

Napa County

1195 THIRD STREET
SUITE 310
NAPA, CA 94559



Agenda

Wednesday, October 22, 2025

3:00 PM

**Board of Supervisors Chambers
1195 Third Street, Third Floor**

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 Teams via
<https://events.gcc.teams.microsoft.com/event/29c4bc54-33c8-4c17-9b5f-3964e59427a6@8966ba07-3d47-4447-a9cf-28c75b10802d>

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 Teams:
<https://events.gcc.teams.microsoft.com/event/29c4bc54-33c8-4c17-9b5f-3964e59427a6@8966ba07-3d47-4447-a9cf-28c75b10802d> ;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 September 24, 2025.

[25-1772](#)

Attachments: [Minutes](#)

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

- A. Donation report for quarter ending September 30, 2025.

[25-1799](#)

Attachments: [Donation Report Q1](#)

6. MONTHLY REPORTS

- A. Monthly Report from California Human Development Corporation (CHDC). [25-1773](#)

Attachments: [September Occupancy](#)
[September Analysis](#)

- B. Monthly report on capital improvement projects (CIP). [25-1774](#)

Attachments: [CIP List](#)

7. ADMINISTRATIVE ITEMS

- A. Presentation on Affordable Housing Impact Fee Study. No action needed. [25-690](#)

- B. Discussion on commission membership and current vacancies. No action needed. [25-1794](#)

- C. Appointment of one or two commissioners to serve on an ad-hoc committee focused on strategic planning for female farmworker housing. [25-1796](#)

- D. Appoint two commissioners to serve on the ad-hoc budget subcommittee. [25-1800](#)

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 OCTOBER 17, 2025 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: 10/22/2025

File ID #: 25-1772

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 September 24, 2025.

EXECUTIVE SUMMARY

Executive Director of Housing Authority requests approval of minutes for the meeting of September 24, 2025.

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**

September 24, 2025

Draft Summary of the Proceedings

1. Call to Order/Roll Call

Present: Commissioners Judy Myers, Jennifer Putnam, Michael Silacci, and Mike Swanton
Absent: Commissioners Manuel Rios, Arnulfo Solorio
Meeting was called to order by: Chair Silacci

2. Public Comment

None.

3. Approval of Minutes

Executive Director requests approval of minutes for the meeting of July 25, 2025 and August 27, 2025.

Motion Text: Approve the minutes
Voting Yes: Commissioners Myers, Putnam, Silacci, and Swanton
Abstain: None
Result: Passed

4. Set Matters or Public Hearing Items

None.

5. Consent

None.

6. Monthly Reports

A. Monthly from California Human Development Corporation (CHDC)

Gaby Valencia, CHDC Housing Director, reported 59 lodgers at Calistoga, 56 lodgers at River Ranch, and 53 lodgers at Mondavi.

Commissioners and staff expressed concerns that the centers are not full during harvest.

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 to Joe Serna, Jr. Farmworker Housing Grant Program renewal process. No action needed.

Presentation by Jennifer Palmer, Executive Director. Ongoing efforts to meet internally with legislative analyst, subcommittee members, and state representatives between October and November.

No public comment. Discussion held.

B. Receive a presentation regarding the “Made the Rent” report.

Presentation by Jennifer Palmer, Executive Director.

No public comment. Discussion held.

C. Update on meal service coordination between CHDC and Abode Services. No action needed.

Report by Emma Moyer, Staff Service Analyst.

No public comment. Discussion held.

8. Executive Director Report

Next month’s meeting will include a report on affordable housing impact fees.

9. Commissioner Comments and Direction to Staff

Commissioner Putnam requested a future ad hoc subcommittee tasked with assessing female farmworker housing at the centers.

10. Future Agenda Items

None.

11. Adjourn

Meeting adjourned to the next regular meeting on October 22, 2025, 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: 10/22/2025

File ID #: 25-1799

TO: Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Donation report for quarter ending September 30, 2025

RECOMMENDATION

Donation report for quarter ending September 30, 2025.

EXECUTIVE SUMMARY

The Napa County Housing Authority (Authority) is a public housing authority established pursuant to California Health and Safety Code section 34200 et seq. and is the owner of three farmworker centers located in Napa County. In accordance with Article VI of the Authority's donation policy, at the end of each quarter, Authority staff prepare a report to the Housing Authority for any donations received and declined in the aggregate amount per occurrence. The report must include: the name of the donor, total value of the donations received or declined, the name of the center receiving donation and the name of center utilizing the donation. For the quarter ending September 30, 2025, the Centers received a total of \$2,712 in cash donations.

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 Housing Authority Donations Reporting Fiscal Year 2025-2026
Calistoga, River Ranch, and Mondavi Farmworker Centers

For the Quarter Ended September 30, 2025

Description	Donor	Center(s) Receiving Donation	Center(s) Utilizing Donation	Amount
Cash donation BBQ grills and bike racks	Cinco de Mayo Golf, Inc.	Calistoga	Calistoga	\$904.02
Cash donation BBQ grills and bike racks	Cinco de Mayo Golf, Inc.	River Ranch	River Ranch	\$904.02
Cash donation BBQ grills and bike racks	Cinco de Mayo Golf, Inc.	Mondavi	Mondavi	\$904.02
Subtotal				<u><u>\$2,712.06</u></u>
Donations Declined: No donations declined through Q1				
Total Cash Donations Received				\$2,712.06
Total Non Cash Donations Received				\$0.00
Total Donations Reported				<u><u>\$2,712.06</u></u>



Napa County

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Housing Commission

Agenda Date: 10/22/2025

File ID #: 25-1773

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

RECOMMENDATION

Monthly Report from California Human Development Corporation (CHDC).

