



## 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 22, 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**

**Chair Anne Cottrell led the assembly in the Pledge of Allegiance.**

3. **PET OF THE WEEK**

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

**[25-174](#)**

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

## 4. APPROVAL OF PROCLAMATIONS AND COMMENDATIONS

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

- A. Presentation of a Proclamation recognizing April 2025 as “Sexual Assault Awareness Month” in Napa County. (No Fiscal Impact) [25-521](#)

**Supervisor Belia Ramos presented the proclamation.**

**Executive Director of NEWS Tracy Lamb accepted the proclamation and made presentation.**

- B. Presentation of a Proclamation recognizing May 2025 as “Mental Health Awareness Month” in Napa County. (No Fiscal Impact) [25-563](#)

**Supervisor Liz Alessio presented the proclamation.**

**Deputy Director of Health and Human Services Agency/Behavioral Health Marlo Simmons accepted the proclamation and made presentation.**

## 5. CONSENT CALENDAR - SPECIAL DISTRICTS

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

Napa County Groundwater Sustainability Agency

- A. Approve and authorize Temporary Monitoring Access Agreement No. 8694 (NCGSA) with Realty Income Inc. in order to conduct monitoring for the implementation of the Interconnected Surface Water and Groundwater Dependent Ecosystems Workplan for the Napa Valley Subbasin at Bale Slough adjacent to the subject properties. (No Fiscal Impact; Discretionary) [25-532](#)

**Item pulled for discussion. See Item 9.**

**Enactment No: A-8694 (NCGSA)**

Napa County Housing Authority

- B. Approve revisions to the Lodging Revenue and Deposit Policy and Procedure for improved efficiency. (No Fiscal Impact; Discretionary) [25-696](#)  
[4/5 vote required]

**6. CONSENT CALENDAR**

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

## Auditor-Controller

- A. Accept and file the quarterly report of cash and non-cash donations received for the quarter-ended March 31, 2025 (Fiscal Impact: Increased Revenues, Discretionary). [25-624](#)

## Clerk of the Board

- B. Approval of minutes from the April 8, 2025 regular meeting. (No Fiscal Impact) [25-84](#)
- C. Appoint Amber Twitchell to represent a Non-Profit, Community Based Organization Providing Services to At-Risk Minors on the Napa County Juvenile Justice Coordinating Council with term of office to commence immediately and expire on December 31, 2026. (No Fiscal Impact) [25-643](#)
- D. Appoint Juan Pablo Torres-Padilla representing Napa Valley Vintners/Minority Revenue Generating Lodging Business on the Unincorporated Napa Valley Tourism Improvement District Governing Committee with term of office to commence immediately and expire on June 30, 2028. (No Fiscal Impact) [25-658](#)

## Corrections

- E. Authorize the purchase of a capital asset for a Livescan fingerprinting system for the replacement detention facility; and approve a Budget Amendment with appropriation authority for the Corrections Department. (Fiscal Impact: \$24,100 Expense; Sheriff's Fingerprint Fund; Not Budgeted; Discretionary). [25-599](#)  
[4/5 vote required]

## County Executive Office

- F. Approve out of state travel for Supervisor Belia Ramos to Washington, D.C. from May 18-23, 2025, as part of the Association of Bay Area Governments/Metropolitan Transportation Commission (ABAG/MTC) advocacy trip to meet with key federal congressional and agency leaders on housing and transportation issues. (No Fiscal Impact). [25-610](#)

- G. Authorize the Chief Executive Officer to sign a petition to the Napa City Council calling for the renewal of the Downtown Napa Property & Business Improvement District (PBID) and express the Board's support for the petition. (No Fiscal Impact) [25-631](#)
- H. Approve and authorize allocation of Board of Supervisors' District 1 community grant funds to Mentis' Blue Skies Ahead, Rock the Ride's Benefit Ride & Walk for Gun Violence Prevention, Napa Valley Farmworker Foundation's Dia de la Familia, Cinco de Mayo Golf, and LGBTQ Connection to provide support and community benefit. (Fiscal Impact: \$5,000 Expense; Budgeted; General Fund; Discretionary) [25-651](#)
- I. Approve and authorize allocation of Board of Supervisors' District 5 community grant funds to sponsor Meet Me in the Street, a free, community event that brings together businesses, nonprofits, local government, youth, families, and community members. (Fiscal Impact: \$1,250 Expense; Budgeted; General Fund; Discretionary) [25-661](#)
- J. Approve Amendment No. 3 to Agreement 190201B with California Forensic Medical Group, Inc., dba Wellpath Management, Inc to provide health care services to incarcerated persons in custody to the Napa County Department of Corrections and wards housed at the Juvenile Justice Facility through June 30, 2026. (Fiscal Impact: \$6,371,524 Expense; General Fund; Budgeted; Mandatory) [25-672](#)

**Enactment No: A-190201B Amend. 3**

#### County Fire Department

- K. Approve and authorize Amendment No. 1 to Agreement No. 250257B with the City of Calistoga to provide emergency medical, rescue, and fire protection services in unincorporated areas of Napa County where the City of Calistoga Fire Department may provide enhanced response services. (Fiscal Impact: \$150,000 annual savings; Fire Fund; Budgeted; Discretionary.) [25-634](#)

**Enactment No: A-250257B Amend. 1**

#### Housing & Community Services

- L. Approve the application for and acceptance of the transfer of a Housing and Urban Development grant not to exceed \$337,406 for Permanent Supportive Housing services from Buckelew Programs to Napa County Department of Housing & Community Services, and approve a grant transfer agreement (Agreement No. 8695) between Buckelew and Napa County. (Fiscal Impact: \$337,406 Revenue; Housing & Community Services Fund; Not Budgeted; Discretionary) [25-714](#)

**Enactment No: A-8695**

## Human Resources – Division of CEO’s Office

- M. Approve and authorize Amendment No. 2 to Agreement No. 170108B with Alliant Insurance Services to revise HIPAA privacy rules effective April 22, 2025. (No Fiscal Impact) [25-509](#)

**Enactment No: A-170108B Amend. 2**

- N. Approve and authorize Amendment No. 9 to Agreement No. 4529 with Back Street Fitness Inc., dba HealthQuest Fitness and Aerobic Center, to increase monthly rates effective April 22, 2025. (No Fiscal Impact) [25-596](#)

**Enactment No: A-4529 Amend. 9**

## Library

- O. Authorize acceptance of a donation in the amount of \$4,000 from the Robert and Ellen Streich Family Endowment and sign a letter of appreciation. (Fiscal Impact, \$4,000 Revenue; Napa County Library Fund; Budgeted; Discretionary) [25-650](#)

## Probation

- P. Approve and authorize Agreement No. 250384B with Serrano Advisors, LLC from October 1, 2024 through June 30, 2025, to provide consulting services related to implementing the California Advancing and Innovating Medi-Cal program. (Fiscal Impact: \$500,000 Expense; General Fund; Budgeted; Discretionary) [25-536](#)

**Enactment No: A-250384B**

- Q. Approve and authorize Agreement No. 260006B with Cincinnati Research Institute to develop program surveys to assist the county in assessing the performance of its youth programming. (Fiscal Impact: \$26,000 Expense; State Realignment Funds; Budgeted; Discretionary) [25-600](#)

**Enactment No: A-260006B**

- R. Authorize the purchase of TAIT TP9600 Portable Radios in the Juvenile Hall from Sutter Buttes Communications, Inc.; and approve a Budget Amendment. (Fiscal Impact: \$70,700 Expense; Juvenile Justice Center Capital Improvement Project Fund; Not Budgeted; Discretionary) [25-604](#)  
[4/5 vote required]

- S. Accept grant funding from the California Department of Health Care Services to plan and provide targeted pre-release Medi-Cal services to individuals in correctional facilities who meet criteria as outlined in the California Advancing and Innovating Medi-Cal section 1115 Demonstration approval. (Fiscal Impact: \$1,500,000 Revenue; General Fund; Budgeted; Discretionary) [25-662](#)

