

# DRAFT

Silverado Community Services District Advisory Committee  
Minutes of Meeting  
April 22, 2016

Attendance: Chairman, Con Hewitt, Marlene Rosenberg, Harry Matthews, Doug Walker, Paul Roberts, Andy Kirmse, Deenie Woodward, Julie Kirk, Sophie Johnson, Joe Russoniello, Deenie Woodward, Mary Sandbulte, Bob Creamer, Thomas Fine, Paul Roberts, Veronica Faussner, Nancy Pollack, Jim Tidgewell, Ed Ulshafer, Tom Anyos, Leandra Stewart, Sharon Bobrow, Bill Jovick

1. Call to Order: The meeting of the Silverado Community Services District Advisory Committee was called to order by Chairman, Con Hewitt, at 4:00 pm, and he thanked Julie Kirk and the County for letting us use the Board of Supervisors meeting room.
2. Minutes: A motion was made to approve the minutes of the meeting on January 22, 2016, seconded, and the motion was voted unanimous.
3. Public Comment: There was no public comment
4. Landscape Committee Report: Leandra Stewart said they are waiting for a landscape design before proceeding to pick plants; they will start on the first two islands on Hillcrest, and proceed to make all of the islands similar. Julie Kirk will make the annual landscaping proposals report during her District Manager's report.
5. Increase in SDSC Annual Assessment: We have 22 islands and they need to be redone. We receive \$125,000 as revenue each year and we have not raised the annual assessment in about 15-20 years. We have continuing increases in our costs. Almost all of the SCSD costs are fixed such as electricity, water, county administration, street sweeping and the yearly landscaping maintenance contract. The islands need to be updated with new landscaping and drip irrigation instead of the old sprinkler systems. Con stated that \$20,000 would help us achieve this goal for the near future. This would help us improve the islands and keep our Silverado neighborhoods beautiful and enhance the value of our homes.

The additional annual costs to SCSD property owners would be: 1. Gated communities or homes with private roads \$12.42 per year; and 2. Homes that are not in gated communities or on private roads, \$24.84, per year. The county puts in its budget the sum of \$60,000 as a contingency for something that might come up, but it has not been used as of this date. It is a reserve fund in case of an emergency. The proposed revenue budget for 2016-2017 is \$145,000, which includes the additional \$20,000 increase in the annual assessment. The county street sweeper is supposed to come once a week. We have to pay for that in our district assessment because street sweepers are only provided by the City of Napa. County residents must pay for this for themselves.

Paul Roberts thanked Julie and the county for looking at the North end of Westgate, and this area should be a priority for landscaping. A question was raised concerning the maintenance of the sidewalks on Westgate. Julie Kirk is to investigate who is responsible to maintain the sidewalks and have that information at the next meeting.

A motion was made to recommend to the Board of Directors (County Board of Supervisors) of SCSD to increase the annual assessment by \$20,000 a year. It was seconded and the motion was passed unanimously.

5. County Public Works Report: Julie Kirk, gave the SCSD District Manager's Report as follows:

I. Lighting: Any lights that are out are reported to PG&E. The pole at Atlas Peak and Hillcrest that was removed was reported for pole replacement on March 6, and hopefully it will be replaced soon. She will continue to follow up on this safety issue. The solar panels on the island with the silk trees are not working. Silverado Electric has come out many times but is unable correct the problem. That island might be turned into a left hand turn lane, so she does not want to proceed until there is a determination on the future of that island. The other solar panels are working.

II. Maintenance: Nine trees on Hillcrest in front of the Springs were removed by Napa County Roads Department because of fire blight. And the three silk trees on the island on Atlas Peak Road will be removed next week. The county will not replant those trees as they did not put them there. Cost to remove those trees will be covered under the SCSD budget.

III. Quarterly Projects: The plants on the islands on Atlas Peak Road have either died or their life span has been spent, so under the current landscape contract we have a leeway for extra work. Joaquin, the Landscape Committee, and Julie have been working on a cohesive scheme, and the work will start around May 4.

IV. Vote to Award Landscape Contract: Julie presented us with three proposals for the 2016 Landscaping Contract as the current contract expires on June 30<sup>th</sup>. The County had specific criteria in ranking the proposals. They ranked proposal No. 3 as their top bidder. Because of the level of service Proposal No. 3 was offering, they were the correct choice. The County noted that property owners complained that landscaping was not being done properly. Also, the present landscaper was not on the property enough hours during the week to perform the necessary work. Currently, the landscapers are there about 96 hours and the one proposal was for 144 hours of service. The cost is higher but the hourly rate was less than the other two proposals. The names of the landscapers were not named because they are still in negotiations with these companies. That was questioned, and Julie said the County makes the final decision and they are coming to Silverado as a courtesy, but it is up to the County to make the final decision. The scope of the project has not changed very much; it is approximately \$3,600 per month, 95 hours per week at \$35 per hour or \$44,000 annually. The new proposal would be about \$16,000 more a year. This contract is for the scope of work and maintenance of the islands. It does not include additional work; that would have to go out for bid. Scope of work is the same; but the level of service is much greater. They are proposing a three man crew, two days a week + 36 hours a week. The contract should have a contingency for replacement plants. Julie feels under the Proposal No. 3 contractor, there would be less need for

replacements. Chairman Con appointed the landscape committee and Bob Creamer to review the selection of the landscaper, together with the County. They would like to have a contract for a minimum of 3 years. Contract must be awarded by July 1.

V. Budget Report: a. For the nine months ending March 31, 2016 Revenues for 2015-2016 were \$122,503.56, and Expenses were \$79,083.06. We are in line within the current budget. B. Projection for Revenue for the end of the year is \$125,414, and expenditures are \$125,414. c. A motion was made and seconded and voted upon unanimously to accept the SCSD budget for 2016-17 with the annual assessment increase of \$20,000.

5. Adjournment: There being no further business to be presented the meeting was adjourned at 4:30 pm.

Respectfully submitted,

Marlene Rosenberg  
SCSDAC Secretary