EXECUTIVE SUMMARY

A monthly report from CHDC on the status of the Farmworker Centers including occupancy report, maintenance updates, and to review accounts receivable balances at each center.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment
3. Discussion

ENVIRONMENTAL IMPACT

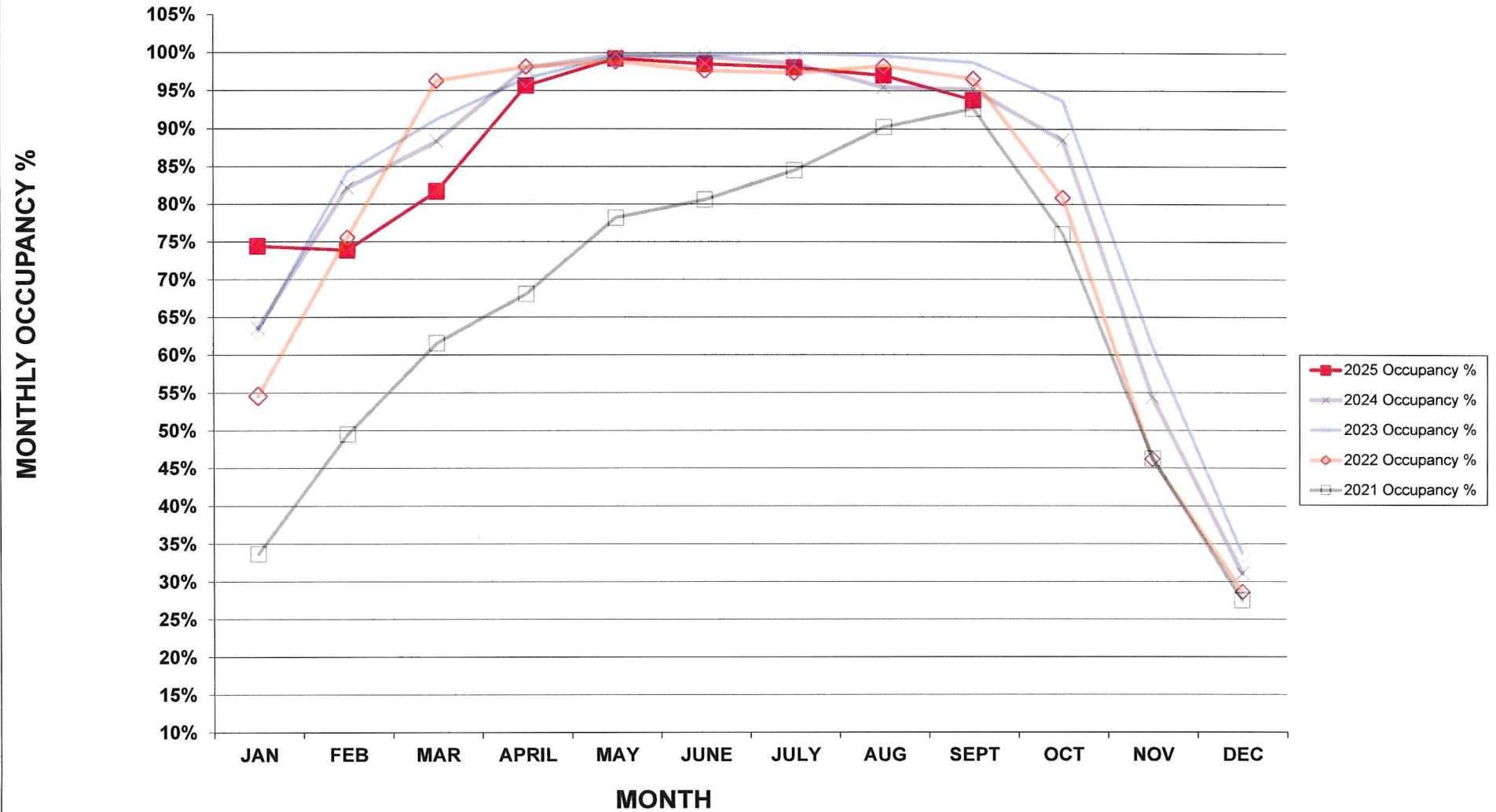
ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

