

Napa County

1195 THIRD STREET
SUITE 310
NAPA, CA 94559



Agenda

Wednesday, February 25, 2026

3:00 PM

**Board of Supervisors Chambers
1195 Third St, Third Floor
Napa, CA 94559**

Housing Commission

Judith Myers
Jennifer Putnam
Manuel Rios
Michael Silacci
Arnulfo Solorio
Mike Swanton
Vacant
Vacant
Vacant

GENERAL INFORMATION

All materials relating to an agenda item for an open session of a regular meeting of the Housing Commission which are provided to a majority or all of the members of the Commission by Commission members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the office of the Clerk of the Housing Commission, 1195 Third Street, Suite 305, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Commission at the meeting will be available for public inspection at the public meeting if prepared by the members of the Commission or County staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

How to Watch or Listen to the Napa County Housing Commission Meetings

The Commission realizes that not all County residents have the same ways to stay engaged, so several alternatives are offered. Please watch or listen to the Housing Commission meeting in one of the following ways:

1. Attend in-person at the Board of Supervisors Chambers, 1195 Third Street, Napa, Suite 305; or
2. Watch on Zoom via www.zoom.us/join (Meeting ID: 836 7194 5915) or listen on Zoom by calling 1-669-900-6833 (Meeting ID: 836 7194 5915).

If you are unable to attend the meeting in person and wish to submit a comment, please do one of the following:

- A. Join meeting via Zoom: www.zoom.us/join. Meeting ID 836 7194 5915, or listen on Zoom by calling 1-669-900-6833. Meeting ID 836 7194 5915. AND use the raise hand feature; or
- B. Email your comment to ncha@countyofnapa.org. Your comment will be shared with the members of the Housing Commission.

1. CALL TO ORDER; ROLL CALL**2. PUBLIC COMMENT****3. APPROVAL OF MINUTES**

- A. Approval of minutes for the meeting of January 22, 2026.

[26-229](#)

Attachments: [January Minutes](#)

4. SET MATTERS OR PUBLIC HEARING ITEMS**5. CONSENT ITEMS**

- A. Adoption of the Housing Commission meeting schedule for calendar year 2026.

[26-228](#)

Attachments: [2026 Meeting Calendar](#)

6. MONTHLY REPORTS

- A. Monthly report on the renewal process for the Joe Serna, Jr. Farmworker Housing Grant Program (Serna Grant). No action needed. [26-230](#)
- B. Update on meal service coordination between California Human Development Corporation (CHDC) and Abode Services. No action needed. [26-231](#)
- C. Monthly Report from California Human Development Corporation (CHDC). [26-232](#)
- Attachments:** [Occupancy Report](#)
[Occupancy FY25 vs FY26](#)
- D. Monthly report on capital improvement projects (CIP). For discussion only, no action needed. [26-233](#)

Attachments: [CIP List](#)

7. ADMINISTRATIVE ITEMS

- A. Recommend acceptance of the quarterly monitoring report to the Napa County Housing Authority (Authority) for the quarter ended December 31, 2025. (Fiscal Impact: None, Discretionary) [26-281](#)
- Attachments:** [NCHA Report 12.31.25](#)
- B. Update on the work done by the Female Farmworker Subcommittee. [26-293](#)

8. EXECUTIVE DIRECTOR REPORT

9. COMMISSIONER COMMENTS AND DIRECTION TO STAFF

During this item, the Commission may, upon affirmative vote, direct Staff to investigate or research matters and report back on those matters deemed appropriate by the Commission.

10. FUTURE AGENDA ITEMS

11. ADJOURN

I HEREBY CERTIFY THAT THE AGENDA FOR THE ABOVE STATED MEETING WAS POSTED AT A LOCATION FREELY ACCESSIBLE TO MEMBERS OF THE PUBLIC AT THE NAPA COUNTY ADMINISTRATIVE BUILDING, 1195 THIRD STREET, NAPA, CALIFORNIA ON FEBRUARY 20, 2026 BY 5:00 P.M. A HARDCOPY SIGNED VERSION OF THE CERTIFICATE IS ON FILE WITH THE CLERK OF THE COMMISSION AND AVAILABLE FOR PUBLIC INSPECTION.

Jennifer Palmer (By e-signature)

JENNIFER PALMER, Secretary of the Commission



Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.napacounty.gov
Main: (707) 253-4580

Housing Commission

Agenda Date: 2/25/2026

File ID #: 26-229

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Approval of Minutes

RECOMMENDATION

Approval of minutes for the meeting of January 22, 2026.

BACKGROUND

Executive Director of Housing Authority requests approval of minutes for the meeting of January 22, 2026.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**MINUTES OF THE
NAPA COUNTY HOUSING COMMISSION**

January 22, 2026

Draft Summary of the Proceedings

1. Call to Order/Roll Call

Present: Commissioners Jennifer Putnam, Manuel Rios, Michael Silacci, and Mike Swanton

Absent: Commissioners Judy Myers and Arnulfo Solorio

Meeting was called to order by: Chair Silacci

2. Public Comment

None.

3. Approval of Minutes

October 22, 2025, and December 04, 2025

Motion Text: Approval of Minutes

Voting Yes: Commissioners Putnam, Rios, Silacci, and Swanton

Abstain: None

Result: Passed

4. Set Matters or Public Hearing Items

None.

5. Consent

A. Donation report for quarter ending December 31, 2025.

Motion Text: Recommend the Housing Authority to accept the report at their next meeting.

Voting Yes: Commissioners Putnam, Rios, Silacci, and Swanton

Abstain: None

Result: Passed

6. Monthly Reports

A. Monthly from California Human Development Corporation (CHDC).

Report by Santino Garcia, CHDC Chief Operations Officer. Occupancy – Calistoga 60, Mondavi 43, River Ranch currently closed. No public comment. Discussion held.

B. Report from Capital Improvement Projects (CIP) Ad Hoc Subcommittee and recommendations for high priority projects.

Presentation by Alex Carrasco, Project Manager. No public comment. Discussion held.

7. Administrative Items

A. Update on Joe Serna, Jr. Farmworker Housing Grant Program renewal process. No action needed.

Presentation by Jennifer Palmer, Executive Director. Initiating efforts to renew grant funding for two reasons: (a) it takes time to successfully advocate and (b) there is a need for funding as gap between operations and revenue sources continues to grow. No public comment. Discussion held.

B. Update on meal service coordination between California Human Development Corporation (CHDC) and Abode Services. No action needed.

Presentation by Emma Moyer, Housing Programs Manager. No public comment. Discussion held.

C. Update on grant funding for the Calistoga Farmworker Center Wi-Fi Network.

Presentation by Alex Carrasco, Project Manager. California Public Utilities Commission (CPUC) has awarded the county a grant in the amount of \$28,977 to fund infrastructure for Wi-Fi network at the Calistoga Farmworker Center. No public comment. Discussion held.

D. Election of Chair and Vice-Chair for calendar year 2026.

Presentation by Alex Carrasco, Project Manager. No public comment. Discussion held.

Motion Text: Appoint Commissioner Silacci as Chair, and Commissioner Myers as Vice-Chair.

Voting Yes: Commissioners Putnam, Rios, Silacci, and Swanton

Abstain: None

Result: Passed

E. Discussion on commission membership with possible recommendation to Board of Supervisors to amend Napa County Code section 2.102.020 and amend the Napa County Bylaws to incorporate and appoint one additional member of the public who is either a resident of Napa County or someone employed in Napa County, and interested in and/or experienced in affordable housing or farmworker housing.

