

# **Napa County**

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559



## **Agenda**

**Thursday, January 23, 2025**

**3:00 PM**

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

### **Housing Commission**

*Keri Akemi-Hernandez*

*Judith Myers*

*Jennifer Putnam*

*Manuel Rios*

*Michael Silacci*

*Arnulfo Solorio*

*Mike Swanton*

*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](http://www.zoom.us/join) (Meeting ID: 831 5812 5533) or listen on Zoom by calling 1-669-900-6833 (Meeting ID: 831 5812 5533).

**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](http://www.zoom.us/join). Meeting ID 831 5812 5533, or listen on Zoom by calling 1-669-900-6833. Meeting ID 831 5812 5533. AND use the raise hand feature; or
- B. Email your comment to [ncha@countyofnapa.org](mailto: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. Executive Director of Housing Authority requests approval of Minutes for the meeting of December 05, 2024. [25-25](#)

**Attachments:** [December 2024 Minutes](#)

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

**5. CONSENT ITEMS**

- A. Adoption of meeting schedule for calendar year 2025 [25-24](#)

**Attachments:** [Meeting Calendar](#)

**6. MONTHLY REPORTS**

- A. Monthly Report from California Human Development Corporation (CHDC) [25-27](#)  
**Attachments:** [Occupancy Report](#)
- B Monthly Report on Capital Improvement Projects. [25-28](#)  
**Attachments:** [Completed CIP](#)
- C Monthly Report from Housing Authority staff on community engagement regarding the 2024 Napa County Farmworker Housing Needs & Impacts Assessment. Requested action is additional recommendations for community engagement. [25-29](#)
- D. Receive an update on the Farmworker Center Standards project. [25-33](#)  
**Attachments:** [Farmworker Center Standards](#)

**7. ADMINISTRATIVE ITEMS**

- A. Election of Chair and Vice-Chair for calendar year 2025. [25-23](#)

**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 JANUARY 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.countyofnapa.org  
Main: (707) 253-4580

---

Housing Commission

**Agenda Date:** 1/23/2025

**File ID #:** 25-25

---

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

---

**RECOMMENDATION**

Executive Director of Housing Authority requests approval of Minutes for the meeting of December 05, 2024.

**EXECUTIVE SUMMARY**

Executive Director of Housing Authority requests approval of Minutes.

**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**

Executive Director of Housing Authority requests approval of Minutes for the meeting of December 05, 2024.

**MINUTES OF THE  
NAPA COUNTY HOUSING COMMISSION**

**December 05, 2024**

**Draft Summary of the Proceedings**

**1. Call to Order/Roll Call**

Present: Commissioners Keri Akemi-Hernandez, Judith Myers, Michael Silacci, and Mike Swanton

Absent: Commissioners Jennifer Putnam, Manuel Rios, and Arnulfo Solorio

Meeting was called to order by: Chair Akemi-Hernandez

**2. Public Comment**

None.

**3. Approval of Minutes**

- A.** Director of Housing and Homeless Services requests approval of minutes for the meeting of October 23, 2024.

Motion text: Approve the minutes.

Voting Yes: Commissioners Akemi-Hernandez, Myers, Swanton, and Silacci

Voting No: None

Result: Passed

**4. Set Matters or Public Hearing Items**

None.

**5. Consent**

**6. Monthly Reports**

- A. Monthly Report from California Human Development Corporation (CHDC).**

Presentation made by Santino Garcia, CHDC Chief Operations Officer. Current occupancy Mondavi-0, Calistoga-0, River Ranch-56. Mondavi closed, reopens December 22<sup>nd</sup>; Calistoga closed, reopens December 29<sup>th</sup>; River Ranch closes December 28<sup>th</sup>, reopens February 2<sup>nd</sup>. At the time of Calistoga closure there were 34 lodgers still residing at the center, which was concerning. CHDC will provide recommendations for revised open/close schedule during upcoming budget discussions. From an industry perspective, demand for grapes was down significantly compared to prior years, which resulted in fewer employment opportunities for farmworkers.

