



## 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 16, 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

**Planning, Building, and Environmental Services Deputy Director Christina Adamson led the assembly in the Pledge of Allegiance.**

3. PET OF THE WEEK

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

[25-243](#)

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

4. CONSENT CALENDAR

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

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

**Voting No:** **None**

**Recusals:** **None**

**Result:** **Passed**

## Agricultural Commissioner

A. Approve and authorize Amendment No. 1 to Agreement No. 170682B with the California Department of Food and Agriculture, increasing the contract maximum from \$128,036 to \$138,261 for reimbursement of expenditures associated with the pest detection program. (Fiscal Impact: \$10,225 Revenue; General Fund; Budgeted; Mandatory)

[25-2013](#)**Enactment No: A-170682B Amend. 1**

## Auditor-Controller

B. Accept and instruct Clerk of the Board to file the Napa Valley Tourism Improvement District (NVTID) annual review for the period of July 1, 2024 - June 30, 2025. (No Fiscal Impact)

[25-2004](#)

## Clerk of the Board

C. Approval of minutes from the December 8, 2025 special meeting and December 9, 2025 regular meeting. (No Fiscal Impact)

[25-103](#)

## Corrections

D. Approve and authorize Agreement No. 260106B with Brightly Software, Inc. to perform a Facility Condition Assessment and inventory assessment for the Napa County Detention Center. (Fiscal Impact: \$19,772 Expense; General Fund; Budgeted; Discretionary)

[25-1455](#)**Enactment No: A-260106B**

E. Approve and authorize Amendment No. 2 to Agreement No. 250334B with Smart Communications Holding, LLC, to add contract language to conform to State of California leased revenue bond requirements. (No Fiscal Impact)

[25-1958](#)**Enactment No: A-250334B Amend. 2**

## County Counsel

F. Adopt a Resolution amending the Napa County Assessment Appeals Board (AAB) Local Rules to allow assesses to file Assessment Appeal Applications electronically; to allow the AAB to set its annual calendar before its January meeting; and to clarify the AAB Clerk's discretion to approve or deny requests for remote hearings. (No Fiscal Impact)

[25-1923](#)**Enactment No: R-2025-131**

G. Approve and authorize Agreement No. 260251B with Thomson Reuters to provide Westlaw legal research software for a maximum amount of \$32,196 for the term of January 1, 2026, through December 31, 2026, with two annual renewals and a 5% increase each subsequent year. (Fiscal Impact: \$32,196 Expense, County Counsel and Child Support Services; Budgeted; Discretionary)

[25-2025](#)

**Enactment No:** **A-260251B**

H. Adopt an Ordinance amending Napa County Code Chapter 6.18 (Keeping of Roosters) to address concerns regarding cockfighting and avian disease, as well as Section 18.08.040 (Agriculture) of Chapter 18.08 (Definitions) relating to the raising and keeping of roosters. (No Fiscal Impact)

[25-2069](#)

**Enactment No:** **O-1517**

County Executive Office

I. Adopt a Resolution continuing the State of Local Emergency Due to Pervasive Tree Mortality. (No Fiscal Impact)

[25-1751](#)

**Enactment No:** **R-2025-132**

J. Adopt a Resolution formally terminating the declared emergency regarding CalFresh, otherwise known as SNAP, funding.

[25-2034](#)

**Enactment No:** **R-2025-133**

County Fire Department

K. Adopt a Resolution ratifying Ordinance No. 2025-02 of the American Canyon Fire Protection District adopting the 2025 California Fire (Code of Regulations, title 24, part 9) and related model codes with appendices and amendments. (No Fiscal Impact)

[25-2031](#)

**Enactment No:** **R-2025-134**

District Attorney

L. Approve and authorize Agreement No. 260247B with Axon Enterprise, Inc., for a cloud based Digital Evidence System (DEMS) including five Body Worn Camera units for a ten-year agreement with annual price escalators; and approval of a waiver of competitive bidding requirements and sole source award. (Fiscal Impact: \$112,800 Expense; General Fund; Budgeted; Discretionary)

[25-1879](#)

