

# APPROVED 11/9/2017

Silverado Community Services District Advisory Committee  
Minutes of Meeting  
July 28, 2017

**Attendance:** Andy Kirmse, President; James Wilson, Vice President; Cathy Enfield, Secretary; Con Hewitt; Joel Bloomer; Bill Jovick; Bob Fox; Sharon Bobrow; Deenie Woodward; Mike Bellanca; Paul Roberts; Bob Fiddaman; Don Winter; Ed Ulshafer; Chris Lewis, Napa County; Amy McNamara; Leandra Stewart; Nancy Pollacek; Mary Ellen Wilson; Tammy Smith; Steve Massocca; Mary Sandbulte; Alfredo Pedroza, Board of Supervisors, Napa County.

1. Meeting Called to Order: President Andy called the Silverado Community Services District (SCSD) Advisory Committee meeting to order at 4:02 pm. He welcomed everyone to the meeting and introduced Christiana Lewis who is now representing Napa County at the SCSD meetings, with Julie Kirk as her alternate.

2. Approval of SCSD Minutes of April 28, 2017: President Andy presented the April 28, 2017 minutes for approval, and he asked for a motion to approve. There was a motion and a second to approve the April 28<sup>th</sup> SCSD meeting minutes. Following this, there was discussion and a comment from Springs Alternate Mike Bellanca about the section in the minutes entitled "Water Meter Issues", page two, line three. He said that the statement about the water meter providing water to the Silverado Springs ("*... corner landscape area of Atlas Peak and Hillcrest Drive*") is actually incorrect. He said the water meter in reference does not provide water to that particular landscape area. At this point, Chris Lewis of Napa County clarified that is what was stated at the last meeting (while reading Julie's report), and she now agrees that it is *not* the case and that phrase was a misstatement. She asked that the July 28<sup>th</sup> SCSD meeting minutes reflect that the statement she made at the 4/28/17 was corrected at this meeting by Alternate Mike Bellanca (see corrected minutes of April 28, 2017). Having noted that correction for these minutes, President Andy asked for a vote on the motion/second to approve the April 28, 2017 SCSD meeting minutes, and it received unanimous approval.

3. Introduction of Public - Public Comment: There was no one present from the public and there was no public comment.

4. Landscape Committee Report: Committee Chairman Mary Ellen Wilson stated that her committee's report will be included in Chris Lewis' District Manager's report and presentation coming up next.

5. SCSD District Manager's Report – Chris Lewis, Napa County's representative for the District, distributed her report covering lighting outages, maintenance matters, and administrative items including a budget report. She noted that Julie Kirk would still continue to serve SCSD as her alternate. She said that attached to her report are: (1) photographs of shrubs and a diagram of the corner at Hillcrest Dr. and Atlas Peak Rd., and (2) Excel spreadsheets of the SCSD Statement of Revenues and Expenses Budget vs. Actual by Fund for the Fiscal Years of 2017 and 2018.

Lighting: Chris said that there was one lighting outage reported at #S33 on Hillcrest Dr. (between Prestwick Dr. and Inverness Dr.). She said this is the same light that was previously reported. President Andy said the problem with the light is that stays on 24/7. Chris said she would drive by and contact PG&E to repair it.

Maintenance:

(a) Atlas Peak Road/Silver Trail Island Water Value Failure and Leak:

Chris reported on a water value failure and leak on the Silver Trail Island. Unfortunately, New Image Landscape could not locate the source of the water leak on the Silver Trail Island. The City of Napa Water Division sent out a service representative, and they found the leak was coming from a nearby private property. The valve was repaired and the water line was capped off by the property owner. Chris said SCSD will need to research the possibility of developing a watering source and a maintenance arrangement for this island, and that the solution might need to involve the nearby condominiums. She said this would probably be a future SCSD Advisory Committee agenda item as more details about the island are learned. Note: The SCSD Advisory Committee mentioned a word of thanks regarding the private property owner who has watered this island at no cost to SCSD for several decades.

(b) Vegetation on the Third Atlas Peak Road Island:

Regarding vegetation on the 3<sup>rd</sup> Atlas Peak Rd. Island, Chris said that in June, the Deputy Co. Roads Commissioner notified SCSD that the vegetation on this island was presenting some site obstruction for vehicles traveling north on Atlas Peak Rd. (from Monticello Rd.) by Jessel Gallery, heading toward the Silverado Mansion. Chris said SCSD was given 10 days to correct the obstruction, with the most affordable option being trimming of the vegetation as required. Now, SCSD is looking at the possibility of replacing the vegetation at this site with plants that won't grow so high and obstruct visibility. The District is reviewing planting suggestions and quotes for the work with New Image.

