

Napa County

1195 THIRD STREET
SUITE 310
NAPA, CA 94559



Agenda

Wednesday, April 22, 2026

3:00 PM

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

Housing Commission

*Judith Myers
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 March 25, 2026. [26-891](#)

Attachments: [Minutes](#)

4. SET MATTERS OR PUBLIC HEARING ITEMS

5. CONSENT ITEMS

6. MONTHLY REPORTS

- A. Monthly report on the renewal process for the Joe Serna, Jr. Farmworker Housing Grant Program (Serna Grant). No action needed. [26-892](#)

- B. Update on meal service coordination between California Human Development Corporation (CHDC) and Abode Services. No action needed. [26-893](#)

- C. Monthly Report from California Human Development Corporation (CHDC). [26-894](#)

Attachments: [Occupancy Report](#)
[Occupancy Trends](#)

- D. Monthly report on capital improvement projects. For discussion only, no action needed. [26-895](#)

Attachments: [CIP](#)

7. ADMINISTRATIVE ITEMS

- A. Presentation from PEP Housing and Collective Operations on a new proposed housing development for the State Hospital Imola Avenue site. For discussion only, no action needed. [26-897](#)

- B. Review County Service Area No.4 Engineer's Report ("Report") for Fiscal Year 2026-2027 and recommend the Board of Supervisors adopt a resolution accepting the Report. [26-896](#)

Attachments: [CSA No.4 Engineer's Report \(Draft\)](#)

- C. Discussion on Calistoga and River Ranch Farmworker Center signage. [26-898](#)

- D. Discussion on County Service Area No.4 and requests for exemptions. No action needed. [26-899](#)

- E. Discussion on Housing Commission membership vacancies. No action needed. [26-1013](#)

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 APRIL 17, 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: 4/22/2026

File ID #: 26-891

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 March 25, 2026.

BACKGROUND

Executive Director of Housing Authority requests approval of minutes for the meeting of March 25, 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**

March 25, 2026

Draft Summary of the Proceedings

1. Call to Order/Roll Call

Present: Commissioners Judy Myers, Jennifer Putnam, Manuel Rios, Michael Silacci, Arnulfo Solorio, and Mike Swanton

Absent: Commissioners Silacci

Meeting was called to order by: Vice-Chair Myers

2. Public Comment

None.

3. Approval of Minutes

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

Motion Text: Approval of Minutes

Voting Yes: Commissioners Myers, Putnam, Rios, Solorio, and Swanton

Abstain: None

Result: Passed

4. Set Matters or Public Hearing Items

None.

5. Consent

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

Motion Text: Recommend adoption of meeting schedule for calendar year 2026.

Voting Yes: Commissioners Myers, Putnam, Rios, Solorio, and Swanton

Abstain: None

Result: Passed

6. Monthly Reports

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

Presentation by Jennifer Palmer, Executive Director. No public comment. Discussion held.

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

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

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

Report by Santino Garcia, CHDC Chief Operations Officer. Occupancy – Calistoga 60, Mondavi 57, River Ranch 30. No public comment. Discussion held.

D. Report from Capital Improvement Projects (CIP). For discussion only, no action needed.

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

7. Administrative Items

A. Presentation by California Human Development Corporation on a proposed contract budget to provide onsite property management services for fiscal year 2026-2027 at the county-owned farmworker centers, and recommendation from the Housing Commission to the Napa County Housing Authority to approve CHDC's contract budget for new agreement.

Motion Text: Recommend Napa County Housing Authority approve CHDC's contract for a new agreement.

Voting Yes: Commissioners Myers, Putnam, Rios, Solorio, and Swanton

Abstain: None

Result: Passed

B. Submit the proposed Napa County Housing Authority Farmworker Centers operating budget for fiscal year 2026-2027 to County Service Area No. 4 consultant for an Engineer's Report.

Motion Text: Recommend submitting Napa County Housing Authority Farmworker Center operating budget for fiscal year 2026-2027 to County Service Area No. 4 consultant for an Engineer's Report.

Voting Yes: Commissioners Myers, Putnam, Rios, Solorio, and Swanton

Abstain: None

Result: Passed

C. Update on the work done by the Female Farmworker Subcommittee.

Presentation by Commissioner Putnam. No public comment. Discussion held.

D. Recommend acceptance of the quarterly monitoring report to the Napa County Housing Authority (Authority) for the quarter ended December 31, 2025.

Motion Text: Recommend acceptance of the quarterly monitoring report to the Napa County Housing Authority (Authority) for the quarter ended December 31, 2025.

Voting Yes: Commissioners Myers, Rios, Solorio, and Swanton

Abstain: Commissioner Putnam left meeting prior to vote.

Result: Passed

8. Executive Director Report

Report by Jennifer Palmer, Executive Director. 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 April 22, 2026, at 3:00 pm.

Michael Silacci, Chair

ATTEST:

Jennifer Palmer, Secretary of the Commission



Napa County

Board Agenda Letter

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Housing Commission

Agenda Date: 4/22/2026

File ID #: 26-892

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. 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.



Napa County

Board Agenda Letter

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Housing Commission

Agenda Date: 4/22/2026

File ID #: 26-893

TO: 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 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 plan to increase food capacity began in December 2025 and should be complete before end of this fiscal year. 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: 4/22/2026

File ID #: 26-894

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).

Fiscal Year 2025-2026 Operating Schedule:

- 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 12/28/2025; 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

Despite historically high occupancy rates in the month of January, occupancy rates remain lower in the month of March versus prior fiscal year.

A. River Ranch Center

1,860 Scheduled Nights; 1,767 Projected Nights; 942 Actual Nights; 51% Occupancy Rate

B. Calistoga Center

1,860 Scheduled Nights; 1,767 Projected Nights; 1,745 Actual Nights; 94% Occupancy Rate

C. Mondavi Center

1,860 Scheduled Nights; 1,767 Projected Nights; 1,667 Actual Nights; 90% Occupancy Rate

D. All Centers

5,580 Scheduled Nights; 5,301 Projected Nights; 4,354 Actual Nights; 78% Occupancy rate

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.