Presentation by Alex Carrasco, Project Manager. No public comment. Discussion held.

Motion Text: Recommend Board of Supervisors to amend Napa County Code section 2.102.020 and amend the Napa County Bylaws to incorporate and appoint one additional member of the public who is either a resident of Napa County or someone employed in Napa County, and interested in and/or experienced in affordable housing or farmworker housing

Voting Yes: Commissioners Putnam, Rios, Silacci, and Swanton

Abstain: None

Result: Passed

8. Executive Director Report

Report by Jennifer Palmer, Executive Director. Housing Commission budget subcommittee has begun its series of meetings. No public comment. Discussion held.

9. Commissioner Comments and Direction to Staff

None.

10. Future Agenda Items

None.

11. Adjourn

Meeting adjourned to the next regular meeting on February 25, 2026, at 3:00 pm.

Michael Silacci, Chair

ATTEST:

Jennifer Palmer, Secretary of the Commission



Napa County

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Housing Commission

Agenda Date: 2/25/2026

File ID #: 26-228

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Adoption of the Housing Commission meeting schedule for calendar year 2026

RECOMMENDATION

Adoption of the Housing Commission meeting schedule for calendar year 2026.

BACKGROUND

Today's action will adopt meeting schedule for calendar year 2026. Meetings are held in the Board Chambers of the Napa County Administration building. The Commission Bylaws require at least one regular meeting each month. Regular meetings occur on the fourth Wednesday of each month; however, November and December meetings have been held on the second or third week of the month due to holidays.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

2026 Housing Commission

Meeting Calendar

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
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1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
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19	20	21	22	23	24	25
26	27	28	29	30		

May						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
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	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
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27	28	29	30			

October						
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25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



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Housing Commission

Agenda Date: 2/25/2026

File ID #: 26-230

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Joe Serna, Jr. Farmworker Housing Grant Program Renewal

RECOMMENDATION

Monthly report on the renewal process for the Joe Serna, Jr. Farmworker Housing Grant Program (Serna Grant). No action needed.

BACKGROUND

The purpose of the Joe Serna, Jr. Farmworker Housing Grant Program (Serna Grant) is to fund new construction, rehabilitation, and acquisition of owner-occupied and rental units for agricultural workers, with a priority for lower income households. The program is administered by the Housing and Community Development, a department of the state of California.

In 2019, the Napa County Housing Authority (Authority) was awarded Serna Grant funding in the amount of \$250,000 annually for a term not to extend beyond ten (10) years. Eligible uses of the funding are limited to maintenance and operations of the three-county owned farmworker centers. In exchange, the Authority agreed to continue to serve the needs of migrant farm workers in Napa County for twenty-five years from the first year of disbursement (2020).

Staff are engaged in a concerted effort to extend the existing agreement for an additional ten years, and increase the annual contribution to \$500,000, with a related annual escalator. The purpose of today's report is to provide the commission with an update on such efforts. No action needed.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment
3. Discussion

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.



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Housing Commission

Agenda Date: 2/25/2026

File ID #: 26-231

TO: The Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Meal Service Coordination

RECOMMENDATION

Update on meal service coordination between California Human Development Corporation (CHDC) and Abode Services. No action needed.

BACKGROUND

The South Napa Shelter serves up to 102 clients on an overnight basis and approximately 20-30 Day Center guests per day. The County contracts with Abode Services for day-to-day operations of the shelter and until June 30, 2025 were also contracted with the Salvation Army for provision of meals. For Fiscal Year 2026, the Salvation Army proposed a price per meal increase of 50% (\$12/meal) that was unsustainable. The Department of Housing & Community Services has been coordinating with California Human Development Corporation (CHDC), who is contracted to for day-to-day operations of the three County-owned Farmworker Centers (Centers), to prepare meals at each of the Centers for the South Napa Shelter.

This opportunity would involve minor investments for infrastructure upgrades, such as adding a fire suppression connection to the kitchen hoods at each of the Centers, and equipment including roasting pans and pots, while also decrease the per meal rate. The planning to increase food capacity began in December 2025, and should be complete by March 2026. Upon completion of the infrastructure upgrade, CHDC will begin providing meals to the South Napa Shelter. Today's discussion provides an update on the proposed meal service coordination with Abode Services, and infrastructure upgrades at the Centers. No action needed.

PROCEDURAL REQUIREMENTS

1. Staff Report

2. Public Comment

3. Discussion

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.



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Housing Commission

Agenda Date: 2/25/2026

File ID #: 26-232

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Monthly Report from California Human Development Corporation (CHDC)

RECOMMENDATION

Monthly Report from California Human Development Corporation (CHDC).

BACKGROUND

The purpose of this report is for the CHDC Housing Director to provide an overview of property management activities for the reporting period including general operations, maintenance, lodger matters, marketing efforts, and review of accounts receivable balances at each center. The report is intended as informational to support discussion, planning, and recommendations from the commission to property management. Included in this report is CHDC's monthly occupancy report, which highlights occupancy trends, projected occupancy vs. actual occupancy, and rent revenue.

The Napa County Housing Authority contracts with CHDC, a non-profit organization, with more than 50 years of experience with farmworkers. CHDC staff at each of the three publicly owned farmworker centers (Centers) provide day to day services including enrolling applicants (lodgers) into or out of the housing program, collecting rent, maintenance, cleaning, and cooking three meals a day, six days a week. Local zoning ordinance (18.104.010) requires the Centers be occupied for no more than three hundred thirty days in a calendar year and by no more than sixty farmworkers at any one time.

CHDC's contractual obligation includes an operational schedule that allows for a total of 59,160 bed nights across the Centers or "Scheduled Capacity - Nights" (page 3 of attached report). The Centers are required (by State) to meet an occupancy rate of 95%, which equates to 56,202 bed nights or "Monthly Projected Nights" (page 3 of attached report).

Schedule by Center:

- A. River Ranch Center - Open 07/01/2025; Close 12/27/2025; Reopen 02/02/2026; Total bed nights 19,740
- B. Calistoga Center - Open 07/01/2025; Close 11/22/2025; Reopen 12/29/2025; Total bed nights 19,740
- C. Mondavi Center - Open 07/01/2025; Close 11/15/2025; Reopen 12/22/2025; Total bed nights 19,680

For January 2026, the Calistoga Center was the only facility to achieve 95% occupancy rate. At the same time, it is important to note that the January 2026 occupancy rates listed below represent the highest occupancy rates within the last six years (page 2 of attached report, Occupancy Analysis chart).