No public comment.

Discussion held.

- B. Monthly Report on Capital Improvement Projects.**

Presentation by Alex Carrasco, Project Manager. HVAC and condensing unit projects at the Mondavi Center, and ANSUL system repair at the Calistoga Center are on track for completion in the month of December.

No Public Comment.

Discussion held.

**C. Monthly Report from Housing Authority Staff on community engagement regarding the 2024 Napa County Farmworker Housing Needs & Impacts Assessment. Requested action is additional recommendations for community engagement.**

Presentation by Alex Carrasco, Project Manager.

No Public Comment.

Discussion held.

**7. Administrative Items**

**A. Appoint two commissioners to serve on the ad-hoc budget sub-committee.**

Presentation by Jennifer Palmer, Executive Director. In addition to appointment of two commissioners, Executive Director suggests ad-hoc addition of Peter Rumble, CEO of Napa County Farm Bureau.

Motion text: Appoint Commissioners Akemi-Hernandez and Silacci, and Peter Rumble to serve on the budget ad-hoc sub-committee.  
Voting Yes: Commissioners Akemi-Hernandez, Myers, Swanton, and Silacci  
Voting No: None  
Result: Passed

No public comment.

Discussion held.

**B. Discussion on annual closures of the three Farmworker Centers. No Action Required.**

Presentation by Jennifer Palmer, Executive Director. Staff recommend CHDC propose a budget that keeps two centers open at a time vs closing two at one time.

No public comment.

Discussion held.

**8. Executive Director Report**

There are fears and concerns regarding immigration enforcement under the new administration. Napa County Sheriff and Executive Director discussed opportunities to visit the farmworker centers to communicate and reinforce that the Sheriffs Department is here to serve, not participate in immigration enforcement. Staff will also display Board of

Supervisor resolution outlining that immigrants play a critical part of our community and economy, and that we celebrate them. The idea being that lodgers feel safe and welcome at the centers, and they can relay message to potential lodgers.

Introduced Emma Moyer, Staff Service Manager. Emma will be initiating a project to bring farmworker center standards document to the Housing Commission. This document will provide operational guidance and expectations to CHDC, developers who are interested in building a fourth center, and/or other private farmworker facilities.

ADU tenant match up program. Staff are developing a program that would match farmworkers who meet the 80% area median income with ADU owners looking for tenants. Once the program details are finalized, staff will bring the item to the Housing Commission for recommendation to the Board of Supervisors.

**9. Commissioner Comments and Direction to Staff**

None.

**10. Future Agenda Items**

None.

**11. Adjourn**

Meeting adjourned to the next regular meeting on Thursday, January 23, 2025, at 3:00 pm.

\_\_\_\_\_  
Keri Akemi-Hernandez, Chair

ATTEST:

\_\_\_\_\_  
Jennifer Palmer, Secretary of the Commission



Napa County  
Board Agenda Letter

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

---

Housing Commission

**Agenda Date:** 1/23/2025

**File ID #:** 25-24

---

**TO:** Napa County Housing Commission  
**FROM:** Jennifer Palmer, Executive Director of Housing Authority  
**REPORT BY:** Alex Carrasco, Project Manager  
**SUBJECT:** Adoption of meeting schedule for calendar year 2025

---

**RECOMMENDATION**

Adoption of meeting schedule for calendar year 2025

**EXECUTIVE SUMMARY**

Each year, the Housing Commission approves a meeting schedule for the calendar year. Meetings are held in the Board Chambers of the Napa County Administration building. Today's action will adopt meeting schedule for calendar year 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.

**BACKGROUND AND DISCUSSION**

Adoption of calendar occurs at the annual meeting held on the fourth Thursday of January of each year. Per the bylaws, the Commission will have at least one regular meeting each month. Recently, regular meetings (non-annual) have occurred on the fourth Wednesday of each month; however, November and December meetings, have been held on the second or third week of the month due to holidays.