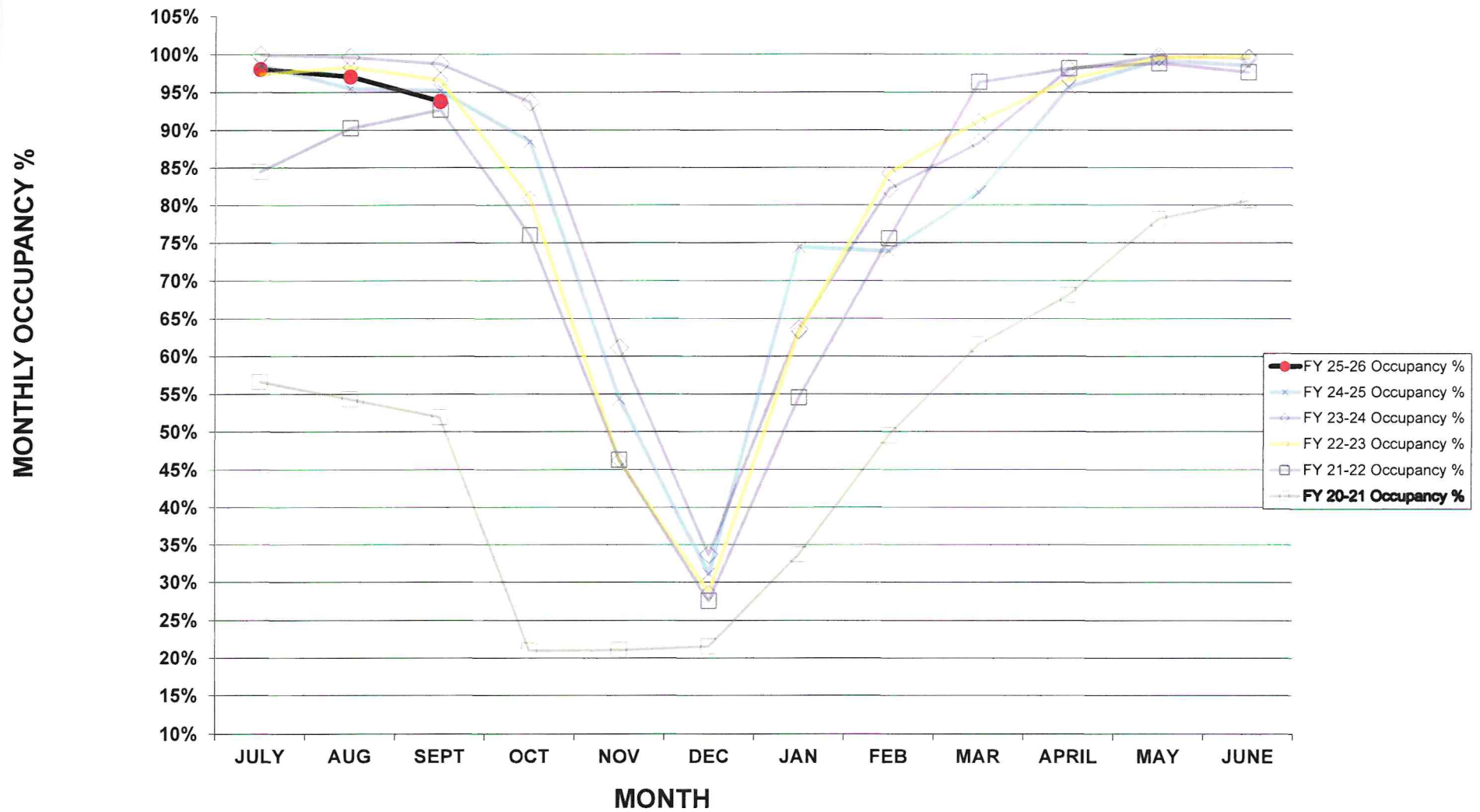
The Napa County Housing Authority contracts with CHDC, a non-profit organization, with more than 50 years of experience with farmworkers. CHDC staff at each of the three publicly owned farmworker centers provide day to day services including enrolling applicants into or out of the housing program, collecting rent,

maintenance, cleaning, and cooking three meals a day, six days a week for up to 60 lodgers per location or 180 total.

NC FW HSNG CENTERS - OCCUPANCY ANALYSIS



NC FW HSNH CENTERS - OCCUPANCY FISCAL 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	2,340	3,720	4,980	5,580	5,400	5,580	5,400	59,040.00
	Scheduled Capacity - Nights		5,580	5,580	5,400	5,580	3,900	2,340	3,720	4,980	5,580	5,400	5,580	5,400	59,040.00
	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	2,223	3,534	4,731	5,301	5,130	5,301	5,130	56,088.00
	YTD Projected Nights		5,301	10,602	15,732	21,033	24,738	26,961	30,495	35,226	40,527	45,657	50,958	56,088	56,088.00
	Monthly Actual Nights		5,473	5,416	5,085	-	-	-	-	-	-	-	-	-	15,954.00
	YTD Actual Nights		5,473	10,889	15,954	-	-	-	-	-	-	-	-	-	15,954.00
(1)	YTD Actual Occupancy %		98%	98%	96%	72%	61%	56%	50%	43%	37%	33%	30%	27%	96%
(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%	76%	64%	59%	52%	45%	39%	35%	31%	28%	101%
(4)	Monthly Actual Occupancy %		98%	97%	94%	0%	0%	0%	0%	0%	0%	0%	0%	0%	94%
(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%	0%	0%	0%	0%	0%	0%	0%	0%	0%	99%
	Rent Earned		98,514.00	97,488.00	91,170.00	-	-	-	-	-	-	-	-	-	287,172.00
	Rent Collected		106,434.00	94,094.00	92,444.00	-	-	-	-	-	-	-	-	-	292,972.00
	Deposits		100,278.00	85,066.00	97,628.00	-	-	-	-	-	-	-	-	-	282,972.00
	Deposits in Transit		6,146.00	15,174.00	9,990.00	-	-	-	-	-	-	-	-	-	9,990.00
	YTD NCHA Approved Write Offs														
	Beginning Balance:	N/A	-	540.00	540.00	-	-	-	-	-	-	-	-	-	540.00
	YTD Deposits in Transit														
	Beginning Balance:	(10.00)	6,146.00	15,174.00	9,990.00	-	-	-	-	-	-	-	-	-	9,990.00
	YTD Accounts Receivable														
	Beginning Balance:	3,945.00	7,638.00	9,675.00	10,128.00	-	-	-	-	-	-	-	-	-	10,128.00
	YTD Prepaid Rents														
	Beginning Balance:	672.00	12,285.00	11,468.00	13,195.00	-	-	-	-	-	-	-	-	-	13,195.00
	Monthly Vacancy Loss - \$\$		-	432.00	1,638.00	-	-	-	-	-	-	-	-	-	1,638.00
	YTD Vacancy Loss - \$\$		-	432.00	2,070.00	-	-	-	-	-	-	-	-	-	2,070.00
	Monthly Vacancy Loss - Nights		-	24	91	-	-	-	-	-	-	-	-	-	115.00
	YTD Vacancy Loss - Nights		-	24	115	-	-	-	-	-	-	-	-	-	115.00
	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