**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

| 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 | 3,360 | 4,354 | - | - | - | 36,566.00 |
| | YTD Actual Nights | | 5,473 | 10,889 | 15,954 | 20,986 | 24,066 | 25,902 | 28,852 | 32,212 | 36,566 | - | - | - | 36,566.00 |
| (1) | YTD Actual Occupancy % | | 98% | 98% | 96% | 95% | 92% | 91% | 90% | 87% | 85% | 76% | 68% | 62% | 87% |
| (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% | 91% | 90% | 80% | 72% | 65% | 91% |
| (4) | Monthly Actual Occupancy % | | 98% | 97% | 94% | 90% | 79% | 75% | 79% | 67% | 78% | 0% | 0% | 0% | 87% |
| (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% | 71% | 82% | 0% | 0% | 0% | 91% |
| | Rent Earned | | 98,514.00 | 97,488.00 | 91,170.00 | 90,576.00 | 55,440.00 | 33,048.00 | 53,100.00 | 60,480.00 | 78,372.00 | - | - | - | 658,188.00 |
| | Rent Collected | | 106,434.00 | 94,094.00 | 92,444.00 | 90,900.00 | 55,080.00 | 40,712.00 | 42,138.00 | 66,330.00 | 76,500.00 | - | - | - | 664,632.00 |
| | Deposits | | 100,278.00 | 85,066.00 | 97,628.00 | 95,022.00 | 57,402.00 | 43,196.00 | 35,154.00 | 61,038.00 | 81,846.00 | - | - | - | 656,630.00 |
| | Deposits in Transit | | 6,146.00 | 15,174.00 | 9,990.00 | 5,868.00 | 3,546.00 | 1,062.00 | 8,046.00 | 13,338.00 | 7,992.00 | - | - | - | 7,992.00 |
| | YTD NCHA Approved Write Offs | | | | | | | | | | | | | | |
| | Beginning Balance: | N/A | - | 540.00 | 540.00 | 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 | 13,338.00 | 7,992.00 | - | - | - | 7,992.00 |
| | 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 | 13,785.00 | 14,776.00 | - | - | - | 14,776.00 |
| | 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 | 19,368.00 | 18,487.00 | - | - | - | 18,487.00 |
| | Monthly Vacancy Loss - \$\$ | | - | 432.00 | 1,638.00 | 6,102.00 | 12,744.00 | 9,018.00 | 10,512.00 | 24,678.00 | 17,046.00 | - | - | - | 82,170.00 |
| | YTD Vacancy Loss - \$\$ | | - | 432.00 | 2,070.00 | 8,172.00 | 20,916.00 | 29,934.00 | 40,446.00 | 65,124.00 | 82,170.00 | - | - | - | 82,170.00 |
| | Monthly Vacancy Loss - Nights | | - | 24 | 91 | 339 | 708 | 501 | 584 | 1,371 | 947 | - | - | - | 4,565.00 |
| | YTD Vacancy Loss - Nights | | - | 24 | 115 | 454 | 1,162 | 1,663 | 2,247 | 3,618 | 4,565 | - | - | - | 4,565.00 |
| | 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

04/10/26

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

Date

Michael S Whitt

04/10/2026

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 | 1,499 | 1,745 | - | - | - | 13,207.00 |
| | YTD Actual Nights | 1,810 | 3,653 | 5,389 | 7,155 | 8,004 | 8,205 | 9,963 | 11,462 | 13,207 | | | | 13,207.00 |
| | YTD Actual Occupancy % | 97% | 98% | 98% | 97% | 93% | 92% | 93% | 92% | 92% | | | | 92% |
| | YTD Projected - Occupancy % | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | | | | 95% |
| | YTD Occupancy % to Projected | 102% | 103% | 103% | 102% | 98% | 97% | 98% | 97% | 97% | | | | 97% |
| | Monthly Actual Occupancy % | 97% | 99% | 96% | 95% | 67% | 84% | 95% | 89% | 94% | | | | 92% |
| | Monthly Projected Occupancy % | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | | | | 95% |
| | Monthly Occupancy % to Projected | 102% | 104% | 102% | 100% | 71% | 88% | 99% | 94% | 99% | | | | 97% |
| | Rent Earned | 32,580.00 | 33,174.00 | 31,248.00 | 31,788.00 | 15,282.00 | 3,618.00 | 31,644.00 | 26,982.00 | 31,410.00 | | | | 237,726.00 |
| | Rent Collected | 33,894.00 | 30,906.00 | 30,816.00 | 31,590.00 | 16,866.00 | 10,652.00 | 24,066.00 | 28,728.00 | 31,230.00 | | | | 238,748.00 |
| | Deposits | 31,446.00 | 29,628.00 | 33,876.00 | 28,458.00 | 20,664.00 | 10,580.00 | 20,916.00 | 24,462.00 | 35,550.00 | | | | 235,580.00 |
| | Deposits in Transit | 2,438.00 | \$3,716.00 | \$656.00 | \$3,788.00 | (10.00) | 62.00 | 3,212.00 | 7,478.00 | 3,158.00 | | | | 3,158.00 |
| | 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 | 7,478.00 | 3,158.00 | | | 3,158.00 |
| | 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 | 8,504.00 | 7,442.00 | | | 7,442.00 |
| | 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 | 9,374.00 | 8,132.00 | | | 8,132.00 |
| | Monthly Vacancy Loss - \$\$ | - | - | - | 18.00 | 6,264.00 | 486.00 | 162.00 | 1,746.00 | 396.00 | | | | 9,072.00 |
| | YTD Vacancy Loss - \$\$ | - | - | - | 18.00 | 6,282.00 | 6,768.00 | 6,930.00 | 8,676.00 | 9,072.00 | | | | 9,072.00 |
| | Monthly Vacancy Loss - Nights | - | - | - | 1 | 348 | 27 | 9 | 97 | 22 | | | | 504.00 |
| | YTD Vacancy Loss - Nights | - | - | - | 1 | 349 | 376 | 385 | 482 | 504 | | | | 504.00 |
| | 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

