



A Tradition of Stewardship
A Commitment to Service

AGENDA

SILVERADO COMMUNITY SERVICES DISTRICT ADVISORY COMMITTEE

4 P.M. FRIDAY JULY 31, 2020

Meeting teleconferenced on Zoom

Meeting ID: <https://countyofnapa.zoom.us/j/98285711921>

Requests for disability-related modifications or accommodations, aids or services may be made to the Public Works office no less than 72 hours prior to the meeting date by contacting (707) 299-1477.

1. CALL TO ORDER

2. ELECTION OF CHAIR AND VICE CHAIR

According to the SCSD Bylaws Part II, Section 18, Paragraph 4, the Committee shall elect a chair and vice chair at the first regular Committee meeting of the calendar year.

3. APPROVAL OF JANUARY 31, 2020, MEETING MINUTES

4. PUBLIC COMMENT

At this time, anyone may address the Committee regarding any subject not on today's agenda over which the Advisory Committee has jurisdiction. No action will be taken by the Advisory Committee on such public comments other than possibly scheduling the item for a future meeting.

5. DISTRICT MANAGER'S REPORT

- a) Administrative
- b) Landscaping Update: Firewise Grant; List of projects
- c) Streetlight Tops: First full year of new LED tops
- d) Budget Report: FY 2019-20 wrap-up; Beginning of FY 2020-21 (July 1, 2020).

6. FUTURE AGENDA ITEMS

7. ADJOURN



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MINUTES

SILVERADO COMMUNITY SERVICES DISTRICT ADVISORY COMMITTEE

4 P.M. FRIDAY JANUARY 31, 2020
Silverado Resort, 1600 Atlas peak Road, Napa, CA

1. CALL TO ORDER

Quorum is present.

2. ELECTION OF CHAIR AND VICE CHAIR

According to the SCSD Bylaws Part II, Section 18, Paragraph 4, the Committee shall elect a chair and vice chair at the first regular Committee meeting of the calendar year.

Action postponed to next meeting.

3. APPROVAL OF OCTOBER 25, 2019, MEETING MINUTES

Approved unanimously.

4. PUBLIC COMMENT

At this time, anyone may address the Committee regarding any subject not on today's agenda over which the Advisory Committee has jurisdiction. No action will be taken by the Advisory Committee on such public comments other than possibly scheduling the item for a future meeting.

None.

5. DISTRICT MANAGER'S REPORT

a) Administrative

Member asked staff to assess performance of Coast Landscape. Staff responded that the company is doing a good job, but needs to be monitored to ensure they fully perform on their contract. Staff has had discussions with Coast asking for better communication inside their company so requests from residents and staff to managers can result in quick action taken on the ground.

b) Sidewalk Inspection and Repair

Member asked about sidewalk inspection for concrete sidewalk along Westgate out toward Atlas Peak. Staff researched issue as to whether the SCSD or homeowner has jurisdiction and responsibility to maintain the sidewalks. Staff concluded that the SCSD has responsibility and must maintain all the public sidewalks in the SCSD.

c) Streetlight Tops – Overcharge and Color of Poles

PG&E promised a \$5,000 savings after SCSD streetlight tops were changed out in favor of LED streetlight tops. Staff found costs had actually increased and contacted

PG&E billing managers. PG&E admitted it made a billing mistake and would be crediting SCSD account in the coming months.

- d) Budget Report - FY 2019-20 Mid-Year Update; budget status as of January 24, 2020.
Engineering services line item is increasing beyond the yearly estimate. Staff will assess ways to be more efficient with hours spent on SCSD issues.

7. FUTURE AGENDA ITEMS

None.

8. ADJOURN

Approved unanimously.

SILVERADO COMMUNITY SERVICES DISTRICT ADVISORY COMMITTEE MEETING

DISTRICT MANAGER'S REPORT JULY 31, 2020



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SUBMITTED BY:

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I. ADMINISTRATIVE

The last SCSD meeting occurred on January 31, 2020. April's SCSD meeting was cancelled because of the Covid-19 pandemic. In the interim, Napa County's administration of the District and all contractors with the district continued services uninterrupted. No administrative changes or adjustments were necessary.

II. LANDSCAPING UPDATE – FIREWISE GRANT; ISLAND REFURBISHMENT

New Owner for Coast Landscape Management: In early 2020, Brightview Landscape Services announced it had purchased Coast Landscape Management of Napa. Coast is the SCSD landscape contractor. Brightview is headquartered in Plymouth Meeting, Pennsylvania. According to lawncandgarden.com in 2019, Brightview was ranked the largest landscaping company in the United States.

