



A Tradition of Stewardship
A Commitment to Service

AGENDA

SILVERADO COMMUNITY SERVICES DISTRICT ADVISORY COMMITTEE

4 P.M. FRIDAY JANUARY 29, 2021

Meeting teleconferenced on Zoom

Join Zoom Meeting:

<https://countyofnapa.zoom.us/j/84268854238> - Meeting ID: 842 6885 4238

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 OCTOBER 30, 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. FY22 SPECIAL TAX ASSESSMENT – Discussion and possible action to increase the SCSD special assessment on homeowners to the fullest extent allowable for FY 2022, which begins on July 1, 2021.

6. DISTRICT MANAGER'S REPORT

- I) Administrative
- II) Landscaping Update
- III) City water rates
- IV) Sidewalks
- V) Budget Report

7. ISLAND #27 (Westgate Drive) LANDSCAPE DESIGN PRESENTATION

Ian Hall of Hall Landscape Design in Napa, which was chosen at the October 30, 2020, SCSD meeting to design the landscaping for Island #27, will present his draft illustrations for the island.

8. FUTURE AGENDA ITEMS

9. ADJOURN



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MINUTES

SILVERADO COMMUNITY SERVICES DISTRICT ADVISORY COMMITTEE

4 P.M. FRIDAY OCTOBER 30, 2020

Meeting teleconferenced on Zoom

Join Zoom Meeting:

<https://countyofnapa.zoom.us/j/85823401871> - Meeting ID: 858 2340 1871

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

Quorum is present.

2. APPROVAL OF JULY 31, 2020, MEETING MINUTES

Unanimous approval.

3. 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.

4. DISTRICT MANAGER'S REPORT

I) Administrative – Discussion of increasing special assessment

An advisory committee member asked for an advisory committee vote to increase the SCSD special assessment on homeowners to the fullest extent. The special assessment funds the SCSD. The SCSD consultant that recommends the increase does not issue its report until March every year. Staff recommended waiting until January if not March when new Advisory Committee is appointed and report is released. Committee directed staff to bring the issue up on the January 29, 2021, meeting agenda for action and possible vote.

II) Landscaping Update – Repairs; Westgate Ravine

Chair Roberts, Renee Acosta of Napa Firewise, and staff met on-site at the ravine. Dead trees and brush need to be removed to reduce load of wildfire fuel. Chair agreed to work with CalFire to develop multi-level plan that SCSD could implement to make progress at an affordable rate. This may include a project that reduces dead brush on the ground; taking out pine trees; reducing canopy of growth and other vegetation to discourage fire from rising into the trees.

Member Conrad Hewitt asks that Coast Landscape, the SCSD contractor, to make an annual inspection of all sprinklers in the District. Staff said this already occurs annually in the spring, but that many of the sprinklers are becoming old and brittle, some will break during the year and need to be replaced. Staff added that the SCSD project list should include eventually replacing all sprinklers with drip lines.

III) Doggy Bag Stations

Committee discussed whether to keep doggy bag dispensers and whether to pay for containers and pickup of containers by NapaRecycling. Sharon Bobrow will investigate who conducted the pick-up service in the past and who could currently provide the service and at what cost. Sharon will report back to the Committee at next meeting.

IV) Budget Report

No questions on budget.

5. ISLAND #27 (Westgate Drive) LANDSCAPE DESIGN APPLICANTS

Discussion and possible action to choose one of three applicants seeking to design the landscape plan for Island #27 on Westgate Drive that was destroyed in the 2017 wildfires.

Applicants were given the following parameters:

- General concept – in words – for the project
- Materials and plants that would be featured – mostly fire-resistant and drought tolerant plants; rocks, stones, any other materials
- A photo representative of their work in a commercial or other setting similar to the Island #27
- Price to do a full-blown proposal with drawings/sketches for SCSD Advisory Committee

Member Conrad Hewitt stated the Hall proposal is “far superior” because the proposal incorporates many important items that were concerned about on the island – residents view, drivers line of sight, and all plant placements, plus three examples are what I would expect on that islands. Member Nancy Pollacek agrees with Member Hewitt. Committee votes unanimously to hire Hall

6. FUTURE AGENDA ITEMS

Member Joe Russoniello requested that staff ask County Roads Dept. to look into installing barrier posts and/or reflectors to protect the condo on Atlas Peak and Hardman after a vehicle ran through the stop sign at the T and went off the road into the bushes, narrowly missing the condo.

7. ADJOURN

Voted unanimously to adjourn to next scheduled meeting on January 29, 2021.

SILVERADO COMMUNITY SERVICES DISTRICT ADVISORY COMMITTEE MEETING

DISTRICT MANAGER'S REPORT JANUARY 29, 2021



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SUBMITTED BY:

MICHAEL KARATH
STAFF SERVICES ANALYST II
Napa County Dept. of Public Works
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(707) 299-1477

I. ADMINISTRATIVE

- No administrative items at this time.

