



A Tradition of Stewardship  
A Commitment to Service

# AGENDA

## *SILVERADO COMMUNITY SERVICES DISTRICT ADVISORY COMMITTEE MEETING*

**4 P.M. FRIDAY APRIL 26, 2019**

**Silverado Resort, 1600 Atlas peak Road, Napa, CA**

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- 1. CALL TO ORDER**
- 2. APPROVAL OF FEBRUARY 22, 2019 SPECIAL MEETING MINUTES**
- 3. PUBLIC COMMENT**
- 4. DISTRICT MANAGER'S REPORT**
  - I. BUDGET REPORT**
    - Fiscal Year 2018-19 – Budget status as of January 18, 2019 (See SAS attachments).
    - Insurance policy – County requiring SCSD to purchase its own insurance liability policy.
    - Westgate Island (Island #26) proposal – Discussion of funding refurbishment.
  - II. CITY OF NAPA WATER RATES**

The SCSD receives its water from the City of Napa. The City adopted a rate structure for water that is more expensive for jurisdictions outside of the City of Napa's boundaries. Staff will provide a report on this issue.
- 5. FUTURE AGENDA ITEMS**
- 6. CLOSING COMMENTS**
- 7. ADJOURN**

# 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.*

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

## **DISTRICT MANAGER'S REPORT APRIL 26, 2019**



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### **SUBMITTED BY:**

**MICHAEL KARATH**  
STAFF SERVICES ANALYST II  
Napa County Dept. of Public Works  
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## I. BUDGET REPORT

This year's major adjustment is a smaller allocation for the island refurbishments. Last it was \$30,000 saved in the Buildings and Improvements budget line item. This year, we spent \$15,000 on irrigation repairs and upgrades. Staff has requested \$20,000 this year for the Buildings and Improvements budget line item. When we close the books on FY 19 in June, staff will see where we are with revenues. Hopefully, there will be at least \$10,000 to put into refurbishment, bringing the total to \$30,000 for FY20.

### FY 2018-19 budget (see attachment )

Beginning Fund Balance (7-1-18)	\$ 112,998.98
(Plus) Revenue up to 4-23-19	<u>\$ 155,506.81</u>
	\$ 268,505.79
(Minus) Expenditures up to 4-23-19	<u>\$ 127,096.13</u>
<b>Ending Fund Balance</b>	<b>\$ 141,409.66</b>

### Requested Fiscal Year 2019/20 budget

	<b>2019-20</b>	<b>6MO EA - 2018-19</b>
Anticipated Revenues	\$ 186,112	\$179,765
Requested Expenditures	<u>\$185,909</u>	<u>\$187,862</u>
<b>Balance</b>	<b>\$203</b>	<b>(\$8,097)</b>

- **Insurance Policy:**

Several months ago, the County settled a liability lawsuit after a Silverado resident sued to County after the resident tripped on the side and suffered an injury. The County paid the plaintiff \$135,000 several months ago to settle the lawsuit. The SCSD had been under the County insurance policy and paying \$6 per year, because there were no claims. The County CEO decided SCSD must have its own policy and secured an annual policy from Alliant Insurance Services for \$1,122 per year. The County paid a lower price because it belongs to a consortium of counties that leverage lower costs for such policies. County will continue to maintain sidewalks, since SCSD has no money for this service. The policy went into effect in June. The SCSD has paid \$765.65 this fiscal year - for February through June. The full amount of \$1,112 will be charged for FY 2019-20.

- **Westgate Island #26:**

The SCSD and SPOA have targeted this island that nearly completed burned as the next refurbishment project. Staff estimates the cost to be \$45-\$50,000 if dense vegetation is chosen similar to Island #14 and \$35-\$40,000 if sparse vegetation with rocks and non-flammable material is chosen. Planting is best in the early spring 2020. Next favorable time is fall 2019.