- A. River Ranch Center -Scheduled: 0; Projected 0; Actual: 0 (Center Closed); Occupancy rate: 0%
- B. Calistoga Center - Scheduled: 1,860; Projected 1,767; Actual: 1,758, Occupancy rate 95%
- C. Mondavi Center - Scheduled 1,860; Projected 1,767; Actual: 1,192, Occupancy rate 64%
- D. All Centers - Scheduled: 3,720; Projected 3,534; Actual 2,950; Occupancy rate 79%

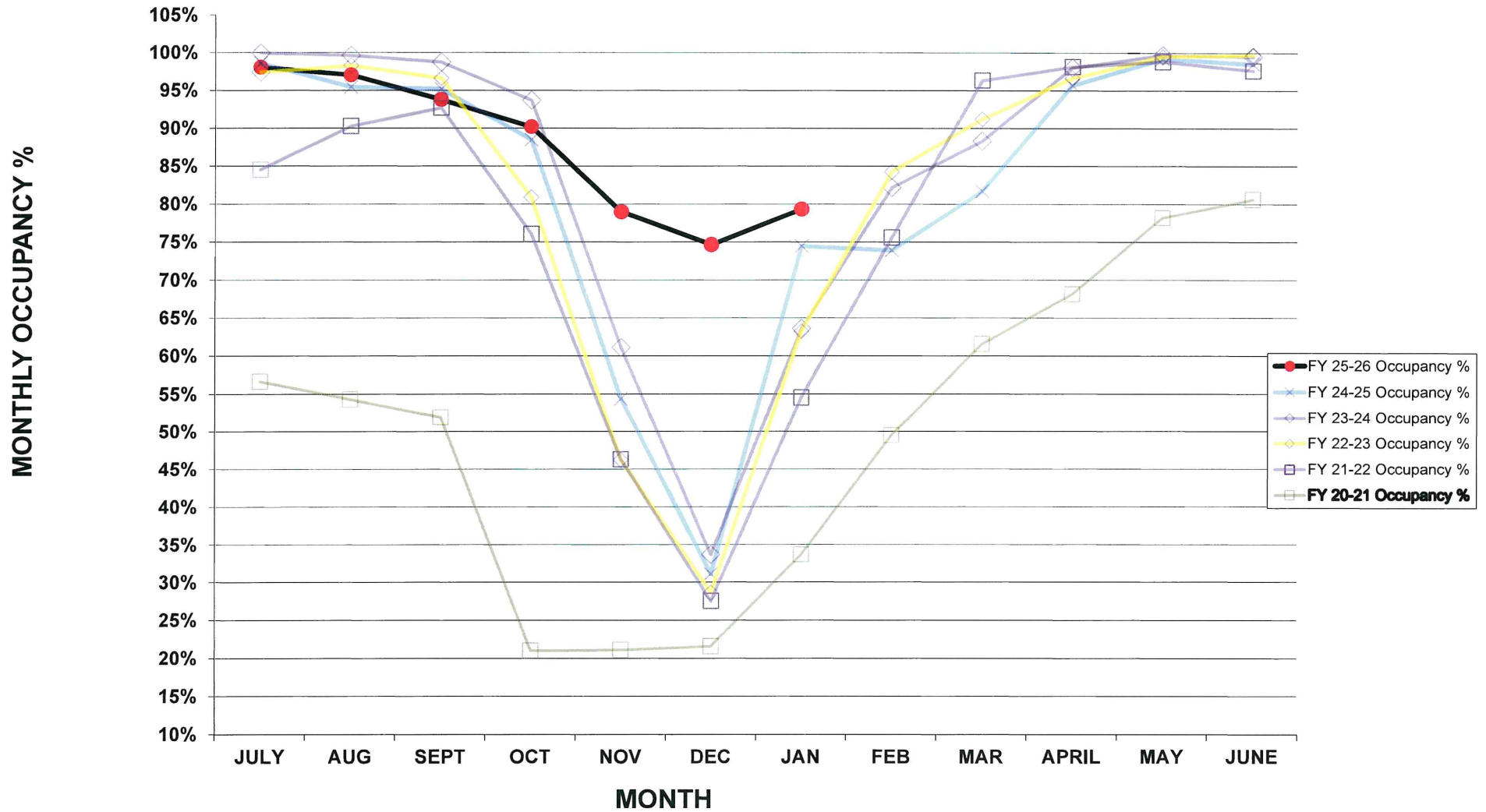
PROCEDURAL REQUIREMENTS

- 1. Staff Report
- 2. Public Comment
- 3. Discussion

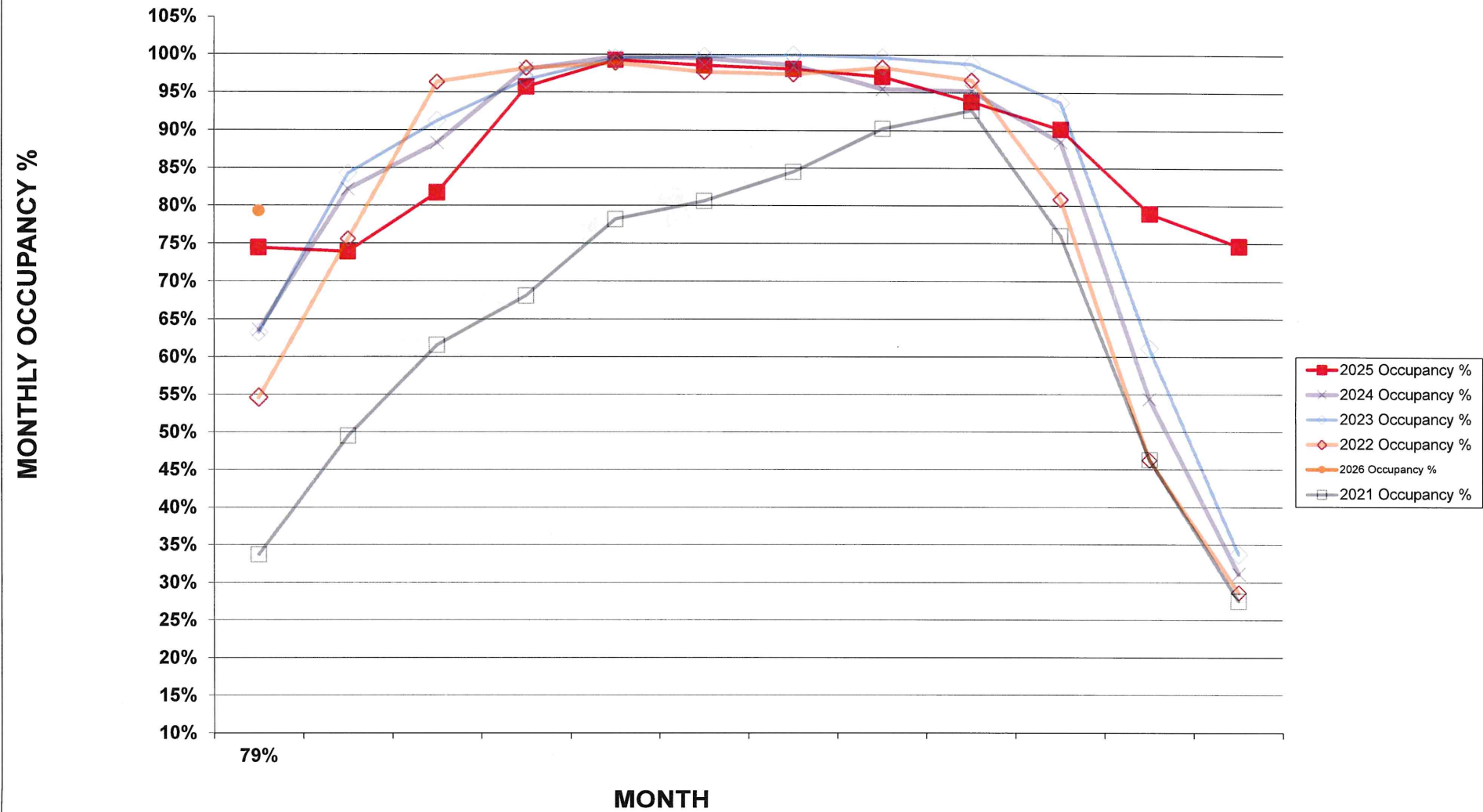
ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

