

Napa County

1195 THIRD STREET
SUITE 310
NAPA, CA 94559



Agenda

Thursday, January 22, 2026
3:00 PM

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

Housing Commission

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

GENERAL INFORMATION

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

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

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

1. Attend in-person at the Board of Supervisors Chambers, 1195 Third Street, Napa, Suite 305; or
2. Watch on Zoom via www.zoom.us/join (Meeting ID: 856 2170 6544 or listen on Zoom by calling 1-669-900-6833 (Meeting ID: 856 2170 6544).

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 856 2170 6544, or listen on Zoom by calling 1-669-900-6833. Meeting ID 856 2170 6544. 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 October 22, 2025 and December 04, 2025. [26-193](#)

Attachments: [October Minutes](#)
[December Minutes](#)

4. SET MATTERS OR PUBLIC HEARING ITEMS

5. CONSENT ITEMS

- A. Donation report for quarter ending December 31, 2025. [26-192](#)

Attachments: [Donation Report](#)

6. MONTHLY REPORTS

A. Monthly Report from California Human Development Corporation (CHDC). [26-188](#)

Attachments: [Occupancy Report](#)

B. Monthly report on capital improvement projects (CIP). For discussion only, no action needed. [26-189](#)

Attachments: [Project List](#)

7. ADMINISTRATIVE ITEMS

A. Update on Joe Serna, Jr. Farmworker Housing Grant Program renewal process. No action needed. [26-172](#)

B. Update on meal service coordination between California Human Development Corporation (CHDC) and Abode Services. No action needed. [26-175](#)

C. Update on grant funding for the Calistoga Farmworker Center Wi-Fi Network. [26-176](#)

D. Election of Chair and Vice-Chair for calendar year 2026. [26-190](#)

E. Discussion on commission membership with possible recommendation to Board of Supervisors to amend Napa County Code section 2.102.020 and amend the Napa County Bylaws to incorporate and appoint one additional member of the public who is either a resident of Napa County or someone employed in Napa County, and interested in and/or experienced in affordable housing or farmworker housing. [26-191](#)

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 16, 2026 BY 5:00 P.M. A HARDCOPY SIGNED VERSION OF THE CERTIFICATE IS ON FILE WITH THE CLERK OF THE COMMISSION AND AVAILABLE FOR PUBLIC INSPECTION.

Jennifer Palmer (By e-signature)

JENNIFER PALMER, Secretary of the Commission



Napa County

Board Agenda Letter

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

Housing Commission

Agenda Date: 1/22/2026

File ID #: 26-193

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 October 22, 2025 and December 04, 2025.

EXECUTIVE SUMMARY

Executive Director of Housing Authority requests approval of minutes for the meeting of October 22, 2025 and December 04, 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**

October 22, 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

September 24, 2025.

Motion Text: Approval of Minutes

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

Abstain: None

Result: Passed

4. Set Matters or Public Hearing Items

None.

5. Consent

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

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

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

Abstain: None

Result: Passed

6. Monthly Reports

A. Monthly from California Human Development Corporation (CHDC)

Report by Gaby Valencia, CHDC Housing Director. 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. Presentation on Affordable Housing Impact Fee Study. No action needed.

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

B. Discussion on Commission membership and Current Vacancies.

No public comment. Discussion held.

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

No public comment. Discussion held.

Motion Text: Appoint Commissioners Myers, Putnam, and Silacci.

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

Abstain: None

Result: Passed

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

No public comment. Discussion held.

Motion Text: Appoint Commissioner Swanton and invite Peter Rumble, CEO Napa Farm Bureau.

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

Abstain: None

Result: Passed

8. Executive Director Report

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

9. Commissioner Comments and Direction to Staff

Chair Silacci requests staff host a townhall meeting at one of the three farmworker centers in spring of next year to hear from lodgers.

10. Future Agenda Items

None.

11. Adjourn

Meeting adjourned to the next regular meeting on November 20, 2025, at 3:00 pm.

