



**SILVERADO COMMUNITY SERVICES DISTRICT
ADVISORY COMMITTEE MEETING**

**DISTRICT MANAGERS REPORT
JANUARY 26, 2018**

SUBMITTED BY:

**CHRIS LEWIS
STAFF SERVICES ANALYST**

I. ADMINISTRATIVE

a. Agreements and Contracts Approved

The right of entry agreement and New Image contract amendment for landscape maintenance on the corner of Hillcrest Drive and Atlas Peak Road adjacent to 155 Kaanapali Drive, and the water cost-sharing agreement with the Silverado Spring Homeowners Association were approved by District Board of Directors on January 9, 2018.

b. 2018 Advisory Committee Member Nominations Approved

The 2018 Advisory Committee members nominated by the Silverado Property Owners Association (SPOA) were approved by District Board of Directors on January 9, 2018.

c. Separation of SCSD and SPOA Functions and Activities

The Silverado Community Services District and the Silverado Property Owners Association are independent governing bodies that have historically operated with certain commonalities such as members, meeting space and administrative support. In an effort to minimize ambiguity, balance workloads and maintain suitable records SCSD and the SPOA President have agreed to create clear boundaries between the two entities. Distinct changes will include but are not limited to:

- i. All administrative functions will be performed by each entity's respective staff or appointed persons
- ii. All SCSD communication will circulate through SCSD Staff or the Committee Chair (or their designee)
- iii. SCSD meetings will more closely follow rules of the Brown Act

d. 2018 SCSD Advisory Committee Chair and Vice Chair Selection

In accordance with the SCSD Advisory Committee Bylaws, a Chair and Vice-Chair must be selected from the list of members appointed by the Board of Directors at the first regular meeting held each calendar year.

Motion: The SCSD Advisory Committee selects (_____) to serve as Chair and (_____) 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.

e. 2018 SCSD Advisory Committee Meeting Schedule

In accordance with the SCSD Advisory Committee Bylaws, the Committee must adopt a meeting schedule at the first regular meeting held each calendar year.

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

f. New Image Landscape Letter of Dissatisfaction

At the November 9, 2017 meeting the Committee expressed dissatisfaction of New Image Landscape's performance since the contract commenced on July 1, 2016. A subsequent recommendation was made to terminate the contract. The SCSD District Manager directed SCSD Staff to present New Image Landscape with a written notice of specific grievances and provide the company with a 90-day window of opportunity to cure.

SCSD Staff is drafting a 'Letter of Dissatisfaction' and will present it to New Image Landscape in early February. The company's performance will be closely monitored and assessed by SCSD during the 90-day probationary period, and a decision to terminate or retain the contract will be made.

II. BUDGET REPORT

a. Fiscal Year 2017/18 Status as of 01/24/2018 (see "Attachment A")

Beginning Fund Balance	\$	68,430.06
Revenue	\$	106,991.20
(Less) Expenditures	\$	<u>65,894.40</u>
Ending Fund Balance	\$	109,526.86

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

Beginning Fund Balance	\$	68,430.06
Revenue	\$	166,822.00
(Less) Expenditures	\$	<u>147,447.00</u>
Ending Fund Balance	\$	87,805.06

c. Fiscal Year 2018/19 Special Tax Increase

Each fiscal year the District Board determines the "Total Special Tax Requirement" for District operations. This tax may not exceed the "Maximum Special Tax" which was established as \$100,000 in fiscal year 1997/98 and has annually increased by a percentage equal to the increase in the Consumer Price Index (CPI). Over the last ten fiscal years, the average increase was +2.43% per annum and the anticipated increase for FY2018/19 is +3%.

The SCSD Advisory Committee may recommend to the SCSD Board of Directors that special tax revenues increase by any increment up to the maximum amount allowed, decrease or remain static. If the Committee elects to recommend a special tax increase by the maximum amount allowed, the total projected revenue for FY2018/19 will be \$177,185. This amount is approximately \$5,161, or 3%, greater than revenues projected in FY2017/18.

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.

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

Revenues include the Maximum Special Tax which is approximately 3% greater than FY2017/18. Budgets must be approved and adopted by the SCSD Board of Directors.

