

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

**MINUTES**

**FEBRUARY 22, 2019**

**4 p.m.**

**1. CALL TO ORDER**

*Quorum is present.*

**2. APPROVAL OF OCTOBER 26, 2019, SCSD MEETING MINUTES**

*Unanimously approved.*

**3. PUBLIC COMMENT**

*None.*

**4. ELECTION OF OFFICERS – Chair and Vice Chair**

According to Paragraph 4 of the Napa County bylaws of the Silverado Community Services District Advisory Board, “The Advisory Board shall elect a Chairman and Vice-Chairman from its members annually at the first regular meeting held each calendar year.

*Motion to nominate Andy Kirmse for Chair and Joe Russoniello for Vice Chair and for elected members of SPOA to serve as SCSD Advisory Committee members. Motion seconded and unanimously approved.*

**5. DISTRICT MANAGER’S REPORT**

**I. ADMINISTRATIVE**

District Manager seeks Advisory Committee support to increase maximum amount of Coast Landscape Management contract 190012B from \$75,000 to \$90,000 for fiscal year 2018-19. Unexpected irrigation repairs have exceeded the projected budget. Coast’s \$75,000 maximum includes \$68,328 for monthly services (\$5,694 x 12); and \$6,672 for unexpected repairs. Total unexpected costs through the first six months of fiscal year 2018-19 are \$15,799 (see below), surpassing the \$6,672 unexpected reserve amount by \$9,127. Staff recommends increasing contract by \$15,000 (\$9,127 cost overrun + \$5,873 for unexpected costs for fiscal year 2019 periods 7-12 – January-June) for a maximum amount of \$90,000.

*Approved unanimously.*

**II. UPDATE – IRRIGATION REPAIR WORK AND RE-PLANTING**

- Atlas Peak & Hillcrest (Madrid property) - Re-plant area. Plants damaged by Hess, the County’s contractor for culvert project.
- Island #2 – Leak under pavement. Fixed. No further leaking recorded by sub-meter. Regular invoice issued to Silverado Springs HOA for water sharing agreement.
- Back flow repair – Leak on back flow at major water main at corner of Atlas Peak & Hillcrest.

- Island #1 – Bare patch at tip of island near Monticello Road filled in with low-growing plants to maintain good visibility for motorists entering and leaving the District.
- Island #2 – Large bare patch filled-in with plants.
- Island #23 – SPOA, using SPOA funds dedicated to refurbishment, working with Coast Landscape on Island #23.

***No action taken.***

### III. LIGHTING

- PG&E Streetlight Credit – District staff has been working with PG&E to receive a credit for SCSD streetlights rendered inoperable by the 2017 wildfires. (See attachment.) PG&E net credit is \$3,225.43; Marin Clean Energy credit is \$693.31. The credits will show in our coming PG&E bills over the next several months. (Please see attached document.)
- PG&E Streetlight Tops – District staff has been in contact with PG&E since November inquiring on the delivery and installation date. On December 5, 2018, District staff was informed by Kristen Silva of PG&E that PG&E’s vendor shipped the wrong streetlight tops. A “rush order” has been placed for the correct streetlight tops. PG&E contacted staff on February 8, 2019, stating PG&E will be sending out a letter to residents informing them of streetlight top change. Estimated arrival and installation is now for late February or early March. (Please see attached letter.)
- Atlas Peak & Hillcrest entrance lights – The two LED lights at the corner of Atlas Peak and Hillcrest were replaced.
- Streetlights on Maui Way – Two streetlights were reported out. PG&E replaced bulbs.
- Leaning streetlight pole – A resident reported a slightly leaning streetlight pole near Island #14, likely caused by a motorist. PG&E sent out a team and re-set the pole.
- S117 on Kaanapali – Reported to PG&E on February 11, 2019. PG&E repair tracking number is: 321066.

***No action taken.***

### IV. BUDGET REPORT

#### a. Fiscal Year 2018/19 Status as of January 18, 2019 (see attachment )

Beginning Fund Balance (7-1-18)	\$ 112,998.98
<u>(Less) Expenditures (incl. unanticipated)</u>	<u>(\$ 84,554.49)</u>
	\$ 28,444.49
<u>(Plus) Revenue up to 2-15-19</u>	<u>\$114,193.82</u>
<b>Ending Fund Balance</b>	<b>\$142,638.31</b>

***No action taken.***

### 6. FUTURE AGENDA ITEMS

***None.***

### 7. CLOSING COMMENTS

***None***

8. ADJOURN

*Unanimously approved.*