# 2025

# Housing Commission Meeting Calendar

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

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

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

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

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

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

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

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

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

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

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

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



Napa County  
Board Agenda Letter

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

---

Housing Commission

Agenda Date: 1/23/2025

File ID #: 25-27

---

**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.

CALIFORNIA HUMAN DEVELOPMENT CORPORATION  
NAPA COUNTY FARMWORKER HOUSING CENTERS  
OCCUPANCY REPORT  
FY 2024/2025

For the period of: 7/1/2024 through 6/30/2025

PLAN	TOTALS	ALL SITES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2024-25	Available Capacity - Nights		5,580	5,580	5,400	5,580	5,400	1,980	3,780	5,040	5,580	5,400	5,580	5,400	60,300
	Scheduled Capacity - Nights		5,580	5,580	5,400	5,580	4,140	2,460	3,720	4,980	5,580	5,400	5,580	5,400	59,400
	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	3,933	2,337	3,534	4,731	5,301	5,130	5,301	5,130	56,430
	YTD Projected Nights		5,301	10,602	15,732	21,033	24,966	27,303	30,837	35,568	40,869	45,999	51,300	56,430	56,430
	Monthly Actual Nights		5,504	5,327	5,141	4,938	2,936	1,735	-	-	-	-	-	-	25,581
	YTD Actual Nights		5,504	10,831	15,972	20,910	23,846	25,581	-	-	-	-	-	-	25,581
(1)	YTD Actual Occupancy %		99%	97%	96%	94%	91%	89%							89%
(2)	YTD Projected - Occupancy %		95%	95%	95%	95%	95%	95%							95%
(3)	YTD Occupancy % to Projected		104%	102%	102%	99%	96%	94%							94%
(4)	Monthly Actual Occupancy %		99%	95%	95%	88%	71%	71%							71%
(5)	Monthly Projected Occupancy %		95%	95%	95%	95%	95%	95%							95%
(6)	Monthly Occupancy % to Projected		104%	100%	100%	93%	75%	74%							74%
	Rent Earned		93,568.00	90,559.00	87,397.00	83,946.00	49,912.00	29,495.00	-	-	-	-	-	-	434,877.00
	Rent Collected		102,631.00	84,150.00	85,187.00	82,450.00	54,281.00	37,757.00	-	-	-	-	-	-	446,456.00
	Deposits		103,713.00	85,476.00	86,581.00	82,943.00	55,862.00	37,978.00	-	-	-	-	-	-	452,553.00
	Deposits in Transit		7,174.00	5,848.00	4,454.00	3,961.00	2,380.00	2,159.00	-	-	-	-	-	-	2,159.00
	YTD NCHA Approved Write Offs														
	Beginning Balance:	N/A	-	-	-	-	-	-	-	-	-	-	-	-	-
	YTD Deposits in Transit														
	Beginning Balance:	8,256.00	7,174.00	5,848.00	4,454.00	3,961.00	2,380.00	2,159.00	-	-	-	-	-	-	2,159.00
	YTD Accounts Receivable														
	Beginning Balance:	3,686.00	8,784.00	11,912.00	13,680.00	11,453.00	6,387.00	5,758.00	-	-	-	-	-	-	5,758.00
	YTD Prepaid Rents														
	Beginning Balance:	231.00	14,392.00	11,111.00	10,669.00	6,946.00	6,249.00	13,882.00	-	-	-	-	-	-	13,882.00
	Monthly Vacancy Loss - \$\$		-	1,020.00	1,649.00	7,667.00	18,258.00	10,234.00	-	-	-	-	-	-	10,234.00
	YTD Vacancy Loss - \$\$		-	1,020.00	2,669.00	10,336.00	28,594.00	38,828.00	-	-	-	-	-	-	38,828.00
	Monthly Vacancy Loss - Nights		-	60	97	451	1,074	602	-	-	-	-	-	-	602
	YTD Vacancy Loss - Nights		-	60	157	608	1,682	2,284	-	-	-	-	-	-	2,284
	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.

