



Agenda Date: 11/15/2017  
Agenda Placement: 8A

## Napa Sanitation District Board Agenda Letter

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**TO:** Honorable Board of Directors  
**FROM:** Timothy Healy - General Manager  
NS-Technical Services/Engineer  
**REPORT BY:** Stephanie Turnipseed, Pollution Prevention and Outreach Coordinator - 707-258-6002  
**SUBJECT:** Receive Presentation from Staff on NapaSan Citizens Academy

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### **RECOMMENDATION**

Receive presentation from staff on a NapaSan Citizens Academy event in the fall of 2018, and provide direction.

### **EXECUTIVE SUMMARY**

Based on the success of Citizens Academy events at similar organizations in other jurisdictions, staff would like to hold a Citizens Academy event at NapaSan. A Citizens Academy would help NapaSan to meet the two major goals of the 2016 Strategic Communications Plan: to increase public awareness of NapaSan and to educate and inform NapaSan customers. The proposed Citizens Academy would be comprised of one Saturday morning tour and three weeknight evenings over a four week period, and no more than 20 residents would participate. During the Academy sessions, participants would get an in-depth look at the treatment plant processes, environmental and financial stewardship efforts, pollution prevention messages, and get an opportunity to meet staff from all departments. The sessions would be interactive and would give residents an idea of how each department at NapaSan functions to provide the community with reliable sewer service while protecting public health and the environment. Over time, this event would help to create a group of knowledgeable advocates for NapaSan within the community.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The Citizens Academy is not part of the budget for the 2017-18 fiscal

year. Staff estimates that there would be roughly \$1,000 in hard costs for the Citizen's Academy for various supplies and food. With Board approval, this cost could become part of the 2018-19 fiscal year budget.

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: In the 2016 Strategic Communications Plan, two Core Goals were identified: to increase public awareness of NapaSan and to inform and educate NapaSan's customers. The Citizen's Academy would further the progress towards these goals by giving a group of Napa residents an in-depth look at NapaSan's practices and accomplishments.

Is the general fund affected? No

Future fiscal impact: There would be no future impact unless the event was repeated in future years. In that case, the hard costs would likely be the same amount each year that the Academy was held.

Consequences if not approved: None. This is a discretionary outreach event.

Additional Information:

### **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**

None.

### **SUPPORTING DOCUMENTS**

A . Citizens Academy Presentation

Napa Sanitation District: Approve

Reviewed By: Timothy Healy