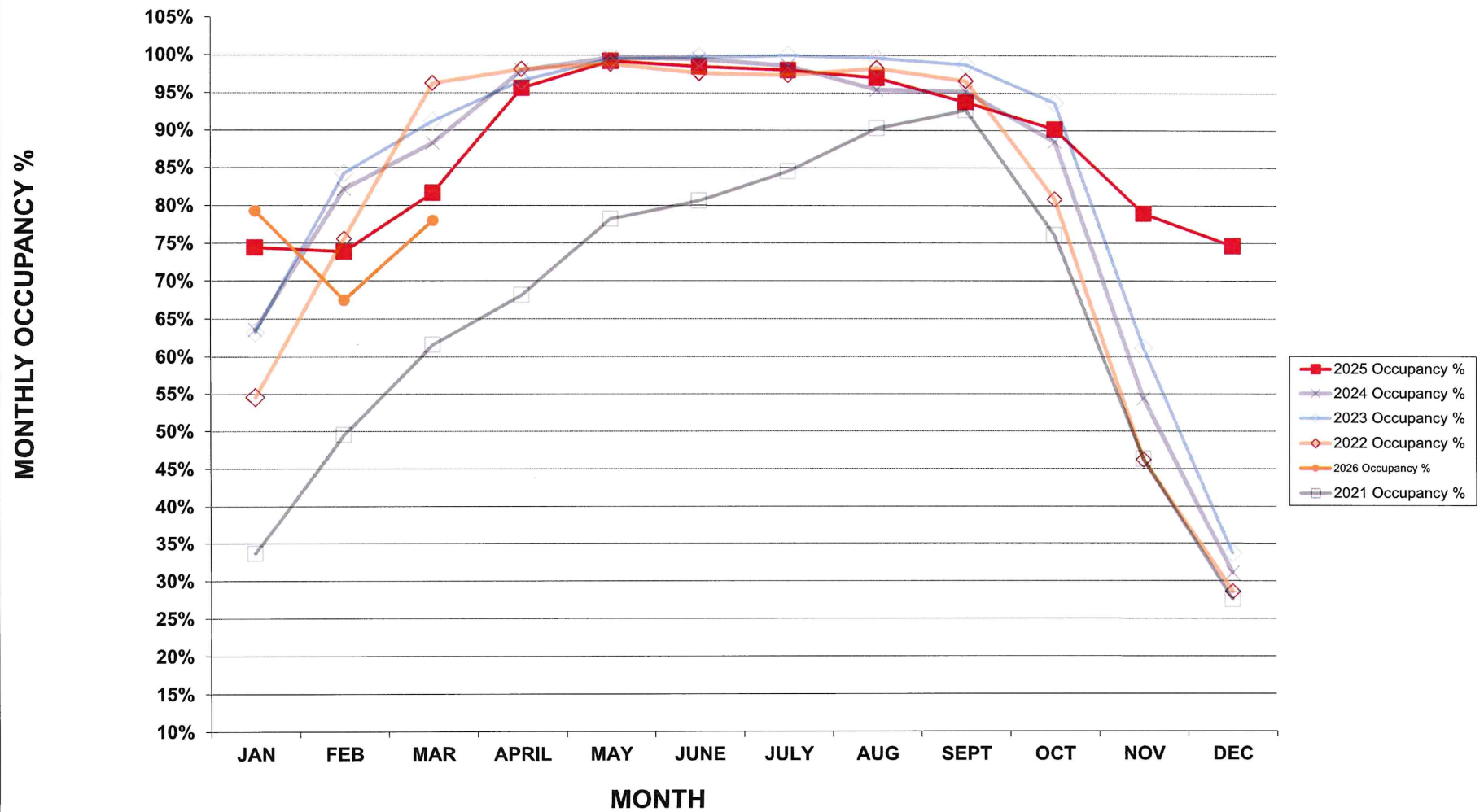
| MONDAVI | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APRIL | MAY | JUNE | TOTAL |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|--------|--------|------------|
| 2025-26 Available Capacity - Nights | 1,860 | 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 | 1,167 | 1,667 | - | - | - | 11,446.00 |
| YTD Actual Nights | 1,846 | 3,676 | 5,322 | 6,751 | 7,189 | 7,420 | 8,612 | 9,779 | 11,446 | | | | 11,446.00 |
| YTD Actual Occupancy % | 99% | 99% | 96% | 91% | 87% | 84% | 81% | 79% | 80% | | | | 80% |
| YTD Projected - Occupancy % | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | | | | 95% |
| YTD Occupancy % to Projected | 104% | 104% | 101% | 96% | 92% | 89% | 85% | 83% | 85% | | | | 85% |
| Monthly Actual Occupancy % | 99% | 98% | 91% | 77% | 52% | 39% | 64% | 69% | 90% | | | | 80% |
| Monthly Projected Occupancy % | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | | | | 95% |
| Monthly Occupancy % to Projected | 104% | 104% | 96% | 81% | 55% | 41% | 67% | 73% | 94% | | | | 85% |
| Rent Earned | 33,228.00 | 32,940.00 | 29,628.00 | 25,722.00 | 7,884.00 | 4,158.00 | 21,456.00 | 21,006.00 | 30,006.00 | | | | 206,028.00 |
| Rent Collected | 34,722.00 | 33,138.00 | 30,218.00 | 23,148.00 | 8,478.00 | 10,350.00 | 18,072.00 | 22,266.00 | 29,052.00 | | | | 209,444.00 |
| Deposits | 33,894.00 | 27,422.00 | 32,198.00 | 27,720.00 | 8,478.00 | 9,342.00 | 14,238.00 | 21,420.00 | 31,788.00 | | | | 206,500.00 |
| Deposits in Transit | 828.00 | 6,544.00 | 4,564.00 | (8.00) | (8.00) | 1,000.00 | 4,834.00 | 5,680.00 | 2,944.00 | | | | 2,944.00 |
| YTD NCHA Approved Write Offs | | | | | | | | | | | | | |
| Beginning Balance: | N/A | - | 870.00 | 870.00 | 870.00 | 870.00 | 870.00 | 870.00 | 870.00 | | | | 870.00 |
| YTD Deposits in Transit | | | | | | | | | | | | | |
| Beginning Balance: | - | 828.00 | 6,544.00 | 4,564.00 | (8.00) | (8.00) | 1,000.00 | 4,834.00 | 5,680.00 | 2,944.00 | | | 2,944.00 |
| 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 | 3,390.00 | 5,101.00 | | | 5,101.00 |
| 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 | 6,542.00 | 7,299.00 | | | 7,299.00 |
| Monthly Vacancy Loss - \$\$ | - | - | 1,152.00 | 6,084.00 | 6,480.00 | 6,102.00 | 10,350.00 | 7,722.00 | 1,800.00 | | | | 39,690.00 |
| YTD Vacancy Loss - \$\$ | - | - | 1,152.00 | 7,236.00 | 13,716.00 | 19,818.00 | 30,168.00 | 37,890.00 | 39,690.00 | | | | 39,690.00 |
| Monthly Vacancy Loss - Nights | - | - | 64 | 338 | 360 | 339 | 575 | 429 | 100 | | | | 2,205.00 |
| YTD Vacancy Loss - Nights | - | - | 64 | 402 | 762 | 1,101 | 1,676 | 2,105 | 2,205 | | | | 2,205.00 |
| Vacancy Loss based on Projected Occupancy | | | | | | | | | | | | | |

