

Napa County

1195 THIRD STREET
SUITE 310
NAPA, CA 94559



Agenda

Wednesday, July 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 (Meeting ID: 898 7304 0300) or listen on Zoom by calling 1-669-900-6833 (Meeting ID: 898 7304 0300).

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 898 7304 0300, or listen on Zoom by calling 1-669-900-6833. Meeting ID 898 7304 0300. 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 June 25, 2025.

[25-1317](#)

Attachments: [Minutes](#)

4. SET MATTERS OR PUBLIC HEARING ITEMS**5. CONSENT ITEMS****6. MONTHLY REPORTS**

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

[25-1295](#)

Attachments: [June Occupancy Report](#)
[June Occupancy Analysis](#)

- B. Monthly report on capital improvement projects (CIP). [25-1296](#)

Attachments: [Capital Improvement Projects](#)

7. ADMINISTRATIVE ITEMS

- A. Napa Valley Farmworker Foundation presentation on updates to programming. [25-1315](#)

- B. Discussion on meal service coordination with Abode Services. No action needed. [25-1312](#)

- C. Presentation on the Low-Income Weatherization Program (LIWP). For discussion only, no action needed. [25-1319](#)

Attachments: [LIWP Flyers](#)

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 JULY 18, 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: 7/23/2025

File ID #: 25-1317

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

RECOMMENDATION

Approval of minutes for the meeting of June 25, 2025.

EXECUTIVE SUMMARY

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

June 25, 2025

Draft Summary of the Proceedings

1. Call to Order/Roll Call

Present: Commissioners Judith Myers, Jennifer Putnam, Arnulfo Solorio, and Mike Swanton

Absent: Commissioners Keri Akemi-Hernandez, Manuel Rios, Michael Silacci

Meeting was called to order by: Mike Swanton

2. Public Comment

None.

3. Approval of Minutes

None.

4. Set Matters or Public Hearing Items

None.

5. Consent

None.

6. Monthly Reports

A. Receive an update on the Farmworker Center Standards project.

Report by Emma Moyer, Housing and Community Development Staff Service Manager.

Director Palmer added that in advance of the county providing future funding to private entities that offer farmworker housing centers on their own property, the recipient of such funding would need to agree to the minimum standards outlined in the Farmworker Center Standards.

No public comment. Discussion held.

B. Monthly from California Human Development Corporation (CHDC)

Director Palmer introduced CHDC's new CEO, Heather Henry.

Gaby Valencia, CHDC Housing Director, reported 60 lodgers across all three centers. However, there is an expected dip in occupancy between July and September due to less demand for farmworkers. Once harvest begins, occupancy will gear back up.

No public comment. Discussion held.

C. Monthly Report on Capital Improvement Projects (CIP), and appointment of two commissioners to a CIP ad hoc committee.

Director Palmer provided an update on donation from Department of Water Resources that allowed centers to replace three (3) commercial dishwashers (valued at \$79,000).

Motion text: Appoint Commissioners Swanton and Putnam to the CIP ad hoc committee.

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

Voting No: None

Result: Passed

No public comment. Discussion held.

7. Administrative Items

A. Presentation by BayREN's Bay Area Multifamily Building Enhancements (BAMBE) Program. For discussion only, no action required.

Presentation by Ryan Melendez and William Doran, Planners with the Department of Planning Building and Environmental Services. BAMBE provides energy saving upgrades to multifamily buildings. Offers no cost technical assistance and rebates. Eligible property must install two or more upgrades which show a reduction of energy of 10% or more. The three county-owned centers are awaiting technical assistance to better understand what upgrades the buildings are eligible for.

Director Palmer reports that the potential opportunity through BAMBE may trump a project on the capital improvement list because it comes with funding. Furthermore, the energy upgrades would improve operational costs.

No public comment. Discussion held.

B. Presentation on enhancing the Calistoga Farmworker Center's Wi-Fi Network.

Presentation by Director Palmer and Mark Revis, Napa County IT Project Manager. IT Department is set to apply for a California Public Utilities Commission grant in July. If awarded, the grant will fund infrastructure to improve Wi-Fi to all residential areas including the dorms, cafeteria, and the office. It is currently cost prohibitive to include River Ranch and Mondavi. Alternate options for these centers will be researched.

No public comment. Discussion held.

C. Recommend acceptance of the quarterly monitoring report to the Napa County Housing Authority for the quarter ended March 31, 2025.

Susan McDonald, Account Auditor, highlighted that the audit highlights that in 2024, there was an increase in the number of departures and past due rents at the Mondavi Center.

Gaby Valencia, CHDC Housing Director, explained that some lodgers leave without paying despite reminders from onsite managers.

Commissioner Swanton recommends contacting lodger's employer should lodger withhold payment.

No public comment. Discussion held.

D. Discussion on what it would take to create shared housing solutions for male and female farmworkers at the county-owned farmworker centers. For discussion only, no action required.

Director Palmer reports that family farmworker housing continues to be a focus. Farmworker Housing Needs Assessment data does not reflect a large need for congregate living. Nonetheless, there is an opportunity to provide housing at the centers regardless of gender.

Commissioner Putnam recommends piloting use of existing RVs to house female farmworkers while a more comprehensive plan is established.

No public comment. Discussion held.

E. Appointment of two commissioners to serve on an ad hoc committee focused on strategic planning for securing additional Joe Serna, Jr. Farmworker Housing Grant funding.

Director Palmer reported that the goals for the ad hoc committee are to meet with county staff who are liaisons at the state office to help educate everyone on the ad hoc committee on the process to advocate for a renewal, an escalator, and increased annual funding.

Motion text: Appoint Commissioners Myers and Solorio to the Joe Serna, Jr. Farmworker Housing Grant ad hoc committee.

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

Voting No: None

Result: Passed

No public comment. Discussion held.

8. Executive Director Report

County is exploring use of the farmworker center kitchens to explore providing meals to individuals at the shelter.

9. Commissioner Comments and Direction to Staff

Commissioner

10. Future Agenda Items

None.

11. Adjourn

Meeting adjourned to the next regular meeting on Wednesday, May 28, 2025, at 3:00 pm.

