

**SILVERADO COMMUNITY SERVICES  
DISTRICT ADVISORY COMMITTEE MEETING  
AGENDA**

**APRIL 27, 2018  
4:00pm**

- 1. CALL TO ORDER**
- 2. APPROVAL OF JANUARY 26, 2018 SCSO MEETING MINUTES**
- 3. PUBLIC COMMENT**
- 4. DISTRICT MANAGER'S**
  - REPORT I. ADMINISTRATIVE**
    - a. New District Manager and Staff Person
    - b. New Image Termination Letter and Request for Proposal for New Landscape Services
  - II. BUDGET REPORT**
    - a. Fiscal Year 2017/18 Status as of 04/22/2018 (see "Attachment A")
    - b. Fiscal Year 2017/18 Projected Year-End Balance
    - c. Fiscal Year 2018/19 Special Tax Increase Update
    - d. Revised Fiscal Year 2018/19 Projected Budget (see "Attachment B")
  - III. LIGHTING**
    - a. PG&E Lighting
    - b. Landscape Lighting
  - IV. MAINTENANCE**
- 5. FUTURE AGENDA ITEMS**
- 6. CLOSING COMMENTS**
- 7. ADJOURN**

**SILVERADO COMMUNITY SERVICES DISTRICT  
ADVISORY COMMITTEE MEETING**

**MINUTES  
JANUARY 26, 2018**

**SUBMITTED BY:**

**CHRIS LEWIS  
STAFF SERVICES ANALYST**

**Attendees**

**SCSD Staff:** Chris Lewis and Steve Lederer

**Voting Primary Committee Attendees:** Andy Kirmse, Bob Fiddaman, Con Hewitt, Ed Ulshafer, Doug Walker, Jim Wilson, Joe Russoniello, Joel Bloomer, John Evans and Veronica Faussner,

**Voting Alternate Committee Attendees:** Don Winter and Joel Lewis

**Non-Voting Alternate Committee Attendees:** Bill Jovick, Greg Engel and Mike Bellanca

**Public Attendees:** Cathy Enfield, Jim Tidgewell, Lynne Andresen, Mary Ellen Wilson and Nancy Pollacek

**1. Call to order**

**Moved: Con Hewitt**  
**Second: Jim Wilson**  
**Voted Yes: 12**  
**Voted No: 0**  
**Abstained: 0**

**2. Approval of November 9, 2017 SCSD Meeting Minutes**

**Moved: (NAME)**  
**Second: (NAME)**  
**Voted Yes: 12**  
**Voted No: 0**  
**Abstained: 0**

**3. Public**

**Comment** None.

**4. Election of SCSD Chairman and Vice Chairman**

(Integrated into District Manager's Report)

**5. Landscape Committee Report**

(Integrated into District Manager's Report)

**6. District Managers Report**

**I. ADMINISTRATIVE**

**a. Agreements and Contracts Approved**

No action.

**b. 2018 Advisory Committee Member Nominations Approved**

No action.

c. **Separation of SCSD and SPOA Functions and Activities**

No action.

d. **2018 SCSD Advisory Committee Chair and Vice Chair Selection**

Motion: The SCSD Advisory Committee selects Andy Kirmse to serve as Chair and Jim Wilson to serve as Vice-Chair beginning January 26, 2018 until a new Chair and Vice-Chair are selected at the first regular meeting held in 2019.

**Moved: Andy Kirmse**  
**Second: Joe Russoniello**  
**Voted Yes: 12**  
**Voted No: 0**  
**Abstained: 0**

e. **2018 SCSD Advisory Committee Meeting Schedule**

Motion: The SCSD Advisory Committee adopts the following meeting schedule for the 2018 calendar year: April 27, 2018, July 27, 2018 and October 26, 2018.

**Moved: Andy Kirmse**  
**Second: Con Hewitt**  
**Voted Yes: 12**  
**Voted No: 0**  
**Abstained: 0**

f. **New Image Landscape Letter of Dissatisfaction**

A committee consensus to terminate the contract was made and supported by Steve Lederer, District Manager. Chris Lewis, will research and begin the termination process for the New Image Landscape contract, and begin the RFP process for a new landscape contractor.

II. **BUDGET REPORT**

a. **Fiscal Year 2017/18 Status as of 01/24/2018** No action.

b. **Fiscal Year 2017/18 Projected Year-End Balance**  
No action.

c. **Fiscal Year 2018/19 Special Tax Increase**

Motion: The SCSD Advisory Committee recommends the SCSD Board of Directors approve a FY2018/19 special tax revenue increase equal to that of the Maximum Special Tax.