Napa Firewise Grant: In December 2019, the SCSD applied for Napa Firewise grant funds. The SCSD submitted two applications: \$60,000 for refurbishment of Island #27 (burned island on Westgate) and \$16,000 for the refurbishment of three islands – Colonial Circle, Westgate Circle, and Olympic Circle. Firewise notified the SCSD in March 2020 of their approval of \$12,000 for the three-island application. The coronavirus then hit, slowing the grant process, including an official letter from Firewise that the SCSD needed to proceed. On May 12, 2020, the Napa County Board of Supervisors, sitting as the Silverado Community Services District Board of Directors, approved the acceptance of the funds for use. The SCSD landscape contractor, Coast Landscape Management, with input from neighbors, completed the work in June 2020.

Project List: The following projects have been identified for Silverado Community Services District improvement:

- **Island 27 (Westgate near Atlas Peak Road):** This island was burned in the 2017 wildfires. In June 2020, the last of the burned out stumps were removed. Staff is currently consulting a landscape design professional for refurbishment ideas for the island.
- **Island 24 (Burning Tree Court):** Irrigation timers need to be installed; juniper bushes removed; replacement plants that are fire- and drought-resistant.
- **Island 1 (entrance island at Monticello and Atlas Peak):** Day lilies should be taken out and replaced with lower plants to increase visibility for cars existing Atlas Peak onto Monticello and improve the visual appeal of the SCSD entrance.
- **Island 23 (intersection of Hillcrest and Westgate):** Unsightly roots of juniper bushes that were removed should be either ground out or covered with walk-on bark.
- **Islands 11-13 (Kaanapali islands):** Walk-on bark on the three Kaanapali islands to improve appearance.
- **Island 8 (Madrid property):** Walk-on bark to improve appearance.
- **Island 18 (Merion Circle):** Walk-on bark to improve appearance.

III. STREETLIGHTING

About a year ago, PG&E, at no charge to the SCSD, replaced the SCSD's streetlight tops with new LED tops. The company's representatives estimated the SCSD would save about \$5,000 per year on electricity from the new, more efficient streetlight tops. The SCSD budgeted cost, consistent with prior years' estimates, for FY 2018-19 was \$23,000. In FY 2019-20, the first year in which the entire fiscal year's electric costs included the new streetlight tops, the cost was \$15,307, a savings of \$7,693 (from the \$23,000 estimated cost).

IV. BUDGET REPORT

a. **Fiscal Year 2019/20 - end-of-year status (see attachment)**

Beginning Fund Balance (7-1-19)	\$ 133,419.98
Ending Fund Balance (6-30-20)	\$ 162,814.63
Surplus	\$ 29,394.65

b. **Fiscal Year 2020/21 (see attachment**

Beginning Fund Balance (7-1-20)	\$ 162,814.63
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REVENUE: Heading into June 2020, the end of the fiscal year, revenues were down by \$10,000. The likely cause was the coronavirus, as some taxpayers may have filed for an extension. On June 30, 2020, the last day of the fiscal year, \$9,389 in SCSD revenue (assessments) was posted. The year ended with \$184,426.34, or \$85.66 less than the projected revenue of \$184,512 for FY 20.

- **NBS:** The SCSD special assessment consultant NBS informed the SCSD that a 2.91% increase in the assessment for FY 21 was the highest possible assessment increase recommended. The SCSD acting chair and others, in consultation with County staff, proposed forgoing any increase for FY 21 because of the uncertainty of the economic climate and unknown stress the pandemic was causing on some residents' income. On May 12, 2020, the SCSD Board of Directors (Board of Supervisors) approved this measure. A 2.91% increase would have raised \$5,359.73 in added revenue for FY 21. The decision by the SCSD had to be made in March 2020 when the pandemic began in full swing and there were many unknowns concerning its economic impact. The sentiment was that raising residents' taxes while some residents were losing their work hours, income, and perhaps their jobs was not appropriate. However, even though the \$5,359.73 increase was not enacted, the SCSD can still enact an increase next year that includes that amount foregone this year - plus any increase recommended by NBS next year, thereby putting the SCSD back on track concerning revenue.

The following table is excerpted from the NBS 2020 annual report:

The following table shows the change in the Maximum Special Tax for each of the previous ten fiscal years.

