



Agenda Date: 3/1/2017
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 for 1226 Salvador Avenue (APN 036-180-019)

RECOMMENDATION

Approve refund of \$13,428.10 for FY 2016-17, \$11,773.00 for FY 2015-16, \$6,859.37 for FY 2014-15 and \$7,418.30 for FY 2013-14 (total of \$39,478.77) for sewer service charges for Assessor Parcel Number 036-180-019, located at 1226 Salvador Avenue.

EXECUTIVE SUMMARY

Covenant Presbyterian Church has requested their sewer service charges be adjusted for FY 2013-14 through FY 2016-17.

The property consists of 2 church buildings and a school. The school has had an underground water leak that spanned many years as evidenced in their water usage history. The leak was discovered and repaired in early 2016.

NapaSan staff inspected the property to confirm that the leak did not drain to the sanitary sewer. Staff agrees that the sewer service charges should be refunded in accordance with NapaSan policy.

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 by the property owner and based on that review is recommending that a refund of the sewer service charge 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, 1997, 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 - 1226 Salvador Ave

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker