

# DRAFT

Silverado Community Services District Advisory Committee  
Minutes of Meeting  
July 29, 2016

Attendance: Chairman, Con Hewitt, Marlene Rosenberg, Doug Walker, Paul Roberts, Deenie Woodward, Julie Kirk, Joe Russoniello, Veronica Faussner, Nancy Pollacek, Jim Tidgewell, Ed Ulshafer, Leandra Stewart, Sharon Bobrow, Bill Jovick, Jim Tidgewell, Jim Wilson, Mike Bellanca, MaryEllen Wilson, Bob Andresen, Joel Lewis, John Armstrong, Tammy Smith, John Evans, Ellie Kimbrough, Terri Deits, Mike Quinn

1. Call to Order: The meeting of the Silverado Community Services District Advisory Committee was called to order by Chairman, Con Hewitt, at 4:00 pm,
2. Minutes: A motion was made to approve the minutes of the meeting on April 22, 2016, seconded, and the ayes were unanimous.
3. Public Comment: There was no public comment
4. Landscape Committee Report: Mary Ellen Wilson reported there is a limited budget and will be starting soon to refurbish the islands on Hillcrest. When planted, these islands will be a prototype for the rest of the SPOA islands, with some variations. John Evans was contacted about painting the brick walls at Hillcrest and Atlas Peak Road. A survey will be taken to determine who owns the area on the left side of the entrance to Hillcrest. Mary Ellen's report is attached to these minutes.

Julie Kirk from the County stated we have hired new landscapers, New Image Landscape Company, as of July 1, 2016, for more money than Joaquin, but they should provide more services to us as they will provide more hours and expertise. Their fee is \$55,956, plus a \$10,000 contingency should anything come up that needs attention. The islands on Atlas Peak Road have new irrigation which is a battery operated system. Those islands will be planted with drought and deer resistant plants, as will the other islands when they are done. The olive trees will remain.

Paul Roberts is concerned with the entrance at Westgate and Atlas Peak Road and would like it to be next in line to be refurbished. He is concerned with the strips along the road and why they don't look like Hillcrest. Some areas have been covered over with asphalt by the owners and some owners have done their own landscaping. The availability of water needs to be considered in the plans for Westgate Drive. Chairman Hewitt asked Julie Kirk, Mary Ellen Wilson and Bill Jovick to have a definitive plan and estimated costs by our next meeting on October 28<sup>th</sup>. The cyclone fence will not be removed at this time; it belongs to Silverado Resort.

Total revenue received for our fiscal year ended June 30, 2016 is \$124,899.69, less expenditures of \$123,000, leaving a balance of \$1,644, which is in SCSD reserve account.

The budget contains a \$60,000 contingency. What we don't spend adds to our reserve balance, year to year. The assessment has been raised from \$125,000 to \$145,000.

5. SCSD District Manager's Report is attached to these minutes. The light pole that was down on Hillcrest has been replaced.

6. Adjournment: There being no further business to be presented the meeting was adjourned at 4:30 pm.

Respectfully submitted,

Marlene Rosenberg  
SCSDAC Secretary

## **Landscape Committee Report to SPOA July 29, 2016**

Because Julie and the Landscape Committee have basically the same report, Julie said the Committee should report first and she will fill in.

The 22 islands have been neglected for many years, so we are making a start on "the fix". There is a limited budget and the county has most of the decision making authority.

1. Atlas Peak islands have been refurbished and are about to get much needed new irrigation.
2. Westgate's bare patch is under discussion with the homeowners. There is money to plant the patch but overgrown trees have to be trimmed first.
3. The first two islands on Hillcrest will be refurbished soon. Bids were sought and the contract was awarded to New Image Landscape, our new landscape company. The plants will be drought tolerant/deer resistant/noninvasive etc. These islands, if they work out as planned, will be a prototype for the rest of the SPOA islands. There will be variations of course. Irrigation has to be replaced on these islands too.
4. JOM Evans' office was contacted re painting the three entry brick monuments before planting begins.
5. A county survey/with cost split by SPOA will be taken regarding what property belongs to whom on the left side of the entrance on Hillcrest. The county and SPOA want the question of who is responsible for which piece of land settled.
6. FUTURE: The Committee will begin prioritizing and costing future projects as the above mentioned work is being done.
7. We hoped the assessment would have been more so that this work could be done swiftly.