Michael Silacci, Chair

ATTEST:

Jennifer Palmer, Secretary of the Commission

**MINUTES OF THE
NAPA COUNTY HOUSING COMMISSION**

December 04, 2025

Draft Summary of the Proceedings

1. Call to Order/Roll Call

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

2. Public Comment

None.

3. Approval of Minutes

None.

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 Calistoga and Mondavi currently closed, 59 lodgers at River Ranch. Ongoing marketing efforts include radio announcements, flyer distribution, and social media. Upcoming marketing opportunities include tabling at flea market, and pruning contest (February).

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. Presentation on central air and backup power options with recommendations to staff.

Presentation by engineers Trevor Leflor and Pieter Colenbrander. Commissioners recommend staff proceed with River Ranch central air conditioning designs and specifications and hold off on backup power options.

No public comment. Discussion held.

B. Accept the quarterly monitoring report to the Napa County Housing Authority (Authority) for the quarter ended September 30, 2025.

Presentation by Tracy Schulze, Auditor-Controller.

No public comment. Discussion held.

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

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

Abstain: None

Result: Passed

C. Recommend the Housing Authority to accept the Napa County Housing Authority's Financial Audit for Fiscal Year ending June 30, 2025.

Presentation by Tracy Schulze, Auditor-Controller.

No public comment. Discussion held.

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

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

Abstain: None

Result: Passed

D. Discussion on Commission membership and Current Vacancies.

No public comment. Discussion held.

8. Executive Director Report

Report by Emma Moyers, Staff Service Manager. Ongoing meetings between county staff and county state representative staff regarding an increase and extension of Joe Serna funding. Kaiser grant opportunity available for event sponsorships.

No public comment. Discussion held.

9. Commissioner Comments and Direction to Staff

None.

10. Future Agenda Items

None.

11. Adjourn

Meeting adjourned to the next regular meeting on January 22, 2026, at 3:00 pm.

Judith Myers, Vice-Chair

ATTEST: Jennifer Palmer, Secretary of the Commission



Napa County

Board Agenda Letter

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Housing Commission

Agenda Date: 1/22/2026

File ID #: 26-192

TO: Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Donation report for quarter ending December 31, 2025

RECOMMENDATION

Donation report for quarter ending December 31, 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 December 31, 2025, the Centers received a total of \$19,482 in donations. Year to date total is \$22,194.

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, River Ranch, Mondavi	Calistoga, River Ranch, Mondavi	\$2,712.06
Subtotal				\$2,712.06

Donations Declined: No donations declined through Q1

Total Cash Donations Received	\$2,712.06
Total Non Cash Donations Received	\$0.00
Total Donations Reported Q1	\$2,712.06

For the Quarter Ended December 31, 2025

Description	Donor	Center(s) Receiving Donation	Center(s) Utilizing Donation	Amount
Cash donation - Pool Table Repair	Cinco de Mayo Golf, Inc.	River Ranch, Mondavi	River Ranch, Mondavi	\$2,225.67
Non cash donation - Mattresses	Cinco de Mayo Golf, Inc.	Calistoga, River Ranch, Mondavi	Calistoga, River Ranch, Mondavi	\$9,881.70
Non cash donation - Christmas Dinner and Gifts	Cinco de Mayo Golf, Inc.	River Ranch, Mondavi	River Ranch	\$7,000.00
Non cash donation - Barn Owl Box Maintenance	Cinco de Mayo Golf, Inc.	Calistoga, River Ranch, Mondavi	Calistoga, River Ranch, Mondavi	\$375.00
Subtotal				\$19,482.37

Donations Declined: No donations declined through Q2

Total Cash Donations Received	\$2,225.67
Total Non Cash Donations Received	\$17,256.70
Total Donations Reported Q2	\$19,482.37