**Moved: Con Hewitt**  
**Second: Jim Wilson**  
**Voted Yes: 12**  
**Voted No: 0**  
**Abstained: 0**

d. **Fiscal Year 2018/19 Projected Budget (see "Attachment B")**

Motion: The SCSD Advisory Committee recommends the SCSD Board of Directors approve and adopt the FY2018/19 budget as set forth in "Attachment B."

**Moved: Andy Kirmse**  
**Second: Con Hewitt**  
**Voted Yes: 12**  
**Voted No: 0**  
**Abstained: 0**

**III. LIGHTING OUTAGES**

a. **PG&E Lighting**

No action.

b. **Landscape**

**Lighting** No action.

**IV. MAINTENANCE**

a. **Lavender on**

**Hillcrest** No action.

b. **Westgate Drive Island Clean Up**

No action.

c. **Tree Pruning**

No action.

d. **New Asphalt Walking Path at the Corner of Hillcrest Drive and Atlas Peak Road**

No action.

**V. FUTURE AGENDA ITEMS**

a. **Discussion on FY2018/19 Landscaping Projects**

No action.

# SPOA/SCSD MEETING ATTENDEE LIST

January 26, 2018

Name

Email

Cathy Enfield, Secretary	catclark@pacbell.net
Nancy Pollack	AUSTIN@717@Sbcglobal.net
Maryellen Wilson	mehaughey829@gmail.com
BOB FIDAMAN - CREEKSIDE	fidd@aetb.net
ED WULSHAFFER	EWulshaffer@yahoo.com
GREG ENGLE	g.r.enge/15@gmail.com
Bill Louck	5A1B
Joel Bloomer	5A1B blmvasoc@aol.com
JOEL WALKER	DOUG PATAWINE PARTNERS.COM
Mike Bellanca	mikobellanca@yahoo.com
DON WINTER	schwinter@aol.com
Rebecca Johnson	VSREJ@GMAIL.COM
Lynne Cashese	lynnec@wepmi.com
Joel Lane	CRESTAL - JLB with 3600000000
JOE TRUSSWICK	TRUSSWICK@SBCFIRM.COM
John Evans	john.evans@silveradoresort.com
Steve Lederer	stevie.lederer@cwintyofampa.org (SCSD Dist. mgr.)
Jim E. Tilgford	jet@jsecollp.com
Con Hewitt	Hewitt 3600000000
JIM WILSON	HIGHLANDS - JWILSON@JIM@GMAIL.COM
ANDY MIAMSE	ZABC
Chris Lewis, Napa Co.	with Steve Lederer - SCSD
(No Alfredo Pedraza here)	

**SILVERADO COMMUNITY SERVICES DISTRICT  
ADVISORY COMMITTEE MEETING**

**DISTRICT MANAGER'S REPORT  
APRIL 27, 2018**

**SUBMITTED BY:**

**CHRIS LEWIS  
STAFF SERVICES ANALYST**

**I. ADMINISTRATIVE**

**a. New District Manager and Staff Person**

In February 2018, the County of Napa reorganized the managerial and administrative duties for several special districts in order to allow the Public Works Department to engage in new projects and more targeted activities. The Silverado Community Services District (SCSD) was transferred to the County Executive Office with Michael Karath serving as the District staff person. A new District manager will be announced shortly after the completion of administrative formalities.

**b. New Image Termination Letter and Request for Proposal for New Landscape Services**

At the January 26, 2018 meeting the Committee requested the termination of the New Image Landscape contract prior to the expiration date, and as soon as possible. On April 4, 2018, the District provided New Image Landscape with formal written notice of termination, effective June 30, 2018, and released a Request for Proposal (RFP) for landscape services.

The RFP process is scheduled for completion on June 19, 2018 with services commencing on July 1, 2018. Complete RFP details, including scope of work, timeline, and general requirements can be found on the Napa County public website.