10/14/2025

Daniel Walker, Chief Financial Officer
California Human Development Corporation

Date

Michael S Whitt

10/14/2025

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	180	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	1,260	180	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	1,197	171	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	8,208	8,379	10,146	11,742	13,509	15,219	16,986	18,696	18,696.00
Monthly Actual Nights	1,810	1,843	1,736	-	-	-	-	-	-	-	-	-	5,389.00
YTD Actual Nights	1,810	3,653	5,389										5,389.00
YTD Actual Occupancy %	97%	98%	98%										98%
YTD Projected - Occupancy %	95%	95%	95%										95%
YTD Occupancy % to Projected	102%	103%	103%										103%
Monthly Actual Occupancy %	97%	99%	96%										96%
Monthly Projected Occupancy %	95%	95%	95%										95%
Monthly Occupancy % to Projected	102%	104%	102%										102%
Rent Earned	32,580.00	33,174.00	31,248.00										97,002.00
Rent Collected	33,894.00	30,906.00	30,816.00										95,616.00
Deposits	31,446.00	29,628.00	33,876.00										94,950.00
Deposits in Transit	2,438.00	\$3,716.00	\$656.00										656.00
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									656.00
YTD Accounts Receivable													
Beginning Balance:	400.00	2,938.00	3,478.00	4,108.00									4,108.00
YTD Prepaid Rents													
Beginning Balance:	68.00	3,920.00	2,192.00	2,390.00									2,390.00
Monthly Vacancy Loss - \$\$	-	-	-	-									-
YTD Vacancy Loss - \$\$	-	-	-	-									-
Monthly Vacancy Loss - Nights	-	-	-	-									-
YTD Vacancy Loss - Nights	-	-	-	-									-
Vacancy Loss based on Projected Occupancy													

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	1,846	-	-	-	-	-	-	-	-	-	5,322.00
	YTD Actual Nights	1,846	3,676	5,322										5,322.00
	YTD Actual Occupancy %	99%	99%	96%										96%
	YTD Projected - Occupancy %	95%	95%	95%										95%
	YTD Occupancy % to Projected	104%	104%	101%										101%
	Monthly Actual Occupancy %	99%	98%	91%										91%
	Monthly Projected Occupancy %	95%	95%	95%										95%
	Monthly Occupancy % to Projected	104%	104%	96%										96%
	Rent Earned	33,228.00	32,940.00	29,628.00										95,796.00
	Rent Collected	34,722.00	33,138.00	30,218.00										98,078.00
	Deposits	33,894.00	27,422.00	32,198.00										93,514.00
	Deposits in Transit	828.00	6,544.00	4,564.00										4,564.00
	YTD NCHA Approved Write Offs													
	Beginning Balance:	N/A	-	870.00	870.00									870.00
	YTD Deposits in Transit													
	Beginning Balance:	-	828.00	6,544.00	4,564.00									4,564.00
	YTD Accounts Receivable													
	Beginning Balance:	2,186.00	2,819.00	4,360.00	4,309.00									4,309.00
	YTD Prepaid Rents													
	Beginning Balance:	98.00	2,225.00	4,834.00	5,373.00									5,373.00
	Monthly Vacancy Loss - \$\$	-	-	1,152.00										1,152.00
	YTD Vacancy Loss - \$\$	-	-	1,152.00										1,152.00
	Monthly Vacancy Loss - Nights	-	-	64										64.00
	YTD Vacancy Loss - Nights	-	-	64										64.00
	Vacancy Loss based on Projected Occupancy													