NC FW HSNG CENTERS - OCCUPANCY FISCAL ANALYSIS



NC FW HSNG CENTERS - OCCUPANCY ANALYSIS



NAPA COUNTY FARMWORKER HOUSING CENTERS
OCCUPANCY REPORT
FY 2025/2026

For the period of: 7/1/2025 through 6/30/2026

PLAN	TOTALS	ALL SITES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2025-26	Available Capacity - Nights		5,580	5,580	5,400	5,580	3,900	2,460	3,720	4,980	5,580	5,400	5,580	5,400	59,160.00
	Scheduled Capacity - Nights		5,580	5,580	5,400	5,580	3,900	2,460	3,720	4,980	5,580	5,400	5,580	5,400	59,160.00
	Scheduled Occupancy %		95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
	Monthly Projected Nights		5,301	5,301	5,130	5,301	3,705	2,337	3,534	4,731	5,301	5,130	5,301	5,130	56,202.00
	YTD Projected Nights		5,301	10,602	15,732	21,033	24,738	27,075	30,609	35,340	40,641	45,771	51,072	56,202	56,202.00
	Monthly Actual Nights		5,473	5,416	5,065	5,032	3,080	1,836	2,950	-	-	-	-	-	28,852.00
	YTD Actual Nights		5,473	10,889	15,954	20,986	24,066	25,902	28,852	-	-	-	-	-	28,852.00
(1)	YTD Actual Occupancy %		98%	98%	96%	95%	92%	91%	90%	78%	67%	60%	54%	49%	90%
(2)	YTD Projected - Occupancy %		95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
(3)	YTD Occupancy % to Projected		103%	103%	101%	100%	97%	96%	94%	82%	71%	63%	56%	51%	94%
(4)	Monthly Actual Occupancy %		98%	97%	94%	90%	79%	75%	79%	0%	0%	0%	0%	0%	90%
(5)	Monthly Projected Occupancy %		95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
(6)	Monthly Occupancy % to Projected		103%	102%	99%	95%	83%	79%	83%	0%	0%	0%	0%	0%	94%
	Rent Earned		98,514.00	97,488.00	91,170.00	90,576.00	55,440.00	33,048.00	53,100.00	-	-	-	-	-	519,336.00
	Rent Collected		106,434.00	94,094.00	92,444.00	90,900.00	55,080.00	40,712.00	42,138.00	-	-	-	-	-	521,802.00
	Deposits		100,278.00	85,066.00	97,628.00	95,022.00	57,402.00	43,196.00	35,154.00	-	-	-	-	-	513,746.00
	Deposits in Transit		6,146.00	15,174.00	9,990.00	5,868.00	3,546.00	1,062.00	8,046.00	-	-	-	-	-	4,212.00
	YTD NCHA Approved Write Offs														
	Beginning Balance:	N/A	-	540.00	540.00	540.00	540.00	540.00	540.00	-	-	-	-	-	540.00
	YTD Deposits in Transit														
	Beginning Balance:	(10.00)	6,146.00	15,174.00	9,990.00	5,868.00	3,546.00	1,062.00	8,046.00	-	-	-	-	-	4,212.00
	YTD Accounts Receivable														
	Beginning Balance:	3,945.00	7,638.00	9,675.00	10,128.00	9,624.00	3,467.00	4,947.00	12,903.00	-	-	-	-	-	11,463.00
	YTD Prepaid Rents														
	Beginning Balance:	672.00	12,285.00	11,468.00	13,195.00	13,015.00	6,498.00	15,642.00	12,636.00	-	-	-	-	-	14,580.00
	Monthly Vacancy Loss - \$\$		-	432.00	1,638.00	6,102.00	12,744.00	9,018.00	10,512.00	-	-	-	-	-	30,096.00
	YTD Vacancy Loss - \$\$		-	432.00	2,070.00	8,172.00	20,916.00	29,934.00	40,446.00	-	-	-	-	-	40,446.00
	Monthly Vacancy Loss - Nights		-	24	91	339	708	501	584	-	-	-	-	-	1,672.00
	YTD Vacancy Loss - Nights		-	24	115	454	1,162	1,863	2,247	-	-	-	-	-	2,247.00
	Vacancy Loss based on Projected Occupancy by Site														

I certify that this report is a true and accurate presentation of actual occupancy and earned rent revenue during the reporting period and that these occupancy and earned rent figures were collected in accordance with the purpose and conditions of the contract referenced above.

Daniel Walker

02/13/26

Supervisor: CFO, and/or Housing Director
California Human Development Corporation

Date

Michael S Whitt

02/13/2026

Prepared by: Michael S Whitt, Senior Accountant
California Human Development Corporation

Date

- (1) YTD actual nights divided by YTD scheduled capacity nights
(2) YTD projected nights divided by YTD scheduled capacity nights
(3) YTD actual nights divided by YTD projected capacity nights

- (4) Monthly actual nights divided by scheduled capacity nights
(5) Monthly projected nights divided by monthly scheduled capacity nights
(3) Monthly actual nights divided by YTD projected capacity nights

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
NAPA COUNTY FARMWORKER HOUSING CENTERS
OCCUPANCY REPORT
FY 2025/2026

For the period of: 7/1/2025 through 6/30/2026

	CALISTOGA	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2025-26	Available Capacity - Nights	1,860	1,860	1,800	1,860	1,260	240	1,860	1,680	1,860	1,800	1,860	1,800	19,740.00
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	1,260	240	1,860	1,680	1,860	1,800	1,860	1,800	19,740.00
	Scheduled Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
	Monthly Projected Nights	1,767	1,767	1,710	1,767	1,197	228	1,767	1,596	1,767	1,710	1,767	1,710	18,753.00
	YTD Projected Nights	1,767	3,534	5,244	7,011	8,208	8,436	10,203	11,799	13,566	15,276	17,043	18,753	18,753.00
	Monthly Actual Nights	1,810	1,843	1,736	1,766	849	201	1,758	-	-	-	-	-	9,963.00
	YTD Actual Nights	1,810	3,653	5,389	7,155	8,004	8,205	9,963						9,963.00
	YTD Actual Occupancy %	97%	98%	98%	97%	93%	92%	93%						93%
	YTD Projected - Occupancy %	95%	95%	95%	95%	95%	95%	95%						95%
	YTD Occupancy % to Projected	102%	103%	103%	102%	98%	97%	98%						98%
	Monthly Actual Occupancy %	97%	99%	96%	95%	67%	84%	95%						93%
	Monthly Projected Occupancy %	95%	95%	95%	95%	95%	95%	95%						95%
	Monthly Occupancy % to Projected	102%	104%	102%	100%	71%	88%	99%						98%
	Rent Earned	32,580.00	33,174.00	31,248.00	31,788.00	15,282.00	3,618.00	31,644.00						179,334.00
	Rent Collected	33,894.00	30,906.00	30,816.00	31,590.00	16,866.00	10,652.00	24,066.00						178,790.00
	Deposits	31,446.00	29,628.00	33,876.00	28,458.00	20,664.00	10,580.00	20,916.00						175,568.00
	Deposits in Transit	2,438.00	\$3,716.00	\$656.00	\$3,788.00	(10.00)	62.00	3,212.00						3,212.00
	YTD NCHA Approved Write Offs													
	Beginning Balance:	N/A	-	-	-	-	-	-						-
	YTD Deposits in Transit													
	Beginning Balance:	(10.00)	2,438.00	3,716.00	656.00	3,788.00	(10.00)	62.00	3,212.00					3,212.00
	YTD Accounts Receivable													
	Beginning Balance:	400.00	2,938.00	3,478.00	4,108.00	4,216.00	400.00	1,880.00	8,396.00					8,396.00
	YTD Prepaid Rents													
	Beginning Balance:	68.00	3,920.00	2,192.00	2,390.00	2,300.00	68.00	8,582.00	7,520.00					7,520.00
	Monthly Vacancy Loss - \$\$	-	-	-	18.00	6,264.00	486.00	162.00						6,930.00
	YTD Vacancy Loss - \$\$	-	-	-	18.00	6,282.00	6,768.00	6,930.00						6,930.00
	Monthly Vacancy Loss - Nights	-	-	-	1	348	27	9						385.00
	YTD Vacancy Loss - Nights	-	-	-	1	349	376	385						385.00
	Vacancy Loss based on Projected Occupancy													

