from 5:30pm to 7:30 pm on Wednesday, December 10, 2025. There will be an art contest from 4:30pm to 5:30pm. Supervisor Ramos referred a review of code changes regarding feral cats to the Chief Executive Officer. She then provided comments regarding airport noise concerns to members of the public. Lastly, she will be collecting food at the District 5 office for the District 5 Food Drive.**

**Supervisor Joelle Gallagher reported on concerns regarding animal enforcement and urges for review of existing County processes. Supervisor Gallagher will be hosting an Open House on Thursday, December 11, 2025 at 5:00pm at the Napa Valley Yacht Club. Lastly, Supervisor Gallagher congratulated Chair Anne Cottrell on winning the Statewide Service Award from CSAC.**

**Supervisor Liz Alessio thanked all the individuals who spoke during public comment. She requested the Sheriff's department work with the District Attorney's office regarding a public nuisance. Supervisor Alessio informed the public about what is CSAC. She also discussed the impacts of federal legislation H.R.1 on the health care industry starting January 1, 2026. Lastly, Supervisor Alessio congratulated Chair Anne Cottrell on her CSAC award and announced that on Saturday, December 13, 2025 the 19th annual Holiday Care Package drive for deployed service members from Operation With Love From Home will take place.**

**Vice-Chair Amber Manfree agreed on the review of the animal nuisance item as well as the airport noise complaint issue. She was pleased to see the number of public members at the listening session. Supervisor Manfree reported on a historic Tule fog event in California and urged the public to review the images available online. The Napa Berryessa Resort Improvement District (NBRID) will conduct a special tax election with a ballot deadline on January 20, 2026 and Vice-Chair Manfree informed the public on where to get additional information. Lastly, Vice-Chair Manfree reported on the Baseline Data Report (BDR) workshop series completion and her attendance at the CSAC conference.**

**Chair Anne Cottrell thanked various members of the public and staff for their comments. She also discussed her experience at CSAC and reported on the following events within the county: Yountville Tree Lighting; Saint Helena Barrel Tree Lighting; Calistoga Tractor Parade; George C. Yount Pioneer Cemetery and Veterans Home Cemetery Wreath Laying ceremonies on Saturday, December 13, 2025; and District 3 Open House at the Calistoga Branch of the Napa County Library from 6:00pm to 8:00pm.**

**7. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDAR**

**None**

## 8. ADMINISTRATIVE ITEMS

## County Counsel

- A. Approve and authorize Amendment No. 1 to Agreement No. 230460B extending the term of the employment contract for County Executive Officer, Ryan Alsop, through December 31, 2029; adopt a Resolution waiving \$15,000 of the relocation incentive housing loan balance; and delegate authority to the Director of Housing and Community Services to execute a subordination agreement subordinating the relocation incentive housing loan to the primary residential loan for refinancing purposes. (Fiscal Impact: \$15,000 Expense; General Fund; Budgeted; Mandatory)

[25-2010](#)

**Chief Human Resources Officer Christine Briceño made presentation.**

**Discussion held.**

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

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

**Voting No: None**

**Recusals: None**

**Result: Passed**

**Enactment No: A-230460B Amend. 1; R-2025-129**

## Planning, Building and Environmental Services (PBES)

- B. Receive a presentation on the status of the Watershed Information and Conservation Council, direct Staff to re-envision the role of the WICC and return with recommendations for discussion and direction. (No Fiscal Impact)

[25-1847](#)

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

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

**Discussion held.**

**Direction provided to staff.**

## Public Works

- C. Receive a presentation on the Countywide Transportation Plan from the Napa Valley Transportation Authority staff. (No Fiscal Impact)

[25-1808](#)

**Item moved to a future agenda.**



## 9. PUBLIC HEARINGS

## Napa County Groundwater Sustainability Agency

- A. Adopt a Resolution to implement Groundwater Sustainability fees in the Napa Valley Subbasin, as authorized by Water Code § 10730 to support implementation of the Groundwater Sustainability Plan. (Fiscal Impact; \$2,168,300 Revenue; Not Budgeted; GSA Fund; Discretionary) [25-1321](#)

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

**SCI Consulting Group Senior Consultant Ryan Aston made presentation.**

**Four (4) people spoke during public comment.**

**Discussion held.**

<b>Motion Text:</b>	<b>Adopt the Resolution.</b>
<b>Voting Yes:</b>	<b>Gallagher, Manfree, and Ramos</b>
<b>Voting No:</b>	<b>Alessio, and Cottrell</b>
<b>Recused:</b>	<b>None.</b>
<b>Result:</b>	<b>Passed</b>
<b>Enactment No:</b>	<b>R-2025-05 (NCGSA)</b>

Planning, Building and Environmental Services (PBES)

- B. Introduction and consideration to adopt an Ordinance accepting the 2025 California Building Standards Code as approved by the California Building Standards Commission, including the amendment of various chapters of Title 15 of the Napa County Code; and the adoption of a Resolution of Findings supporting the local amendments. (No Fiscal Impact) [25-1568](#)

**Planning, Building and Environmental Services - Building Department Chief Building Official Dave Giudice made presentation.**

**Fire Marshal Jason Downs made presentation.**

**Discussion held.**

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

**Enactment No: O-1516; R-2025-130**

- C. Introduction and intent to adopt an Ordinance of the Napa County Board of Supervisors, State of California, amending Napa County Code Chapter 6.18 (Keeping of Roosters) to address concerns regarding cockfighting and avian disease and Section 18.08.040 (Agriculture) of Chapter 18.08 (Definitions) relating to the raising and keeping of roosters. (No Fiscal Impact) [25-1788](#)

**Planning, Building, and Environmental Services Code Compliance Manager Akenya Robinson-Webb made presentation.**

**Agricultural Sealer of Weights and Measures Tracy Cleveland made presentation.**

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

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

**Discussion held.**

**Direction provided to staff.**

**Motion Text: Approve the intent to adopt an Ordinance as amended.**  
**Voting Yes: Ramos, Gallagher, Alessio, Manfree, and Cottrell**  
**Voting No: None**  
**Recusals: None**  
**Result: Passed**

10. CLOSED SESSION

- A. PUBLIC EMPLOYEE APPOINTMENT (Government Code Section 54957) [25-1938](#)  
Title: Director of Corrections

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

11. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY,  
DECEMBER 16, 2026 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board