Beginning Fund Balance	\$	87,806
Revenue	\$	177,685
(Less) Expenditures	\$	<u>195,943</u>
Ending Fund Balance	\$	69,548

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

III. LIGHTING OUTAGES

b. PG&E Lighting

- i. #S54 and #S56 on Atlas Peak Road (01/24/2018)
- ii. Multiple (varies)

Summary: Several members of the community have reported light outages, especially on and around Westgate Drive.

Outcome: On 12/27/2017 PG&E informed the District that repairs to electrical systems require action from their construction team and could take anywhere from 60-120 days due to the extent of the fire damage in the Northern California region.

c. Landscape Lighting

Landscape lighting is not a covered activity under the current New Image contract #18022B (formerly #04 SCSD). SCSD will contact Silverado Electric, Miles Davis Electric or similar company for repairs.

- i. Atlas Peak Islands (01/03/2018 and 01/24/2018)
- ii. NE Corner of Atlas Peak and Hillcrest Retaining Wall (01/24/2018)

IV. MAINTENANCE

a. Lavender on Hillcrest

Summary: In 2017 it was determined that the lavender plants in the sidewalk strip of Hillcrest Drive were cost and resource prohibitive and the Committee agreed to begin removing the plants in phases.

Outcome: All plants have been removed and only decorative rocks remain.

b. Westgate Drive Island Clean Up

Summary: The 2017 Napa Fire Complex destroyed the vegetation and irrigation system on the long Westgate Drive island adjacent to the Silverado Fairways. Debris, trash and several trees remained on the island. At the November 9, 2017 meeting, the Committee requested that burned vegetation and debris be removed from the island.

Outcome: Compromised trees have been/will be removed by the County of Napa in conjunction with California Office of Emergency Services (CalOES).

New Image Landscape removed all trash from the island at no cost to the District. The service was performed under the "Maintenance" terms of their contract #18022B. The company submitted a non-routine work proposal for \$3,795 to remove the remaining burned vegetation and irrigation system. The proposal was accepted on January 19, 2018 and the work will commence at a date to-be-determined.

c. Tree Pruning

New Image Landscape is required to prune trees once per year as part of the "Maintenance" terms of their contract #18022B. The service is scheduled for January 29, 2018 pending favorable weather conditions.

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

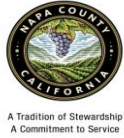
The County of Napa is completing a flood reduction project that requires the installation of a subterranean storm drain beneath a portion of Hillcrest Drive and surrounding areas adjacent to 155 Kaanapali Drive. The County will excavate the area and replace surface materials in kind. A new asphalt walking path will be installed and will extend to the curb eliminating the existing dirt strip.

The project will begin in February 2018, pending final coordination with contractors, PG&E and other relevant parties, and is expected to take 6 weeks to complete. All activities will be performed at no cost to the District.

V. FUTURE AGENDA ITEMS

a. Discussion on FY2018/19 Landscaping Projects

The Committee will create and approve a plan to expend its \$40,000 project budget.