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
NAPA COUNTY FARMWORKER HOUSING CENTERS
OCCUPANCY REPORT
FY 2025/2026

For the period of: 7/1/2025 through 6/30/2026

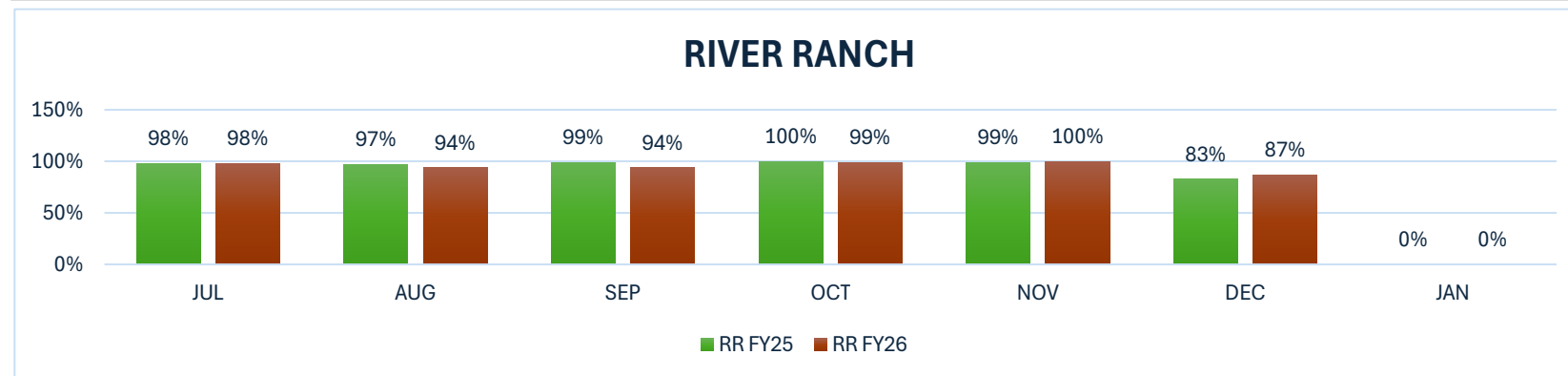
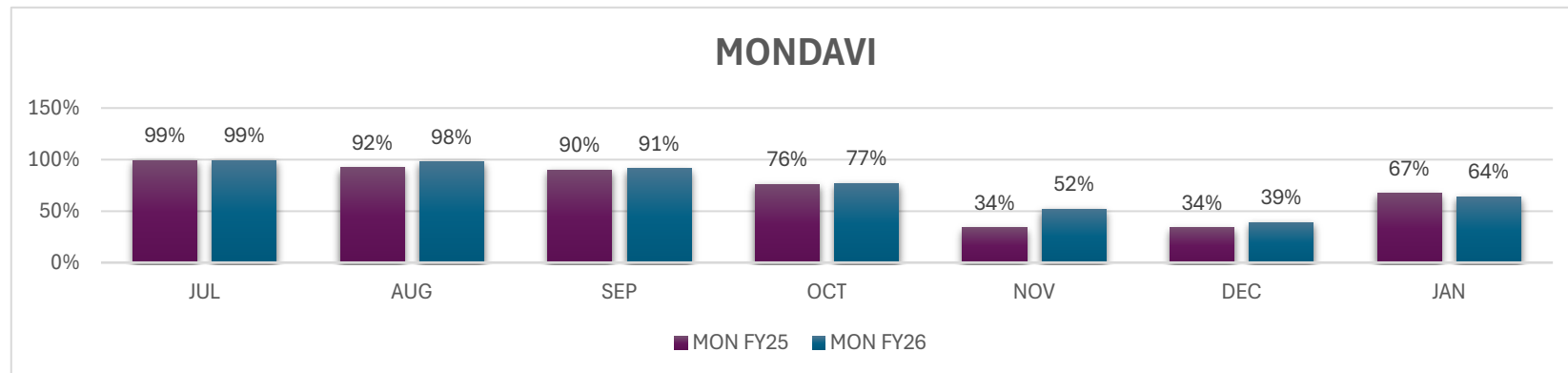
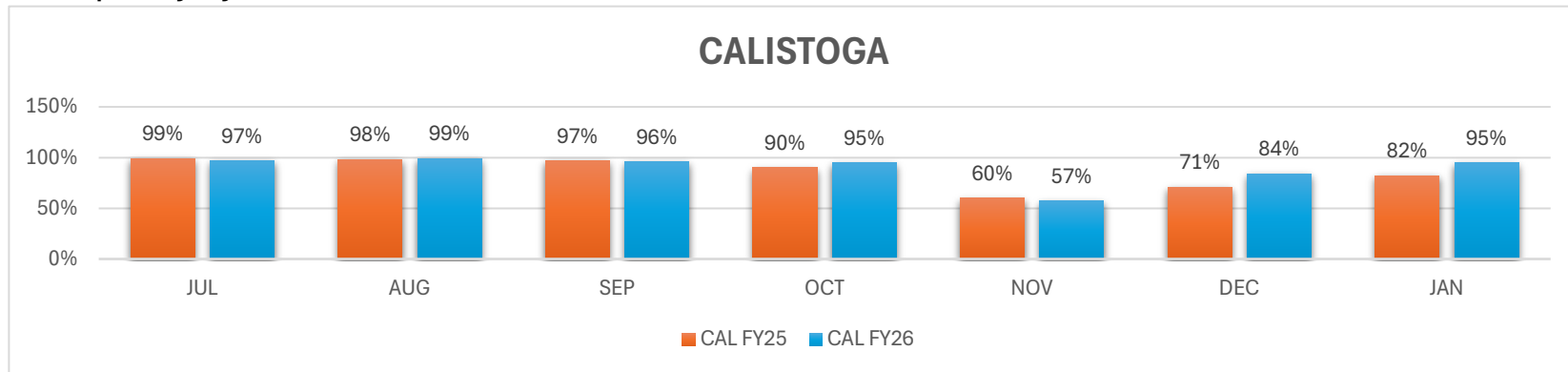
	MONDAVI	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2025-26	Available Capacity - Nights	1,860	1,860	1,800	1,860	840	600	1,860	1,680	1,860	1,800	1,860	1,800	19,680.00
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	840	600	1,860	1,680	1,860	1,800	1,860	1,800	19,680.00
	Scheduled Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
	Monthly Projected Nights	1,767	1,767	1,710	1,767	798	570	1,767	1,596	1,767	1,710	1,767	1,710	18,696.00
	YTD Projected Nights	1,767	3,534	5,244	7,011	7,809	8,379	10,146	11,742	13,509	15,219	16,986	18,696	18,696.00
	Monthly Actual Nights	1,846	1,830	1,646	1,429	438	231	1,192	-	-	-	-	-	8,612.00
	YTD Actual Nights	1,846	3,676	5,322	6,751	7,189	7,420	8,612						8,612.00
	YTD Actual Occupancy %	99%	99%	96%	91%	87%	84%	81%						81%
	YTD Projected - Occupancy %	95%	95%	95%	95%	95%	95%	95%						95%
	YTD Occupancy % to Projected	104%	104%	101%	96%	92%	89%	85%						85%
	Monthly Actual Occupancy %	99%	98%	91%	77%	52%	39%	64%						81%
	Monthly Projected Occupancy %	95%	95%	95%	95%	95%	95%	95%						95%
	Monthly Occupancy % to Projected	104%	104%	96%	81%	55%	41%	67%						85%
	Rent Earned	33,228.00	32,940.00	29,628.00	25,722.00	7,884.00	4,158.00	21,456.00						155,016.00
	Rent Collected	34,722.00	33,138.00	30,218.00	23,148.00	8,478.00	10,350.00	18,072.00						158,126.00
	Deposits	33,894.00	27,422.00	32,198.00	27,720.00	8,478.00	9,342.00	14,238.00						153,292.00
	Deposits in Transit	828.00	6,544.00	4,564.00	(8.00)	(8.00)	1,000.00	4,834.00						1,000.00
	YTD NCHA Approved Write Offs													
	Beginning Balance:	N/A	-	870.00	870.00	870.00	870.00	870.00						870.00
	YTD Deposits in Transit													
	Beginning Balance:	-	828.00	6,544.00	(8.00)	(8.00)	1,000.00	4,834.00						1,000.00
	YTD Accounts Receivable													
	Beginning Balance:	2,186.00	2,819.00	4,360.00	4,309.00	3,697.00	1,248.00	1,608.00	3,048.00					1,608.00
	YTD Prepaid Rents													
	Beginning Balance:	98.00	2,225.00	4,834.00	5,373.00	2,187.00	332.00	6,884.00	4,940.00					6,884.00
	Monthly Vacancy Loss - \$\$	-	-	1,152.00	6,084.00	6,480.00	6,102.00	10,350.00						19,818.00
	YTD Vacancy Loss - \$\$	-	-	1,152.00	7,236.00	13,716.00	19,818.00	30,168.00						30,168.00
	Monthly Vacancy Loss - Nights	-	-	64	338	360	339	575						1,101.00
	YTD Vacancy Loss - Nights	-	-	64	402	762	1,101	1,676						1,676.00
	Vacancy Loss based on Projected Occupancy													