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

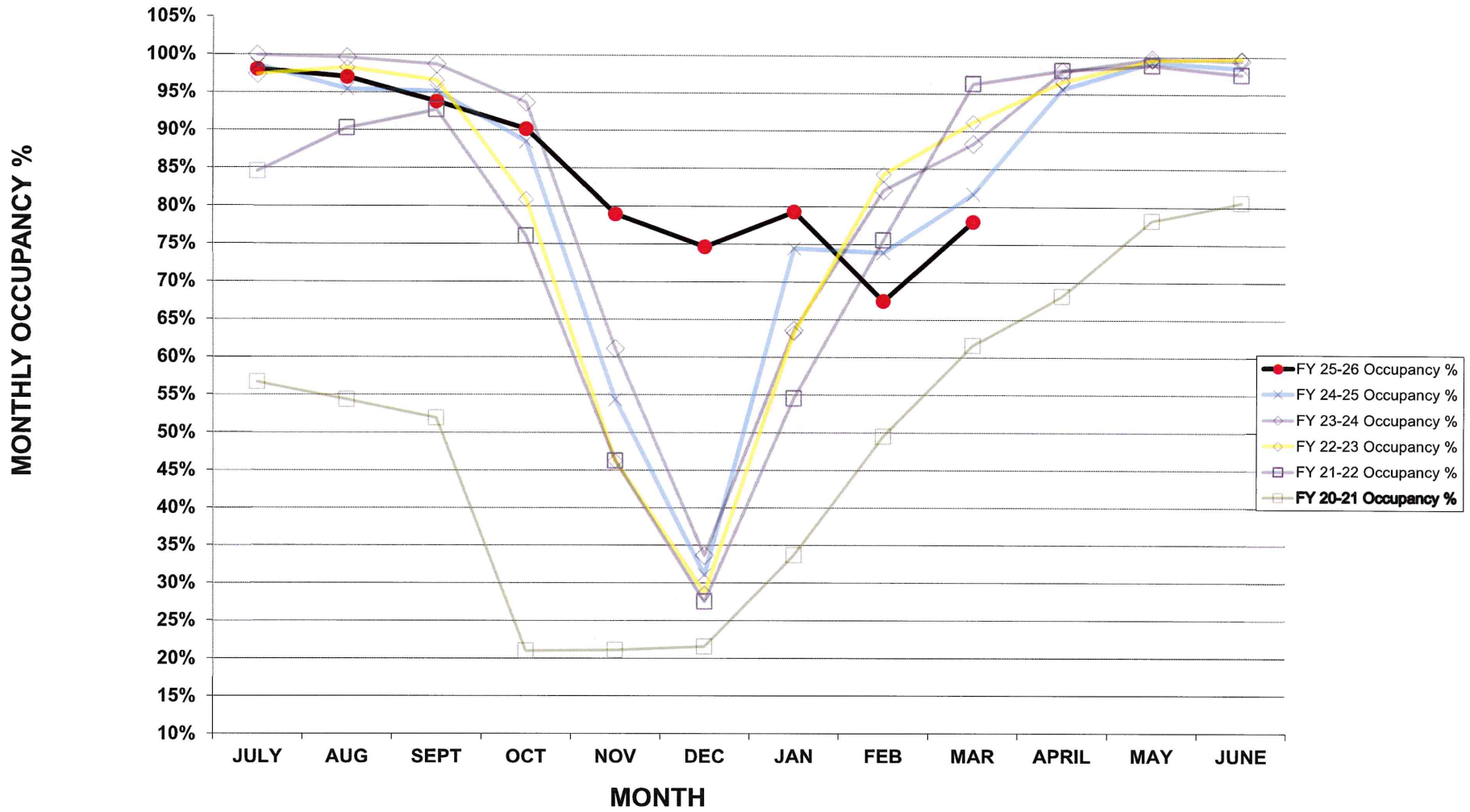
For the period of: 7/1/2025 through 6/30/2026

| 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 | - | 694 | 942 | - | - | - | 11,913.00 |
| | YTD Actual Nights | 1,817 | 3,560 | 5,243 | 7,080 | 8,873 | 10,277 | 10,277 | 10,971 | 11,913 | | | | 11,913.00 |
| | YTD Actual Occupancy % | 98% | 96% | 95% | 96% | 97% | 95% | 95% | 88% | 83% | | | | 88% |
| | YTD Projected - Occupancy % | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | | | | 95% |
| | YTD Occupancy % to Projected | 103% | 101% | 100% | 101% | 102% | 100% | 100% | 93% | 88% | | | | 93% |
| | Monthly Actual Occupancy % | 98% | 94% | 94% | 99% | 100% | 87% | 0% | 43% | 51% | | | | 88% |
| | Monthly Projected Occupancy % | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | | | | 95% |
| | Monthly Occupancy % to Projected | 103% | 99% | 98% | 104% | 105% | 91% | 0% | 45% | 53% | | | | 93% |
| | Rent Earned | 32,706.00 | 31,374.00 | 30,294.00 | 33,066.00 | 32,274.00 | 25,272.00 | - | 12,492.00 | 16,956.00 | | | | 214,434.00 |
| | Rent Collected | 37,818.00 | 30,050.00 | 31,410.00 | 36,162.00 | 29,736.00 | 19,710.00 | - | 15,336.00 | 16,218.00 | | | | 216,440.00 |
| | Deposits | 34,938.00 | 28,016.00 | 31,554.00 | 38,844.00 | 28,260.00 | 23,274.00 | - | 15,156.00 | 14,508.00 | | | | 214,550.00 |
| | Deposits in Transit | 2,880.00 | 4,914.00 | 4,770.00 | 2,088.00 | 3,564.00 | - | - | 180.00 | 1,890.00 | | | | 1,890.00 |
| | YTD NCHA Approved Write Offs | | | | | | | | | | | | | |
| | Beginning Balance: | - | (330.00) | (330.00) | (330.00) | (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 | - | - | 180.00 | 1,890.00 | | | 1,890.00 |
| | 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 | 1,891.00 | 2,233.00 | | | 2,233.00 |
| | 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 | 3,452.00 | 3,056.00 | | | 3,056.00 |
| | Monthly Vacancy Loss - \$\$ | - | 432.00 | 486.00 | - | - | 2,430.00 | - | 15,210.00 | 14,850.00 | | | | 33,408.00 |
| | YTD Vacancy Loss - \$\$ | - | 432.00 | 918.00 | 918.00 | 918.00 | 3,348.00 | 3,348.00 | 18,558.00 | 33,408.00 | | | | 33,408.00 |
| | Monthly Vacancy Loss - Nights | - | 24 | 27 | - | - | 135 | - | 845 | 825 | | | | 1,856.00 |
| | YTD Vacancy Loss - Nights | - | 24 | 51 | 51 | 51 | 186 | 186 | 1,031 | 1,856 | | | | 1,856.00 |
| | Vacancy Loss based on Projected Occupancy | | | | | | | | | | | | | |