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

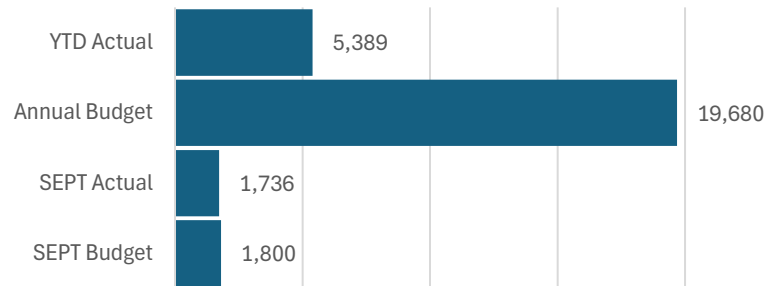
For the period of: 7/1/2025 through 6/30/2026

	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	1,560	-	1,620	1,860	1,800	1,860	1,800	19,680.00
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	1,800	1,560	-	1,620	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	1,710	1,482	-	1,539	1,767	1,710	1,767	1,710	18,696.00
	YTD Projected Nights	1,767	3,534	5,244	7,011	8,721	10,203	10,203	11,742	13,509	15,219	16,986	18,696	18,696.00
	Monthly Actual Nights	1,817	1,743	1,683	-	-	-	-	-	-	-	-	-	5,243.00
	YTD Actual Nights	1,817	3,560	5,243										5,243.00
	YTD Actual Occupancy %	98%	96%	95%										95%
	YTD Projected - Occupancy %	95%	95%	95%										95%
	YTD Occupancy % to Projected	103%	101%	100%										100%
	Monthly Actual Occupancy %	98%	94%	94%										94%
	Monthly Projected Occupancy %	95%	95%	95%										95%
	Monthly Occupancy % to Projected	103%	99%	98%										98%
	Rent Earned	32,706.00	31,374.00	30,294.00										94,374.00
	Rent Collected	37,818.00	30,050.00	31,410.00										99,278.00
	Deposits	34,938.00	28,016.00	31,554.00										94,508.00
	Deposits in Transit	2,880.00	4,914.00	4,770.00										4,770.00
	YTD NCHA Approved Write Offs													
	Beginning Balance:	N/A	-	(330.00)	(330.00)									(330.00)
	YTD Deposits in Transit													
	Beginning Balance:	-	2,880.00	4,914.00	4,770.00									4,770.00
	YTD Accounts Receivable													
	Beginning Balance:	1,359.00	1,881.00	1,837.00	1,711.00									1,711.00
	YTD Prepaid Rents													
	Beginning Balance:	506.00	6,140.00	4,442.00	5,432.00									5,432.00
	Monthly Vacancy Loss - \$\$	-	432.00	486.00										486.00
	YTD Vacancy Loss - \$\$	-	432.00	918.00										918.00
	Monthly Vacancy Loss - Nights	-	24	27										51.00
	YTD Vacancy Loss - Nights	-	24	51										51.00
	Vacancy Loss based on Projected Occupancy													

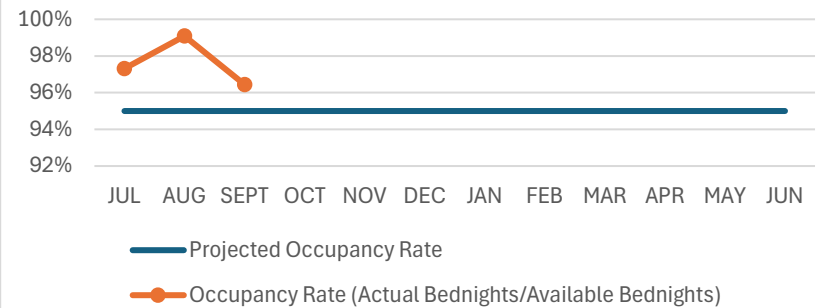
CALISTOGA CENTER
FY 2025-2026

OCCUPANCY-to-BUDGET		SEPT'25			FISCAL YEAR TO DATE		
		Budget	Actual	Difference	Budget	Actual	Difference
1	Available Capacity-Nights	1,800			19,680		
2	Actual Bednights	1,710	1,736	26	18,705	5,389	(13,316)
3	Occupancy Rate	95%	96%	1%	95%	27%	-68%
4	Rent Earned	\$ 30,780	\$ 31,248	\$ 468	\$ 336,690	\$ 97,002	(239,688)
5	Rent Collected	\$ 31,248	\$ 30,906	\$ (342)	\$ 97,002	\$ 95,616	(1,386)
Net Budget Impact				\$ 126	\$ (241,074)		