Year to Date Total **\$22,194.43**



Napa County

Board Agenda Letter

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Housing Commission

Agenda Date: 1/22/2026

File ID #: 26-188

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

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

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment
3. Discussion

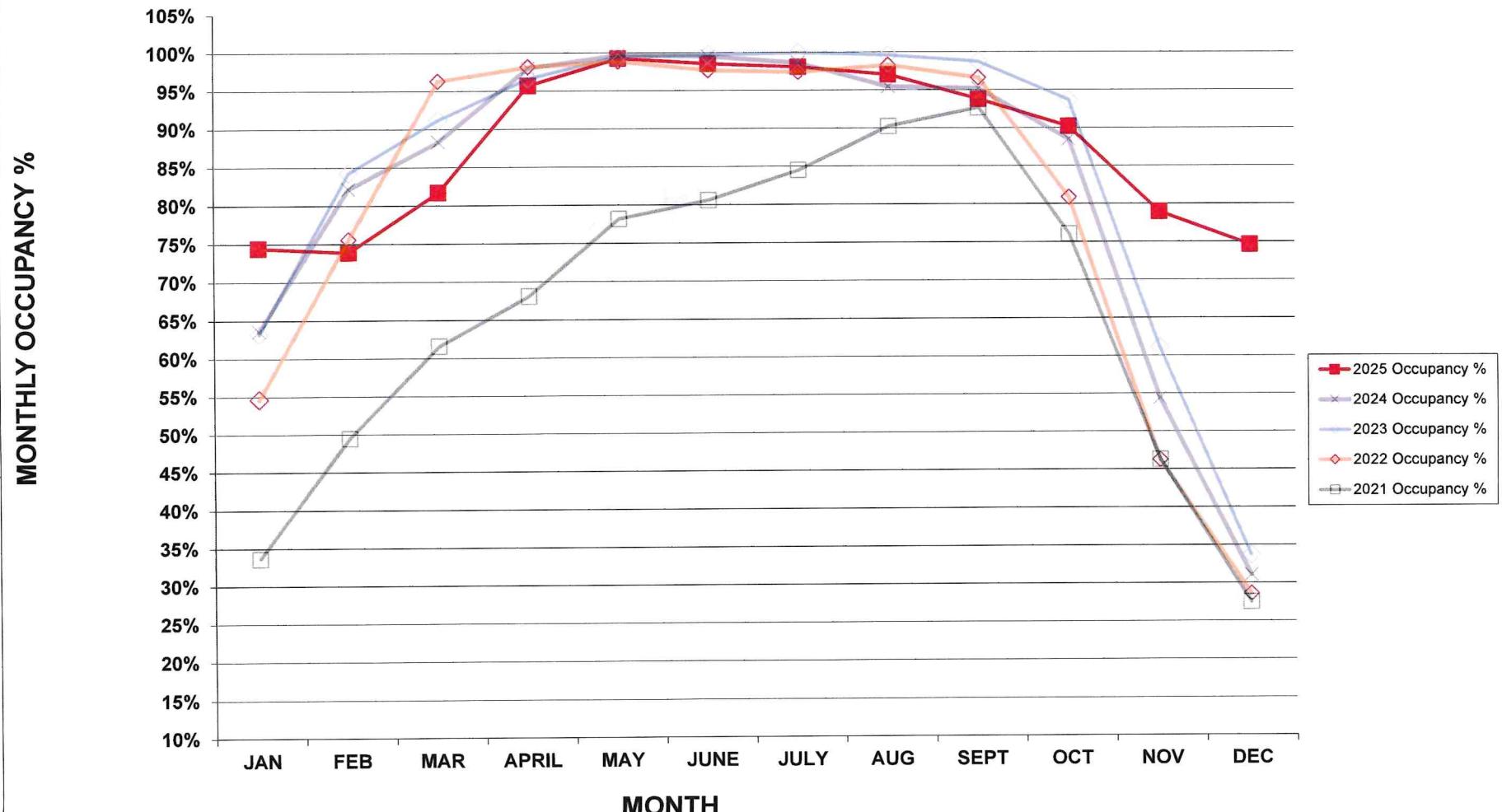
ENVIRONMENTAL IMPACT

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.