Keri Akemi-Hernandez, Chair

ATTEST: _____
Jennifer Palmer, Secretary of the Commission



Napa County

Board Agenda Letter

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Housing Commission

Agenda Date: 7/23/2025

File ID #: 25-1295

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 | 4,140 | 2,460 | 3,720 | 4,980 | 5,580 | 5,400 | 5,580 | 5,400 | 59,400 |
| | 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 | 2,769 | 3,679 | 4,559 | 5,167 | 5,539 | 5,321 | 52,615 |
| | YTD Actual Nights | 5,504 | 10,831 | 15,972 | 20,810 | 23,846 | 25,581 | 28,350 | 32,029 | 36,588 | 41,755 | 47,294 | 52,615 | 52,615 |
| (1) | YTD Actual Occupancy % | 99% | 97% | 96% | 94% | 91% | 89% | 87% | 86% | 85% | 86% | 88% | 89% | 89% |
| (2) | YTD Projected - Occupancy % | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% |
| (3) | YTD Occupancy % to Projected | 104% | 102% | 102% | 99% | 96% | 94% | 92% | 90% | 90% | 91% | 92% | 93% | 93% |
| (4) | Monthly Actual Occupancy % | 99% | 95% | 95% | 88% | 71% | 71% | 74% | 74% | 82% | 96% | 99% | 99% | 89% |
| (5) | Monthly Projected Occupancy % | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% |
| (6) | Monthly Occupancy % to Projected | 104% | 100% | 100% | 93% | 75% | 74% | 78% | 78% | 86% | 101% | 104% | 104% | 93% |
| | Rent Earned | 93,568.00 | 90,559.00 | 87,397.00 | 83,946.00 | 49,912.00 | 29,495.00 | 47,073.00 | 62,543.00 | 77,503.00 | 87,839.00 | 94,163.00 | 90,457.00 | 894,455.00 |
| | Rent Collected | 102,631.00 | 84,150.00 | 85,187.00 | 82,450.00 | 54,281.00 | 37,757.00 | 46,903.00 | 59,432.00 | 79,390.00 | 82,756.00 | 107,372.00 | 69,700.00 | 892,009.00 |
| | Deposits | 103,713.00 | 85,476.00 | 86,581.00 | 82,943.00 | 55,862.00 | 37,978.00 | 41,021.00 | 61,064.00 | 73,943.00 | 86,700.00 | 91,443.00 | 93,551.00 | 900,275.00 |
| | Deposits in Transit | 7,174.00 | 5,848.00 | 4,454.00 | 3,961.00 | 2,380.00 | 2,159.00 | 8,041.00 | 6,409.00 | 11,856.00 | 7,912.00 | 23,841.00 | (10.00) | (10.00) |
| | YTD NCHA Approved Write Offs | | | | | | | | | | | | | |
| | Beginning Balance: | N/A | - | - | - | - | - | 1,444.00 | - | - | 351.00 | - | - | 1,795.00 |
| | 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 | 8,041.00 | 6,409.00 | 11,856.00 | 7,912.00 | 23,841.00 | (10.00) |
| | 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 | 4,898.00 | 5,765.00 | 7,685.00 | 11,595.00 | 8,314.00 | 4,778.00 |
| | 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 | 14,296.00 | 12,052.00 | 16,210.00 | 15,037.00 | 24,965.00 | 672.00 |
| | Monthly Vacancy Loss - \$\$ | - | 1,020.00 | 1,649.00 | 7,667.00 | 18,258.00 | 8,289.00 | 13,005.00 | 18,003.00 | 14,008.00 | 1,598.00 | - | - | - |
| | YTD Vacancy Loss - \$\$ | - | 1,020.00 | 2,669.00 | 10,336.00 | 28,594.00 | 36,883.00 | 49,888.00 | 67,891.00 | 81,899.00 | 83,497.00 | 83,497.00 | 83,497.00 | 83,497.00 |
| | Monthly Vacancy Loss - Nights | - | 60 | 97 | 451 | 1,074 | 602 | 765 | 1,059 | 824 | 94 | - | - | 1,786 |
| | YTD Vacancy Loss - Nights | - | 60 | 157 | 608 | 1,682 | 2,284 | 3,049 | 4,108 | 4,932 | 5,026 | 5,026 | 5,026 | 5,026 |
| | 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.


Gabriela Valencia (Jul 9, 2025 15:47 PDT)

07/09/2025

Gabriela Valencia, Housing Program Director
California Human Development Corporation

Date


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

07/09/2025

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 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 | 1,380 | 180 | 1,860 | 1,680 | 1,860 | 1,800 | 1,860 | 1,800 | 19,800 |
| | 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 | 1,522 | 1,603 | 1,849 | 1,797 | 1,859 | 1,768 | 18,424 |
| | YTD Actual Nights | 1,842 | 3,666 | 5,408 | 7,075 | 7,899 | 8,026 | 9,548 | 11,151 | 13,000 | 14,797 | 16,656 | 18,424 | 18,424 |
| | YTD Actual Occupancy % | 99% | 99% | 98% | 96% | 90% | 90% | 88% | 89% | 91% | 92% | 93% | 93% | 93% |
| | YTD Projected - Occupancy % | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% |
| | YTD Occupancy % to Projected | 104% | 104% | 103% | 101% | 95% | 95% | 93% | 94% | 95% | 97% | 97% | 98% | 98% |
| | Monthly Actual Occupancy % | 99% | 98% | 97% | 90% | 60% | 71% | 82% | 95% | 99% | 100% | 100% | 98% | 93% |
| | Monthly Projected Occupancy % | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% |
| | Monthly Occupancy % to Projected | 104% | 103% | 102% | 94% | 63% | 74% | 86% | 100% | 105% | 105% | 105% | 103% | 98% |
| | Rent Earned | 31,314.00 | 31,008.00 | 29,614.00 | 28,339.00 | 14,008.00 | 2,159.00 | 25,874.00 | 27,251.00 | 31,433.00 | 30,549.00 | 31,603.00 | 30,056.00 | 313,208.00 |
| | Rent Collected | 34,172.00 | 28,645.00 | 28,526.00 | 28,934.00 | 14,246.00 | 11,339.00 | 23,324.00 | 24,854.00 | 28,526.00 | 30,515.00 | 36,703.00 | 23,732.00 | 313,516.00 |
| | Deposits | 34,187.00 | 30,311.00 | 28,730.00 | 29,427.00 | 14,892.00 | 10,778.00 | 20,604.00 | 23,307.00 | 31,579.00 | 31,212.00 | 30,685.00 | 30,838.00 | 316,550.00 |
| | Deposits in Transit | 3,009.00 | 1,343.00 | 1,139.00 | 646.00 | - | 561.00 | 3,281.00 | 4,828.00 | 1,775.00 | 1,078.00 | 7,096.00 | (10.00) | (10.00) |
| | YTD NCHA Approved Write Offs | | | | | | | | | | | | | |
| | Beginning Balance: | N/A | - | - | - | - | 506.00 | - | - | - | - | - | - | 506.00 |
| | YTD Deposits in Transit | | | | | | | | | | | | | |
| | Beginning Balance: | 3,024.00 | 3,009.00 | 1,343.00 | 1,139.00 | 646.00 | - | 561.00 | 3,281.00 | 4,828.00 | 1,775.00 | 1,078.00 | 7,096.00 | (10.00) |
| | YTD Accounts Receivable | | | | | | | | | | | | | |
| | Beginning Balance: | 1,146.00 | 2,640.00 | 3,915.00 | 4,408.00 | 3,167.00 | 906.00 | 1,212.00 | 536.00 | 1,471.00 | 1,913.00 | 2,746.00 | 1,658.00 | 400.00 |
| | YTD Prepaid Rents | | | | | | | | | | | | | |
| | Beginning Balance: | - | 4,352.00 | 3,264.00 | 2,669.00 | 2,023.00 | - | 9,486.00 | 6,766.00 | 5,304.00 | 2,839.00 | 3,638.00 | 7,650.00 | 68.00 |
| | Monthly Vacancy Loss - \$\$ | - | - | - | 1,700.00 | 8,279.00 | 748.00 | 4,165.00 | - | - | - | - | - | - |
| | YTD Vacancy Loss - \$\$ | - | - | - | 1,700.00 | 9,979.00 | 10,727.00 | 14,892.00 | 14,892.00 | 14,892.00 | 14,892.00 | 14,892.00 | 14,892.00 | 14,892.00 |
| | Monthly Vacancy Loss - Nights | - | - | - | 100 | 487 | 44 | 245 | - | - | - | - | - | - |
| | YTD Vacancy Loss - Nights | - | - | - | 100 | 587 | 631 | 876 | 876 | 876 | 876 | 876 | 876 | 876 |
| | 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

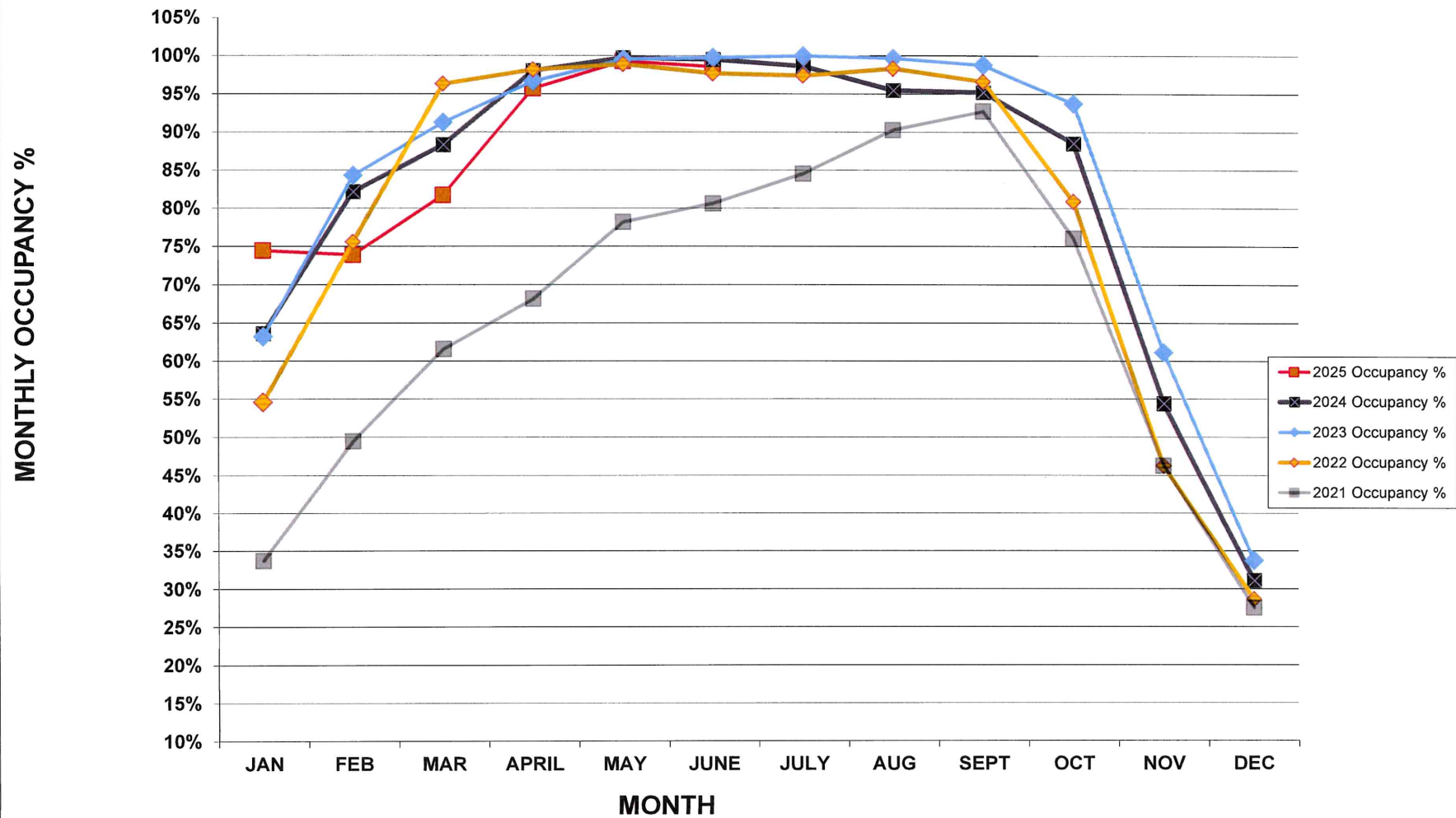
| | MONDAVI | | | | | | | | | | | | | |
|---------|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| | | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APRIL | MAY | JUNE | TOTAL |
| 2024-25 | Available 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 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 | 1,247 | 1,387 | 1,591 | 1,754 | 1,846 | 1,787 | 16,726 |
| | YTD Actual Nights | 1,847 | 3,554 | 5,167 | 6,583 | 6,908 | 7,114 | 8,361 | 9,748 | 11,339 | 13,093 | 14,939 | 16,726 | 16,726 |
| | YTD Actual Occupancy % | 99% | 96% | 94% | 89% | 83% | 80% | 77% | 78% | 79% | 81% | 83% | 84% | 84% |
| | YTD Projected - Occupancy % | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% |
| | YTD Occupancy % to Projected | 105% | 101% | 99% | 94% | 87% | 84% | 81% | 82% | 83% | 85% | 87% | 89% | 89% |
| | Monthly Actual Occupancy % | 99% | 92% | 90% | 76% | 34% | 34% | 67% | 83% | 86% | 97% | 99% | 99% | 84% |
| | Monthly Projected Occupancy % | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% |
| | Monthly Occupancy % to Projected | 105% | 97% | 94% | 80% | 36% | 36% | 71% | 87% | 90% | 103% | 104% | 105% | 89% |
| | Rent Earned | 31,399.00 | 29,019.00 | 27,421.00 | 24,072.00 | 5,525.00 | 3,502.00 | 21,199.00 | 23,579.00 | 27,047.00 | 29,818.00 | 31,382.00 | 30,379.00 | 284,342.00 |
| | Rent Collected | 32,130.00 | 29,325.00 | 25,449.00 | 22,746.00 | 6,630.00 | 7,650.00 | 23,579.00 | 19,975.00 | 31,195.00 | 27,081.00 | 35,870.00 | 21,301.00 | 282,931.00 |
| | Deposits | 35,906.00 | 26,690.00 | 27,693.00 | 22,491.00 | 7,276.00 | 6,052.00 | 20,417.00 | 24,208.00 | 25,959.00 | 27,404.00 | 30,702.00 | 31,909.00 | 286,707.00 |
| | Deposits in Transit | - | 2,635.00 | 391.00 | 646.00 | - | 1,598.00 | 4,760.00 | 527.00 | 5,763.00 | 5,440.00 | 10,608.00 | - | - |
| | YTD NCHA Approved Write Offs | | | | | | | | | | | | | |
| | Beginning Balance: | N/A | - | - | - | - | 196.00 | - | - | - | - | - | - | 196.00 |
| | YTD Deposits in Transit | | | | | | | | | | | | | |
| | Beginning Balance: | 3,776.00 | - | 2,635.00 | 391.00 | 646.00 | - | 1,598.00 | 4,760.00 | 527.00 | 5,763.00 | 5,440.00 | 10,608.00 | - |
| | YTD Accounts Receivable | | | | | | | | | | | | | |
| | Beginning Balance: | 1,784.00 | 4,300.00 | 4,572.00 | 5,388.00 | 4,538.00 | 2,974.00 | 2,957.00 | 3,529.00 | 3,410.00 | 4,073.00 | 5,807.00 | 4,022.00 | 3,019.00 |
| | YTD Prepaid Rents | | | | | | | | | | | | | |
| | Beginning Balance: | 78.00 | 3,325.00 | 3,903.00 | 2,747.00 | 571.00 | 112.00 | 4,243.00 | 7,391.00 | 3,668.00 | 8,479.00 | 7,476.00 | 10,179.00 | 98.00 |
| | Monthly Vacancy Loss - \$\$ | - | 1,020.00 | 1,649.00 | 5,967.00 | 9,979.00 | 4,243.00 | 8,840.00 | 3,553.00 | 2,992.00 | - | - | - | - |
| | YTD Vacancy Loss - \$\$ | - | 1,020.00 | 2,669.00 | 8,636.00 | 18,615.00 | 22,858.00 | 31,698.00 | 35,251.00 | 38,243.00 | 38,243.00 | 38,243.00 | 38,243.00 | 38,243.00 |
| | Monthly Vacancy Loss - Nights | - | 60 | 97 | 351 | 587 | 364 | 520 | 209 | 176 | - | - | - | - |
| | YTD Vacancy Loss - Nights | - | 60 | 157 | 508 | 1,095 | 1,459 | 1,979 | 2,188 | 2,364 | 2,364 | 2,364 | 2,364 | 2,364 |
| | Vacancy Loss based on Projected Occupancy | | | | | | | | | | | | | |

