



A Tradition of Stewardship
A Commitment to Service

AGENDA

SILVERADO COMMUNITY SERVICES DISTRICT ADVISORY COMMITTEE

4 P.M. FRIDAY APRIL 30, 2021

Meeting teleconferenced on Zoom

Join Zoom Meeting:

Join Zoom Meeting: <https://countyofnapa.zoom.us/j/82476652499>

Meeting ID: 824 7665 2499

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. APPROVAL OF JANUARY 29, 2021, MEETING MINUTES

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.

4. PROJECT UPDATE AND FUNDING PRIORITY OF ISLANDS #24 & #25 AND ISLAND #27 – Staff update on projects; staff seeks discussion and direction concerning priority of two projects: wildfire fuel mitigation work on Islands #24 & #25 and refurbishing of Island #27 that was destroyed in the 2017 wildfires.

5. CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (CUPCCAA) – Staff seeks discussion and possible action for the SCSD to opt into the CUPCCAA that will allow staff to hire contractors for projects under \$60,000, bypassing the "Request For Proposal" process. The CUPCCAA will save staff time costs and allow the hiring of contractors in a more efficient and timely manner.

6. DISTRICT MANAGER'S REPORT

- I) Administrative
- II) Landscaping Update
- III) Sidewalks
- IV) Budget Report

7. FUTURE AGENDA ITEMS

8. ADJOURN



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MINUTES

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

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.

Paul Roberts unanimously elected Chair. Joe Russoniello unanimously elected Vice Chair.

3. APPROVAL OF OCTOBER 30, 2020, MEETING MINUTES

Unanimously approved.

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.

No public comment.

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.

Unanimously approved.

6. DISTRICT MANAGER'S REPORT

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

Member Bloomer spoke concerning Islands #24 and 25. He spoke with about six of his neighbors on upper Westgate. They all liked the plan of staff and CalFIRE to hold an on-site meeting with upper Westgate neighbors to gather input on mitigating wildfire fuel on the two islands, and liked the outline that CalFire set out. Staff added that CalFIRE will be asked to mark trees for removal so contractors bidding on the project will be bidding on the same work identified by CalFIRE that needs to be performed.

Concerning water costs, staff reassured members that the City of Napa was responsible for the three-month long leak on Atlas Peak, and that none of the water cost of that leak was charged to the SCSD.

Staff said sidewalk inspections will continue in spring when the rainy season ends. Staff will also look into contracting with a private sidewalk repair company, since the County can take a longer time to perform the work.

Staff reported how much fund balance can be used toward the two projects of Island #27 and Islands #24 and 25. Staff will request from Board of Directors (Board of Supervisors) \$40,000 budget transfer for these two projects.

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.

Ian Hall presented his design for Island #27. The design received positive comments from members. Member asked if the plants were deer-resistant. Hall stated that was a concern in choosing the plants. Deer may chew on a few of the plants, but the plants were chosen to be as deer-resistant as possible. Member asked if the proposed trees would eventually grow too big, as well as some plants like Mexican sage. Hall said trees would not grow so big that views from the homes behind would be hampered, and that the plants chosen will be not overgrow and be a problem.

Member asked whether there were any boulders in the plan. Hall said there were about 25 boulders, but smaller size, not large boulders. The boulders look small on the sketch design.

Staff asked for a ballpark estimate of how much the design would cost to implement. Hall said he had spoken with three landscape companies he uses for an estimate, but that he needed more information on the status of the island's irrigation system before he could get an accurate estimate.

Hall said he could adjust the size of the plantings if the design was too expensive to implement for the SCSD.

Staff asked members if they want to accept the design and go forward with implementation. Consensus reached to move forward with design. Hall said it would take a crew about five to six days to implement.

8. FUTURE AGENDA ITEMS

None.

9. ADJOURN

Unanimously approved

SILVERADO COMMUNITY SERVICES DISTRICT ADVISORY COMMITTEE MEETING

DISTRICT MANAGER'S REPORT APRIL 30, 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

- There are no items at this time.

II. LANDSCAPING UPDATE

- **Annual irrigation inspection:** The annual SCSD-wide irrigation inspection took place during the week of Monday April 12, 2021. About \$1,000 in sprinkler controllers and heads need fixed, and a number of other minor repairs were detected.
- **Island 1 (entrance island at Monticello and Atlas Peak):** Winter flowers will be replaced with spring/summer plantings soon. Monument is still looking good with pansies, and will be replaced with traditional begonias in a month or so.
- **Islands 2-5:** All bare spots have been filled in. Day lilies located at the tip of Island 1 and other spots have been transplanted to fill in vegetation. Day lilies on ends of these islands have been replaced with low-growing plants to avoid obstructing motorists' view when making turns to and from Atlas Peak and Hillcrest.
- **Weed spray Round-up discontinued on asphalt walking path and cement sidewalk:** A resident requested the discontinuation of the herbicide's use as many residents walk their dogs along the path and sidewalk and do not want them subjected to a suspected carcinogen (glyphosate). Brightview will charge a nominal fee for using a more expensive, non-glyphosate herbicide to control the weeds.