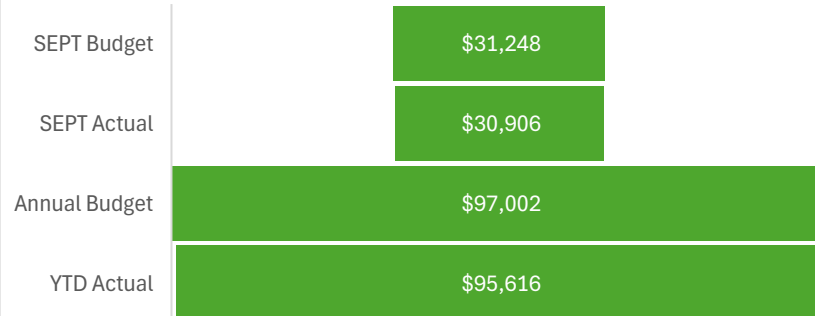
Bednights



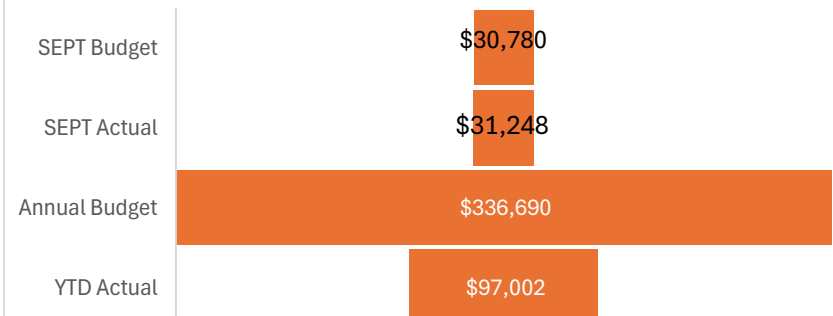
Occupancy



Rent Collected



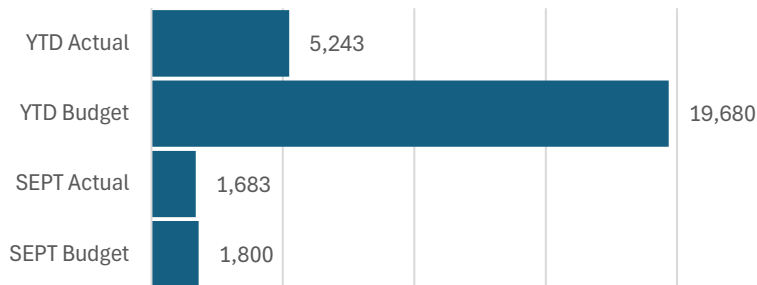
Rent Earned



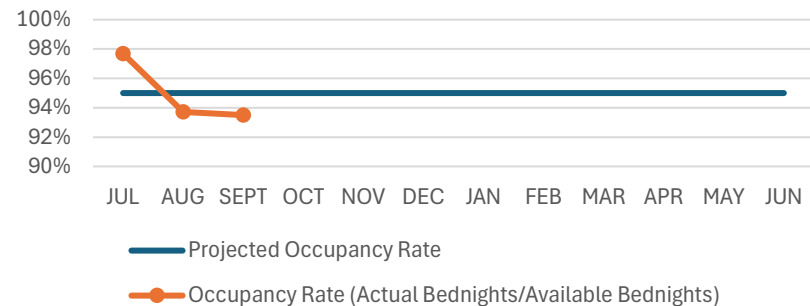
RIVER RANCH CENTER FY 2025-2026

OCCUPANCY-to-BUDGET		SEPT '25			FISCAL YEAR TO DATE		
		Budget	Actual	Difference	Budget	Actual	Difference
1	Available Capacity-Nights	1,800			19,680		
2	Actual Bednights	1,710	1,683	-27	18,696	5,243	(13,453)
3	Occupancy Rate	95%	94%	-1%	95%	27%	-68%
4	Rent Earned	\$ 30,780	\$ 30,294	\$ (486)	\$ 354,240	\$ 94,374	(259,866)
5	Rent Collected	\$ 30,294	\$ 31,410	\$ 1,116	\$ 94,374	\$ 99,278	4,904
Net Budget Impact				\$ 630	\$ (254,962)		