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
NAPA COUNTY FARMWORKER HOUSING CENTERS
OCCUPANCY REPORT
FY 2025/2026

For the period of: 7/1/2025 through 6/30/2026

	RIVER RANCH													
		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2025-26	Available Capacity - Nights	1,860	1,860	1,800	1,860	1,800	1,620	-	1,620	1,860	1,800	1,860	1,800	19,740.00
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	1,800	1,620	-	1,620	1,860	1,800	1,860	1,800	19,740.00
	Scheduled Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
	Monthly Projected Nights	1,767	1,767	1,710	1,767	1,710	1,539	-	1,539	1,767	1,710	1,767	1,710	18,753.00
	YTD Projected Nights	1,767	3,534	5,244	7,011	8,721	10,260	10,260	11,799	13,566	15,276	17,043	18,753	18,753.00
	Monthly Actual Nights	1,817	1,743	1,683	1,837	1,793	1,404	-	-	-	-	-	-	10,277.00
	YTD Actual Nights	1,817	3,560	5,243	7,080	8,873	10,277	10,277						10,277.00
	YTD Actual Occupancy %	98%	96%	95%	96%	97%	95%	95%						95%
	YTD Projected - Occupancy %	95%	95%	95%	95%	95%	95%	95%						95%
	YTD Occupancy % to Projected	103%	101%	100%	101%	102%	100%	100%						100%
	Monthly Actual Occupancy %	98%	94%	94%	99%	100%	87%	0%						95%
	Monthly Projected Occupancy %	95%	95%	95%	95%	95%	95%	95%						95%
	Monthly Occupancy % to Projected	103%	99%	98%	104%	105%	91%	0%						100%
	Rent Earned	32,706.00	31,374.00	30,294.00	33,066.00	32,274.00	25,272.00	-						184,986.00
	Rent Collected	37,818.00	30,050.00	31,410.00	36,162.00	29,736.00	19,710.00	-						184,886.00
	Deposits	34,938.00	28,016.00	31,554.00	38,844.00	28,260.00	23,274.00	-						184,886.00
	Deposits in Transit	2,880.00	4,914.00	4,770.00	2,088.00	3,564.00	-	-						-
	YTD NCHA Approved Write Offs													
	Beginning Balance:	N/A	-	(330.00)	(330.00)	(330.00)	(330.00)	(330.00)						(330.00)
	YTD Deposits in Transit													
	Beginning Balance:	-	2,880.00	4,914.00	4,770.00	2,088.00	3,564.00	-	-					-
		-	-	-	-	-	-	-						
	YTD Accounts Receivable													
	Beginning Balance:	1,359.00	1,881.00	1,837.00	1,711.00	1,711.00	1,819.00	1,459.00	1,459.00					1,459.00
		-	-	-	-	-	-	-						
	YTD Prepaid Rents													
	Beginning Balance:	506.00	6,140.00	4,442.00	5,432.00	8,528.00	6,098.00	176.00	176.00					176.00
		-	-	-	-	-	-	-						
	Monthly Vacancy Loss - \$\$	-	432.00	486.00	-	-	2,430.00	-						3,348.00
	YTD Vacancy Loss - \$\$	-	432.00	918.00	918.00	918.00	3,348.00	3,348.00						3,348.00
	Monthly Vacancy Loss - Nights	-	24	27	-	-	135	-						186.00
	YTD Vacancy Loss - Nights	-	24	51	51	51	186	186						186.00
	Vacancy Loss based on Projected Occupancy													

Occupancy by Center Year Over Year





Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
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Housing Commission

Agenda Date: 2/25/2026

File ID #: 26-233

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Monthly report on capital improvement projects (CIPs)

RECOMMENDATION

Monthly report on capital improvement projects (CIP). For discussion only, no action needed.

BACKGROUND

The Napa County Housing Authority (Authority) owns and oversees three farmworker housing centers (Centers) located in Calistoga (Calistoga Center), St. Helena (River Ranch Center), and Napa (Mondavi Center). Each Center offers dorm style housing to sixty (60) farmworkers, or 180 total, who support Napa County's world renowned agriculture industry. To maintain daily functionality as well as long term sustainability, Authority staff regularly consult with property management, preventative maintenance contractors, and the Public Works Department to plan for capital improvement projects, facility repairs, and equipment needs. The coordinated planning and communication help ensure that all parties involved deliver high quality services for all residents, meet safety and compliance requirements, invest in infrastructure, and boost occupancy rates to deliver strong financial performance. Between fiscal year 2024 to present, the Authority, with support of local and state donations, has invested approximately \$360,000 to repair or replace critical needs including heating, ventilation, and air conditioning, kitchen equipment, fire suppression, water treatment, and walkways.