01/13/2025

*Santino Garcia*  
Santino Garcia (Jan 13, 2025 11:17 PST) \_\_\_\_\_ Date  
Santino Garcia, COO  
California Human Development Corporation

01/13/2025

*Michael S Whitt*  
Prepared by: Michael S Whitt, Senior Accountant \_\_\_\_\_ Date  
California Human Development Corporation

- (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 2024/2025

For the period of: 7/1/2024 through 6/30/2025

CALISTOGA		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2024-25	Available Capacity - Nights	1,860	1,860	1,800	1,860	1,800	60	1,860	1,680	1,860	1,800	1,860	1,800	20,100
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	1,380	180	1,860	1,680	1,860	1,800	1,860	1,800	19,800
	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	1,311	171	1,767	1,596	1,767	1,710	1,767	1,710	18,810
	YTD Projected Nights	1,767	3,534	5,244	7,011	8,322	8,493	10,260	11,856	13,623	15,333	17,100	18,810	18,810
	Monthly Actual Nights	1,842	1,824	1,742	1,667	824	127	-	-	-	-	-	-	8,026
	YTD Actual Nights	1,842	3,666	5,408	7,075	7,899	8,026							8,026
	YTD Actual Occupancy %	99%	99%	98%	96%	90%	90%							90%
	YTD Projected - Occupancy %	95%	95%	95%	95%	95%	95%							95%
	YTD Occupancy % to Projected	104%	104%	103%	101%	95%	95%							95%
	Monthly Actual Occupancy %	99%	98%	97%	90%	60%	71%							71%
	Monthly Projected Occupancy %	95%	95%	95%	95%	95%	95%							95%
	Monthly Occupancy % to Projected	104%	103%	102%	94%	63%	74%							74%
	Rent Earned	31,314.00	31,008.00	29,614.00	28,339.00	14,008.00	2,159.00							136,442.00
	Rent Collected	34,172.00	28,645.00	28,526.00	28,934.00	14,246.00	11,339.00							145,862.00
	Deposits	34,187.00	30,311.00	28,730.00	29,427.00	14,892.00	10,778.00							148,325.00
	Deposits in Transit	3,009.00	1,343.00	1,139.00	646.00	-	561.00							561.00
	YTD NCHA Approved Write Offs													-
	Beginning Balance:	N/A	-	-	-	-	-							
	YTD Deposits in Transit													561.00
	Beginning Balance:	3,024.00	3,009.00	1,343.00	1,139.00	646.00	-	561.00						
	YTD Accounts Receivable													1,212.00
	Beginning Balance:	1,146.00	2,640.00	3,915.00	4,408.00	3,167.00	906.00	1,212.00						
	YTD Prepaid Rents													9,486.00
	Beginning Balance:	-	4,352.00	3,264.00	2,669.00	2,023.00	-	9,486.00						
	Monthly Vacancy Loss - \$\$	-	-	-	1,700.00	8,279.00	748.00							748.00
	YTD Vacancy Loss - \$\$	-	-	-	1,700.00	9,979.00	10,727.00							10,727.00
	Monthly Vacancy Loss - Nights	-	-	-	100	487	44							44.00
	YTD Vacancy Loss - Nights	-	-	-	100	587	631							631
	Vacancy Loss based on Projected Occupancy													