February Ending	CPI	Percentage Change	Fiscal Year	Maximum Tax
2011	229.981	1.70%	2011/12	\$145,649.78
2012	236.880	3.00%	2012/13	150,019.00
2013	242.677	2.45%	2013/14	153,690.31
2014	248.615	2.45%	2014/15	157,450.92
2015	254.910	2.53%	2015/16	161,437.62
2016	262.600	3.02%	2016/17	166,307.79
2017	271.626	3.44%	2017/18	172,024.06
2018	281.308	3.56%	2018/19	178,155.79
2019	291.227	3.53%	2019/20	184,437.61
2020	299.690	2.91%	2020/21	189,797.34



Statement of Revenues and Expenses Budget vs. Actual by Fund

2850 - Silverado Community Services
Periods 1 through 12 of Fiscal Year: 2020

		Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Percent of Budget
Revenues									
41900	Other Taxes	184,512.00	-	184,512.00	-	184,426.34	184,426.34	(85.66)	99.95%
44400	Penalties & Costs on Delin Tax	100.00	-	100.00	-	220.19	220.19	120.19	220.19%
45100	Interest	600.00	-	600.00	-	2,012.93	2,012.93	1,412.93	335.49%
47150	Other Grants	-	12,000.00	12,000.00	-	12,000.00	12,000.00	-	100.00%
47900	Miscellaneous	900.00	-	900.00	-	-	-	(900.00)	0.00%
	Total Revenues	186,112.00	12,000.00	198,112.00	-	198,659.46	198,659.46	547.46	100.28%
Expenses									
	Total for: Salaries and Benefits	-	-	-	-	-	-	-	0.00%
52100	Administration Services	4,000.00	-	4,000.00	-	3,845.33	3,845.33	154.67	96.13%
52115	Property Tax/Assessment Admin	700.00	-	700.00	-	549.00	549.00	151.00	78.43%
52125	Accounting/Auditing Services	1,300.00	-	1,300.00	-	2,168.00	2,168.00	(868.00)	166.77%
52140	Legal Services	1,500.00	-	1,500.00	-	218.75	218.75	1,281.25	14.58%
52145	Engineer Services	25,000.00	-	25,000.00	-	37,635.89	37,635.89	(12,635.89)	150.54%
52340	Landscaping Services	75,000.00	16,000.00	91,000.00	-	82,964.00	82,964.00	8,036.00	91.17%
52350	Street Sweeping Services	10,000.00	-	10,000.00	2,163.32	9,661.68	11,825.00	(1,825.00)	118.25%
52500	Maintenance-Equipment	1,000.00	-	1,000.00	-	-	-	1,000.00	0.00%
52505	Maintenance-Buildings/Improvem	1,000.00	-	1,000.00	-	185.00	185.00	815.00	18.50%
52510	Maintenance-B&I-PW Charges	1,400.00	-	1,400.00	-	-	-	1,400.00	0.00%
52700	Insurance - Liability	1,222.00	-	1,222.00	-	1,224.75	1,224.75	(2.75)	100.23%
52800	Communications/Telephone	80.00	-	80.00	-	45.35	45.35	34.65	56.69%
52905	Business Travel/Mileage	50.00	-	50.00	-	-	-	50.00	0.00%
52906	Fleet Charges	57.00	-	57.00	-	38.00	38.00	19.00	66.67%
53100	Office Supplies	50.00	-	50.00	-	-	-	50.00	0.00%
53205	Utilities - Electric	23,000.00	-	23,000.00	-	15,307.24	15,307.24	7,692.76	66.55%
53220	Utilities - Water	14,500.00	-	14,500.00	-	15,421.82	15,421.82	(921.82)	106.36%
53320	Safety Supplies	50.00	-	50.00	-	-	-	50.00	0.00%
53350	Maintenance Supplies	1,000.00	-	1,000.00	-	-	-	1,000.00	0.00%
	Total for: Services and Supplies	160,909.00	16,000.00	176,909.00	2,163.32	169,264.81	171,428.13	5,480.87	96.90%
55300	Buildings and Improvements	20,000.00	-	20,000.00	-	-	-	20,000.00	0.00%
58100	Approp for Contingencies	5,000.00	-	5,000.00	-	-	-	5,000.00	0.00%



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Statement of Revenues and Expenses Budget vs. Actual by Fund