III. 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 SCSD walkways – the asphalt walking path alongside Hillcrest and the cement sidewalk along Westgate - on May 14, 2021, for safety purposes and securing repair work.

IV. BUDGET REPORT

At the last SCSD Advisory Committee meeting, the Committee voted unanimously to increase the special assessment to the maximum for FY22, starting July 1, 2021, that included the FY21 increase that was not instituted because of the pandemic. The total raised was to be about \$11,000 in revenue for FY22.

However, the FY22 maximum assessment that was expected to increase by about 3 percent has only been increased by 1.57 percent because of the effect the pandemic has had on business, and in turn, the San Francisco-area CPI to which the special assessment is pegged. That translates to a FY22 special assessment of about an \$8,000 increase instead of \$11,000.

Below is the list of CPI increases since 1996 that have affected the SCSD Special Assessment:

CPI Year	CPI Feb	Fiscal Year	CPI Change	Maximum Tax
1996	153.200	1996/97		
1997	157.900	1997/98		100,000.000
1998	163.200	1998/99	3.36%	103,356.555
1999	169.400	1999/00	3.80%	107,283.091
2000	176.500	2000/01	4.19%	111,779.607
2001	187.900	2001/02	6.46%	118,999.367
2002	191.300	2002/03	1.81%	121,152.628
2003	197.700	2003/04	3.35%	125,205.826
2004	198.100	2004/05	0.20%	125,459.151
2005	201.200	2005/06	1.56%	127,422.419
2006	207.100	2006/07	2.93%	131,158.961
2007	213.688	2007/08	3.18%	135,331.222
2008	219.612	2008/09	2.77%	139,082.964
2009	222.166	2009/10	1.16%	140,700.443
2010	226.145	2010/11	1.79%	143,220.393
2011	229.981	2011/12	1.70%	145,649.778
2012	236.880	2012/13	3.00%	150,018.999
2013	242.677	2013/14	2.45%	153,690.310
2014	248.615	2014/15	2.45%	157,450.918
2015	254.910	2015/16	2.53%	161,437.619
2016	262.600	2016/17	3.02%	166,307.790
2017	271.626	2017/18	3.44%	172,024.066
2018	281.308	2018/19	3.56%	178,155.795
2019	291.227	2019/20	3.53%	184,437.619
2020	299.690	2020/21	2.91%	189,797.340
2021	304.387	2021/22	1.57%	192,772.008

Fiscal Year 2020/21 - ending 4-23-21 (see attachment)

Available Fund Balance	\$ 163,309
Surplus	\$ 23,499
Ending Fund Balance	\$ 186,808



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Statement of Revenues and Expenses Budget vs. Actual by Fund

2850 - Silverado Community Services
Periods 1 through 10 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	-	168,995.12	168,995.12	(15,516.88)	91.59%
44400	Penalties & Costs on Delin Tax	100.00	-	100.00	-	410.73	410.73	310.73	410.73%
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	-	-	-	(400.00)	0.00%
Total Revenues		187,012.00	-	187,012.00	-	170,291.53	170,291.53	(16,720.47)	91.06%
Expenses									
Total for: Salaries and Benefits		-	-	-	-	-	-	-	0.00%
52100	Administration Services	4,000.00	-	4,000.00	-	3,862.55	3,862.55	137.45	96.56%
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	-	1,746.00	1,746.00	254.00	87.30%
52140	Legal Services	1,000.00	-	1,000.00	-	967.50	967.50	32.50	96.75%
52145	Engineer Services	30,000.00	-	30,000.00	-	15,632.64	15,632.64	14,367.36	52.11%
52340	Landscaping Services	90,000.00	40,000.00	130,000.00	12,657.00	80,743.00	93,400.00	36,600.00	71.85%
52350	Street Sweeping Services	11,825.00	-	11,825.00	6,994.16	4,830.84	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	-	23.96	23.96	56.04	29.95%
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	-	15,485.19	15,485.19	5,514.81	73.74%
53220	Utilities - Water	14,500.00	-	14,500.00	-	20,893.91	20,893.91	(6,393.91)	144.10%
53320	Safety Supplies	50.00	-	50.00	-	-	-	50.00	0.00%
53350	Maintenance Supplies	500.00	-	500.00	-	600.09	600.09	(100.09)	120.02%
Total for: Services and Supplies		178,908.00	40,000.00	218,908.00	19,651.16	146,791.86	166,443.02	52,464.98	76.03%
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 10 of Fiscal Year: 2021

		Budget		Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Percent of Budget
		Adopted Budget	Adjustments					
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	40,000.00	226,408.00	19,651.16	146,791.86	59,964.98	73.51%
	Net Surplus (Deficit)	604.00	(40,000.00)	(39,396.00)	(19,651.16)	23,499.67	3,848.51	

33100 - Available Fund Balance	163,309.19
Net Surplus (Deficit)	23,499.67
33100 - Ending Fund Balance	186,808.86