CALIFORNIA HUMAN DEVELOPMENT CORPORATION  
 NAPA COUNTY FARMWORKER HOUSING CENTERS  
 OCCUPANCY REPORT  
 FY 2024/2025

For the period of: 7/1/2024 through 6/30/2025

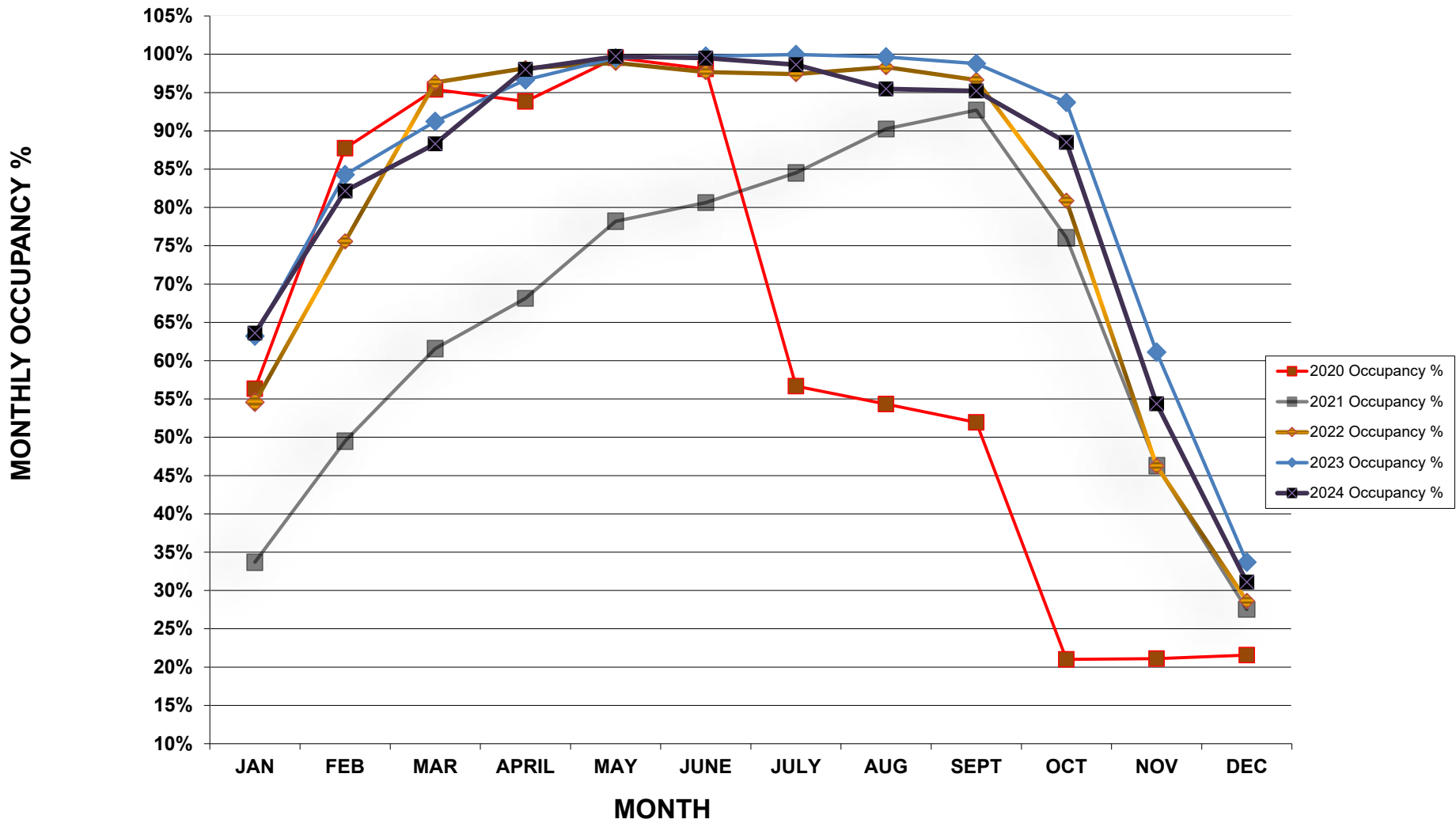
	MONDAVI	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
<b>2024-25</b>	<b>Available Capacity - Nights</b>	1,860	1,860	1,800	1,860	1,800	60	1,860	1,680	1,860	1,800	1,860	1,800	20,100
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	960	600	1,860	1,680	1,860	1,800	1,860	1,800	19,800
	Scheduled 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	912	570	1,767	1,596	1,767	1,710	1,767	1,710	18,810
	YTD Projected Nights	1,767	3,534	5,244	7,011	7,923	8,493	10,260	11,856	13,623	15,333	17,100	18,810	18,810
	Monthly Actual Nights	1,847	1,707	1,613	1,416	325	206	-	-	-	-	-	-	7,114
	YTD Actual Nights	1,847	3,554	5,167	6,583	6,908	7,114							7,114
	YTD Actual Occupancy %	99%	96%	94%	89%	83%	80%							80%
	YTD Projected - Occupancy %	95%	95%	95%	95%	95%	95%							95%
	YTD Occupancy % to Projected	105%	101%	99%	94%	87%	84%							84%
	Monthly Actual Occupancy %	99%	92%	90%	76%	34%	34%							34%
	Monthly Projected Occupancy %	95%	95%	95%	95%	95%	95%							95%
	Monthly Occupancy % to Projected	105%	97%	94%	80%	36%	36%							36%
	Rent Earned	31,399.00	29,019.00	27,421.00	24,072.00	5,525.00	3,502.00							120,938.00
	Rent Collected	32,130.00	29,325.00	25,449.00	22,746.00	6,630.00	7,650.00							123,930.00
	Deposits	35,906.00	26,690.00	27,693.00	22,491.00	7,276.00	6,052.00							126,108.00
	Deposits in Transit	-	2,635.00	391.00	646.00	-	1,598.00							1,598.00
	YTD NCHA Approved Write Offs													-
	Beginning Balance:	N/A	-	-	-	-	-							-
	YTD Deposits in Transit													1,598.00
	Beginning Balance:	3,776.00	-	2,635.00	391.00	646.00	-	1,598.00						1,598.00
	YTD Accounts Receivable													2,957.00
	Beginning Balance:	1,784.00	4,300.00	4,572.00	5,388.00	4,538.00	2,974.00	2,957.00						2,957.00
	YTD Prepaid Rents													4,243.00
	Beginning Balance:	78.00	3,325.00	3,903.00	2,747.00	571.00	112.00	4,243.00						4,243.00
	Monthly Vacancy Loss - \$\$	-	1,020.00	1,649.00	5,967.00	9,979.00	6,188.00							6,188.00
	YTD Vacancy Loss - \$\$	-	1,020.00	2,669.00	8,636.00	18,615.00	24,803.00							24,803.00
	Monthly Vacancy Loss - Nights	-	60	97	351	587	364							364.00
	YTD Vacancy Loss - Nights	-	60	157	508	1,095	1,459							1,459
	Vacancy Loss based on Projected Occupancy													