II. LANDSCAPING UPDATE

- **Island 1 (entrance island at Monticello and Atlas Peak):** Day lilies removed and replaced with winter pansies to increase visibility for cars exiting Atlas Peak onto Monticello and improve the visual appeal of the SCSD entrance. More plantings coming soon will fill out the island entrance. The day lilies were replanted on the sides of Island 1 to fill in bare spots and were cut down to facilitate new growth.
- **Islands 2-5:** Staff inspected these islands on January 22, 2021, with the Brightview manager. Day lilies at traffic intersections will be taken out and replanted on the sides of Islands 2, 3 and 4 to fill in bare spots. In place will be year-round, low-growing plants.
- **Island 23 (intersection of Hillcrest and Westgate):** Brightview grinded out unsightly roots of juniper bushes that were removed last year and covered the entire island with walk-on bark for better aesthetic appeal.
- **Islands 24 and 25 at Westgate cul-de-sac (Ravine):** Chair and staff collecting contact information from neighbors to facilitate resident input concerning fuel mitigation on these two islands. Staff called every home, but many numbers no longer in use. On January 22, 2021, Chair and staff walked entire neighborhood and placed a letter into every mailbox. Staff has since received several calls responding to the letter. Next step is to hold an on-site meeting with neighbors and CalFIRE to try and reach a consensus for a plan for wildfire fuel mitigation.

III. CITY WATER RATES

The SCSD water costs continue to increase. This past year saw a number of island refurbishments that required more water for new plants to take root. Also, the City water rates, now at \$10.34 per unit, will be increasing to \$10.70 in 2021. The SCSD is one of 75 "irrigation" entities that receives water from the City of Napa that are "outside" of the city's boundaries. The City charges higher water rates to "outside" entities, because the City must pay to build, maintain, and upgrade the pipe to bring the water out to the outside entity. As an example of this was the recent city water leak near Island 2 that lasted several months. The SCSD does not pay to repair these leaks. District manager said County will not challenge the out-of-city rates.

IV. SIDEWALKS

As more property owners along the cement sidewalk along Westgate finish construction on their new homes, they are also repairing the sidewalks in front of their properties. Staff will be inspecting all sidewalks in early spring 2021.

V. BUDGET REPORT

a. Fiscal Year 2020/21 - ending 1-22-21 (see attachment)

Available Fund Balance (7-1-20)	\$ 163,309.19
Surplus (1-22-21)	\$7,037.36
Ending Fund Balance (1-22-21)	<u>\$ 170,346.55</u>

<u>Expenditures not yet recorded</u>	<u>(\$ 5,387.00)</u>
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Ending Fund Balance	\$164,959.55
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Statement of Revenues and Expenses Budget vs. Actual by Fund

2850 - Silverado Community Services
Periods 1 through 7 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	-	101,549.00	101,549.00	(82,963.00)	55.04%
44400	Penalties & Costs on Delin Tax	100.00	-	100.00	-	49.54	49.54	(50.46)	49.54%
45100	Interest	2,000.00	-	2,000.00	-	885.68	885.68	(1,114.32)	44.28%
47150	Other Grants	-	-	-	-	-	-	-	0.00%
47900	Miscellaneous	400.00	-	400.00	-	144.76	144.76	(255.24)	36.19%
Total Revenues		187,012.00	-	187,012.00	-	102,628.98	102,628.98	(84,383.02)	54.88%
Expenses									
Total for: Salaries and Benefits		-	-	-	-	-	-	-	0.00%
52100	Administration Services	4,000.00	-	4,000.00	-	2,895.46	2,895.46	1,104.54	72.39%
52115	Property Tax/Assessment Admin	700.00	-	700.00	-	549.00	549.00	151.00	78.43%
52125	Accounting/Auditing Services	2,000.00	-	2,000.00	-	1,060.00	1,060.00	940.00	53.00%
52140	Legal Services	1,000.00	-	1,000.00	-	-	-	1,000.00	0.00%
52145	Engineer Services	30,000.00	-	30,000.00	-	9,933.24	9,933.24	20,066.76	33.11%
52340	Landscaping Services	90,000.00	-	90,000.00	43,634.00	47,216.00	90,850.00	(850.00)	100.94%
52350	Street Sweeping Services	11,825.00	-	11,825.00	7,799.30	4,025.70	11,825.00	-	100.00%
52500	Maintenance-Equipment	500.00	-	500.00	-	-	-	500.00	0.00%
52505	Maintenance-Buildings/Improvem	500.00	-	500.00	-	185.00	185.00	315.00	37.00%
52510	Maintenance-B&I-PW Charges	872.00	-	872.00	-	-	-	872.00	0.00%
52700	Insurance - Liability	1,224.00	-	1,224.00	-	1,272.18	1,272.18	(48.18)	103.94%
52800	Communications/Telephone	80.00	-	80.00	-	16.67	16.67	63.33	20.84%
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	-	10,347.95	10,347.95	10,652.05	49.28%
53220	Utilities - Water	14,500.00	-	14,500.00	-	17,572.75	17,572.75	(3,072.75)	121.19%
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	51,433.30	95,073.95	146,507.25	32,400.75	81.89%
55300	Buildings and Improvements	2,500.00	-	2,500.00	-	-	-	2,500.00	0.00%



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Statement of Revenues and Expenses Budget vs. Actual by Fund

2850 - Silverado Community Services
Periods 1 through 7 of Fiscal Year: 2021

			Budget						Percent of
	Adopted Budget	Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Budget	
58100	Approp for Contingencies	5,000.00	-	5,000.00	-	-	5,000.00	-	0.00%
	Total for: Other Expenses	7,500.00	-	7,500.00	-	-	7,500.00	-	0.00%
	Total Expenditures	186,408.00	-	186,408.00	51,433.30	95,073.95	146,507.25	39,900.75	78.59%
	Net Surplus (Deficit)	604.00	-	604.00	(51,433.30)	7,555.03	(43,878.27)		

33100 - Available Fund Balance	163,309.19
Net Surplus (Deficit)	7,555.03
33100 - Ending Fund Balance	<u>170,864.22</u>