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

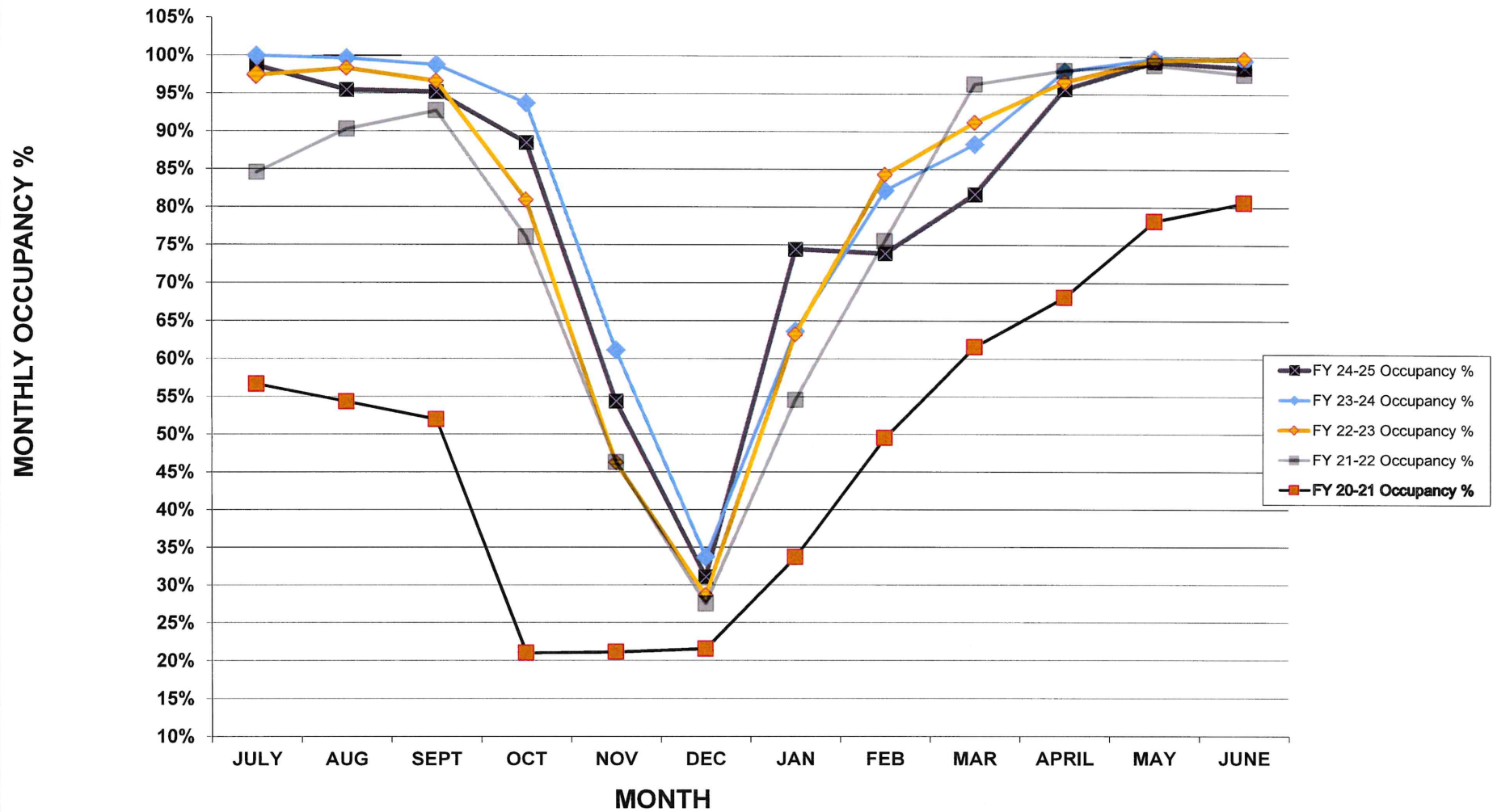
For the period of: 7/1/2024 through 6/30/2025

| 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 | 1,680 | - | 1,620 | 1,860 | 1,800 | 1,860 | 1,800 | 19,800 | |
| | 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 | 18,810 | |
| | Monthly Actual Nights | 1,815 | 1,796 | 1,786 | 1,855 | 1,787 | 1,402 | - | 689 | 1,119 | 1,616 | 1,834 | 1,766 | 17,465 | |
| | YTD Actual Nights | 1,815 | 3,611 | 5,397 | 7,252 | 9,039 | 10,441 | 10,441 | 11,130 | 12,249 | 13,865 | 15,699 | 17,465 | 17,465 | |
| | YTD Actual Occupancy % | 98% | 97% | 98% | 98% | 98% | 96% | 96% | 89% | 85% | 86% | 87% | 88% | 88% | |
| | YTD Projected - Occupancy % | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | |
| | YTD Occupancy % to Projected | 103% | 102% | 103% | 103% | 104% | 101% | 101% | 94% | 90% | 90% | 92% | 93% | 93% | |
| | Monthly Actual Occupancy % | 98% | 97% | 99% | 100% | 99% | 83% | 0% | 43% | 60% | 90% | 99% | 98% | 88% | |
| | Monthly Projected Occupancy % | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95% | |
| | Monthly Occupancy % to Projected | 103% | 102% | 104% | 105% | 105% | 88% | 100% | 45% | 63% | 95% | 104% | 103% | 93% | |
| | Rent Eamed | 30,855.00 | 30,532.00 | 30,362.00 | 31,535.00 | 30,379.00 | 23,834.00 | - | 11,713.00 | 19,023.00 | 27,472.00 | 31,178.00 | 30,022.00 | 296,905.00 | |
| | Rent Collected | 36,329.00 | 26,180.00 | 31,212.00 | 30,770.00 | 33,405.00 | 18,768.00 | - | 14,603.00 | 19,669.00 | 25,160.00 | 34,799.00 | 24,667.00 | 295,562.00 | |
| | Deposits | 33,620.00 | 28,475.00 | 30,158.00 | 31,025.00 | 33,694.00 | 21,148.00 | - | 13,549.00 | 16,405.00 | 28,084.00 | 30,056.00 | 30,804.00 | 297,018.00 | |
| | Deposits in Transit | 4,165.00 | 1,870.00 | 2,924.00 | 2,669.00 | 2,380.00 | - | - | 1,054.00 | 4,318.00 | 1,394.00 | 6,137.00 | - | - | |
| | YTD NCHA Approved Write Offs | | | | | | | | | | | | | | |
| | Beginning Balance: | N/A | - | - | - | - | 742.00 | - | - | 351.00 | - | - | - | 1,093.00 | |
| | YTD Deposits in Transit | | | | | | | | | | | | | | |
| | Beginning Balance: | 1,456.00 | 4,165.00 | 1,870.00 | 2,924.00 | 2,669.00 | 2,380.00 | - | - | 1,054.00 | 4,318.00 | 1,394.00 | 6,137.00 | - | |
| | YTD Accounts Receivable | | | | | | | | | | | | | | |
| | Beginning Balance: | 756.00 | 1,844.00 | 3,425.00 | 3,884.00 | 3,748.00 | 2,507.00 | 1,589.00 | 833.00 | 884.00 | 1,699.00 | 3,042.00 | 2,634.00 | 1,359.00 | |
| | YTD Prepaid Rents | | | | | | | | | | | | | | |
| | Beginning Balance: | 153.00 | 6,715.00 | 3,944.00 | 5,253.00 | 4,352.00 | 6,137.00 | 153.00 | 139.00 | 3,080.00 | 4,892.00 | 3,923.00 | 7,136.00 | 506.00 | |
| | Monthly Vacancy Loss - \$\$ | - | - | - | - | - | 3,298.00 | - | 14,450.00 | 11,016.00 | 1,598.00 | - | - | - | |
| | YTD Vacancy Loss - \$\$ | - | - | - | - | - | 3,298.00 | 3,298.00 | 17,748.00 | 28,764.00 | 30,362.00 | 30,362.00 | 30,362.00 | 30,362.00 | |
| | Monthly Vacancy Loss - Nights | - | - | - | - | - | 194 | - | 850 | 648 | 94 | - | - | 1,786 | |
| | YTD Vacancy Loss - Nights | - | - | - | - | - | 194 | 194 | 1,044 | 1,692 | 1,786 | 1,786 | 1,786 | 1,786 | |
| | Vacancy Loss based on Projected Occupancy | | | | | | | | | | | | | | |