The purpose of this monthly report is to provide a high level overview of current and anticipated capital improvement projects, facility repairs, and equipment needs identified by preventative maintenance contractors, property management, and/or staff. The enclosed list was sorted by health and safety impact needs and projects are ranked "High", "Medium", and "Low" priority. Funding sources are noted (where applicable) for each project. Information presented is preliminary and subject to change as projects are further evaluated, scoped, and estimates are refined. This report is intended for discussion purposes only, no action needed at this time.

PROCEDURAL REQUIREMENTS

1. Staff Report.
2. Public Comment.
3. Discussion.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

Capital Improvement Projects, Capital Asset Replacements

Date: February 2026

Projects - High Priority						
Description	Priority	Center	Estimate	Committed Funding	Balance	Funding Source
Central Air Conditioning Installation	High Priority	RR	\$300,000	\$0.00	TBD	TBD
Roof and Gutter Replacement	High Priority	CAL	\$75,000	\$75,000	\$0.00	Donation
Walk-in Refrigerator Condensing Unit Replacement	High Priority	RR	\$20,000	\$20,000	\$0	Donation
Walk-in Refrigerator Condensing Unit Replacement	High Priority	CAL	\$20,000	\$20,000	\$0	Donation
Replace Fire Alarms	High Priority	RR	\$17,728	\$0	\$17,728	TBD
Door Replacement	High Priority	CAL	\$13,000	\$13,000	\$0	Donation
Replace Fire Alarms	High Priority	MON	\$8,912	\$0	\$8,912	TBD



Napa County

Board Agenda Letter

1195 THIRD STREET
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Housing Commission

Agenda Date: 2/25/2026

File ID #: 26-281

TO: Napa County Housing Commission
FROM: Tracy Schulze, Auditor-Controller
REPORT BY: Christine Hernandez, Deputy Auditor-Controller
SUBJECT: Internal Audit Quarterly Monitoring Report for Napa County Housing Authority for the Quarter Ended December 31, 2025

RECOMMENDATION

Recommend acceptance of the quarterly monitoring report to the Napa County Housing Authority (Authority) for the quarter ended December 31, 2025. (Fiscal Impact: None, Discretionary)

EXECUTIVE SUMMARY

The Authority, a public housing authority established pursuant to California Health and Safety Code section 342000 et seq., is the owner of three farm worker housing centers (Centers) located in Napa County:

- 1) River Ranch, located at 1109 Silverado Trail, St. Helena
- 2) The Calistoga Center, located at 3996 N. St Helena Highway, Calistoga
- 3) The Mondavi Center, located at 5585 Silverado Trail, Napa

The Authority is focused primarily on addressing the need for safe and affordable housing for farm workers, particularly those in the migrant/seasonal category who, in turn, support the agricultural industry of Napa County.

The Napa County Housing Commission (NCHC), an advisory body to the Authority and Napa County's Board

of Supervisors, was reconstituted in late 2015 to expand its focus from overseeing the three Centers to including reviews of any project requesting funding from the County's Affordable Housing Fund.

The Authority has an Agreement with CHDC, a nonprofit corporation, to manage the day-to-day activities at the Centers. CHDC has designated employees, who are the Centers' Managers and a Fiscal Analyst, to be responsible for collection of lodger fees in accordance with the rates and policies established by the Authority's Board of Directors. The current rate for lodgers is \$18 per day through June 30, 2026. The Contractor is required to maintain lodger files, which contain a rental agreement, lodger photo ID, and verification of employment in agriculture. The Centers' Managers can maintain petty cash funds not to exceed \$250. The Centers' Managers are responsible for making timely deposits for any cash collected the lodgers. The Fiscal Analyst maintains occupancy reports and rent reports. The Contractor is also responsible for the upkeep and maintenance of the facilities.

The Authority has engaged Napa County Auditor-Controller's Office to perform quarterly monitoring over CHDC's compliance with the Authority's policies and procedures during fiscal year 2025-2026.

Action Requested: Recommend acceptance of the quarterly monitoring report to the Napa County Housing Authority.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.



A Tradition of Stewardship
A Commitment to Service

**Napa County Housing Authority
Quarterly Monitoring
Internal Controls Review**

For the period of October 1, 2025 to
December 31, 2025

**Tracy A. Schulze
Auditor-Controller**

Internal Audit Section
January 26, 2026

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Internal Audit Team

Christine Hernandez - Deputy Auditor-Controller
 Nicholas Kittredge - Grant Compliance & Internal Audit
 Omar Lopez - Internal Audit



A Tradition of Stewardship
A Commitment to Service

Auditor-Controller
1195 Third Street · Room B10
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www.countyofnapa.org

Tracy A. Schulze
Auditor-Controller

January 26, 2026

Napa County Housing Authority
Napa, CA

Executive Summary

The Internal Audit section of the Napa County Auditor-Controller's Office (Internal Audit) has completed its quarterly monitoring of the Napa County Housing Authority (Authority) for the quarter ended December 31, 2025.

Our review was conducted in accordance with the Global Internal Audit Standards (Standards) established by the Institute of Internal Auditors. These Standards require that we identify, analyze, evaluate, and document sufficient information and evidence to achieve our objectives and that all engagements be performed with independence, objectivity, proficiency, and due professional care.

Based on our review, we conclude that California Human Development Corporation (CHDC) was in compliance with the policies and procedures established by the Authority's Board of Directors for the quarter ended December 31, 2025, subject to the observations noted in this report.

This report is a matter of public record and is intended solely for the information and use of the Napa County Housing Commission's Commissioners, the Authority's Board of Directors, the Napa County Board of Supervisors, Chief Executive Officer, and CHDC management.

I'd like to thank CHDC, the Authority's staff, and the Internal Audit team for their professionalism, collaboration, and expertise throughout this engagement.

Sincerely,

A handwritten signature in blue ink, appearing to read "Christine Hernandez", is written over a faint, larger signature.

Christine Hernandez
Deputy Auditor-Controller

Napa County Housing Authority
Quarterly Monitoring
For the Quarter Ended December 31, 2025

Background and Authority

The Napa County Housing Authority (Authority) is a public housing authority established pursuant to California Health and Safety Code Section 34200 et seq. The Authority owns and oversees three farmworker housing centers (Centers) located in Napa County:

- 1) River Ranch - 1109 Silverado Trail, St. Helena
- 2) Calistoga Center - 3996 N. St. Helena Highway, Calistoga
- 3) Mondavi Center - 5585 Silverado Trail, Napa

The Authority's mission is to provide safe, affordable housing for farmworkers, particularly those in the migrant and seasonal workforce who support Napa County's agricultural industry.

Reconstituted in late 2015, the Napa County Housing Commission (NCHC) serves as an advisory body to both the Authority and the Napa County Board of Supervisors. Its responsibilities were expanded beyond oversight of the three Centers to include review of projects requesting County Affordable Housing Fund support.

The Authority contracts with the California Human Development Corporation (CHDC), a nonprofit organization, to manage the day-to-day operations of the Centers. CHDC assigns on-site staff, including Center Managers and a Fiscal Analyst, who are responsible for:

- Collecting lodger fees in accordance with the rates and policies approved by the Authority's Board of Directors (currently \$18 per day);
- Maintaining complete lodger files, including a signed rental agreement, photo identification, and verification of agricultural employment;
- Managing petty cash funds not exceeding \$250 and ensuring all cash receipts are promptly deposited;
- Preparing occupancy and rent reports; and
- Overseeing facility maintenance and repairs.

