



A Tradition of Stewardship
A Commitment to Service

AGENDA

SILVERADO COMMUNITY SERVICES DISTRICT ADVISORY COMMITTEE

4 P.M. FRIDAY JULY 23, 2021

Silverado Resort, 1600 Atlas peak Road, Napa, CA

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 APRIL 30, 2021, 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

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

6. FUTURE AGENDA ITEMS

7. ADJOURN



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MINUTES

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

Quorum is present.

2. APPROVAL OF JANUARY 29, 2021, MEETING MINUTES

Approved unanimously.

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. 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.

A member inquired if the District makes finishing the Westgate project a priority, is the District going to have money to refurbish Island 27? Staff replied that it would depend on how much the Westgate project will ultimately cost, the amount residents are willing to contribute to the project, how much SPOA can contribute to the project, and whether the Committee wants to do the project all at once or in phases of work over several years. Several members expressed the desire to complete the Westgate project all at once and as soon as possible because clearing wildfire fuel is a public safety issue.

Committee unanimously approved recommending that staff complete the Westgate project as a priority.

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.

Staff stated that there are several divisions within Public Works (Flood District and Roads Department, for example), that have already opted into the Act. If the SCSD opted in, staff would save time and District money because hiring contractors by quotes instead of the RFP process can saves several months of time and thousands of dollars of staff time.

With the RFP process, staff must adhere to a set schedule that includes time to write and advertise the RFP, time for potential bidders to ask questions, time to submit proposals, etc. Then staff must assemble a panel of reviewers of staff people for the bids. It can be several months or more before work on the ground can actually begin. By using quotes, work can begin in one to two weeks, depending if the contractor is already registered with the County as a vendor.

Several members expressed support for the District to opt in.

Committee unanimously approved recommending that staff opt the SCSD into the CUPCCAA.

6. DISTRICT MANAGER’S REPORT

- I) Administrative
- II) Landscaping Update
- III) Sidewalks
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Staff was asked why the water expenditure is over budget, with 144% of the allocation used so far this year. Staff said there were five refurbished islands this fiscal year that needed extra water to allow the new plants to take root and not fail. Also, a contributing factor is that staff needs to better account in future fiscal years for the City of Napa’s yearly increases in water rates.

A member asked staff what entity is responsible for a section of land near Hardman and Atlas Peak that has overgrown brush. Staff responded that that a recent unrelated issue near that intersection showed the property to be owned by the Silverado Resort and not the responsibility of the SCSD.

7. FUTURE AGENDA ITEMS

None.

8. ADJOURN

Unanimously approved.

**SILVERADO COMMUNITY SERVICES DISTRICT
ADVISORY COMMITTEE MEETING**

**DISTRICT MANAGER'S REPORT
JULY 23, 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

- **Upper Westgate Islands Wildfire Fuel Mitigation Completed** - During the last week of June 2021, SPOA funded the project of clearing the dead trees, dead tree limbs, and flammable vegetation on Islands 24 and 25. This was important work to help prevent wildfire from being transmitted from either side of the Upper Westgate neighborhood. The funds the District was going to spend on the project will now all be applied to refurbishing Island #27.
- **Overhanging tree limbs on Hillcrest:** SPOA also funded the removal of several trees near Island #14 on Hillcrest. One of the trees included a large limb hanging over the walking path and eastbound lane that was determined by arborists to be a potential public safety hazard.
- **Re-appropriate \$40,000** - On August 17, 2021, staff is scheduled to re-appropriate \$40,000 from the SCSD available fund balance to fund the refurbishment of Westgate Drive's Island #27 that was destroyed in the 2017 wildfires.
- **Commercial Uniform Act** - On August 17, 2021, staff is scheduled to bring the Commercial Uniform Act to the Board of Supervisors, sitting as the SCSD Board of Directors, for approval. The Advisory Committee approved the forwarding of this issue to the Board at the last meeting. The Act will allow staff to hire contractors for projects under \$60,000, bypassing the "Request For Proposal" process and allow the hiring of contractors in a more cost-effective, efficient and timely manner.

II. LANDSCAPING UPDATE

- **Island 9: Broken Valve** – Brightview will be replacing a broken water valve on Island 9 that was preventing the proper irrigation of the flowers on the white raised bed at the monument. The lack of water retarded the growth of the flowers and killed most of them. Brightview will be replacing the flowers at no cost, since it's their responsibility to ensure these plants remain healthy.
- **Island 10 Vandalized (directly behind Island 9)** – Staff asked Brightview to check the irrigation to Island 10 on Hillcrest, since the plants were not looking healthy. Brightview discovered the entire timer system that controls the irrigation for that island had its wires cut and the timer stolen. Brightview will be replacing the timer system as soon as possible.