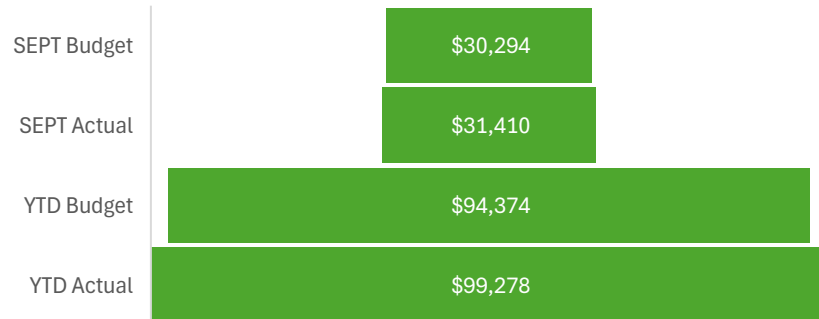
Bednights



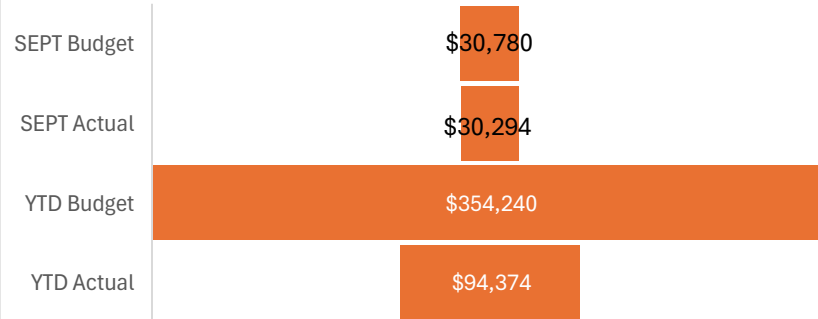
Occupancy



Rent Collected



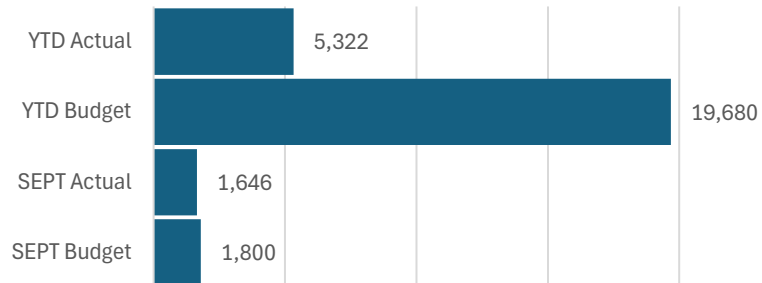
Rent Earned



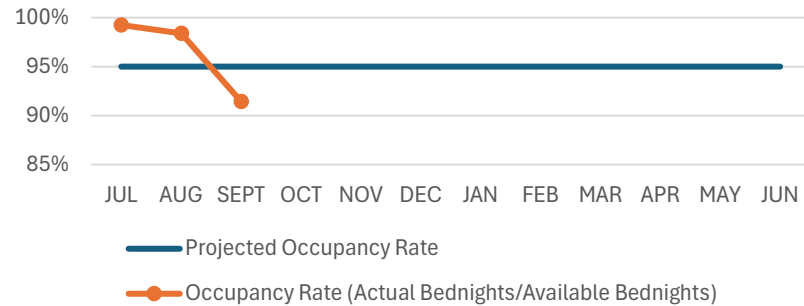
MONDAVI CENTER
FY 2025-2026

OCCUPANCY-to-BUDGET		SEPT'25			FISCAL YEAR TO DATE		
		Budget	Actual	Difference	Budget	Actual	Difference
1	Available Capacity-Nights	1,800			19,680		
2	Actual Bednights	1,710	1,646	-64	18,696	5,322	(13,374)
3	Occupancy Rate	95%	91%	-4%	95%	27%	-68%
4	Rent Earned	\$ 30,780	\$ 29,628	\$ (1,152)	\$ 336,528	\$ 95,796	(240,732)
5	Rent Collected	\$ 29,628	\$ 30,218	\$ 590	\$ 95,796	\$ 98,078	2,282
Net Budget Impact				\$ (562)	\$ (238,450)		

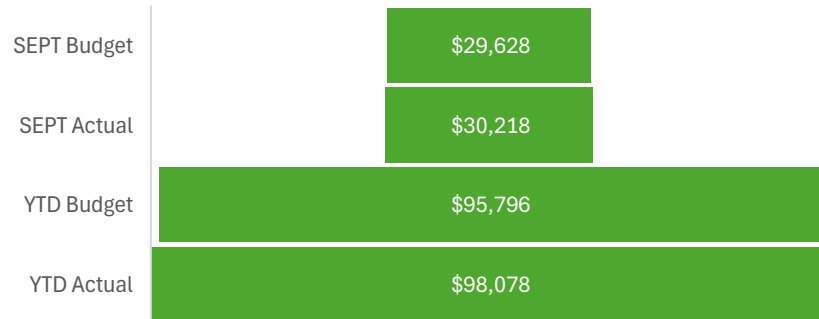
Bednights



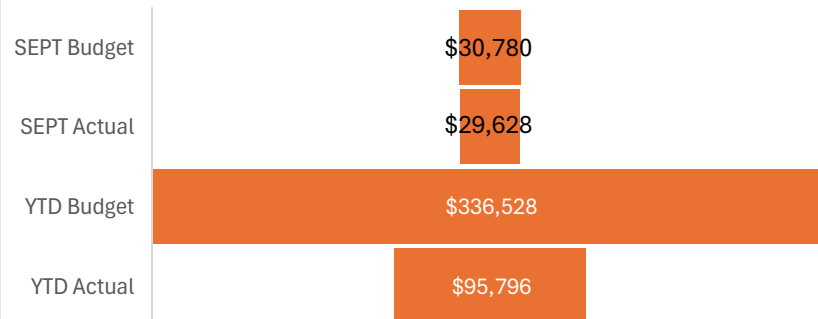
Occupancy



Rent Collected



Rent Earned





Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
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Main: (707) 253-4580

Housing Commission

Agenda Date: 10/22/2025

File ID #: 25-1774

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

RECOMMENDATION

Monthly report on capital improvement projects (CIP).

EXECUTIVE SUMMARY

Each month, staff report on capital improvement projects for each of the three farmworker centers. Over the course of the prior three months, staff have also reported on critical repairs and essential equipment. During this time, the list of “High” priority items has increased substantially while funding resources remain limited. Last month, an ad hoc committee was formed to assist staff in developing new guidelines for the priority items.

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.

BACKGROUND AND DISCUSSION

In December 2023, Housing Authority staff presented the Housing Commissioners with the list of capital improvements needs identified by County and CHDC staff. This list included summary of project scope and

budgets based on informal solicitation of project estimates by related service providers. The list was sorted by health and safety impact needs and projects were ranked “High”, “Medium”, and “Low” priority. Additionally, available funding sources - including donor-advised funds from the Farmworker Committee - were noted for each potential project. Housing Commissioners discussed the scope of needs and available funds and recommended staff proceed with securing estimates and submitting budget adjustments to proceed immediately with all items identified as “High” priority items.

