



Agenda Date: 1/11/2017
Agenda Placement: 7D

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors
FROM: Timothy Healy - General Manager
NS-General Manager Office
REPORT BY: Timothy Healy, General Manager - 258-6000
SUBJECT: Authorize General Manager to Execute Agreement for Strategic Planning Facilitation

RECOMMENDATION

Authorize General Manager to execute Agreement with Bienati Consulting Group, Inc., DBA, Consultants to Management, Inc., to provide facilitation services related to development of the District's 2017 Strategic Plan.

EXECUTIVE SUMMARY

In Spring 2017, the Board is scheduled to update its Strategic Plan. At the September 21, 2016 meeting, the Board provided direction to staff on its preference for a new facilitator for the strategic planning process.

Based on discussions with other Agencies, Staff developed a short list of potential consultants capable of performing facilitation services for the District. Based on interviews with potential facilitator's, including their availability to meet the District's schedule, physical proximity to the District, and proposals developed, Staff recommends contracting with Bienati Consulting Group, Inc. Consultants to Management, Inc., to perform the requested services.

Larry Bienati has significant experience developing Strategic Plans for other Water and Wastewater Agencies, has received positive recommendations from other local agencies, has other clients in the winery business throughout the Napa Valley, and is local (Benicia). Estimated costs to perform the requested services is \$13,800. \$15,000 was included in the FY2016/17 Budget under consulting services in anticipation of updating the strategic plan.

Attached for the Board's consideration is a proposed scope, schedule and budget to perform the requested services. The Strategic Planning Workshop is scheduled for March 15, 2017. Also attached is the resume of Dr. Larry Bienati.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	\$15,000 has been included in the FY 2016/17 Board of Directors Operating Budget for Consulting Services in anticipation of updating the strategic plan.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	It is at the discretion of the Board to contract for a Facilitator to help develop the District's 2017 Strategic Plan.
Is the general fund affected?	Yes
Future fiscal impact:	None.
Consequences if not approved:	District staff would conduct all steps necessary for development of the 2017 Strategic Plan. The District would not have the benefit of a facilitator capable of guiding the District through the Strategic Planning process.

Additional Information:

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

None.

SUPPORTING DOCUMENTS

- A . Short List Potential Facilitators
- B . Strategic Planning Proposal

Napa Sanitation District: Approve

Reviewed By: Timothy Healy