**Enactment No:** **A-260247B**

## Health and Human Services Agency

M. Approve and authorize Agreement No. 260192B with Crestwood Behavioral Health, Inc. for the term upon approval through June 30, 2026 for a contract maximum of \$16,000 for the provision of Recovery and Resilience Solutions Training. (Fiscal Impact: \$16,000 Expense; Health and Human Services Agency Fund; Budgeted; Discretionary) [25-1854](#)

**Enactment No:** **A-260192B**

N. Approve and authorize Amendment No. 1 to Agreement No. 220120B with American Medical Response West, dba American Medical Response, extending the agreement for the term January 1, 2026 through December 31, 2031 to provide exclusive emergency and non-emergency advanced life support ambulance transport services in Napa County. (No Fiscal Impact) [25-1947](#)

**Enactment No:** **A-220120B Amend. 1**

O. Approve and authorize Amendment No. 3 to Agreement No. 240188B with Crestwood Behavioral Health, Inc., to increase the contract maximum by \$304,051 for a new contract maximum of \$1,502,079, for Fiscal Year 2025-2026, and each subsequent renewal, to provide mobile mental health crisis services. (Fiscal Impact: \$1,502,079 Expense; Health and Human Services Agency Fund; Budgeted; Mandatory) [25-1960](#)

**Enactment No:** **A-240188B Amend. 3**

P. Approve and authorize Amendment No. 6 to Agreement No. 230135B with Mentis, Inc. to provide specialty mental health services for the term November 1, 2025 through June 30, 2026, and each subsequent automatic renewal, to increase the contract maximum by \$58,500 for a new contract maximum of \$273,242. (Fiscal Impact: \$273,242 Expense; Health and Human Services Agency Fund; Budgeted; Mandatory) [25-1961](#)

**Enactment No:** **A-230135B Amend. 6**

Q. Adopt a Resolution authorizing the Director of Health and Human Services Agency to execute agreements and program related documents with the California Department of Health Care Services to accept the Providing Access and Transforming Health Justice-Involved Capacity Building Round 3 grant award, in the amount of \$901,471, for the purchasing costs of implementation and infrastructure to support the SmartCare Electronic Health Record system. (Fiscal Impact: \$901,471 Revenue; Health and Human Services Agency Fund; Budgeted; Discretionary) [25-1990](#)

**Enactment No:** **R-2025-135**

## Human Resources – Division of CEO’s Office

R. Adopt a Resolution amending the Departmental Allocation List for the Public Works Department; authorize the purchase of a capital asset; and approve a Budget Amendment, effective December 16, 2025. (Fiscal Impact: \$86,000 Expense; General Fund; Not Budgeted; Discretionary) [4/5 vote required]

[25-1912](#)

**Enactment No:** **R-2025-136**

S. Adopt a Resolution to amend the Table and Index of Classes, the Departmental Allocation List for Planning, Building, and Environmental Services, and appropriate personnel policies. (Fiscal Impact: \$26,869 Expense; General Fund; Budgeted; Discretionary)

[25-1998](#)

**Enactment No:** **R-2025-137**

## In-Home Supportive Services Public Authority of Napa County

T. Accept and file the In-Home Supportive Services Authority financial audit report for the fiscal year ended June 30, 2025. (No Fiscal Impact, Mandatory)

[25-1995](#)

## Napa Berryessa Resort Improvement District

U. Approve a Budget Amendment to increase appropriations in the Napa Berryessa Resort Improvement District’s Operations budget by \$59,790; offset by use of LNU Insurance Proceeds for the repair of a sewer lateral. (Fiscal Impact: \$59,790 Expense; Napa Berryessa Resort Improvement District Fund; Not Budgeted; Discretionary) [4/5 vote required]

[25-2029](#)

## Napa County Groundwater Sustainability Agency

V. Approve and authorize Amendment No. 2 to Agreement No. 230312B (NCGSA) with SCI Consulting Group, to extend the term through June 30, 2026 and increase the maximum compensation from \$110,075 to \$131,724, for additional services related to the fee program implementation. (Fiscal Impact: \$21,649 Expense; Groundwater Sustainability Agency Special Revenue Fund; Budgeted; Discretionary)