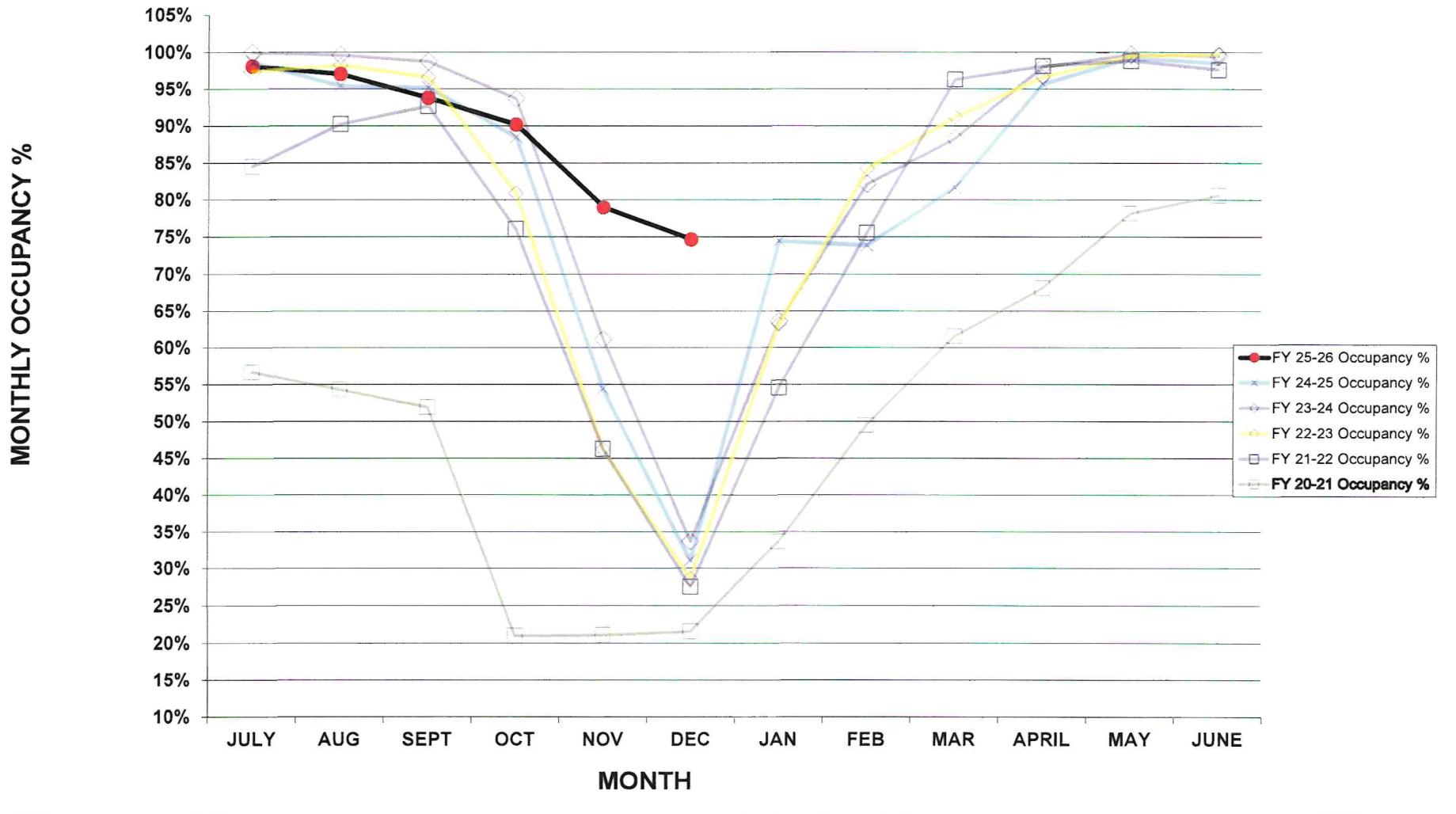
BACKGROUND AND DISCUSSION

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 (lodgers) 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 HSNG CENTERS - OCCUPANCY FISCAL ANALYSIS



