

**MINUTES OF THE  
NAPA COUNTY HOUSING COMMISSION**

**May 22, 2024**

**Draft Summary of the Proceedings**

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

Present: Commissioners Keri Akemi-Hernandez, Manny Rios, Arnulfo Solorio, and Mike Swanton.

Absent: Commissioners Judith Myers, and Michael Silacci.

Meeting was called to order by: Chair Akemi-Hernandez

**2. Public Comment**

None.

**3. Approval of Minutes**

**A.** Director of Housing and Homeless Services requests approval of minutes for the meeting of April 24, 2024.

Motion text: Approve the minutes.

Voting Yes: Commissioners Akemi-Hernandez, Rios, Solorio, and Swanton

Voting No: None

Result: Passed

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

None.

**5. Consent**

None.

**6. Monthly Reports**

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

Current occupancy Mondavi-60, Calistoga-60, River Ranch-60.

No public comment.

Discussion held.

**7. Administrative Items**

**A. Review California Human Development Corporation (CHDC) budget for fiscal year 2024-2025 and recommendation to Housing Authority for an agreement with CHDC for a maximum amount of \$1,105,783 for the term July 1, 2024, through June 30, 2025, for onsite management of the three Napa County**

**farmworker centers known as the River Ranch Center, Mondavi Center, and Calistoga Center.**

Santino Garcia, CHDC COO, and Dan Walker, CHDC CFO, presented CHDC Fiscal Year 2025 budget. The proposed budget and contract with CHDC includes an increase from prior fiscal year of 5%, reflecting operational increases in information technology, fringe benefits, and insurance, for example. CHDC will operate to provide 18,810 bed nights for farmworkers at each of the three centers. Opening and closing schedule:

Calistoga 07/1/2024 – 11/23/2024 and 12/29/2024 – 06/30/2025  
Mondavi 07/1/2024 – 11/16/2024 and 12/22/2024 – 06/30/2025  
River Ranch 07/1/2024 -12/28/2024 and 02/02/2025 – 06/30/2025

No public comment.

Discussion held.

Motion text: Recommendation to Housing Authority for an agreement with CHDC for a maximum amount of \$1,105,783 for the term July 1, 2024 – June 30, 2025.  
Voting Yes: Commissioners Akemi-Hernandez, Rios, Solorio, and Swanton.  
Voting No: None  
Result: Passed

**B. Farmworker Housing Needs Assessment Updates.**

Staff report by Alex Carrasco, Project Manager. Farmworker Housing Needs Assessment currently in third, and final phase, which includes data analysis and report writing.

No public comment.

Discussion held.

**C. Bay Area Housing Finance Authority (BAHFA) bond initiative updates. No action needed.**

No report or update.

**D. Capital improvement project updates regarding planning and funding. For discussion only, no action needed.**

Staff Report by Alex Carrasco, Project Manager. Fire suppression system project at the Mondavi Center is pending delivery of parts. Vendor, HCI Systems Inc, continues to monitor system. Public Works continues work on designs and specifications for a bid package for the walkway repair project at the River Ranch Center.

No public comment.

Discussion held.

**8. Executive Director Report**

Volunteers from Gallo Winery as well as county and CHDC staff successfully completed landscaping projects across all three centers.

Supervisor Cottrell toured farmworker housing in Monterrey County. Staff will follow up with her and report back to Commission.

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

Commissioner Swanton congratulates the Napa Valley Farmworker Foundation as recipient of the Center for Volunteer & Nonprofit Leadership's non-profit of the year.

**10. Future Agenda Items**

None.

**11. Adjourn**

Meeting adjourned to the next regular meeting on Wednesday, June 26, 2024, at 3:00 pm.

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Keri Akemi-Hernandez, Chair

ATTEST:

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Jennifer Palmer, Secretary of the Commission