**II. BUDGET REPORT**

**a. Fiscal Year 2017/18 Status as of 04/22/2018 (see "Attachment A")**

Beginning Fund Balance	\$	68,430.06
Revenue	\$	168,429.21
(Less) Expenditures	\$	<u>(94,270.92)</u>
<b>Current Fund Balance</b>	<b>\$</b>	<b>142,588.35</b>

**b. Fiscal Year 2017/18 Projected Year-End Balance**

Beginning Fund Balance	\$	68,430
Revenue	\$	172,764
(Less) Expenditures	\$	<u>(143,725)</u>
<b>Ending Fund Balance</b>	<b>\$</b>	<b>97,469</b>

**c. Fiscal Year 2018/19 Special Tax Increase Update**

At the January 26, 2018 meeting the Committee approved a FY2018/19 special tax increase equal to that of the Maximum Special Tax which was anticipated at +3% for a total levy of \$177,185.

The actual Maximum Special Tax increase has been calculated at +3.56% for a total FY2018/19 levy of \$178,155.



**d. Revised Fiscal Year 2018/19 Projected Budget (see "Attachment B")**

The FY2018/19 budgets were due to the County Executive Office on March 9, 2018 in accordance with the Napa County Budget Schedule. Due to recent and unexpected changes in District Staff, probable cost increases for new landscape services and prudent anticipation of enhanced PG&E fees as a result of the 2017 Napa Fires, the FY2018/19 District budget has been slightly revised from the version presented and approved at the January 26, 2018 meeting. The revised budget reflects an overall fund balance decrease of \$4,400.

A comparison summary of approved versus submitted budgets is below, and the full budget can be reviewed in "Attachment B."

	<b>APPROVED</b>	<b>REVISED</b>
Beginning Fund Balance	\$ 87,806	87,806
Revenue	\$ 177,685	178,485
(Less) Expenditures	\$ (195,943)	(201,143)
<b>Ending Fund Balance</b>	<b>\$ 69,548</b>	<b>65,148</b>

**III. LIGHTING**

**a. PG&E Lighting**

- i. #S114 on St. Andrews Drive (02/09/2018)
- ii. #S47 on Westgate Drive (02/20/2018)

**b. Landscape Lighting**

In January 2018, landscape lighting on the Atlas Peak islands and the decorative retaining wall on the corner of Atlas Peak and Hillcrest Drive were reported as needing repair.

Myles Davis Electric completed the services and reported that the Atlas Peak island landscape lighting required only minor adjustments, and the light on the decorative retaining wall required a bulb replacement. The total cost of these services was \$429.

**IV. MAINTENANCE**

No new landscape maintenance has been requested or performed.



## Statement of Revenues and Expenses Budget vs. Actual by Fund

2850 - Silverado Community Services  
Periods 1 through 10 of Fiscal Year: 2018

		Budget							Percent of
		Adopted Budget	Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Budget
<b>Revenues</b>									
41900	Other Taxes	172,024.00	-	172,024.00	-	167,849.04	167,849.04	(4,174.96)	97.57%
44400	Penalties & Costs on Delin Tax	100.00	-	100.00	-	54.48	54.48	(45.52)	54.48%
45100	Interest	400.00	-	400.00	-	525.69	525.69	125.69	131.42%
47900	Miscellaneous	-	-	-	-	-	-	-	0.00%
	<b>Total Revenues</b>	<b>172,524.00</b>	<b>-</b>	<b>172,524.00</b>	<b>-</b>	<b>168,429.21</b>	<b>168,429.21</b>	<b>(4,094.79)</b>	<b>97.63%</b>
<b>Expenses</b>									
	<b>Total for: Salaries and Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
52100	Administration Services	4,000.00	-	4,000.00	-	3,847.52	3,847.52	152.48	96.19%
52115	Property Tax/Assessment Admin	580.00	-	580.00	-	549.00	549.00	31.00	94.66%
52125	Accounting/Auditing Services	900.00	-	900.00	-	1,192.28	1,192.28	(292.28)	132.48%
52140	Legal Services	1,000.00	-	1,000.00	-	1,181.25	1,181.25	(181.25)	118.13%
52145	Engineer Services	20,085.00	-	20,085.00	-	13,368.07	13,368.07	6,716.93	66.56%
52340	Landscaping Services	66,000.00	(5,000.00)	61,000.00	20,804.15	38,224.85	59,029.00	1,971.00	96.77%
52350	Street Sweeping Services	10,000.00	-	10,000.00	4,025.70	5,635.98	9,661.68	338.32	96.62%
52500	Maintenance-Equipment	1,000.00	-	1,000.00	-	-	-	1,000.00	0.00%
52505	Maintenance-Buildings/Improvem	1,000.00	-	1,000.00	-	429.00	429.00	571.00	42.90%
52510	Maintenance-B&I-PW Charges	407.00	-	407.00	-	-	-	407.00	0.00%
52700	Insurance - Liability	248.00	-	248.00	-	248.00	248.00	-	100.00%
52800	Communications/Telephone	80.00	-	80.00	-	50.92	50.92	29.08	63.65%
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	-	226.37	226.37	(176.37)	452.74%
53205	Utilities - Electric	22,000.00	-	22,000.00	-	20,826.49	20,826.49	1,173.51	94.67%
53220	Utilities - Water	14,000.00	-	14,000.00	-	7,931.86	7,931.86	6,068.14	56.66%
53350	Maintenance Supplies	-	-	-	-	502.33	502.33	(502.33)	0.00%
	<b>Total for: Services and Supplies</b>	<b>141,400.00</b>	<b>(5,000.00)</b>	<b>136,400.00</b>	<b>24,829.85</b>	<b>94,270.92</b>	<b>119,100.77</b>	<b>17,299.23</b>	<b>87.32%</b>
55300	Buildings and Improvements	31,000.00	-	31,000.00	-	-	-	31,000.00	0.00%
58100	Approp for Contingencies	5,000.00	-	5,000.00	-	-	-	5,000.00	0.00%
	<b>Total for: Other Expenses</b>	<b>36,000.00</b>	<b>-</b>	<b>36,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>36,000.00</b>	<b>0.00%</b>