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

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

PLAN	TOTALS	ALL SITES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2025-26	Available Capacity - Nights		5,580	5,580	5,400	5,580	3,900	2,460	3,720	4,980	5,580	5,400	5,580	5,400	59,160.00
	Scheduled Capacity - Nights		5,580	5,580	5,400	5,580	3,900	2,460	3,720	4,980	5,580	5,400	5,580	5,400	59,160.00
	Scheduled Occupancy %		95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
	Monthly Projected Nights		5,301	5,301	5,130	5,301	3,705	2,337	3,534	4,731	5,301	5,130	5,301	5,130	56,202.00
	YTD Projected Nights		5,301	10,602	15,732	21,033	24,738	27,075	30,609	35,340	40,641	45,771	51,072	56,202	56,202.00
	Monthly Actual Nights		5,473	5,416	5,065	5,032	3,080	1,836	-	-	-	-	-	-	25,902.00
	YTD Actual Nights		5,473	10,889	15,954	20,986	24,066	25,902	-	-	-	-	-	-	25,902.00
(1)	YTD Actual Occupancy %		98%	98%	96%	95%	92%	91%	80%	70%	61%	54%	48%	44%	91%
(2)	YTD Projected - Occupancy %		95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
(3)	YTD Occupancy % to Projected		103%	103%	101%	100%	97%	96%	85%	73%	64%	57%	51%	46%	96%
(4)	Monthly Actual Occupancy %		98%	97%	94%	90%	79%	75%	0%	0%	0%	0%	0%	0%	91%
(5)	Monthly Projected Occupancy %		95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
(6)	Monthly Occupancy % to Projected		103%	102%	99%	95%	83%	79%	0%	0%	0%	0%	0%	0%	96%
	Rent Earned		98,514.00	97,488.00	91,170.00	90,576.00	55,440.00	33,048.00	-	-	-	-	-	-	466,236.00
	Rent Collected		106,434.00	94,094.00	92,444.00	90,900.00	55,080.00	40,712.00	-	-	-	-	-	-	479,564.00
	Deposits		100,278.00	85,066.00	97,628.00	95,022.00	57,402.00	43,196.00	-	-	-	-	-	-	478,592.00
	Deposits in Transit		6,146.00	15,174.00	9,990.00	5,868.00	3,546.00	1,062.00	-	-	-	-	-	-	1,062.00
	YTD NCHA Approved Write Offs														
	Beginning Balance:	N/A	-	540.00	540.00	540.00	540.00	540.00	-	-	-	-	-	-	\$40.00
	YTD Deposits in Transit														
	Beginning Balance:	(10.00)	6,146.00	15,174.00	9,990.00	5,868.00	3,546.00	1,062.00	-	-	-	-	-	-	1,062.00
	YTD Accounts Receivable														
	Beginning Balance:	3,945.00	7,638.00	9,675.00	10,128.00	9,624.00	3,467.00	4,947.00	-	-	-	-	-	-	4,947.00
	YTD Prepaid Rents														
	Beginning Balance:	672.00	12,285.00	11,468.00	13,195.00	13,015.00	6,498.00	15,642.00	-	-	-	-	-	-	15,642.00
	Monthly Vacancy Loss - \$\$		-	432.00	1,638.00	6,102.00	12,744.00	9,018.00	-	-	-	-	-	-	29,934.00
	YTD Vacancy Loss - \$\$		-	432.00	2,070.00	8,172.00	20,916.00	29,934.00	-	-	-	-	-	-	29,934.00
	Monthly Vacancy Loss - Nights		-	24	91	339	708	501	-	-	-	-	-	-	1,663.00
	YTD Vacancy Loss - Nights		-	24	115	454	1,162	1,663	-	-	-	-	-	-	1,663.00
	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