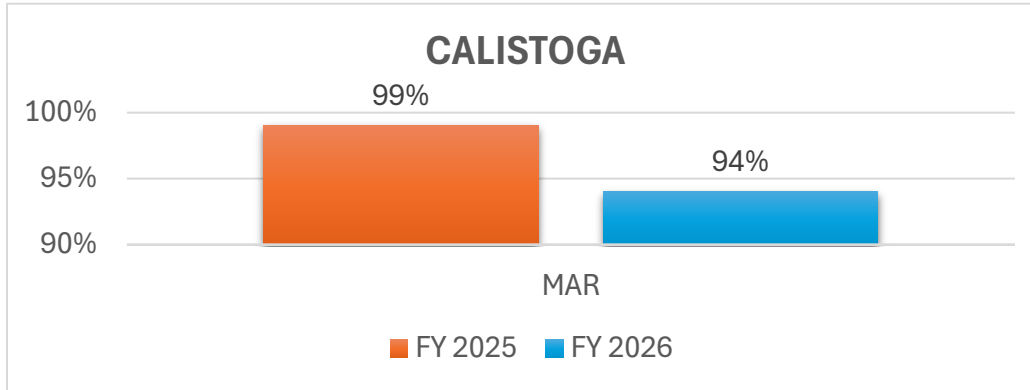
NC FW HSNB CENTERS - OCCUPANCY ANALYSIS



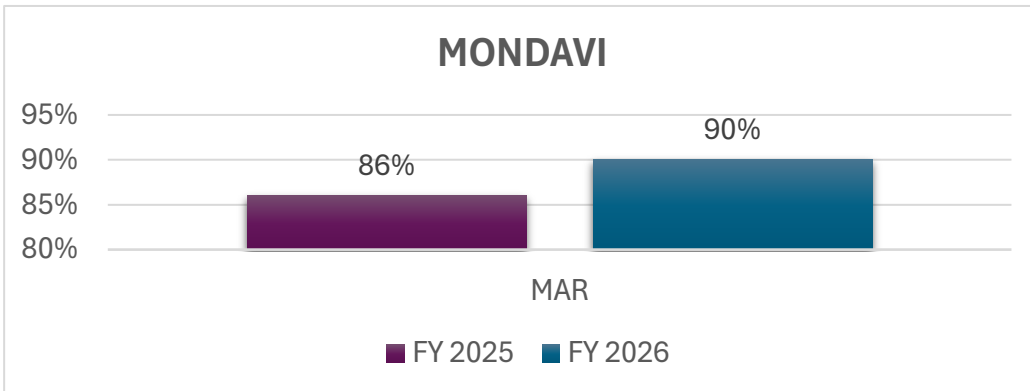
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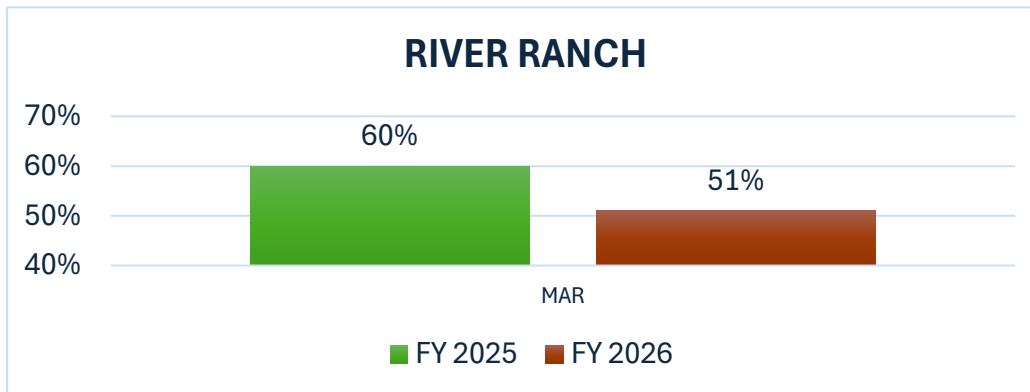
CHDC March Occupancy Rates



| Calistoga Lodger Rent Revenue | |
|-------------------------------|-----------|
| Budget | \$340,040 |
| YTD Actual | \$250,106 |
| % of Budget | 74% |

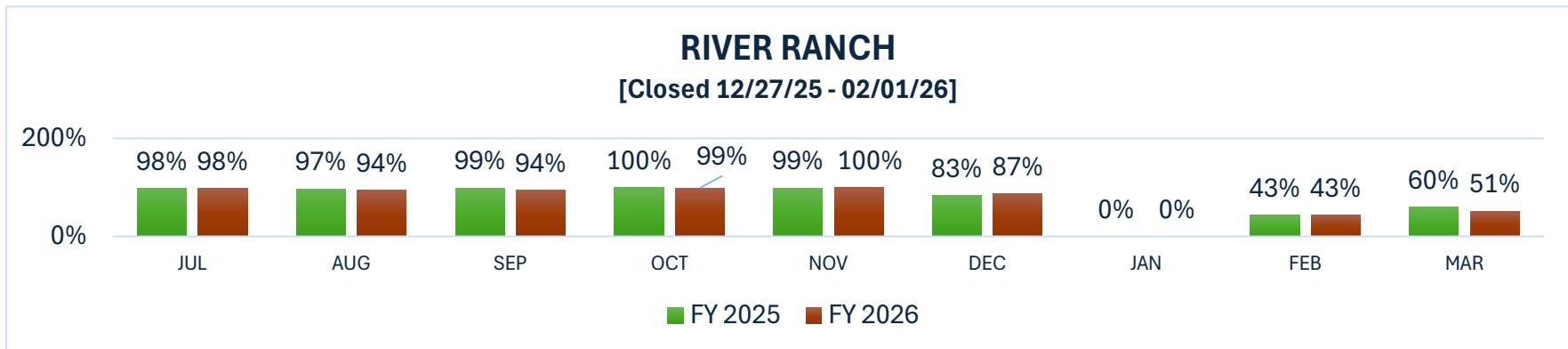
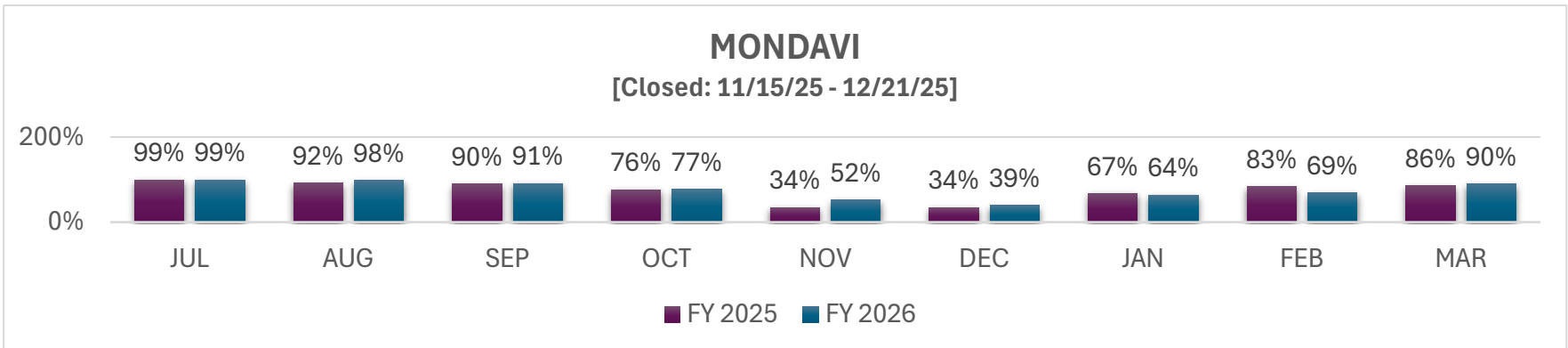
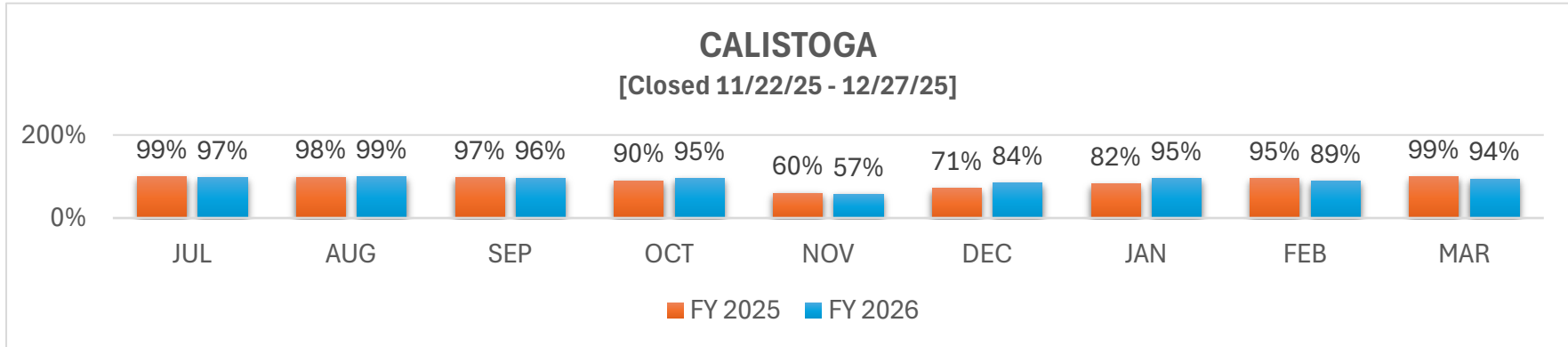