NC FW HSNNG CENTERS - OCCUPANCY ANALYSIS



NC FW HSNG CENTERS - OCCUPANCY FISCAL ANALYSIS

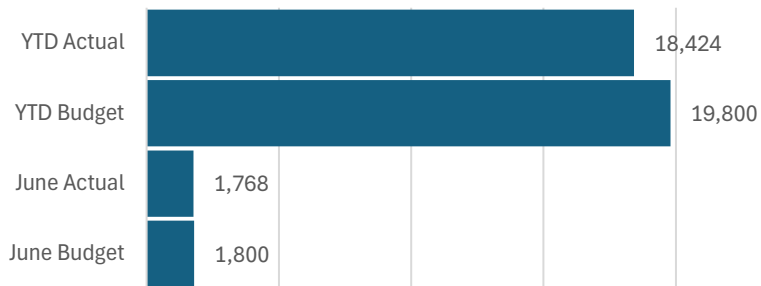


CALISTOGA CENTER

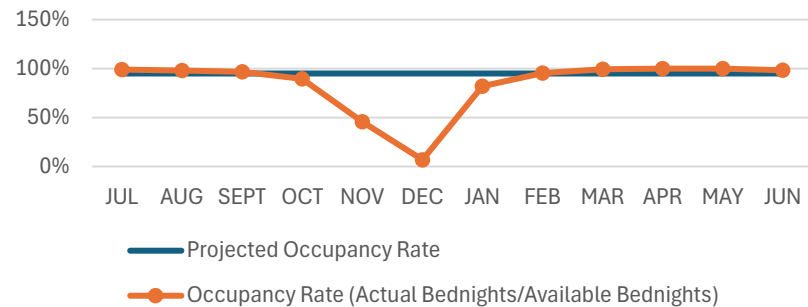
FY 2024-2025

| OCCUPANCY-to-BUDGET | | JUN '25 | | | FISCAL YEAR TO DATE | | |
|--------------------------|---------------------------|-----------|-----------|-------------------|---------------------|------------|------------|
| | | Budget | Actual | Difference | Budget | Actual | Difference |
| 1 | Available Capacity-Nights | 1,800 | | | 19,800 | | |
| 2 | Actual Bednights | 1,710 | 1,768 | 58 | 18,810 | 18,424 | (386) |
| 3 | Occupancy Rate | 95% | 98% | 3% | 95% | 93% | -2% |
| 4 | Rent Earned | \$ 29,070 | \$ 30,056 | \$ 986 | \$ 319,770 | \$ 313,208 | (6,562) |
| 5 | Rent Collected | \$ 30,056 | \$ 23,732 | \$ (6,324) | \$ 313,208 | \$ 313,516 | 308 |
| Net Budget Impact | | | | \$ (5,338) | \$ (6,254) | | |

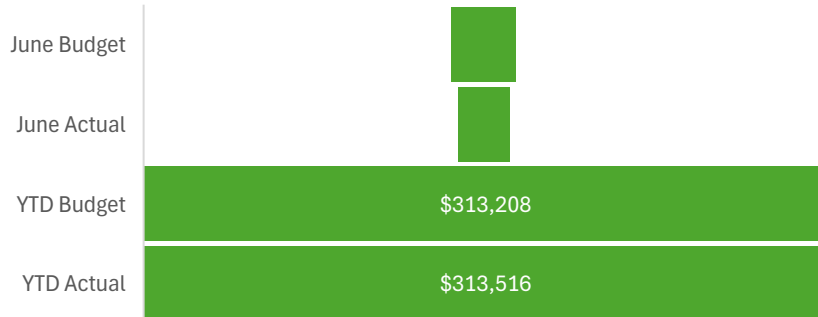
Bednights



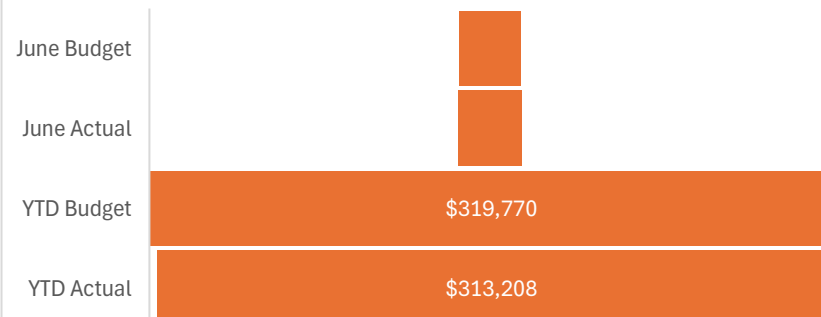
Occupancy



Rent Collected



Rent Earned

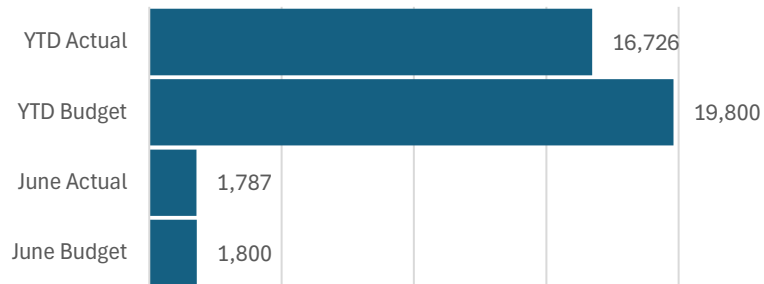


MONDAVI CENTER

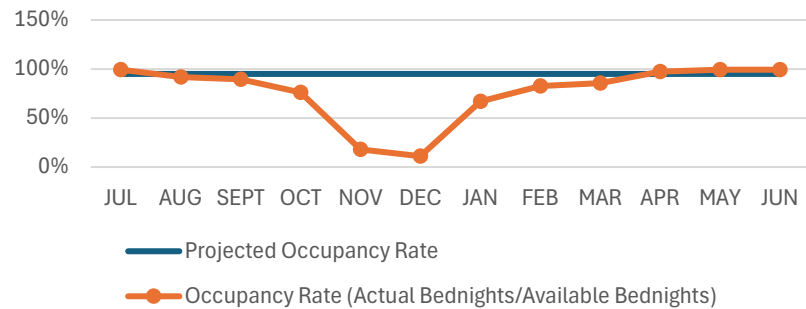
FY 2024-2025

| OCCUPANCY-to-BUDGET | | JUN '25 | | | FISCAL YEAR TO DATE | | |
|--------------------------|---------------------------|-----------|-----------|-------------------|---------------------|------------|------------|
| | | Budget | Actual | Difference | Budget | Actual | Difference |
| 1 | Available Capacity-Nights | 1,800 | | | 19,800 | | |
| 2 | Actual Bednights | 1,710 | 1,787 | 77 | 18,810 | 16,726 | (2,084) |
| 3 | Occupancy Rate | 95% | 99% | 4% | 95% | 84% | -11% |
| 4 | Rent Earned | \$ 29,070 | \$ 30,379 | \$ 1,309 | \$ 319,770 | \$ 284,342 | (35,428) |
| 5 | Rent Collected | \$ 30,379 | \$ 24,667 | \$ (5,712) | \$ 284,342 | \$ 282,931 | (1,411) |
| Net Budget Impact | | | | \$ (4,403) | \$ (36,839) | | |