(c) Vegetation on the Fourth Atlas Peak Road Island:

Chris reported that the problem is the same at this location as the one noted above – overgrowth of vegetation – and this one affects vehicles traveling south from the Silverado

Resort and turning left onto Hillcrest Drive. Chris said that SCSD would have New Image Landscaping trim the vegetation overgrowth by the August 4<sup>th</sup> deadline.

(d) Corner of Atlas Peak Road and Hillcrest Drive – Cypress Trees and Rosemary Bushes:

Chris referred to the photos and map of this site in her report. There was much discussion about this site and situation. Chris reported that the cypress trees on the corner (about 35 feet high) and the rosemary bushes along the fence line are on private property are not currently maintained by SCSD. There were several comments about this proposed project. Given the current and future needs at this particular site, the District Chairman, the SCSD Landscape Committee and members of the SCSD Advisory Committee would like to increase the visual appeal of our Community's entrance by including regular maintenance to this site, adding a small additional cost to the existing Landscape Contract. Accordingly, SCSD staff and Mary Ellen Wilson, the Landscape Committee Chairman, reviewed a plan and received a proposal from New Image Landscaping, as follows: Initial trimming cost of \$560; \$270 to cap certain sprinkler heads (in property owners backyard) and also meet other irrigation needs for the area, to create an additional maintenance cost of \$115/month. This cost would be added to SCSD landscaping fees. In the meantime, SCSD staff along with the Landscape Committee is working on a Right of Entry Agreement with the property owner, as recommended by Napa County Counsel, to be able to enter the property and trim the trees and shrubs to improve and maintain the vegetation at our Community's entrance. Chris closed this discussion item by thanking Director Jovick for his guidance and help with this situation.

There was a motion and a second (Hewitt/Jovick) that the Advisory Committee adopt this recommendation by SCSD Representative Chris Lewis and the Napa County Legal Counsel to move ahead with the Right of Entry Agreement with the property owner, and to also go ahead with the trimming, water line work and maintenance as outlined in the SCSD District Manager's Report and reviewed by the Landscape Committee. This motion was approved with one "No" vote (Nancy Pollacek).

(e) Corner of Atlas Peak Road and Hillcrest Drive – Sidewalk Strip:

Chris presented her report about the sidewalk strip located at the corner of Atlas Peak Road and Hillcrest Drive, which is not landscaped. The District Chairman, Landscape Committee and members of the Advisory Committee desire to increase the visual appeal of the Community's entrance and, therefore, will request a quote from New Image Landscape to install rock landscaping to this area. Everyone agreed this is a good plan.

As a side comment regarding landscaping maintenance, Mary Ellen brought up the patch of grass on upper Westgate Drive that is currently unaltered, dry and unsightly. She mentioned there is a plan to refurbish that area with funds in the current year's budget. Chris mentioned that is correct and that a quote for the work is being presented soon. Chris thanked Mary Ellen and her Landscape Committee for their on-going help and support.

Administrative:

Chris asked that all communication and requests-for-action, i.e., maintenance, new projects and miscellaneous services be directed to one or more of these individuals connected with the SCSD Advisory Committee:

Andy Kirmse – District Chairman

Jim Wilson – District Vice Chairman

Mary Ellen Wilson – Landscape Committee Chairman

Nancy Pollacek – Landscape Committee Member

These individuals will assure that all requests for review and assistance are handled properly and in timely manner.

Budget Report:

Chris presented two detailed spreadsheets in the District Manager’s Report: (1) A Statement of Revenues and Expenses Budget vs. Actual by Fund – for Fiscal Year 2017, and (2) the Statement of Revenues and Expenses Budget vs. Actual by Fund – for Fiscal Year 2018. She said for FY 7/1/2017-6/30/2018, there is an estimated revenue of \$172,524 and expense of \$177,400. She said to keep in mind that SCSD starts receiving most of its funds in November (via dues payments), and SCSD is still maintaining a Fund Balance of \$60,000 which has been set aside for operating and overhead costs. There were no further questions about these financial statements, and they were accepted by the Advisory Committee.

President Andy thanked Chris for her excellent presentation and written report with maps and photos.

Adjournment:

With no further comments or questions, President Andy asked for a motion to adjourn. There was a motion and a second to adjourn this SCSD Advisory Committee meeting at 4:25 p.m. The motion received unanimous approval.

Respectfully submitted,

Cathy Enfield, Secretary  
Silverado Community Services District (“SCSD”)