| Mondavi Lodger Rent Revenue | |
|-----------------------------|-----------|
| Budget | \$337,240 |
| YTD Actual | \$219,694 |
| % of Budget | 65% |



| River Ranch Lodger Rent Revenue | |
|---------------------------------|-----------|
| Budget | \$338,960 |
| YTD Actual | \$226,556 |
| % of Budget | 67% |

CHDC Occupancy Rates FY 25 vs FY 26





Napa County

Board Agenda Letter

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

Housing Commission

Agenda Date: 4/22/2026

File ID #: 26-895

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

RECOMMENDATION

Monthly report on capital improvement projects. 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 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: April 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
SUITE 310
NAPA, CA 94559
www.napacounty.gov
Main: (707) 253-4580

Housing Commission

Agenda Date: 4/22/2026

File ID #: 26-897

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Emma Moyer, Staff Services Manager
SUBJECT: Presentation from PEP Housing and Collective Operations on the Imola Affordable Apartments Housing Project

RECOMMENDATION

Presentation from PEP Housing and Collective Operations on a new proposed housing development for the State Hospital Imola Avenue site. For discussion only, no action needed.

BACKGROUND

Under the Governor's Executive Order N-06-19, California's Department of General Services and Department of Housing & Community Development developed the Excess Sites Program to dispose of State-owned land to support affordable housing development. In March 2025, affordable housing developer, PEP Housing and Collective Operations ("PEP Housing and CO") applied for a 5-acre site owned by the State Hospital in unincorporated Napa County. In late 2025 PEP Housing and CO's proposal was selected by the state and a lease option agreement with the State was executed.

The development proposes 185 units of large family housing for the site. 50% of the units will be 1-bedroom units, 25% of the units will be 2-bedroom units and 25% of the units will be 3-bedroom units. All units will be restricted to families earning less than 60% Area Median Income (AMI), with some units restricted to families earning less than 50% AMI and some units restricted to families earning less than 30% AMI. The development team anticipate applying for Joe Serna Farmworker Housing Grant funding that if awarded would create deed-restricted farmworker units for the County. The project will also compete for Affordable Housing Sustainable Communities Program through the state, but will require local support.

Today, PEP Housing and CO will present the Housing Commission with an overview of the project, and share predevelopment updates including funding, design, and cultivating community partners. Construction is

expected to begin in October of 2027.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Presentation
3. Public Comment
4. 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.



Napa County

Board Agenda Letter

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

Housing Commission

Agenda Date: 4/22/2026

File ID #: 26-896

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: County Service Area No.4 Engineer's Report for Fiscal Year 2026-2027

RECOMMENDATION

Review County Service Area No.4 Engineer's Report ("Report") for Fiscal Year 2026-2027 and recommend the Board of Supervisors adopt a resolution accepting the Report.

BACKGROUND

County Service Area No.4 ("CSA No.4") is a special district funds the operation, maintenance, and development of public farmworker housing through an annual assessment ("Assessment") of land containing at least one acre of planted vineyards. CSA No.4 currently acts as a funding mechanism to support the Napa County Housing Authority ("NCHA") in operating the Calistoga, River Ranch, and Mondavi Farmworker Centers ("Centers"), which operate 330 days per calendar year and have a combined capacity of up to 180 daily lodgers. The Centers serve an essential role in housing a labor force that is at the core of the gross agricultural production in the Napa Valley.

To determine the annual Assessment, an Engineer's Report ("Report") is prepared by a licensed engineer (see attachment). The Report serves several important purposes including:

- (1) Description and History of CSA No.4;
- (2) Farmworker Centers Operational Budget;
- (3) Method by which Engineer determined the amount proposed to be assessed against each parcel;
- (4) Map showing all the parcels of real property within CSA No.4; and
- (5) An assessment roll, showing the amount proposed to be specially assessed against each parcel of real property within CSA No.4

Per state legislation, the maximum property owners can be assessed per acre is \$15.00. If need be, the Assessment can increase by \$1.00 annually until the maximum Assessment equals \$15.00. In addition, as the assessment increases by \$1.00 the tenant rental rate increases by \$1.00.

For Fiscal Year 2026-2027, the Report notes there are 46,039 assessable planted vineyard acres. Assessing 46,039 acres at a rate of \$14.00 per acre will generate a total of \$644,554 in revenue to support operation of the Centers. The \$14.00 per acre rate represents no increase from prior fiscal year.

Procedurally, the Board of Supervisors will review the Report, adopt a resolution to accept the Report, and schedule a public hearing. Once adopted, the Board will levy the Assessment for each parcel. The levied Assessments are submitted to the County Assessor's Office and are included on the property tax bills for the affected parcels. Finally, the County updates its database of exiting planted vineyard acreage within CSA No.4.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public comment
3. Motion, second, discussion and recommendation the Board adopt a resolution to accept the Report

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.

Napa County
Farmworker Housing
CSA No. 4 Assessment District

DRAFT Engineer's Report



Fiscal Year 2026/2027
March 23, 2026

Prepared by:
Kristin Lowell, Inc.