01/12/2026

Supervisor: CFO, Housing Director
California Human Development Corporation

Date

Michael S Whitt

01/12/2026

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

Date

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

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

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

CALISTOGA		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2025-26	Available Capacity - Nights	1,860	1,860	1,800	1,860	1,260	240	1,860	1,680	1,860	1,800	1,860	1,800	19,740.00
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	1,260	240	1,860	1,680	1,860	1,800	1,860	1,800	19,740.00
	Scheduled Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
	Monthly Projected Nights	1,767	1,767	1,710	1,767	1,197	228	1,767	1,596	1,767	1,710	1,767	1,710	18,753.00
	YTD Projected Nights	1,767	3,534	5,244	7,011	8,208	8,436	10,203	11,799	13,566	15,276	17,043	18,753	18,753.00
	Monthly Actual Nights	1,810	1,843	1,736	1,766	849	201	-	-	-	-	-	-	8,205.00
	YTD Actual Nights	1,810	3,653	5,389	7,155	8,004	8,205							8,205.00
	YTD Actual Occupancy %	97%	98%	98%	97%	93%	92%							92%
	YTD Projected - Occupancy %	95%	95%	95%	95%	95%	95%							95%
	YTD Occupancy % to Projected	102%	103%	103%	102%	98%	97%							97%
	Monthly Actual Occupancy %	97%	99%	96%	95%	67%	84%							92%
	Monthly Projected Occupancy %	95%	95%	95%	95%	95%	95%							95%
	Monthly Occupancy % to Projected	102%	104%	102%	100%	71%	88%							97%
	Rent Earned	32,580.00	33,174.00	31,248.00	31,788.00	15,282.00	3,618.00							147,690.00
	Rent Collected	33,894.00	30,906.00	30,816.00	31,590.00	16,866.00	10,652.00							154,724.00
	Deposits	31,446.00	29,628.00	33,876.00	28,458.00	20,664.00	10,580.00							154,652.00
	Deposits in Transit	2,438.00	\$3,716.00	\$656.00	\$3,788.00	(10.00)	62.00							62.00
	YTD NCHA Approved Write Offs													
	Beginning Balance:	N/A	-	-	-	-	-	-	-	-	-	-	-	
	YTD Deposits in Transit													
	Beginning Balance:	(10.00)	2,438.00	3,716.00	656.00	3,788.00	(10.00)	62.00						62.00
	YTD Accounts Receivable													
	Beginning Balance:	400.00	2,938.00	3,478.00	4,108.00	4,216.00	400.00	1,880.00						1,880.00
	YTD Prepaid Rents													
	Beginning Balance:	68.00	3,920.00	2,192.00	2,380.00	2,300.00	68.00	8,582.00						8,582.00
	Monthly Vacancy Loss - \$\$	-	-	-	-	18.00	6,264.00	486.00						6,768.00
	YTD Vacancy Loss - \$\$	-	-	-	-	18.00	6,282.00	6,768.00						6,768.00
	Monthly Vacancy Loss - Nights	-	-	-	1	348	27							376.00
	YTD Vacancy Loss - Nights	-	-	-	1	349	376							376.00
	Vacancy Loss based on Projected Occupancy													