[25-1992](#)

**Enactment No:** **A-230312B (NCGSA) Amend. 2**

## Napa County Housing Authority

W. Accept and file the Napa County Housing Authority’s financial audit report for the fiscal year ended June 30, 2025. (No Fiscal Impact)

[25-1994](#)

## Planning, Building and Environmental Services (PBES)

X. Approve and authorize Amendment No. 2 to Agreement 200194B with the City of Napa to extend the term through June 30, 2026 and increase the County's share from \$200,000 to \$250,000 for joint water quality monitoring of the Lake Hennessey and Milliken Reservoir watersheds. (Fiscal Impact: \$250,000 Expense; General Fund; Budgeted; Discretionary).

[25-1987](#)

**Enactment No:** [\*\*A-200194B Amend. 2\*\*](#)

## Probation

Y. Authorize the purchase of a capital asset for a LiveScan fingerprinting system from IDEMIA, for the replacement of the existing system located at Probation's Juvenile Hall; approve a sole source, waiver of competitive bidding, and approve a Budget Amendment with appropriation authority for the Probation department. (Fiscal Impact: \$30,600 Expense; Sheriff's Fingerprint Fund; Not Budgeted; Discretionary)  
[4/5 vote required]

[25-1948](#)

## Public Works

Z. Approve and authorize creation of Capital Improvement Project 26019 for the "Ag Building Rehabilitation Project," PW 26-16; and approve a Budget Amendment. (Fiscal Impact: \$177,800 Expense; General Fund; Not Budgeted; Discretionary)  
[4/5 vote required]

[25-1970](#)

AA. Approve and authorize Amendment No. 2 to Agreement No. 240311B with Nacht & Lewis Architects, Inc., to increase the contract maximum amount from \$443,360 to \$460,454 to provide additional engineering services for the South Campus Buildings A & B Maintenance Project, PW 21-37. (Fiscal Impact: \$17,094 Expense; Capital Improvement Fund; Budgeted; Discretionary)

[25-1989](#)

**Enactment No:** [\*\*A-240311B Amend. 2\*\*](#)

AB. Approve and authorize Amendment No. 3 to Agreement No. 230262B with Christopher A. Marusich and Michelle F. Del Rosario, Trustees of the Marusich Family Revocable Trust Dated May 4, 2017, to increase the maximum compensation from \$195,282 to \$199,082 to provide a housing accommodation during the construction of the Dry Creek Road Bridge over Dry Creek Replacement Project. (Fiscal Impact: \$3,800 Expense; Roads Fund; Budgeted; Discretionary)

[25-2000](#)

**Enactment No:** [\*\*A-230262B Amend. 3\*\*](#)

AC. Approve and authorize Agreement No. 260252B with the Napa Valley Vine Trail Coalition for the term through June 30, 2026, with a maximum compensation of \$85,000 for the Napa Valley Vine Trail between St. Helena and Calistoga, RDS 23-19; and approval of a Budget Amendment. (Fiscal Impact: \$85,000 Expense; Roads Fund; Not Budgeted; Discretionary)

[25-2001](#)

**Enactment No:** **A-260252B**

AD. Adopt a Resolution to amend the County's Policy Manual Part III, Fees, Part 30 Airport, effective January 1, 2026 to remove hangars A5 - A8 from the fee schedule. (Fiscal impact: \$20,000 Revenue; Airport Fund; Not Budgeted; Discretionary)

[25-2026](#)

**Enactment No:** **R-2025-138**

5. PUBLIC COMMENT

**None**

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

**Supervisor Joelle Gallagher reported on visiting with the Teamsters union representatives from Westlake Royal Stone Solutions. Two-thirds of their employees live in Napa County, 99% are immigrants and it's important to advocate for our work force and local residents. Supervisor Gallagher referred to staff to prepare a Resolution supporting Local 850 in requesting Westlake Royal Stone Solutions to bargain in good faith and work diligently towards a fair contract.**