To promote accountability and compliance, the Napa County Auditor-Controller's Office conducts quarterly monitoring reviews of CHDC's adherence to the Authority's policies and procedures during fiscal year 2025-26.

Objective and Scope

The primary objective of this engagement was to evaluate the CHDC's compliance with the policies and procedures established by the Napa County Housing Authority's Board of Directors.

The scope of the review encompassed an examination of CHDC's operational and financial records, as well as relevant Authority oversight documentation, for the quarter ended December

**Napa County Housing Authority
Quarterly Monitoring
For the Quarter Ended December 31, 2025**

31, 2025. The review focused on determining whether CHDC's management of the three farmworker housing centers was conducted in accordance with applicable Authority policies, contractual requirements, and internal control standards.

Procedures

To achieve our audit objective, our procedures included, but were not limited to, the following:

1. Revenues

- a. Reconciled lodger and staff rent revenues in the general ledger to CHDC's records

2. Accounts Receivable

- a. Reported accounts receivable for lodgers who had departed the farmworker center with rents due
- b. Reported accounts receivable for current lodgers with a rents due balance of \$540 (\$18 daily rate x 30 days) or more
- c. Reported recommended accounts receivable write-offs schedule by each center including lodger count (**Exhibit A**)

3. Prepaids

- a. Reported prepaid rents for lodgers who had departed the farmworker centers
- b. Reported prepaids for current lodgers with prepaid balances
- c. Reported recommended prepaid write-offs schedule by each center including lodger count (**Exhibit B**)

4. Collections and Deposits

- a. Selected a sample of all deposits for the quarter and traced back to Occupancy reports for accuracy and completeness
- b. Verified collection receipts are in numerical sequence
- c. Verified physical rent receipt numbers on sampled deposits are entered correctly on the Occupancy reports
- d. Verified bank deposits are processed timely when revenue exceeds \$3,200
- e. Verified lodger rent agrees with number of room nights on receipt
- f. Verified receipts are accurate (i.e., signature, method of payment, lodger number or voided properly)
- g. Verified lodger rent was not paid in arrears (i.e., rents paid for prior periods of occupancy over two weeks)

5. Donations

- a. Verified reporting for all cash and non-cash donations

**Napa County Housing Authority
Quarterly Monitoring
For the Quarter Ended December 31, 2025**

Observations

Collections & Deposits

Internal audit selects and reviews a sample of deposits and rent receipts completed for each Center each quarter to confirm compliance with established requirements. Internal audit typically reviews no less than 20% of all transactions to ensure meaningful coverage and to identify opportunities for improvement. When discrepancies or incomplete documentation are identified, additional samples are selected to verify adherence to the criteria outlined in Section 4. Collections and Deposits.

For quarter ended December 31, 2025, Internal Audit reviewed 42% of deposits for Calistoga, 30% for River Ranch, and 36% for Mondavi. During testing, a small number of items were noted where supporting documentation or clarity could be improved to demonstrate compliance with the policy. These instances are summarized below for follow-up and clarification.

Calistoga

- **Receipt No. 168263**, dated December 28, 2025, incorrectly reflects a cash receipt issued to Lodger No. 52. Based on the Calistoga Rent Report for the month ending December 2025, the receipt should instead reflect Lodger No. 22.

River Ranch

- **Receipts Nos. 022654, 022655, and 022656** were issued blank and subsequently voided; however, no supporting documentation was provided to substantiate the reason for the voids.

Conclusion and Recommendations

The types of discrepancies identified this quarter are consistent with those noted in prior reviews. While none were material in nature, they do suggest opportunities to strengthen internal controls and reinforce documentation practices. Because cash transactions inherently carry higher risk, maintaining complete and clearly cross-referenced records between receipts and deposit documentation remains an important safeguard for both CHDC and the Authority.

Internal Audit recommends that Center staff, in coordination with CHDC management, review the Authority's current policies and procedures governing cash handling and receipts, as well as any related CHDC guidance, to ensure expectations are clear and uniformly applied across all Centers.

Recommendations:

- Voided receipts should always include a brief written explanation to maintain clear audit trails and support accountability.
- A secondary review of Lodger information listed on the receipt should be cross examined against Lodger Information within montly rent reports to ensure accurcay and completeness.

**Napa County Housing Authority
Quarterly Monitoring
For the Quarter Ended December 31, 2025**

Exhibit A

Accounts Receivable Schedule

Category	Amounts
Lodgers, departed for at least 18 months	
Total Recommended A/R Write-Offs	\$ 944
Lodgers, departed less than 18 months	1,987
Lodgers, current delinquent tenants with at least \$540 balance due	-
Lodgers, current tenants with less than \$540 balance due	2,016
Total Accounts Receivable	\$ 4,947

Recommended Accounts Receivable Write-offs

(Lodgers, departed for at least 18 months)

Center	Lodger Count	Amounts
River Ranch	1	\$ 16
Mondavi	3	704
Calistoga	1	224
Total Recommended A/R Write-offs	5	\$ 944

Napa County Housing Authority
Quarterly Monitoring
For the Quarter Ended December 31, 2025

Exhibit B

Prepaid Schedule

<u>Category</u>	<u>Amounts</u>
Lodgers, departed for at least 18 months	
Total Recommended Prepaid Write-Offs	\$ 176
Lodgers, departed less than 18 months	400
Lodgers, current tenants with prepaid balances	15,066
Total Prepays	<u>\$ 15,642</u>

Recommended Prepaid Write-offs
(Lodgers, departed for at least 18 months)

<u>Center</u>	<u>Lodger Count</u>	<u>Amounts</u>
River Ranch	2	\$ 176
Mondavi	-	-
Calistoga	-	-
Total Recommended Prepaid Write-Offs	<u>2</u>	<u>\$ 176</u>



Napa County

Board Agenda Letter

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Housing Commission

Agenda Date: 2/25/2026

File ID #: 26-293

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Emma Moyer, Staff Services Manager
SUBJECT: Update from the Female Farmworker Housing Subcommittee

RECOMMENDATION

Update on the work done by the Female Farmworker Subcommittee.

BACKGROUND

The Napa County Housing Authority (Authority) oversees three farmworker centers (Centers) that have historically provided room and board for male farmworkers. However, data from the 2024 Farmworker Housing Needs & Impacts Assessment, demonstrated that female farmworkers make up approximately 20 percent of the labor force. In late 2025, the Housing Commission established a subcommittee consisting of commissioners (Putnam, Myers, and Silacci) and Authority staff to explore options to house the growing female farmworker labor force at the Centers.

Each Center consists of three buildings, including (a) dormitory wings (either ground level or two story), (b) a multipurpose room with commercial kitchen and a common recreational area, and (c) two or three staff apartments. The Centers are subject to Ordinance 18.104.305, which requires the Centers to be occupied for no more than three hundred thirty (330) days in a calendar year, and may be occupied by no more than sixty (60) farmworkers at any one time. Currently the Centers only provide lodging for male farmworkers.

The purpose of today's report is an update from Commissioner Putnam, chair of the subcommittee, on the work being done by the committee to integrate women into the Centers. This work includes conducting a site visit by the Subcommittee members to better understand the site(s) layout; researching best practices from other agricultural region housing programs; and evaluate the needs of female farmworkers through surveys and interviews.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.