III. SIDEWALKS

Sidewalk Inspection – On May 21, 2021, Bill Foureman, Michael Hooks, and staff inspected the entire length of sidewalks in the District. The asphalt walking path is in good shape, with several areas that need grinding. The cement sidewalk along Westgate Drive was in fair to good condition. Some property owners have repaired the sidewalk portion in front of their properties, and construction is still ongoing. There were several dozen cracks that have separated one to two inches and need to be filled in. There were

only several instances of uneven sidewalk slabs at adjacent points jutting over one inch. Staff will be soliciting quotes for this work.

IV. BUDGET REPORT

July 1, 2021, marks the beginning of the new fiscal year. The end of FY21 on June 30, 2021, showed revenue lagging projections by \$14,621. Most of this was due to the SCSD forgoing the special assessment increase for the fiscal year because of the pandemic.

At the January 31, 2021, 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.

As for expenditures, \$40,000 was appropriated for the Upper Westgate project and Island #27 refurbishment. Those funds will be re-appropriated just for Island #27 in FY22. However, because of lagging revenues, about \$6,000 of the appropriation was used to cover expenses, ending the year at a \$733 surplus.

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

Available Fund Balance	\$ 163,309
Surplus	\$ 733
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FY21 Ending Fund Balance	\$ 164,042
FY22 Beginning Fund Balance	\$ 164,042



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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: 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	-	170,654.54	170,654.54	(13,857.46)	92.49%
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	-	1,325.02	1,325.02	(674.98)	66.25%
47150	Other Grants	-	-	-	-	-	-	-	0.00%
47900	Miscellaneous	400.00	-	400.00	-	-	-	(400.00)	0.00%
Total Revenues		187,012.00	-	187,012.00	-	172,390.29	172,390.29	(14,621.71)	92.18%
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	-	20,192.16	20,192.16	9,807.84	67.31%
52340	Landscaping Services	90,000.00	40,000.00	130,000.00	3,335.60	90,064.40	93,400.00	36,600.00	71.85%
52350	Street Sweeping Services	11,825.00	-	11,825.00	2,968.46	8,856.54	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	-	28.82	28.82	51.18	36.03%
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	-	18,936.42	18,936.42	2,063.58	90.17%
53220	Utilities - Water	14,500.00	-	14,500.00	-	24,396.11	24,396.11	(9,896.11)	168.25%
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	6,304.06	171,656.77	177,960.83	40,947.17	81.29%
55300	Buildings and Improvements	2,500.00	-	2,500.00	-	-	-	2,500.00	0.00%



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Periods 1 through 12 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	40,000.00	226,408.00	6,304.06	171,656.77	177,960.83	48,447.17	78.60%
	Net Surplus (Deficit)	604.00	(40,000.00)	(39,396.00)	(6,304.06)	733.52	(5,570.54)		

33100 - Available Fund Balance	163,309.19
Net Surplus (Deficit)	733.52
33100 - Ending Fund Balance	<u>164,042.71</u>



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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: 2022

		Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Percent of Budget
Revenues									
41900	Other Taxes	195,512.00	-	195,512.00	-	-	-	(195,512.00)	0.00%
44400	Penalties & Costs on Delin Tax	100.00	-	100.00	-	-	-	(100.00)	0.00%
45100	Interest	2,300.00	-	2,300.00	-	-	-	(2,300.00)	0.00%
47900	Miscellaneous	400.00	-	400.00	-	-	-	(400.00)	0.00%
Total Revenues		198,312.00	-	198,312.00	-	-	-	(198,312.00)	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	2,100.00	-	2,100.00	-	-	-	2,100.00	0.00%
52140	Legal Services	1,000.00	-	1,000.00	-	-	-	1,000.00	0.00%
52145	Engineer Services	24,000.00	-	24,000.00	-	-	-	24,000.00	0.00%
52340	Landscaping Services	100,000.00	-	100,000.00	-	-	-	100,000.00	0.00%
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	1,350.00	-	1,350.00	-	-	-	1,350.00	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	22,000.00	-	22,000.00	-	-	-	22,000.00	0.00%
53220	Utilities - Water	20,000.00	-	20,000.00	-	-	-	20,000.00	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		189,634.00	-	189,634.00	-	-	-	189,634.00	0.00%
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: 2022

	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	197,134.00	-	197,134.00	-	-	-	197,134.00	0.00%
Net Surplus (Deficit)	1,178.00	-	1,178.00	-	-	-		

33100 - Available Fund Balance	-
Net Surplus (Deficit)	-
33100 - Ending Fund Balance	-