

**SILVERADO COMMUNITY SERVICES DISTRICT
ADVISORY COMMITTEE MEETING**

**MINUTES
APRIL 27, 2018**

SUBMITTED BY:

**MICHAEL KARATH
STAFF SERVICES ANALYST II**

1. CALL TO ORDER

Quorum is present.

2. APPROVAL OF JANUARY 26, 2018 SCSD MEETING MINUTES

Unanimous vote to approve minutes of January 26, 2018, meeting.

3. PUBLIC COMMENT

None.

4. DISTRICT MANAGER'S REPORT

I. ADMINISTRATIVE

a. New District Manager and Staff Person

Bret Prebula in CEO Office will be the new District Manager and Michael Karath will be the new staff person. Michael will be overseeing day-to-day operations of the SCSD.

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

SCSD received confirmation that New Image received termination letter on April 16, 2018. On April 4, 2018, the County released a Request For Proposals (RFP) for a new landscape contractor for the Silverado Community Services District (SCSD).

II. BUDGET REPORT

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

Fiscal year projected to end with healthy fund balance.

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

Projected fund balance for end of the year is about \$97,469. SCSD needs at least \$60,000 each year to cover operating expenses until revenue comes in during winter months. We have a healthy fund balance because SCSD had a \$30,000 budget for landscaping activities and other sidewalk repairs, but no sidewalk repairs were needed. Also, refurbishing some islands put on hold because of wildfires.

c. Fiscal Year 2018/19 Special Tax Increase Update

At the January 26, 2018, SCSD meeting, the Committee voted to increase the levies equal to the maximum special tax amount. We anticipated about a 3 percent increase over this fiscal year, but final calculations came back at about 3.56% increase. So the total levy will be \$178,155.

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

We are anticipating higher expenses for landscaping. PG&E costs were higher this year, and we accounted for that. Engineering services are the staff hours that are billed to the SCSD. They have been raised by \$25,000, as County workers are due a 4% COLA increase in July. The buildings and improvements line item is for any special projects that are needed – refurbishing islands, improving irrigation, etc.

III. LIGHTING

- a. PG&E Lighting

Streetlights S114 on St. Andrews Drive and S47 on Westgate Drive were not operating. PG&E was notified and those repairs were made.

- b. Landscape Lighting

It was reported that the Atlas Peak island lights that uplit the trees needed repair. Also, the decorative light or lamp on that retaining wall on the corner of Atlas Peak and Hillcrest was out. Staff contacted several electricians for the repair work. Myles Davis Electric responded and completed the services for \$429.

IV. MAINTENANCE

No items.

5. FUTURE AGENDA ITEMS

A Committee member questioned the increasing PG&E electricity cost and asked staff to explore the justification for the cost and whether lower cost options are available.

6. CLOSING COMMENTS

None.

7. ADJOURN

Unanimous vote to adjourn.