CALIFORNIA HUMAN DEVELOPMENT CORPORATION  
 NAPA COUNTY FARMWORKER HOUSING CENTERS  
 OCCUPANCY REPORT  
 FY 2024/2025

For the period of: 7/1/2024 through 6/30/2025

	RIVER RANCH	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2024-25	Available Capacity - Nights	1,860	1,860	1,800	1,860	1,800	1,860	60	1,680	1,860	1,800	1,860	1,800	20,100
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	1,800	1,680	-	1,620	1,860	1,800	1,860	1,800	19,800
	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	1,596	-	1,539	1,767	1,710	1,767	1,710	18,810
	YTD Projected Nights	1,767	3,534	5,244	7,011	8,721	10,317	10,317	11,856	13,623	15,333	17,100	18,810	10,441
	Monthly Actual Nights	1,815	1,796	1,786	1,855	1,787	1,402	-	-	-	-	-	-	10,441
	YTD Actual Nights	1,815	3,611	5,397	7,252	9,039	10,441							96%
	YTD Actual Occupancy %	98%	97%	98%	98%	98%	96%							95%
	YTD Projected - Occupancy %	95%	95%	95%	95%	95%	95%							101%
	YTD Occupancy % to Projected	103%	102%	103%	103%	104%	101%							83%
	Monthly Actual Occupancy %	98%	97%	99%	100%	99%	83%							95%
	Monthly Projected Occupancy %	95%	95%	95%	95%	95%	95%							88%
	Monthly Occupancy % to Projected	103%	102%	104%	105%	105%	88%							
	Rent Earned	30,855.00	30,532.00	30,362.00	31,535.00	30,378.00	23,834.00							177,497.00
	Rent Collected	36,329.00	26,180.00	31,212.00	30,770.00	33,405.00	18,768.00							176,664.00
	Deposits	33,620.00	28,475.00	30,158.00	31,025.00	33,664.00	21,148.00							-
	Deposits in Transit	4,165.00	1,870.00	2,924.00	2,669.00	2,360.00	-							-
	YTD NCHA Approved Write Offs													-
	Beginning Balance:	N/A	-	-	-	-	-	-	-	-	-	-	-	-
	YTD Deposits in Transit													-
	Beginning Balance:	1,456.00	4,165.00	1,870.00	2,924.00	2,669.00	2,360.00	-						-
	YTD Accounts Receivable													1,589.00
	Beginning Balance:	756.00	1,844.00	3,425.00	3,884.00	3,748.00	2,507.00	1,589.00						-
	YTD Prepaid Rents													153.00
	Beginning Balance:	153.00	6,715.00	3,944.00	5,253.00	4,352.00	6,137.00	153.00						-
	Monthly Vacancy Loss - \$\$	-	-	-	-	-	-	3,298.00						3,298.00
	YTD Vacancy Loss - \$\$	-	-	-	-	-	-	3,298.00						194.00
	Monthly Vacancy Loss - Nights	-	-	-	-	-	-	194						194.00
	YTD Vacancy Loss - Nights	-	-	-	-	-	-	194						194
	Vacancy Loss based on Projected Occupancy													