Respectfully submitted,  
SPOA LANDSCAPE COMMITTEE  
Mary Ellen Wilson, Nancy Pollacek, Leandra Stewart

**Silverado Community Services District Advisory Committee Meeting  
District Manager's Report**

- I. Lighting:
  - a. Light Outages Reported to PG&E for Repair:
    - i. Hillcrest: 52 - Many calls to PG&E regarding replacing this pole. I have a name and direct phone number for a representative in Fresno and will continue to call him until we see results.
- II. Maintenance:
  - a. New Image Landscape Company:
    - i. New Image is now providing the maintenance as of July 1, 2016. The contract term expires on June 30, 2017. Term will automatically renew for two additional one year terms unless we decide not to renew with them by giving them 30 day notice prior to expiration of term. The contract maximum is \$66,000 (\$55,956 for maintenance, \$10,000 for non-routine services).
    - j. For suggestions on regular/seasonal maintenance or to report any landscape issues, please contact the District Administration's Analyst, Julie Kirk at 259-8603 or by email at [Julie.kirk@countyofnapa.org](mailto:Julie.kirk@countyofnapa.org). You may also contact Mary Ellen Wilson and/or Leandra Stewart, the District's Landscape Committee Representatives.
- III. Budget Report:
  - a. Year-to-date 2015-2016 Budget Status:
    - 1. Revenue: \$124,899.69 - Interest, Special Assessments, and Delinquent Tax Penalties
    - ii. Expenses: \$123,255.06 - Administration costs, legal services, engineer services, landscape services, street sweeping, mutt mitts, insurance liability, water and electricity, tree removal



### Statement of Revenues and Expenses Budget vs. Actual - by Subdivision

2850 - Silverado Community Services  
 Periods 1 through 12 of Fiscal Year: 2016

Subdivision: 2850000 - Silverado Community Services

	Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTO	YTOTotal	Budget vs Actua I	Percent of Budget
<b>Revenues</b>								
44400	Penalties & Costs on Delin	400.0	400.00		116.53	116.53	283.4	29.13
45100	Tax	0	450.00		401.12	401.12	7	89.14
	Interest	450.0					48.8	
		0					8	
46700	Special Assessments	125,009.00	125,009.00		124,382.04	124,382.04	626.96	99.50
	<b>Total Revenues 1</b>	<b>125,859.00</b>	<b>125,859.00</b>		<b>124,899.69</b>	<b>124,899.69</b>	<b>959.31</b>	<b>99.241</b>
<b>Expenses</b>								
	<b>Total for: Salaries and Benefits</b>							<b>0.00</b>
52100	Administration Services	4,000.00	4,000.00		3,856.04	3,856.04	143.96	96.40
52115	Property Tax/Assessment Admin	600.00	600.00		550.00	550.00	50.00	91.67
52140	Legal Services	500.00	500.00		1,800.05	1,800.05	(1,300.05)	360.01
52145	Engineer Services	18,000.00	18,000.00		15,057.55	15,057.55	2,942.45	83.65
52340	Landscaping Services	53,400.00	53,400.00		52,316.61	52,316.61	1,083.39	97.97
52350	Street Sweeping Services	10,000.00	10,000.00		9,661.68	9,661.68	338.32	96.62
52505	Maintenance-Buildings/Improvem	800.00	800.00		1,470.78	1,470.78	(670.78)	183.85
52510	Maintenance-B&I-PW Charges	1,200.00	1,200.00				1,200.00	0.00
52700	Insurance - liability	1,333.00	1,333.00		1,333.00	1,333.00		100.00
52800	Communications/Telephone	80.00	80.00		72.50	72.50	7.50	90.63
52830	Publications & Legal Notices	100.00	100.00				100.00	0.00
52905	Business Travel/Mileage	50.00	50.00		23.98	23.98	26.02	47.96
53100	Office Supplies	50.00	50.00				50.00	0.00
53205	Utilities - Electric	21,000.00	21,000.00		21,082.58	21,082.58	(82.58)	100.39
53220	Utilities - Water	14,500.00	14,500.00		11,097.83	11,097.83	3,402.17	76.54
	<b>Total for: Services and Supplies</b>	<b>125,613.00</b>	<b>125,613.00</b>		<b>118,322.60</b>	<b>118,322.60</b>	<b>7,290.40</b>	<b>94.20</b>
55300	Buildings and Improvements	60,000.00	60,000.00		4,932.46	4,932.46	55,067.54	8.22
	<b>Total for: Other Expenses</b>	<b>60,000.00</b>	<b>60,000.00</b>		<b>4,932.46</b>	<b>4,932.46</b>	<b>55,067.54</b>	<b>8.22</b>
	<b>Total Expenditures 1</b>	<b>185,613.00</b>	<b>-</b>	<b>185,613.00</b>	<b>123,255.06</b>	<b>123,255.06</b>	<b>62,357.9466AO)</b>	
	<b>Net Surplus (Deficit)</b>	<b>- - (59,754~</b>	<b>-</b>	<b>-(59,754.00)-</b>	<b>1,644.631,644~</b>			<b>1</b>



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## Statement of Revenues and Expenses Budget vs. Actual - by Subdivision

2850 - Silverado Community Services  
Periods 1 through 12 of Fiscal Year: 2016

Subdivision: 2850000 - Silverado Community Services

	Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTDTotal	Budget vs Actual	Percent of Budget
33100- Available Fund Balance					69,749.43			
Net Surplus (Deficit)					1,644.63			
33100- Ending Fund Balance					71,394.06			