## **II. CITY OF NAPA WATER RATES**

SCSD is one of 75 “irrigation” entities that receives water from the City of Napa that are “outside” of the city’s boundaries. The City charges higher water rates to “outside” entities, because the City must pay to build, maintain, and upgrade the pipe to bring the water out to the outside entity. District manager said County will not challenge the out-of-city rates. Staff seeks Advisory Committee support to invite City of Napa water officials to the July 26, 2019, Advisory Committee meeting to explain and discuss the methodology of the higher rates.



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

2850 - Silverado Community Services  
Periods 1 through 10 of Fiscal Year: 2019

		Budget					Percent of		
		Adopted Budget	Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Budget
Revenues									
41900	Other Taxes	178,155.00	-	178,155.00	-	154,418.57	154,418.57	(23,736.43)	86.68%
44400	Penalties & Costs on Delin Tax	100.00	-	100.00	-	113.23	113.23	13.23	113.23%
45100	Interest	400.00	-	400.00	-	975.01	975.01	575.01	243.75%
47900	Miscellaneous	800.00	-	800.00	-	-	-	(800.00)	0.00%
Total Revenues		179,455.00	-	179,455.00	-	155,506.81	155,506.81	(23,948.19)	86.66%
Expenses									
Total for: Salaries and Benefits		-	-	-	-	-	-	-	0.00%
52100	Administration Services	4,000.00	-	4,000.00	-	3,844.66	3,844.66	155.34	96.12%
52115	Property Tax/Assessment Admin	600.00	-	600.00	-	549.00	549.00	51.00	91.50%
52125	Accounting/Auditing Services	1,200.00	-	1,200.00	-	1,805.44	1,805.44	(605.44)	150.45%
52140	Legal Services	1,500.00	-	1,500.00	-	787.50	787.50	712.50	52.50%
52145	Engineer Services	25,000.00	-	25,000.00	-	6,110.56	6,110.56	18,889.44	24.44%
52340	Landscaping Services	75,000.00	12,000.00	87,000.00	2,261.00	72,739.00	75,000.00	12,000.00	86.21%
52350	Street Sweeping Services	10,000.00	-	10,000.00	4,578.74	6,441.12	11,019.86	(1,019.86)	110.20%
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	1,400.00	-	1,400.00	-	427.12	427.12	972.88	30.51%
52700	Insurance - Liability	6.00	-	6.00	-	761.15	761.15	(755.15)	12685.83%
52800	Communications/Telephone	80.00	-	80.00	-	20.56	20.56	59.44	25.70%
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	-	-	-	50.00	0.00%
53205	Utilities - Electric	26,000.00	-	26,000.00	-	21,611.40	21,611.40	4,388.60	83.12%
53220	Utilities - Water	13,200.00	-	13,200.00	-	11,965.60	11,965.60	1,234.40	90.65%
53320	Safety Supplies	-	-	-	-	33.02	33.02	(33.02)	0.00%
53350	Maintenance Supplies	1,000.00	-	1,000.00	-	-	-	1,000.00	0.00%
Total for: Services and Supplies		161,143.00	12,000.00	173,143.00	6,839.74	127,096.13	133,935.87	39,207.13	77.36%
55300	Buildings and Improvements	30,000.00	(12,000.00)	18,000.00	-	-	-	18,000.00	0.00%
58100	Approp for Contingencies	5,000.00	-	5,000.00	-	-	-	5,000.00	0.00%
Total for: Other Expenses		35,000.00	(12,000.00)	23,000.00	-	-	-	23,000.00	0.00%
1 of 2									





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

2850 - Silverado Community Services  
Periods 1 through 10 of Fiscal Year: 2019

	Budget		Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Percent of Budget
	Adopted Budget	Adjustments						
Total Expenditures	196,143.00	-	196,143.00	6,839.74	127,096.13	133,935.87	62,207.13	68.28%
Net Surplus (Deficit)	(16,688.00)	-	(16,688.00)	(6,839.74)	28,410.68	21,570.94		
33100 - Available Fund Balance					112,998.98			
Net Surplus (Deficit)					28,410.68			
33100 - Ending Fund Balance					141,409.66			