## Public Works

- T. Approve and authorize creation of project 25042 for the “Bale, Big Ranch, Lodi, Silverado Trail, and West Zinfandel Paving Project,” RDS 25-06; and approve a Budget Amendment to fund engineering and administrative expenses and approval of Amendment No. 1 to Agreement No. 240426B with GHD Inc., for additional engineering services. (Fiscal Impact: \$50,000 Expense; Measure T Special Revenue; Not Budgeted; Discretionary)  
[4/5 vote required] [25-487](#)  
**Enactment No: A-240426B Amend. 1**
- U. Approve and authorize Amendment No. 3 to Lease Agreement No. 210254B with Congressman Mike Thompson, United States House of Representative, to extend the term through May 30, 2025 at the rental amount of \$796 per month, for use of office space located at 2721 Napa Valley Corporate Drive, Napa, California. (Fiscal Impact: \$796 Revenue; General Fund; Budgeted; Discretionary) [25-555](#)  
**Enactment No: A-210254B Amend. 3**
- V. Award a Construction Contract to Empire Landscaping, Inc. for their bid of \$214,855 for the Dry Creek Road MPM 9.75 RDS 21-06 Restoration and Monitoring Project; and approve a Budget Amendment for the construction and construction management services. (Fiscal Impact: \$247,660 Expense; Measure T Funds; Not Budgeted; Mandatory)  
[4/5 vote required] [25-573](#)
- W. Approve and authorize a Certificate of Acceptance for a public utility easement within La Tierra Drive (a private right of way) to accommodate the undergrounding of Pacific Gas & Electric utilities infrastructure. (No Fiscal Impact; Discretionary) [25-592](#)
- X. Approve and authorize Agreement No. 250380B with Napa Valley Petroleum, Inc for a contract maximum of \$625,000 per fiscal year and Agreement No. 250381B with Allied Pacific Energy, LLC for a contract maximum of \$500,000 per fiscal year for the term April 22, 2025 through June 30, 2035 related to the provision of unleaded and diesel fuel services for county vehicles, equipment, and facility generators. (Fiscal Impact: \$1,125,000 Expense; Various Department Budgets; Budgeted; Discretionary) [25-621](#)  
**Enactment No: A-250380B; A-250381B**
- Y. Adopt a Resolution certifying to the State Department of Transportation, the total mileage of Napa County maintained roads as of April 2025 in accordance with the provisions of California Streets and Highways Code section 2121. (No Fiscal Impact) [25-623](#)  
**Enactment No: R-2025-39**
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- Z. Approve a Budget Amendment for Project 14010, “Chiles Creek Bridge-Pope Valley” to increase project transfer out appropriation by \$3,939,895 to return a portion of the reimbursements from the State back to the Capital Improvement Project Fund. (Fiscal Impact: \$3,939,895 Expense; Roads and Capital Improvement Projects Fund; Not Budgeted; Discretionary)  
[4/5 vote required] [25-626](#)
- AA. 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] [25-632](#)
- AB. Approval of Plans and Specifications for the “Cuttings Wharf Road Paving Project”, RDS 25-22, 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) [25-639](#)
- AC. Approve the Plans and Specifications for the “Chiles Pope Valley Road MPM 3.63 Culvert Repair Project” and authorize 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) [25-649](#)
- AD. Approve and authorize Agreement No. 250387B with SkyserviceUS California, LLC, for the term July 1, 2025 through March 25, 2026 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: \$55,350 Revenue; Airport Fund; Not Budgeted; Discretionary)  
[4/5 vote required] [25-652](#)
- Enactment No: A-250387B**
- AE. 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 22, 2025 through June 30, 2028, with two one-year automatic renewal options. (Fiscal Impact: \$177,851 Expense; Budgeted; Various Funds; Discretionary) [25-677](#)
- Enactment No: A-250378B**

## Sheriff

- AF. Approve and authorize Amendment No. 3 to Agreement No.170766B with Joel Fay, Psy.D., APBB, for clinical support, training and oversight of the Peer Support Team. (Fiscal Impact: \$10,000 Expense; General Fund; Budgeted; Discretionary) [25-379](#)

**Enactment No: A-170766B Amend. 3**

- AG. Approve and authorize Amendment No. 2 to Agreement No. 200006B with Mark A. Clementi, Ph.D. for mandated pre-employment psychological and arming evaluation, return to duty/fitness psychological evaluations and critical stress debriefing services. (Fiscal Impact: \$50,000 Expense; General Fund; Budgeted; Mandatory) [25-415](#)

**Enactment No: A-200006B Amend. 2**

7. PUBLIC COMMENT

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

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

**Supervisor Joelle Gallagher provided thanks to the individuals involved in the Community Resources for Children celebration regarding childcare providers and early educators. Supervisor Gallagher reported on the Napa Valley Grapegrowers and Vintners sponsoring the Afternoon in the Firetree Vineyards event. Lastly, Supervisor Gallagher thanked Rex Stults and Caleb Mosely, who made a presentation at the local governments meeting and talked about the state of the industry.**

**Supervisor Liz Alessio reported on the exceptional job that Supervisor Joelle Gallagher did as the Keynote speaker at the Community Resources for Children event. Secondly, Supervisor Alessio thanked the City of Napa Parks and Recreation department for putting on a great Earth Day event with Vice-Chair Amber Manfree in attendance as well. Lastly, Supervisor Alessio reported on upcoming events. They are listed as follows: A support group started by Denise Bluelle will take place on May 6, 2025; Mentis will be having a bilingual paint and taste event for individuals between the ages of 12-24 on May 10, 2025 in which an RSVP is required; Mentis is hosting a Question, Persuade, and Refer training event for individuals struggling with behavioral health issues at the Napa County Library on May 27, 2025; Mentis is hosting a community conversation with Brandon Staglin on May 29, 2025. The information for these events is available online and requires an RSVP.**