**Supervisor Liz Alessio reported the work on the three slide repairs at Mount Veeder that were the result of the March 2025 storms that are now complete with the last portion, the 5.2-mile mark, being fully reopened last week but striping and reflectors still need to be added. Supervisor Alessio thanked Public Works and contractor staff. Supervisor Alessio also reported on attending a California Public Utilities Commission (CPUC) meeting last Thursday where they approved the undergrounding of powerlines from Redwood Road to Mount Veeder from February 2026 through 2027/2028. It will be suggested to AT&T that they also underground their lines at the same time since the same areas will be open. Supervisor Alessio also reported on attending the Mount Veeder Fire Council and Mount Veeder Appellation holiday parties and that Dan Green will be the Mount Veeder Fire Council Chair. Lastly, Supervisor Alessio thanked all those who participated in the Operation with Love from Home event last Saturday where 1,000 care packages were assembled for troops serving overseas.**

**Vice-Chair Amber Manfree wished everyone Happy Holidays and expressed her gratitude for the past year.**

**Supervisor Belia Ramos thanked those who attended the District 5 holiday open house at the American Canyon City Hall where food donations were accepted and they celebrated the fall student art competition and awarded scholarships.**

**Chair Anne Cottrell thanked those who attended the District 3 holiday open house at the Calistoga Library and thanked Director of Library Services Anthony Halstead. Chair Cottrell reported on the Wreaths Across America events held at the Yountville and Veterans Home Cemeteries. Chair Cottrell reported on attending a California State Association of Counties (CSAC) Wildfire Task Force Executive Committee meeting that focused on updates from Cal Fire, as well as the importance of Napa County's role in regional planning that highlighted the collaboration with Cal Fire, Fire Safe Councils, Napa Communities Firewise Foundation, and residents. Lastly, Chair Cottrell reported she has been elected as the Second Vice Chair for the Rural County Representatives of California (RCRC) for the coming year and how important it is to participate and represent the rural counties across the state.**

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

**None**

## 8. ADMINISTRATIVE ITEMS

Planning, Building and Environmental Services (PBES)

A. Receive a presentation on the County's Baseline Data Report Update; and provide direction regarding the proposed scope and approach for the General Plan Update and related Environmental Impact Report. (No Fiscal Impact)

[25-2033](#)

**Director of Planning, Building, and Environmental Services Brian Bordona made presentation.**

**Environmental Science Associates Principal Planner Shannon Wages made presentation.**

**Raimi + Associates Founder Matt Raimi made presentation.**

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

**Discussion held.**

**Direction provided to staff.**

B. Adopt a Resolution to responding to the State mandate creating Type 93 Estate Tasting Event permits under AB720. (No Fiscal Impact.)

[25-1966](#)

**Napa County Fire Marshal Jason Downs made presentation.**

**Nine (9) people spoke during public comment.**

**Discussion held.**

**Direction provided to staff.**

**Motion Text: Adopt the Resolution.**

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

**Voting No: None**

**Recusals: None**

**Result: Passed**

**Enactment No: R-2025-139**

## 9. PUBLIC HEARINGS

Planning, Building and Environmental Services (PBES)

A. Adopt a Resolution establishing certain Williamson Act Agricultural Preserves (Types A & H); and approve and authorize fourteen (14) new contracts as identified in the attached Resolution, which includes rescission of two (2) existing contracts and replacing them with two (2) new contracts. (Fiscal Impact: Less annual property tax revenues; General, Library and Fire Funds; Not Budgeted; Discretionary)

[25-1473](#)

**Planning, Building, and Environmental Services Planner II Daniel Zador made presentation.**

**Discussion held.**

**Motion Text:** Adopt the Resolution.  
**Voting Yes:** Manfree, Gallagher, Alessio, Ramos, and Cottrell  
**Voting No:** None  
**Recusals:** None  
**Result:** Passed  
**Enactment No:** R-2025-140

## 10. CLOSED SESSION

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957) Title: Agricultural Commissioner/Sealer of Weights and Measures

[25-2064](#)

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

## 11. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, JANUARY 13, 2026 AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board