A Tradition of Stewardship  
A Commitment to Service

## Statement of Revenues and Expenses Budget vs. Actual by Fund

2850 - Silverado Community Services  
Periods 1 through 10 of Fiscal Year: 2018

	Budget		Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Percent of Budget
	Adopted Budget	Adjustments						
<b>Total Expenditures</b>	177,400.00	(5,000.00)	172,400.00	24,829.85	94,270.92	119,100.77	53,299.23	69.08%
<b>Net Surplus (Deficit)</b>	(4,876.00)	5,000.00	124.00	(24,829.85)	74,158.29	49,328.44		

33100 - Available Fund Balance	68,430.06
Net Surplus (Deficit)	74,158.29
<b>33100 - Ending Fund Balance</b>	<b>142,588.35</b>

"ATTACHMENT B"

**FY2018-19 Budget Projections  
Silverado Community Services District**

	FY2018/19 BUDGET	REVISED FY2018/19 BUDGET
<b>REVENUES</b>		
41900 Other Taxes	177,185	177,185
44400 Penalties & Costs on Delin Tax	100	100
45100 Interest	400	400
46700 Special Assessments	-	-
47900 Micellaneous	-	800
<b>TOTAL REVENUES</b>	<b>177,685</b>	<b>178,485</b>

<b>EXPENSES</b>		
52100 Administration Services	4,000	4,000
52115 Property Tax/Assessment Admin	600	600
52125 Accounting/Auditing Services	1,200	1,200
52140 Legal Services	1,500	1,500
52145 Engineer Services	20,000	25,000
52340 Landscaping Services	66,000	75,000
52350 Street Sweeping Services	10,000	10,000
52500 Maintenance-Equipment	1,000	1,000
52505 Maintenance-Buildings/Improvem	1,000	1,000
52510 Maintenance-B&I-PW Charges	1,400	1,400
52700 Insurance - Liability	6	6
52800 Communications/Telephone	80	80
52830 Publications & Legal Notices	-	-
52905 Business Travel/Mileage	50	50
52906 Fleet Charges	57	57
53100 Office Supplies	50	50
53205 Utilities - Electric	24,000	26,000
53220 Utilities - Water	14,000	13,200
53350 Maintenance Supplies	1,000	1,000
<b>SERVICES AND SUPPLIES</b>	<b>145,943</b>	<b>161,143</b>
55300 Buildings and Improvements	40,000	30,000
58100 Approp for Contingencies	10,000	10,000
<b>OTHER EXPENSES</b>	<b>50,000</b>	<b>40,000</b>
<b>TOTAL EXPENSES</b>	<b>195,943</b>	<b>201,143</b>

<b>NET SURPLUS/DEFICIT</b>	<b>(18,258)</b>	<b>(22,658)</b>
----------------------------	-----------------	-----------------

<b>BEGINNING FUND BALANCE</b>	<b>87,806</b>	<b>87,806</b>
<b>(+/-) NET SURPLUS/DEFICIT</b>	<b>(18,258)</b>	<b>(22,658)</b>
<b>ENDING FUND BALANCE</b>	<b>69,548</b>	<b>65,148</b>