Prepared for:
Napa County Board of Supervisors

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Engineer’s Report:

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EXHIBIT B: Estimate of Cost..... 4

EXHIBIT C: Method of Apportionment..... 5

EXHIBIT D: Map of District 7

EXHIBIT E: Assessment Roll 8

CERTIFICATES

The undersigned respectfully submits the enclosed report as directed by the Board of Supervisors.

Dated: XXXXX, 2026

TERRANCE E. LOWELL,
for Kristin Lowell Inc.,
Engineer of Work

By _____

I HEREBY CERTIFY that the enclosed Engineer's Report was filed with me on the _____ day of _____, 2026.

Neha Hoskins, Clerk of the Board, Napa County, California

By _____

I HEREBY CERTIFY that the enclosed Engineer's Report was approved and confirmed by the Board of Supervisors, County of Napa, California, on the _____ day of _____, 2026.

Neha Hoskins, Clerk of the Board, Napa County, California

By _____

ENGINEER'S STATEMENT

This Report is prepared, as directed by the Board of Supervisors, pursuant to Article XIID of the State Constitution (Proposition 218).

The proposed public improvements will provide funding for migrant farmworker housing in the County of Napa CSA No. 4 area. Housing accommodations are provided at the Calistoga Center, Mondavi Center, and the River Ranch Center.

The estimated budget for the proposed improvements for this year is set forth in Exhibit B. The annual assessment amount is set each year by the Napa County Board of Supervisors. As discussed below, in 2017, the State Legislature approved an amendment to Government Code Section 25210.4h to increase the maximum assessment to \$15.00 per planted vineyard acre, if needed. For FY 2026/2027 the assessment is \$14.00 per planted vineyard acre. Funding for the proposed improvements is derived from a property-based assessment of each eligible parcel in the CSA No. 4 area, in conjunction with rents collected at the centers. A detailed description of the methodology for determining the special benefit assessment for each parcel is set forth in Exhibit C.

This report includes the following attached exhibits:

EXHIBIT A: A description of the proposed project.

EXHIBIT B: The estimate of the cost of the improvements.

EXHIBIT C: A statement of the method by which the undersigned determined the amount proposed to be assessed against each parcel, based on benefits to be derived by each parcel, respectively, from the improvements.

EXHIBIT D: A map showing all the parcels of real property within CSA No. 4.

EXHIBIT E: An assessment roll, showing the amount proposed to be specially assessed against each parcel of real property within this assessment district.



Respectfully submitted,

TERRANCE E. LOWELL, P.E.
Engineer of Work

EXHIBIT A: PROJECT DESCRIPTION

Within Napa County, there are three publicly owned or operated farmworker housing centers; the Calistoga Center, the Mondavi Center, and the River Ranch Center ("Centers"). In 2007, the Napa County Housing Authority ("NCHA") took over the responsibility for the overall management and operation of these housing Centers, and in April 2008, the NCHA acquired ownership of the Centers. For fiscal year 2026/2027, the NCHA will subcontract the day-to-day administration of the centers to the California Human Development Corporation, which has extensive experience providing services to migrant farmworkers throughout California.

The Centers each have 60 beds, for a total of 180 beds. The Centers serve the important functions of providing safe, clean and affordable housing and meals for persons employed in agriculture in Napa County. Under state law, County Service Area No. 4 assessment funds may only be used for the following activities:

1. Providing maintenance and operations for farmworker housing owned or leased by a local governmental agency.
2. Acquiring farmworker housing.
3. Building farmworker housing.
4. Leasing farmworker housing.

HISTORY

County Service Area No. 4 was formed in 2002 under the provisions of Government Code section 25210.4h. It provided a mechanism for owners of land containing at least one acre of planted vineyards to be assessed at \$10.00 per planted vineyard acre per year to provide housing accommodations for farmworkers in Napa County. In 2017, the State Legislature approved an amendment to Government Code Section 25210.4h (now Government Code Section 25213.2) to increase the annual maximum assessment to \$15.00 per planted vineyard acre, if needed. The annual assessment rate per planted vineyard acre may increase by \$1.00 each fiscal year until the \$15.00 maximum assessment allowed. In addition to the assessments levied on the planted vineyard acres, the tenants of the housing centers also pay a daily rental rate to help cover the costs of operating the facilities and to maintain the service level currently provided to the agricultural workers who utilize the Centers. This year the tenant rental rate is \$19.00 per day.

The table below indicates the assessment rate and tenant rental rate for the final year of this term.

| Fiscal Year | Planted Vineyard Acre Assmt | Tenant Rental Rate |
|-------------|-----------------------------|--------------------|
| 2026/27 | \$14.00 | \$19.00 |

EXHIBIT B: ESTIMATE OF COST

The following table shows the budget for Fiscal Year 2026/2027.

| ESTIMATED REVENUE | FY 26/27 OPERATIONS |
|---------------------------------------|------------------------|
| Rent - Tenants | \$1,072,170 |
| Rent - Staff | \$37,800 |
| State Revenue | \$250,000 |
| Laundry Revenues | \$25,000 |
| Interest | \$40,000 |
| Donations/Misc | \$25,904 |
| Total Estimated Revenues | \$1,450,874 |
| APPROPRIATIONS | |
| Professional Services | \$1,214,606 |
| <u>Services & Supplies</u> | |
| Client Meals | \$250,000 |
| Interpreting Services | \$1,200 |
| Janitorial Supplies | \$35,429 |
| Maintenance - Buildings/Equipment | \$105,699 |
| Household Expense/Office Supplies | \$29,128 |
| Utilities - Electric | \$84,144 |
| Utilities - Fire Suppression Systems | \$29,366 |
| Utilities - Gas | \$8,308 |
| Utilities - Propane | \$18,053 |
| Utilities - Sewer | \$53,509 |
| Utilities - Communications | \$10,083 |
| Utilities - Waste Disposal | \$58,628 |
| Utilities - Water Treatment | \$125,475 |
| Subtotal Service & Supplies | \$809,022 |
| Total Services & Supplies | \$2,023,628 |
| Operating Transfer Out, General Admin | \$21,000 |
| Reserve Fund | \$45,000 |
| CSA4 Administration Costs | \$5,800 |
| Total Appropriations | \$2,095,428 |
| CSA 4 Amount to Assessment | \$644,554 |

EXHIBIT C: METHOD OF APPORTIONMENT

GENERAL

Proposition 218 requires that the County levy assessments according to the special benefit each parcel receives from the improvements. Proposition 218 added to the state constitution Article XIII D Section 4(a) which states in part:

"The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement...No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel... Parcels within a district that are owned or used by any agency, the State of California or the United States shall not be exempt from assessment unless the agency can demonstrate by clear and convincing evidence that those publicly owned parcels in fact receive no special benefit."

Determining the proportionate share of special benefit among the parcels of real property within the proposed assessment district which benefit from the proposed Improvements is the result of a four step process: 1) defining the proposed Improvements; 2) identifying how each parcel specially benefits from the proposed Improvements; 3) determining the amount of the special benefit each parcel receives from the proposed Improvements; and 4) apportioning the cost of the proposed Improvements to each parcel based on the special benefit that each parcel receives from the proposed Improvements.