**Vice-Chair Amber Manfree gave a shout out to the City of Napa Parks and Recreation department for putting on a great Earth Day event. Vice-Chair Manfree reported on an indigenous people event taking place on Saturday, May 26, 2025, from 1:00pm to 5:00pm at Napa Valley College. Lastly, Vice-Chair Manfree reported on having numerous conversations regarding Golden Mussel invasions and asked the Chief Executive Officer to work with the County Counsel's office to draft an ordinance to help prevent the introduction of invasive mussels at Lake Berryessa.**

**Supervisor Belia Ramos reported on welcoming colleagues from around the state and county administrators to tour the relocated correctional facility. Secondly, Supervisor Ramos reported on asking the Advisory Commissions to "take the show on the road." Due to this, the Commission on Aging and Behavioral Health Board hosted their meetings within American Canyon. Lastly, Supervisor Ramos reported on her participation in the League of Women Voters meeting in which the meeting was centered around transportation.**

**Chair Anne Cottrell thanked the Board of Supervisors for their reports. Chair Cottrell also thanked the Napa Valley Grapegrowers and Vintners for their presentation to the Napa County League of Governments. Lastly, Chair Cottrell provided a summary of her trip to Washington, DC.**

9. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS  
- 5A

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

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

**Discussion held.**

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

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

**Voting No: None**

**Recusals: None**

**Result: Passed**

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

Napa County Groundwater Sustainability Agency

- A. Receive a presentation on a potential rate and fee structure to fund the management and implementation of the Napa County Groundwater Sustainability Agency and Groundwater Sustainability Plan and provide direction to staff regarding the implementation of a fee program. (No Fiscal Impact)

[25-527](#)

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

**SCI Consulting Group Project Analyst Ryan Aston made presentation.**

**Five (5) people spoke during public comment.**

**Discussion held.**

**Direction provided to staff.**

## 11. ADMINISTRATIVE ITEMS

## County Executive Office

- A. Approve and authorize the Chief Executive Officer to sign Agreement No. 250244C, Amendment 2 with Miss Milli, LLC, dba Le Petit Elephant Nursery and Preschool, and Miss Mama, LLC, to loan an additional \$150,000 for crucial pre-construction expenses and add 15 months to the ten-year period the minimum childcare spots must be maintained; approve a Budget Amendment; request the City of Napa provide immediate financial relief to the applicant; and request staff identify other opportunities to incentivize development of additional affordable infant and childcare spaces in unincorporated Napa County. (Fiscal Impact: \$150,000 Expense; General Fund; Not Budgeted; Discretionary)  
[4/5 vote required]

[25-439](#)

**Chief Executive Officer Ryan J. Alsop made presentation.**

**Five (5) people spoke during public comment.**

**Discussion held.**

**Motion Text:** Approve the requested actions as amended to appropriate any excess funds from the American Rescue Plan Act, if available, to replenish funds expended from the Tobacco Master Settlement Agreement.

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

**Voting No:** None

**Recusals:** None

**Result:** Passed

**Enactment No:** A-250244C Amend. 2

## Public Works

- B. Adopt a Resolution approving the Measure U 5-year project list and receive a presentation on upcoming Roads Capital Projects. (No Fiscal Impact; Discretionary)

[25-399](#)

**Director of Public Works Steven Lederer made presentation.**

**Discussion held.**

**Motion Text:** Adopt the Resolution.

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

**Voting No:** None

**Recusals:** None

**Excused:** Cottrell

**Result:** Passed

**Enactment No:** R-2025-40

## 12. PUBLIC HEARING - SPECIAL DISTRICTS

**None**

## 13. PUBLIC HEARINGS

Human Resources – Division of CEO's Office

## A. PUBLIC HEARING - Vacancies, Recruitments, and Retention Efforts

**25-616**

Receive a presentation on the status of Napa County vacancies, and recruitment and retention efforts for the 2024 calendar year.

**Chair Anne Cottrell opened the public hearing.**

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

**Assistant Chief Human Resources Officer Faye Newton-Shannon made presentation.**

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

**Chair Anne Cottrell closed the public hearing.**

**Discussion held.**

**Direction provided to staff.**

**25-732**

## 14. CLOSED SESSION

## A. Conference with Legal Counsel - Existing Litigation (Government Code Section 54956.9(d)(1))(3 Cases)

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

**Item removed from the agenda.**

15. ADJOURNMENT

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, MAY 6, 2025, AT 9:00 A.M.**

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board