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

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

MONDAVI														
		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2025-26	Available Capacity - Nights	1,860	1,860	1,800	1,860	840	600	1,860	1,680	1,860	1,800	1,860	1,800	19,680.00
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	840	600	1,860	1,680	1,860	1,800	1,860	1,800	19,680.00
	Scheduled Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
	Monthly Projected Nights	1,767	1,767	1,710	1,767	798	570	1,767	1,596	1,767	1,710	1,767	1,710	18,696.00
	YTD Projected Nights	1,767	3,534	5,244	7,011	7,809	8,379	10,146	11,742	13,509	15,219	16,986	18,696	18,696.00
	Monthly Actual Nights	1,846	1,830	1,646	1,429	438	231	-	-	-	-	-	-	7,420.00
	YTD Actual Nights	1,846	3,676	5,322	6,751	7,189	7,420							7,420.00
	YTD Actual Occupancy %	99%	99%	96%	91%	87%	84%							84%
	YTD Projected - Occupancy %	95%	95%	95%	95%	95%	95%							95%
	YTD Occupancy % to Projected	104%	104%	101%	96%	92%	89%							89%
	Monthly Actual Occupancy %	99%	98%	91%	77%	52%	39%							84%
	Monthly Projected Occupancy %	95%	95%	95%	95%	95%	95%							95%
	Monthly Occupancy % to Projected	104%	104%	96%	81%	55%	41%							89%
	Rent Earned	33,228.00	32,940.00	29,628.00	25,722.00	7,884.00	4,158.00							133,560.00
	Rent Collected	34,722.00	33,138.00	30,218.00	23,148.00	8,478.00	10,350.00							140,054.00
	Deposits	33,894.00	27,422.00	32,198.00	27,720.00	8,478.00	9,342.00							139,054.00
	Deposits in Transit	828.00	6,544.00	4,564.00	(8.00)	(8.00)	1,000.00							1,000.00
	YTD NCHA Approved Write Offs													
	Beginning Balance:	N/A	-	870.00	870.00	870.00	870.00	870.00						870.00
	YTD Deposits in Transit													
	Beginning Balance:	-	828.00	6,544.00	4,564.00	(8.00)	(8.00)	1,000.00						1,000.00
	YTD Accounts Receivable													
	Beginning Balance:	2,186.00	2,819.00	4,360.00	4,309.00	3,697.00	1,248.00	1,608.00						1,608.00
	YTD Prepaid Rents													
	Beginning Balance:	98.00	2,225.00	4,834.00	5,373.00	2,187.00	332.00	6,884.00						6,884.00
	Monthly Vacancy Loss - \$\$	-	-	-	1,152.00	6,084.00	6,480.00	6,102.00						19,818.00
	YTD Vacancy Loss - \$\$	-	-	-	1,152.00	7,236.00	13,716.00	19,818.00						19,818.00
	Monthly Vacancy Loss - Nights	-	-	-	64	338	360	339						1,101.00
	YTD Vacancy Loss - Nights	-	-	-	64	402	762	1,101						1,101.00
	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



Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
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Housing Commission

Agenda Date: 1/22/2026

File ID #: 26-189

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). For discussion only, no action needed.

EXECUTIVE SUMMARY

The purpose of this monthly report is to provide a high level overview of current and anticipated capital improvement projects, facility repairs, and equipment needs identified by preventative maintenance contractors, property management, and/or staff. Information presented is preliminary and subject to change as projects are further evaluated, scoped, and estimates are refined. This report is intended for discussion purposes only, no action needed at this time.

PROCEDURAL REQUIREMENTS

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

ENVIRONMENTAL IMPACT

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

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: January 2026

Projects - High Priority						
Description	Priority	Center	Estimate	Committed Funding	Balance	Funding Source
Central Air Conditioning Installation	High Priority	RR	300,000	TBD	TBD	TBD
Roof and Gutter Replacement	High Priority	CAL	75,000	75,000	-	NFC Alliance (Donation)
Walk-in Refrigerator Condensing Unit Replacement	High Priority	RR	20,000	20,000	-	NFC Alliance (Donation)
Walk-in Refrigerator Condensing Unit Replacement	High Priority	CAL	20,000	20,000	-	NFC Alliance (Donation)
Replace Fire Alarms	High Priority	RR	17,728	-	17,728.00	TBD
Door Replacement	High Priority	CAL	13,000	13,000	-	NFC Alliance (Donation)
Replace Fire Alarms	High Priority	MON	8,912		8,912.00	TBD



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Housing Commission

Agenda Date: 1/22/2026

File ID #: 26-172

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

RECOMMENDATION

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

EXECUTIVE SUMMARY

In 2019, the Napa County Housing Authority was awarded Joe Serna, Jr. Farmworker Housing Grant Program funding (Serna Grant) in the amount of \$250,000 annually for a term not to extend beyond ten (10) years to assist with maintenance and operations of the three-county owned farmworker centers (Centers). In exchange, the Authority agreed to continue to serve the needs of migrant farm workers in Napa County for twenty-five years from the first year of disbursement (2020). The purpose of today's presentation is to provide the commission with an update on the renewal process and next steps.