SPECIAL BENEFIT

Special legislation, Government Code §25210.4h (now §25213.2), was enacted in 2002 and amended in 2017 to provide assessment financing for the provision of farmworker housing. The farmworker housing provides the necessary housing for the migrant farmworkers that work the vineyards seasonally and keeps the workers close to the vineyard operations. Without this housing, the farmworkers would have little options for housing. Each vineyard parcel receives special benefit from the housing in that it allows the vineyards to efficiently and cost effectively hire the seasonal workers that are necessary to work the vineyards. Since all planted vineyard acres will benefit equally from the farmworker housing each vineyard acre is assessed in like manner. That is to say, every planted vineyard acre receives the same benefit and thus, the same assessment amount.

ASSESSMENT CALCULATION

As previously discussed, each planted vineyard acre receives the same special benefit from the improvements. For fiscal year 2026/2027 there are 46,039 assessable planted vineyard acres. Assessing the 46,039 acres at the assessment rate of \$14.00 per acre equals \$644,544, which is approximately 32% of the full cost to operate the 3 housing centers estimated at \$2,044,284. The difference of which is covered through farmworker rents and other contributions. Therefore, the assessment amount per planted vineyard acre for FY 2026/2027 is \$14.00 (\$644,544 divided by 46,039).

Each subsequent year, the assessment amounts will be recalculated based on the number of assessable planted vineyard acres and the special benefit each parcel receives from the provision of farmworker housing. In any case, the assessment levels shall not exceed \$15.00 per planted vineyard acre per year.

EXHIBIT D: MAP OF DISTRICT

A map of the District is on file in the office of the Clerk of the Board of the County of Napa. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Napa, for the year when this Report was prepared, and are incorporated by reference herein and made part of this Report. The Assessor's maps shall govern for all details concerning the lines and dimensions of such lots or parcels.

EXHIBIT E: ASSESSMENT ROLL

The attached table lists every parcel in the District by their respective assessor's parcel number, owner name, and assessment amount.





Napa County

Board Agenda Letter

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

Housing Commission

Agenda Date: 4/22/2026

File ID #: 26-898

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Calistoga and River Ranch Farmworker Center Signage

RECOMMENDATION

Discussion on Calistoga and River Ranch Farmworker Center signage.

BACKGROUND

Wayfinding road-side signage for the Calistoga and River Ranch Farmworker Centers have been covered since early 2025 in the interest of the safety and security of lodgers.

At the March 2026 regular meeting, CHDC suggested the covered signage may be producing unintended consequences with respect to occupancy rates. Commissioners requested to discuss the item at the April meeting.

During the month of April, staff worked with CHDC management to solicit lodger feedback on this matter. Today, staff will present the Commission with lodger feedback.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment
3. Discussion and direction to staff

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project defined by 14 California Code of Regulations 1538 (State CEQA Guidelines) and therefore CEQA is not applicable.



Napa County

Board Agenda Letter

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Housing Commission

Agenda Date: 4/22/2026

File ID #: 26-899

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Discussion on County Service Area No.4 Exemptions

RECOMMENDATION

Discussion on County Service Area No.4 and requests for exemptions. No action needed.

BACKGROUND

In 2002, the Napa County Board of Supervisors (“Board”), formed County Service Area No. 4 (“CSA No. 4”) as a mechanism for providing certain miscellaneous extended services pertaining to farmworker housing in Napa County. Services include any combination of the following:

- (1) acquiring farmworker housing;
- (2) building farmworker housing;
- (3) leasing farmworker housing; and
- (4) operating, maintaining, and managing farmworker housing facilities owned by a public agency.

Between 2002 to present, the program has primarily funded and supported the three county-owned farmworker centers (“Centers”) known as Calistoga, River Ranch, and Mondavi. The Board funds the services in part through the imposition of assessments (“Assessments”) on parcels in CSA No.4 containing one or more planted vineyard acres. Procedurally, prior to levying the Assessments, the Board receives a written Engineer’s Report (“Report”) prepared by a professional engineer that includes a description of each parcel of property with planted vineyard acres and the amount of the assessment for such parcel. The Board then holds a public hearing to allow for testimony, support or opposition to the proposed Assessments.

Following adoption of the Assessments, vineyard owners are notified of the Assessment for each of their

parcels. At this time, vineyard owners may request written exemption. To qualify for an exemption, vineyard owners must either provide proof that they are housing their own farmworkers or demonstrate clear and convincing evidence that the parcel at issue receives no special benefit. Exemptions are filed with the Clerk of the Board no later than three (3) months after the date of the real property tax bill which shows the Assessment for which an exemption is requested. The Agricultural Commissioner (“Commissioner”) reviews the request for exemption and if granted, the Commissioner may cancel, correct, or issue a refund. The decision of the Commissioner may be appealed to the Board.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment
3. Discussion

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project defined by 14 California Code of Regulations 1538 (State CEQA Guidelines) and therefore CEQA is not applicable.



Napa County

Board Agenda Letter

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Housing Commission

Agenda Date: 4/22/2026

File ID #: 26-1013

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Discussion on Housing Commission membership vacancies

RECOMMENDATION

Discussion on Housing Commission membership vacancies. No action needed.

BACKGROUND

The Napa County Housing Commission (“Commission”) was created in April 2007 by the Board of Supervisors (“Board”) for the purpose of advising and making recommendations to the Board on matters that come before the Napa County Housing Authority (“Authority”), including:

- (1) The operation and management of farmworker housing centers operated by the Authority;
- (2) Allocation of the proceeds of the annual assessment for County Service Area No.4;
- (3) Expansion of existing farmworker housing centers or the creation of new centers; and
- (4) Review and make recommendations to the Board regarding the appropriate use of affordable housing funds for housing development projects.

Commission membership consists of nine (9) total members. The list below outlines active members and current vacancies.

Active Members

Member of the Napa Valley Vintners (4 year term);

Member of the Napa County Farm Bureau (4 year term);

Member of the Napa Valley Grapegrowers (4 year term);

Member of the Napa Valley Farmworker Foundation (4 year term); and

Member who is an affordable housing developer (4 year term).

Vacancies

Member from the public who is in real estate or real estate developer (4 year term);

Member of the public who is interested and/or experienced in affordable or farmworker housing (4 year term);
and

Two (2) members who are tenants of facilities operated by the Napa County Housing Authority. (2 year term)

On April 6, 2026, the staff were notified that Commissioner Putnam would be resigning as a member of the public who is interested and/or experienced in affordable or farmworker housing. The process to fill Commission vacancies is ongoing and will now be updated to reflect this most recent vacancy. The Clerk of the Board will assist staff with a media release to solicit applications from community members. The purpose of today's item is to discuss vacancies, 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)