2850 - Silverado Community Services
Periods 1 through 12 of Fiscal Year: 2020

	Budget		Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Percent of Budget
	Adopted Budget	Adjustments						
Total for: Other Expenses	25,000.00	-	25,000.00	-	-	-	25,000.00	0.00%
Total Expenditures	185,909.00	16,000.00	201,909.00	2,163.32	169,264.81	171,428.13	30,480.87	84.90%
Net Surplus (Deficit)	203.00	(4,000.00)	(3,797.00)	(2,163.32)	29,394.65	27,231.33		

33100 - Available Fund Balance	133,419.98
Net Surplus (Deficit)	29,394.65
33100 - Ending Fund Balance	162,814.63



Statement of Revenues and Expenses Budget vs. Actual by Fund

2850 - Silverado Community Services
Periods 1 through 1 of Fiscal Year: 2021

		Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Percent of Budget
Revenues									
41900	Other Taxes	184,512.00	-	184,512.00	-	-	-	(184,512.00)	0.00%
44400	Penalties & Costs on Delin Tax	100.00	-	100.00	-	-	-	(100.00)	0.00%
45100	Interest	2,000.00	-	2,000.00	-	-	-	(2,000.00)	0.00%
47150	Other Grants	-	-	-	-	-	-	-	0.00%
47900	Miscellaneous	400.00	-	400.00	-	-	-	(400.00)	0.00%
	Total Revenues	187,012.00	-	187,012.00	-	-	-	(187,012.00)	0.00%
Expenses									
	Total for: Salaries and Benefits	-	-	-	-	-	-	-	0.00%
52100	Administration Services	4,000.00	-	4,000.00	-	-	-	4,000.00	0.00%
52115	Property Tax/Assessment Admin	700.00	-	700.00	-	-	-	700.00	0.00%
52125	Accounting/Auditing Services	2,000.00	-	2,000.00	-	-	-	2,000.00	0.00%
52140	Legal Services	1,000.00	-	1,000.00	-	-	-	1,000.00	0.00%
52145	Engineer Services	30,000.00	-	30,000.00	-	-	-	30,000.00	0.00%
52340	Landscaping Services	90,000.00	-	90,000.00	90,000.00	-	90,000.00	-	100.00%
52350	Street Sweeping Services	11,825.00	-	11,825.00	-	-	-	11,825.00	0.00%
52500	Maintenance-Equipment	500.00	-	500.00	-	-	-	500.00	0.00%
52505	Maintenance-Buildings/Improvem	500.00	-	500.00	-	-	-	500.00	0.00%
52510	Maintenance-B&I-PW Charges	872.00	-	872.00	-	-	-	872.00	0.00%
52700	Insurance - Liability	1,224.00	-	1,224.00	-	-	-	1,224.00	0.00%
52800	Communications/Telephone	80.00	-	80.00	-	-	-	80.00	0.00%
52905	Business Travel/Mileage	50.00	-	50.00	-	-	-	50.00	0.00%
52906	Fleet Charges	57.00	-	57.00	-	-	-	57.00	0.00%
53100	Office Supplies	50.00	-	50.00	-	-	-	50.00	0.00%
53205	Utilities - Electric	21,000.00	-	21,000.00	-	-	-	21,000.00	0.00%
53220	Utilities - Water	14,500.00	-	14,500.00	-	-	-	14,500.00	0.00%
53320	Safety Supplies	50.00	-	50.00	-	-	-	50.00	0.00%
53350	Maintenance Supplies	500.00	-	500.00	-	-	-	500.00	0.00%
	Total for: Services and Supplies	178,908.00	-	178,908.00	90,000.00	-	90,000.00	88,908.00	50.31%
55300	Buildings and Improvements	2,500.00	-	2,500.00	-	-	-	2,500.00	0.00%
58100	Approp for Contingencies	5,000.00	-	5,000.00	-	-	-	5,000.00	0.00%



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Statement of Revenues and Expenses Budget vs. Actual by Fund

2850 - Silverado Community Services
Periods 1 through 1 of Fiscal Year: 2021

	Budget		Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Percent of Budget
	Adopted Budget	Adjustments						
Total for: Other Expenses	7,500.00	-	7,500.00	-	-	-	7,500.00	0.00%
Total Expenditures	186,408.00	-	186,408.00	90,000.00	-	90,000.00	96,408.00	48.28%
Net Surplus (Deficit)	604.00	-	604.00	(90,000.00)	-	(90,000.00)		

33100 - Available Fund Balance	162,814.63
Net Surplus (Deficit)	-
33100 - Ending Fund Balance	<u>162,814.63</u>