## NC FW HSNNG CENTERS - OCCUPANCY ANALYSIS







# Napa County

## Board Agenda Letter

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

---

Housing Commission

**Agenda Date:** 1/23/2025

**File ID #:** 25-28

---

**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

---

### **RECOMMENDATION**

Monthly Report on Capital Improvement Projects.

### **EXECUTIVE SUMMARY**

Monthly Report on Capital Improvement Projects. For discussion and direction to staff.

### **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 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. Today, Housing Authority staff provide an update on each project identified as high priority and next steps for securing bids, contracts, and budget adjustments to launch the identified work.

## Capital Improvement Projects - High Priority

### Completed in 2024

Description	Location	Funding Source	Amount
1 Walkway Repair	River Ranch	Donation	\$ 76,000
2 Radiant Heat Boiler Replacement (2), Dorms	River Ranch	County (NCHA)	\$ 56,000
3 HVAC Unit (2) Replacement, Dorms	Mondavi	Donation	\$ 27,900
4 Walk-in Refrigerator Condensing Unit Replacement	Mondavi	Donation	\$ 9,000
5 Fire Pump Repair	Mondavi	County (NCHA)	\$ 7,100
6 Kitchen Fire Suppression Replacement	Calistoga	County (NCHA)	\$ 6,400
7 Kitchen Fire Suppression Repair	Mondavi	County (NCHA)	\$ 4,100
8 Cafeteria/Office Radiant Heat Repair	River Ranch	County (NCHA)	\$ 2,080
Total			<u>\$ 188,580</u>

### Planning Phase

Description	Location	Funding Source	Amount
1 Water Treatment Backup Generator	All Centers	Donation	\$ 60,000
2 Heating Repair (Staff Units)	River Ranch	Donation	\$ 3,400



# Napa County

## Board Agenda Letter

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

---

Housing Commission

**Agenda Date:** 1/23/2025

**File ID #:** 25-29

---

**TO:** Napa County Housing Commission  
**FROM:** Jennifer Palmer, Executive Director of Housing Authority  
**REPORT BY:** Alex Carrasco, Project Manager  
**SUBJECT:** FHNIA Community Engagement Report

---

### **RECOMMENDATION**

Monthly Report from Housing Authority staff on community engagement regarding the 2024 Napa County Farmworker Housing Needs & Impacts Assessment. Requested action is additional recommendations for community engagement.

### **EXECUTIVE SUMMARY**

Monthly Report from Housing Authority staff on community engagement regarding the 2024 Napa County Farmworker Housing Needs & Impacts Assessment. Requested action is additional recommendations for community engagement.