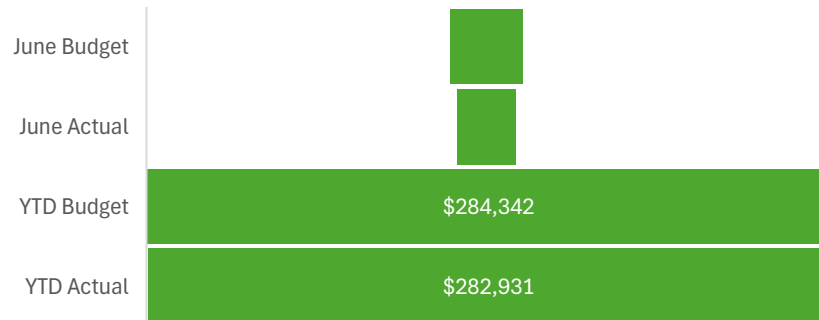
Bednights



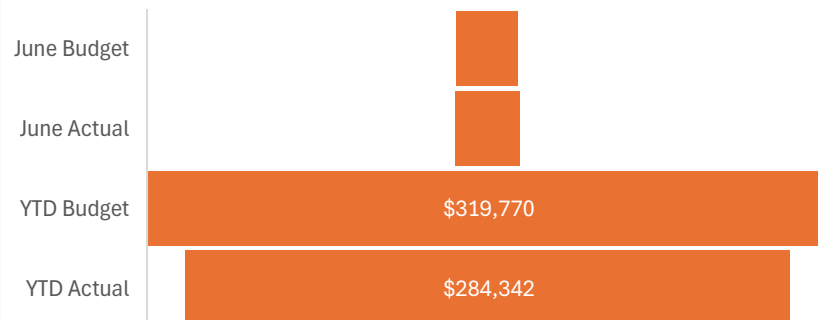
Occupancy



Rent Collected



Rent Earned

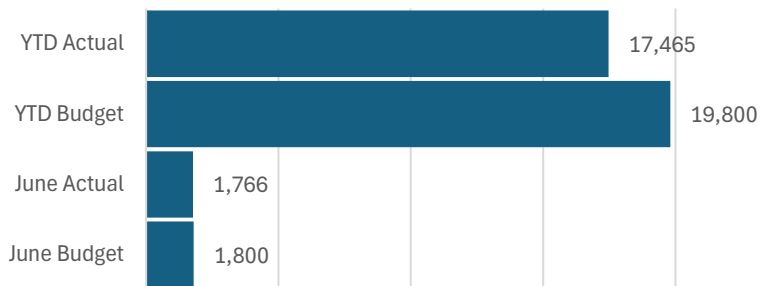


RIVER RANCH CENTER

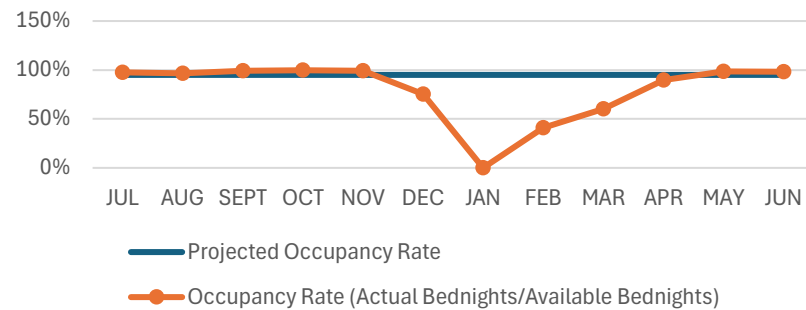
FY 2024-2025

| OCCUPANCY-to-BUDGET | | JUN '25 | | | FISCAL YEAR TO DATE | | |
|--------------------------|---------------------------|-----------|-----------|-------------------|---------------------|------------|------------|
| | | Budget | Actual | Difference | Budget | Actual | Difference |
| 1 | Available Capacity-Nights | 1,800 | | | 19,800 | | |
| 2 | Actual Bednights | 1,710 | 1,766 | 56 | 18,810 | 17,465 | (1,345) |
| 3 | Occupancy Rate | 95% | 90% | -5% | 95% | 88% | -7% |
| 4 | Rent Earned | \$ 29,070 | \$ 30,022 | \$ 952 | \$ 336,600 | \$ 296,905 | (39,695) |
| 5 | Rent Collected | \$ 30,022 | \$ 24,667 | \$ (5,355) | \$ 296,905 | \$ 295,562 | (1,343) |
| Net Budget Impact | | | | \$ (4,403) | \$ (41,038) | | |

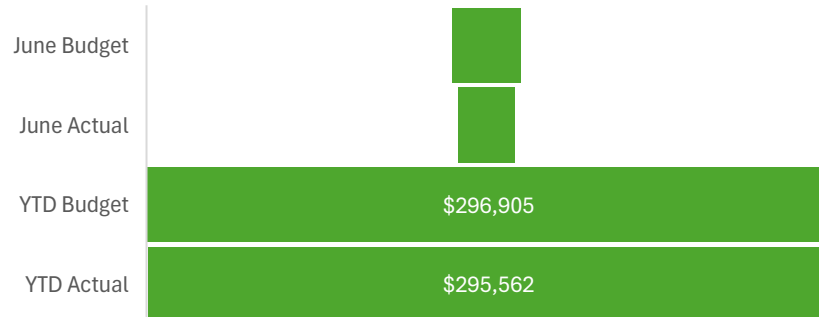
Bednights



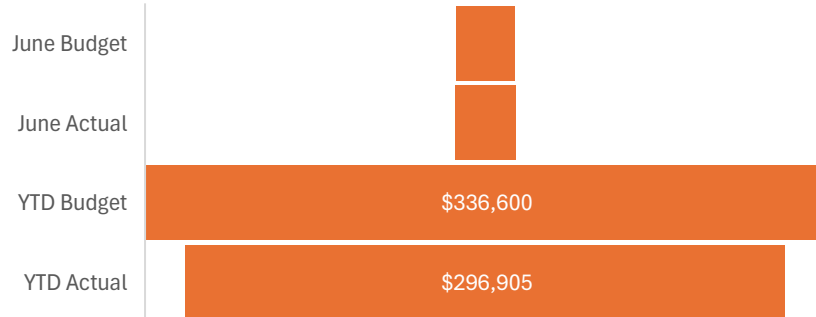
Occupancy



Rent Collected



Rent Earned





Napa County

Board Agenda Letter

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

Housing Commission

Agenda Date: 7/23/2025

File ID #: 25-1296

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, Maintenance Repairs, Equipment & Supplies

Date: May 2025

Fiscal Year 24/25

| Item | Priority | Description | Location | Budget | County Funds | CincoDeMayo Donation | Balance | Scope of Work | Bid Lead | Status |
|-------|----------|--------------------------------|-------------|---------|--------------|----------------------|---------|---------------|----------|-----------|
| 1 | High | Walkway Repair Phase 1 | River Ranch | 76,000 | | 76,000 | - | PW | PW | Completed |
| 2 | High | Dorm HVAC Unit Replacement | Mondavi | 27,900 | - | 27,900 | - | DHCS | DHCS | Completed |
| 3 | High | Walk-in Condensing Unit | Mondavi | 9,300 | - | 9,300 | - | DHCS | DHCS | Completed |
| 4 | High | Fire Pump Repair | Mondavi | 7,100 | 7,100 | - | - | DHCS | DHCS | Completed |
| 5 | High | Kitch. Fire Suppr. Replacement | Calistoga | 6,400 | 6,400 | - | - | DHCS | DHCS | Completed |
| 6 | High | Cafeteria/Office Heat Repair | River Ranch | 2,080 | 2,080 | - | - | DHCS | DHCS | Completed |
| 7 | High | Water Treatment Upgrades | Calistoga | 16,000 | 16,000 | - | - | DHCS | DHCS | Completed |
| 8 | High | Staff unit Radiant Heat | River Ranch | 3,400 | - | 3,400 | - | DHCS | DHCS | Completed |
| 9 | High | Steam Table Replacement | Calistoga | 7,000 | - | 7,000 | - | DHCS | DHCS | Completed |
| Total | | | | 155,180 | 31,580 | 123,600 | - | | | |