Statement of Revenues and Expenses Budget vs. Actual by Fund

2850 - Silverado Community Services
Periods 1 through 7 of Fiscal Year: 2018

		Budget							Percent of
		Adopted Budget	Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Budget
Revenues									
41900	Other Taxes	172,024.00	-	172,024.00	-	106,678.84	106,678.84	(65,345.16)	62.01%
44400	Penalties & Costs on Delin Tax	100.00	-	100.00	-	39.95	39.95	(60.05)	39.95%
45100	Interest	400.00	-	400.00	-	272.41	272.41	(127.59)	68.10%
Total Revenues		172,524.00	-	172,524.00	-	106,991.20	106,991.20	(65,532.80)	62.02%
Expenses									
Total for: Salaries and Benefits		-	-	-	-	-	-	-	0.00%
52100	Administration Services	4,000.00	-	4,000.00	-	2,886.10	2,886.10	1,113.90	72.15%
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	-	552.66	552.66	347.34	61.41%
52140	Legal Services	1,000.00	-	1,000.00	-	612.50	612.50	387.50	61.25%
52145	Engineer Services	20,085.00	-	20,085.00	-	8,655.50	8,655.50	11,429.50	43.09%
52340	Landscaping Services	66,000.00	(5,000.00)	61,000.00	30,130.15	28,898.85	59,029.00	1,971.00	96.77%
52350	Street Sweeping Services	10,000.00	-	10,000.00	5,635.98	4,025.70	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	-	-	-	1,000.00	0.00%
52510	Maintenance-B&I-PW Charges	407.00	-	407.00	-	-	-	407.00	0.00%
52700	Insurance - Liability	248.00	-	248.00	-	186.00	186.00	62.00	75.00%
52800	Communications/Telephone	80.00	-	80.00	-	27.97	27.97	52.03	34.96%
52905	Business Travel/Mileage	50.00	-	50.00	-	-	-	50.00	0.00%
52906	Fleet Charges	-	-	-	-	19.00	19.00	(19.00)	0.00%
53100	Office Supplies	50.00	-	50.00	-	-	-	50.00	0.00%
53205	Utilities - Electric	22,000.00	-	22,000.00	-	12,476.87	12,476.87	9,523.13	56.71%
53220	Utilities - Water	14,000.00	-	14,000.00	-	6,501.92	6,501.92	7,498.08	46.44%
53350	Maintenance Supplies	-	-	-	-	502.33	502.33	(502.33)	0.00%
Total for: Services and Supplies		141,400.00	(5,000.00)	136,400.00	35,766.13	65,894.40	101,660.53	34,739.47	74.53%
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%
Total for: Other Expenses		36,000.00	-	36,000.00	-	-	-	36,000.00	0.00%
Total Expenditures		177,400.00	(5,000.00)	172,400.00	35,766.13	65,894.40	101,660.53	70,739.47	58.97%



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 7 of Fiscal Year: 2018

	Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Percent of Budget
Net Surplus (Deficit)	(4,876.00)	5,000.00	124.00	(35,766.13)	41,096.80	5,330.67		

33100 - Available Fund Balance					68,430.06			
Net Surplus (Deficit)					41,096.80			
33100 - Ending Fund Balance					<u>109,526.86</u>			

"ATTACHMENT B"

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

		FY2017/18			FY2018/19
		BUDGET	ACTUAL	PROJECTED	BUDGET
REVENUES					
41900	Other Taxes	172,024	106,679	166,179	177,185
44400	Penalties & Costs on Delin Tax	100	40	100	100
45100	Interest	400	272	543	400
46700	Special Assessments	-	-	-	-
TOTAL REVENUES		172,524	106,991	166,822	177,685
EXPENSES					
52100	Administration Services	4,000	2,886	3,851	4,000
52115	Property Tax/Assessment Admin	580	549	549	600
52125	Accounting/Auditing Services	900	553	1,153	1,200
52140	Legal Services	1,000	613	843	1,500
52145	Engineer Services	20,085	8,656	18,856	20,000
52340	Landscaping Services	61,000	28,899	58,272	66,000
52350	Street Sweeping Services	10,000	4,026	9,662	10,000
52500	Maintenance-Equipment	1,000	-	500	1,000
52505	Maintenance-Buildings/Improvem	1,000	-	-	1,000
52510	Maintenance-B&I-PW Charges	407	-	400	1,400
52700	Insurance - Liability	248	186	248	6
52800	Communications/Telephone	80	28	53	80
52830	Publications & Legal Notices	-	-	-	-
52905	Business Travel/Mileage	50	-	31	50
52906	Fleet Charges	-	19	19	57
53100	Office Supplies	50	-	25	50
53205	Utilities - Electric	22,000	12,477	22,977	24,000
53220	Utilities - Water	14,000	6,502	12,002	14,000
53350	Maintenance Supplies	-	502	1,007	1,000
SERVICES AND SUPPLIES		136,400	65,894	130,447	145,943
55300	Buildings and Improvements	31,000	-	17,000	40,000
58100	Approp for Contingencies	5,000	-	-	10,000
OTHER EXPENSES		36,000	-	17,000	50,000
TOTAL EXPENSES		172,400	65,894	147,447	195,943
NET SURPLUS/DEFICIT		124	41,097	19,376	(18,258)
BEGINNING FUND BALANCE		68,430	68,430	68,430	87,806
(+/-) NET SURPLUS/DEFICIT		124	41,097	19,376	(18,258)
ENDING FUND BALANCE		68,554	109,527	87,806	69,548