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



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Housing Commission

Agenda Date: 1/22/2026

File ID #: 26-175

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

RECOMMENDATION

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

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. 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 CHDC 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: 1/22/2026

File ID #: 26-176

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Grant Funding for the Calistoga Farmworker Center Wi-Fi Network

RECOMMENDATION

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

EXECUTIVE SUMMARY

On July 1, 2025, the division of Information and Technology Services (ITS) submitted an application on behalf of the Housing Authority (Authority) to the California Public Utilities Commission (CPUC) to pilot project to procure, install, maintain, and manage a new Wi-Fi network with high speed internet service for all residents of the Calistoga Farmworker Center (Center). The collaboration between ITS and the Authority is a result of data from the 2024 Napa County Farmworker Housing Needs & Impacts Assessment Report (FHNIA), which illustrated the digital divide between farmworkers with access to communication technology such as Wi-Fi and those who do not. Only 36% of all survey respondents indicated that they have access to Wi-Fi where they live.

On December 19, 2025, staff were notified by ITS that the grant funding was approved by the CPUC. The total project cost is \$47,463, including \$29,113 for the purchase and installation of the new network, and the remainder amount of \$18,350 for maintenance and management for five years. The grant is predicated on factors such as: (a) a commitment by the Authority to start the project within 30 days upon grant approval and completion of the project within 12 months, (b) not charging residents for broadband services, and (c) fulfilling reporting requirements.

Next steps include the Board of Supervisors accepting the grant and respective budget amendments between ITS and the Authority. The opportunity to bring Wi-Fi to the Center will improve the quality of life for farmworkers by providing access to online resources such as education, healthcare, employment and housing opportunities.

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 September 2013, Governor Brown signed Assembly Bill (AB) 1299 which expanded the California Advanced Services Fund (CASF) and added a fourth account (Broadband Public Housing Account (BPHA)), to the CASF program dedicated to broadband access and adoption in publicly supported housing communities.

AB 1299 made not more than \$20 million available in grants and loans to a publicly supported community, to finance a project to connect a broadband network to that publicly supported community (infrastructure projects) and not more than \$5 million available in grants and loans to a publicly supported community to support programs designed to increase adoption rates for broadband services for residents in that publicly supported community (adoption projects).

In 2021, Governor Newsom signed SB 156 which revised the BPHA to expand eligibility to include publicly supported housing developments, and other housing developments or mobile-home parks with low-income residents, and to make funding available to low-income communities to finance projects to connect broadband networks that offer free broadband service that meets or exceeds state standards, if the low-income community does not have access to any broadband service provider that offers free broadband service that meets or exceeds state standards.

The county owned farmworker centers have historically had minimal or no Wi-Fi access for the lodgers due to lack of resources and funding. Currently, the Authority provides lodgers with Wi-Fi access, however, the connection is limited to the cafeteria and does not extend into the dorm rooms. Additionally, the connection is not equitable - less than a third of lodgers can access the connection at one time. California Human Development (CHD) manages the day to day operations at the centers and has a service agreement with a local internet provider. This internet service is only available to CHD staff.



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Housing Commission

Agenda Date: 1/22/2026

File ID #: 26-190

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 2026.

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.



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Housing Commission

Agenda Date: 1/22/2026

File ID #: 26-191

TO: Napa County Housing Commission

FROM: Jennifer Palmer, Executive Director

REPORT BY: Alex Carrasco, Project Manager

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

RECOMMENDATION

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

EXECUTIVE SUMMARY

During last month's meeting, commissioners expressed interest in amending the commission bylaws with respect to current membership by replacing the one (1) member of public who is in real estate or a real estate developer and with one (1) additional member from the public who is either a resident of Napa County or someone employed in Napa County, and interested and/or experienced in affordable housing or farmworker housing. The total number of commissioners would remain the same at nine (9).

Changes to the membership and qualifications of the Housing Commission requires an amendment to County Ordinance 2.102.020, which establishes membership of the Commission. The bylaws also require amendment to change the membership. A resolution amending the bylaws would be presented to the Board of Supervisors for consideration and possible action.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment
3. Discussion and recommendation to Board of Supervisors to amend Napa County Code section 2.102.020 and amend the Napa County Bylaws to incorporate and appoint one additional member of the public who either a resident of Napa County or someone employed in Napa County, and interested in and/or experienced in affordable housing or farmworker housing.

ENVIRONMENTAL IMPACT

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

BACKGROUND

Current Housing Commission 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).