Capital Improvement Projects, Maintenance Repairs, Equipment & Supplies

Date: May 2025

Fiscal Year 25/26 and Beyond

| Item | Priority | Description | Location | Budget | County Funds | CincoDeMayo Donation | Balance | Scope of Work | Bid Lead | Status |
|------|----------|--------------------------------|-------------|--------|--------------|----------------------|---------|---------------|----------|-------------|
| 1 | High | Central Air Conditioning | River Ranch | | - | - | - | PW | PW | Not Started |
| 2 | High | Radiant Heat Boiler | River Ranch | 24,000 | | | | DHCS | DHCS | Not Started |
| 3 | High | Walk-in Condensing Unit | River Ranch | 10,000 | - | 10,000 | - | DHCS | DHCS | Not Started |
| 4 | High | Walk-in Condensing Unit | Calistoga | 10,000 | - | | 10,000 | DHCS | DHCS | Not Started |
| 5 | High | Kitchen Floor Repair | Mondavi | 4,000 | 4,000 | - | - | CHDC | CHDC | Not Started |
| 6 | High | Water Treatment Generator | Calistoga | 24,800 | 4,800 | 20,000 | | PW | TBD | In Progress |
| 7 | High | Water Treatment Generator | River Ranch | 20,000 | - | 20,000 | | PW | TBD | Not Started |
| 8 | High | Water Treatment Generator | Mondavi | 20,000 | - | 20,000 | - | PW | TBD | Not Started |
| 9 | High | Kitchen Equipment | Calistoga | 5,000 | - | | 5,000 | CHDC | CHDC | Estimates |
| 10 | High | Kitchen Equipment | River Ranch | 5,000 | - | - | 5,000 | CHDC | CHDC | Estimates |
| 11 | High | Kitchen Equipment | Mondavi | 5,000 | - | - | 5,000 | CHDC | CHDC | Estimates |
| 12 | High | HVAC Repairs | Mondavi | 2,500 | | - | 2,500 | DHCS | DHCS | Estimates |
| 13 | High | HVAC Repairs | Calistoga | 7,000 | | - | 7,000 | DHCS | DHCS | Estimates |
| 14 | High | Roof and Gutter Replacement | Calistoga | | - | - | - | PW | PW | Not Started |
| 15 | High | Door Replacement | Calistoga | 6,000 | - | - | 6,000 | CHDC | CHDC | Estimates |
| 16 | High | Arborist-Tree Pruning/Trimming | Mondavi | 2,000 | - | - | 2,000 | CHDC | DHCS | Not Started |
| 17 | High | Arborist-Tree Pruning/Trimming | Calistoga | 10,000 | - | - | 10,000 | CHDC | DHCS | Not Started |

Fiscal Year 25/26 and Beyond

| Item | Priority | Description | Location | Budget | County Funds | CincoDeMayo Donation | Balance | Scope of Work | Bid Lead | Status |
|------|----------|------------------------|-------------|--------|--------------|----------------------|---------|---------------|----------|-------------|
| 18 | High | Ice Machine | Calistoga | 4,000 | - | - | 4,000 | CHDC | CHDC | Estimates |
| 19 | High | Gutter Cleaning | Mondavi | - | - | - | - | CHDC | CHDC | Estimates |
| 20 | High | Gutter Cleaning | Calistoga | - | - | - | - | CHDC | CHDC | Estimates |
| 21 | High | Gazebo-Outdoor Cooking | River Ranch | 4,000 | - | - | 4,000 | CHDC | CHDC | Estimates |
| 22 | High | Gazebo-Outdoor Cooking | Mondavi | 2,500 | - | - | 2,500 | CHDC | CHDC | Estimates |
| 23 | High | Flooring - Dorms | Mondavi | 10,000 | - | - | 10,000 | CHDC | DHCS | Not Started |
| 24 | High | Mattresses | Calistoga | 2,000 | - | - | 2,000 | CHDC | CHDC | Estimates |
| 25 | High | Mattresses | River Ranch | 2,000 | - | - | 2,000 | CHDC | CHDC | Estimates |
| 26 | High | Mattresses | Mondavi | 2,000 | - | - | 2,000 | CHDC | CHDC | Estimates |
| 27 | High | Mattress Covers | Calistoga | 1,800 | - | - | 1,800 | CHDC | CHDC | Estimates |
| 28 | High | Mattress Covers | River Ranch | 1,800 | - | - | 1,800 | CHDC | CHDC | Estimates |
| 29 | High | Mattress Covers | Mondavi | 1,800 | - | - | 1,800 | CHDC | CHDC | Estimates |
| 30 | High | Parking Lot Lighting | River Ranch | - | - | - | - | DHCS | DHCS | Not Started |
| 31 | High | Parking Lot Lighting | Mondavi | - | - | - | - | DHCS | DHCS | Not Started |
| 32 | Med | Garden Equipment | Calistoga | 2,000 | - | - | 2,000 | CHDC | CHDC | Estimates |
| 33 | Med | Garden Equipment | River Ranch | 2,000 | - | - | 2,000 | CHDC | CHDC | Estimates |
| 34 | Med | Garden Equipment | Mondavi | 2,000 | - | - | 2,000 | CHDC | CHDC | Estimates |
| 35 | Med | Steam Table | River Ranch | 7,000 | - | - | 7,000 | CHDC | DHCS | Not Started |

Fiscal Year 25/26 and Beyond

| Item | Priority | Description | Location | Budget | County Funds | CincoDeMayo Donation | Balance | Scope of Work | Bid Lead | Status |
|------|----------|---|-------------|--------|--------------|----------------------|---------|---------------|----------|-------------|
| 36 | Med | Steam Table | Mondavi | 7,000 | | | | CHDC | DHCS | Not Started |
| 37 | Med | Back Parking Lot Gravel/Paving | Mondavi | - | - | - | - | CHDC | CHDC | Estimates |
| 38 | Med | Repair and Paint Siding - Staff Housing | Calistoga | | | | | PW | DHCS | Not Started |
| 39 | Med | Walkway Repair Phase 2 | River Ranch | - | - | - | - | PW | PW | Not Started |
| 40 | Low | Tool Shed | Calistoga | 2,000 | - | - | 2,000 | CHDC | CHDC | Estimates |
| 41 | Low | Furniture | Calistoga | - | - | - | - | CHDC | CHDC | Estimates |
| 42 | Low | Furniture | River Ranch | - | - | - | - | CHDC | CHDC | Estimates |
| 43 | Low | Furniture | Mondavi | - | - | - | - | CHDC | CHDC | Estimates |
| 44 | Low | Solar Panels | River Ranch | - | - | - | - | PW | PW | Not Started |
| 45 | Low | Solar Panels | Calistoga | - | - | - | - | PW | PW | Not Started |
| 46 | Low | Solar Panels | Mondavi | | - | - | - | PW | PW | Not Started |
| 47 | Low | Staff Unit Outdoor Paint/Siding | Mondavi | - | - | - | - | CHDC | CHDC | Not Started |
| 48 | Low | Paint Dorm Exterior | Mondavi | - | - | - | - | CHDC | DHCS | Not Started |



Napa County

Board Agenda Letter

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

Housing Commission

Agenda Date: 7/23/2025

File ID #: 25-1315

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Napa Valley Farmworker Foundation presentation on updates to programming

RECOMMENDATION

Napa Valley Farmworker Foundation presentation on updates to programming.

EXECUTIVE SUMMARY

The Napa Valley Farmworker Foundation is dedicated to supporting and promoting Napa Valley's vineyard workers through education and professional development including programs for adult literacy at the county-owned farmworker centers. No action necessary, for discussion only.