Capital Improvement Projects, Capital Asset Replacements

Date: August 2025

Projects - High Priority			
Description	Center	Area	Estimate
Walk-in Refrigerator Condensing Unit Replacement	RR/CAL	Kitchen	\$20,000
Central Air Conditioning Installation	RR	All Buildings	Unknown - TBD
Radiant Heat Boiler Replacement	RR	Cafeteria/Office	\$25,000
Roof and Gutter Replacement	CAL	Staff Unit/Office	Unknown - TBD



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Housing Commission

Agenda Date: 10/22/2025

File ID #: 25-690

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Presentation on Affordable Housing Impact Fee Study

RECOMMENDATION

Presentation on Affordable Housing Impact Fee Study. No action needed.

EXECUTIVE SUMMARY

The County adopted an Affordable Housing Fund Ordinance in 1992, which created the Affordable Housing Fund to assist with funding the development of affordable housing in Napa County. The ordinance was based on a Job-Housing Nexus Study by the County and established a housing impact fee on non-residential construction (last revised in 2014) and an inclusionary housing requirement on residential construction (last revised in 2010). In August 2024, the County hired a consultant to determine the nexus of development to certain impacts and calculate in-lieu fees for several programs, including affordable housing. The nexus study identified the maximum rates the County may levy by category of development, and the Board may establish any fee up to the calculated max. Today's presentation includes updates on the Affordable Housing and Commercial Linkage Nexus Study, staff recommendations to the Board of Supervisors, and outcome of the public hearing held on October 21, 2025.

PROCEDURAL REQUIREMENTS

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

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by CEQA Guidelines section 15378 (14 CCR 15378) because the activity will not result in a direct or reasonably foreseeable indirect change to the environment.



Napa County

Board Agenda Letter

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Housing Commission

Agenda Date: 10/22/2025

File ID #: 25-1794

TO: Napa County Housing Commission
FROM: Corey Utsorgori, Deputy County Counsel
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Discussion on Commission membership and Current Vacancies

RECOMMENDATION

Discussion on commission membership and current vacancies. No action needed.

EXECUTIVE SUMMARY

The commission expressed interest at last month's meeting to discuss membership vacancies and the legal requirement for tenant membership. Current membership consists of one (1) member of the Napa Valley Vintners, one (1) member of the Napa County Farm Bureau, one (1) member of the Napa Valley Grapegrowers, one (1) member of the Napa Valley Farmworker Foundation, one (1) member who is an affordable housing developer, one (1) member from the public who is in real estate or a real estate developer, one (1) member of the public who is interested and/or experienced in affordable housing or farmworker housing, and two (2) members who are tenants of facilities operated by the Napa County Housing Authority (at least one of these tenant commissioners must be over the age of sixty-two). Today's presentation is for discussion purposes only, 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)



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Housing Commission

Agenda Date: 10/22/2025

File ID #: 25-1796

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Appointing Commissioners to Female Farmworker Housing Ad-Hoc Committee

RECOMMENDATION

Appointment of one or two commissioners to serve on an ad-hoc committee focused on strategic planning for female farmworker housing.

EXECUTIVE SUMMARY

The three county-owned farmworker centers (Centers) have historically housed single, unaccompanied male farmworkers in dorm style housing (2 per room). The maximum occupancy at each Center is 60 lodgers or 180 beds total across the three sites. Recent data from the 2024 Napa County Farmworker Housing Needs & Impacts Assessment revealed that the farmworker labor force is approximately 9,000 strong, and female farmworkers account for approximately 20% of the labor force. On September 24, 2025, the Housing Commission directed staff to develop an ad-hoc committee with the goal of further evaluating and/or exploring potential options for female farmworker housing at the county-owned farmworker centers (Centers).

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment
3. Motion, Second, Discussion and Vote to appoint one or two commissioners to the ad-hoc committee.

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

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Housing Commission

Agenda Date: 10/22/2025

File ID #: 25-1800

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Appointments to ad-hoc budget subcommittee

RECOMMENDATION

Appoint two commissioners to serve on the ad-hoc budget subcommittee.

EXECUTIVE SUMMARY

Staff request appointing two commissioners to serve on an ad-hoc budget subcommittee. The role involves a series of meetings with Housing Authority staff, the Auditor-Controller, and/or the property management operator (currently California Human Development). The subcommittee will review and analyze financial needs, revenues, expenditures, and forecasts for the upcoming fiscal year (2026-2027). Finally, the subcommittee will assist staff in drafting a proposed budget for the full commission and the Housing Authority.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment
3. Motion, second, discussion and vote to appoint two commissioners to the ad-hoc committee.

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.

BACKGROUND AND DISCUSSION

The Napa County Housing Authority is comprised of two divisions for the purpose of operating the

Farmworker Centers. Division 50600 - Administration reflects the general operations including county support to direct and oversee the total farmworker center operations. Division 50605 - Farmworker Centers reflects the daily operations of the three Farmworker Centers (Calistoga, Mondavi, and River Ranch) as well as capital improvements. Appointed commissioners will work with staff between December and January to finalize the recommended budget by February.