### 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 Board of Supervisors commissioned the Farmworker Housing Needs and Impacts

Assessment in July 2023 to shed light on the housing challenges faced by farmworkers in Napa County and the impact those challenges are having on the Napa Valley wine industry. Housing Authority staff presented the report to the commission in August 2024 and initiated a series of presentations to help inform the community about the project, report findings, and the opportunities for collective action. Today's report will update the commission on community engagement efforts.



# Napa County

## Board Agenda Letter

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

---

Housing Commission

**Agenda Date:** 1/23/2025

**File ID #:** 25-33

---

**TO:** Napa County Housing Commission  
**FROM:** Emma Moyer, Staff Services Manager  
**REPORT BY:** Alex Carrasco, Project Manager  
**SUBJECT:** Farmworker Center Standards Project

---

### **RECOMMENDATION**

Receive an update on the Farmworker Center Standards project.

### **EXECUTIVE SUMMARY**

The Napa County Housing Authority is initiating a project to develop a comprehensive “Farmworker Center Standards” set of policies that establish standards of operation and care for all County-funded Farmworker Centers, that all County and contracted staff will be required to comply with.

### **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.

### **BACKGROUND AND DISCUSSION**

The Napa County Housing Authority currently oversees three Farmworker Centers (“Centers”), each of which provide lodging for up to 60 lodgers nightly. The operation of the three Centers is managed under contract by a qualified community-based organization. Privately run farmworker housing sites separately exist, as permitted, in the unincorporated County as well. Farmworker housing needs continue to be a high priority for Napa County, and additional/new publicly and privately operated farmworker centers remain a possibility.

The intent of the Farmworker Center Standards project is to establish a standard set of policies that all farmworker centers receiving funding from Napa County must adhere to. The policies will include ensuring safety and security of both lodgers and staff, promoting the dignity and respect of both lodgers and staff, establishing standards of operation for the buildings, and ensuring compliance with local, state and federal

guidelines, rules and laws.

Napa County has already adopted and maintains a “Shelter Standards” policy manual for all County-funded emergency shelters for individuals and families experiencing homelessness. The Farmworker Center Standards project is currently underway, with an anticipated draft document available for review and comment by April 2025.

# Farmworker Center Standards

**Purpose:** To establish a standard of care and safety and operational expectations regarding Farmworker Centers receiving County funds.

**Timeline:** January 2025 through March 2025

---





# Overview of Center Standards

---

## Center Operations:

- Admissions (eligibility and documentation)
- Resident rights and responsibilities
- Grievance procedures and conflict resolution
- Discharge process
- Health and Safety protocols (emergency protocols)

## Staffing and Training Requirements

- Staff requirements
- First aid capacity
- Required and recommended training for onsite staff

## Food Service

- Sanitary facilities
- Meal schedules
- Food allergies

## Building Maintenance and Safety

- Basic building standards and upkeep
- Cleanliness
- Maintenance and repairs

## Administration





Napa County  
Board Agenda Letter

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

---

Housing Commission

**Agenda Date:** 1/23/2025

**File ID #:** 25-23

---

**TO:** Napa County Housing Commission  
**FROM:** Jennifer Palmer, Executive Director of Housing Authority  
**REPORT BY:** Alex Carrasco, Project Manager  
**SUBJECT:** Election of Chair and Vice-Chair

---

**RECOMMENDATION**

Election of Chair and Vice-Chair for calendar year 2025.

**EXECUTIVE SUMMARY**

The Napa County Housing Commission elects the Chair and Vice-Chair at the first meeting of the year to decide who will serve in those roles for the year.

**PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comment
3. Motion, second, discussion and vote on the item

**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 Commission (NCHC) bylaws require election of the Chair and Vice-Chair at the first meeting of the year (annual meeting), and at every annual meeting thereafter. Those elected shall serve for a term of one year. It is the non-binding policy of the NCHC that the Vice-Chair will be the person who should normally be elected to serve as Chair the year following his or her period of service as Vice-Chair. If the

Chair's office is vacated prior to the end of his or her one-year term, the Vice-Chair shall assume the Chair's office and a replacement Vice-Chair nominated at the next regular scheduled meeting.