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 mission of the Napa Valley Farmworker Foundation is to support and promote Napa Valley's vineyard workers through education and professional development. The Farmworker Education Committee has been active in the community, hosting the Spanish Brown Bag Series and Napa County Pruning Contest, since 2001. The organization realized its full potential when founder, Arnulfo Solorio, presented his dream of creating a foundation to provide educational opportunities for farmworkers year-round. With overwhelming support, his vision became a reality, and the Napa Valley Farmworker Foundation was established in 2011, the first grower supported organization of its kind in the United States.

The Napa Valley Farmworker Foundation provides a variety of programs annually that focus on developing skills in the areas of adult literacy, vineyard operations & safety, leadership & management, mentorship, and family life. The Foundation hosts English as a Second Language (ESL) classes onsite at the County

Farmworker Centers. The farmworker community is critical to the success of the wine industry and the foundation is dedicated to creating a better future for all Napa County farmworkers and their families.



Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
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Housing Commission

Agenda Date: 7/23/2025

File ID #: 25-1312

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

RECOMMENDATION

Discussion on meal service coordination with Abode Services. No action needed.

EXECUTIVE SUMMARY

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 Inc. for day to day operations of the shelter and until June 30, 2025 were also contracted with the Salvation Army for provision of meals (\$8/meal). For Fiscal Year 2026, the Salvation Army proposed a price per meal increase of 50% (\$12/meal). As a result, Department of Housing & Community Services staff reached out to California Human Development Corporation to explore meal service coordination utilizing the county-owned farmworker center commercial kitchens. Today's discussion provides an update on the proposed meal service coordination with Abode Services, and potential 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: 7/23/2025

File ID #: 25-1319

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Low-Income Weatherization Program

RECOMMENDATION

Presentation on the Low-Income Weatherization Program (LIWP). For discussion only, no action needed.

EXECUTIVE SUMMARY

Last month, the commission learned about the Bay Area Regional Network (BayREN) programs that help multifamily units with no cost technical assistance and rebates for energy efficient upgrades. Through the BayREN network, staff were connected to the Low-Income Weatherization Program (LIWP), which offers to work with multi-family affordable housing property owners to identify upgrade opportunities in the following categories: energy efficiency, solar photovoltaics, and building electrification. LIWP is designed to assist property owners through five simple steps including (1) application, (2) technical support at no cost, (3) reservation of financial incentives, (4) installation of property upgrades, and (5) claiming financial incentives. Today's presentation provides an overview of LIWP including property eligibility criteria, and a tentative timeline. 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.

BACKGROUND AND DISCUSSION

California's Low-Income Weatherization Program (LIWP) provides low-income households with solar photovoltaic (PV) systems and energy efficiency upgrades at no cost to residents. LIWP is the only program of its kind in California that focuses exclusively on serving low-income households with solar PV and energy efficiency upgrades at no cost. The program reduces greenhouse gas emissions and household energy costs by saving energy and generating clean renewable power.

LIWP is designed with the primary goal of reducing greenhouse gas emissions by saving energy and generating clean renewable energy for low-income single-family households and multi-family affordable housing. But just as importantly, the program reduces residential energy expenses for low-income households. These improvements also improve household conditions while reducing living expenses for residents - strengthening their economic security - and contribute to the health of communities through improved air quality. They also help lower operating costs for affordable housing operators, helping to preserve valuable below-market housing for low-income families.



The California Low Income Weatherization Program (LIWP), funded by [the California Department of Community Services and Development](#), supports property owners and their residents to lower utility costs, save energy and reduce greenhouse gas emissions in large multifamily properties.

PROGRAM OFFERINGS AND INCENTIVES

Through the Association for Energy Affordability (AEA) and their team, the program offers financial incentives, free property assessments, work scope development, contractor procurement, construction management assistance, and quality control. LIWP incentives can cover a significant portion of energy efficiency and solar installation costs.

The Program works with property owners to identify upgrade opportunities in the following categories:



Energy Efficiency



Solar Photovoltaics



Building Electrification

PROPERTY ELIGIBILITY

Participating properties must meet the following requirements:

- If the property includes at least one 5-unit building, all buildings on the property will qualify. If there isn't a 5-unit building, the property must have a total of 20 units to qualify
- Deed-restricted affordable housing or funding commitment from a housing agency
- Meet affordability requirement of at least 66% of households at or below [80% of Area Median Income](#)
- Install energy improvements that equate to at least [15% modeled energy savings](#) above existing conditions
- [Complete construction](#) by May 31, 2026

5 SIMPLE STEPS TO PARTICIPATE

(1)

Complete an [interest form](#) or [contact us](#)

(2)

Receive free technical support

(3)

Reserve financial incentives

(4)

Install property upgrades

(5)

Claim financial incentives

CONTACT US FOR MORE INFORMATION:

NON PROFIT PROPERTIES CONTACT: Angel Rodriguez, 415-433-6804, arodriguez@chpc.net
FOR PROFIT PROPERTIES CONTACT: Lydia Fletcher, 415-644-3013, LIWP-ForProfit@trccompanies.com

WEBSITE: <https://camultifamilyenergyefficiency.org/>



LOW-INCOME WEATHERIZATION PROGRAM FOR MULTIFAMILY PROPERTIES ENERGY RETROFIT PROFILE

SELF-HELP ENTERPRISES

PORTFOLIO PROFILE

- 5 properties
- Built in 1970 - 2006
- 304 units in 2-, 3-, and 4-bedroom units
- Homes for rural families, many of whom are farmworkers
- Located in Wasco, Madera, Goshen, Oildale and McFarland
- Serves renters at or below 60% and 80% Area Median Income

ENERGY WORK COMPLETED

- Whole building energy efficiency retrofits with solar photovoltaics (PV) for renters and common areas
- LED lighting and dual-pane windows
- Low-flow fixtures (aerators, showerheads)
- High-efficiency refrigerators and washing machines
- Attic insulation and duct sealing
- Pipe insulation, water heaters, heat pump and distribution upgrades
- Timers for laundry room swamp cooler
- High-efficiency heat pump replacement for furnace/AC

The Low-Income Weatherization Program for Multifamily Brings Energy Efficiency and Solar to Rural Communities

Self-Help Enterprises invests in the well-being of rural communities and farmworker families throughout the San Joaquin Valley. Based in Visalia, CA, Self-Help Enterprises used the Low-Income Weatherization Program for Multifamily Properties (LIWP-Multifamily) to improve 5 of its 28 multifamily affordable rental properties. Betsy McGovern-Garcia, Self-Help's Real Estate Development Director, says, **"LIWP-Multifamily's extensive technical assistance, incentive structure, and solar PV helped us increase energy savings, improve property cash flows, and create renter financial and health benefits above and beyond what we planned to do before leveraging this versatile program."** Three properties will be close to Zero Net Energy. All five properties have energy efficiency and solar PV improvements for resident units and common areas like hallways and community rooms.

This "portfolio approach" reached 304 low-income households. Compared to traditional energy programs, LIWP-Multifamily was more accessible to rural communities because of the extensive technical assistance and thorough site visits. Duplex and fourplex buildings are common in rural communities. These types of buildings tend to have more roof space per unit, which creates an opportunity to install larger solar systems that can lower both owner and renter energy use. LIWP-Multifamily's incentive structure is helping to improve the financial feasibility of such systems through economies of scale. More than 60 percent of total PV installed costs are covered by LIWP-Multifamily. One hundred percent of tenant solar system installed costs are covered.



For more information about LIWP-Multifamily, contact liwpinfo@aea.us.org

NUMBERS AT A GLANCE

304

low-income households benefited through in-unit upgrades

3

properties with 95+% reduction in energy cost

\$2.3M

savings for EE

11.2K

MTCO₂e reduced

62

buildings improved

18.3M

kWh reduced through PV

**metrics are projected over 15 years*



Comparison of old windows vs. new dual-pane windows at North Park Apartments in Oildale, CA.