



Agenda Date: 2/28/2018
Agenda Placement: 7C

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors
FROM: Jeff Tucker - Director of Administrative Services/CFO
NS-Administration
REPORT BY: DONELL MANNOR, ACCOUNTANT - 258-6000 x532
SUBJECT: Approve Sewer Service Charge Refund - 1130 Main Street

RECOMMENDATION

Approve refund of \$2,871.45 for FY2017-18 and \$499.39 for FY2016-17 (total of \$3,370.84) for sewer service charges for Assessor Parcel Number 003-172-011, located at 1130 Main Street.

EXECUTIVE SUMMARY

Ben and Jerry's is one of three tenants located in this building. Ben and Jerry's has been incorrectly charged a strength factor of 2.7 since moving in May 2015. Strength factor for the ice cream shop should be 1.4.

The business also experienced a water leak in December 2016 for which credit was given by the City of Napa Water Department.

Staff recommends that the sewer service charges be recalculated using a strength factor of 1.4 with a credit for the leak incorporated in the calculation.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	There are sufficient funds budgeted to 78000-05 / 46615 Sewer Usage Fees.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification: Staff has reviewed the circumstances for which the refund was requested and based upon that review is recommending that a refund of the sewer service charges is appropriate.

Is the general fund affected? Yes

Future fiscal impact: None

Consequences if not approved: A refund would not be issued.

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

Ordinance No. 76, adopted on July 23, 1977, authorizes the General Manager to approve correction of Sewer Service Charges in amounts up to \$2,000. Any amount above \$2,000 requires approval by the Board of Directors.

SUPPORTING DOCUMENTS

A . Correction - 1130 Main St

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker