



Agenda Date: 3/1/2017
Agenda Placement: 8A

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors
FROM: Timothy Healy - General Manager
NS-Technical Services/Engineer
REPORT BY: Robin D. Gamble, Asset Manager - (707) 258-6031
SUBJECT: Receive Presentation from Staff and Provide Feedback on Asset Management Plan

RECOMMENDATION

Receive presentation from staff and provide feedback on Asset Management Plan.

EXECUTIVE SUMMARY

Goal 1D of the Board's 2015 Strategic Plan is to develop an asset management (AM) program that will help NapaSan to be proactive in addressing the management of its infrastructure. On November 16, 2016 the Board authorized staff (MR 16-103) to execute a task order with GHD to prepare an Asset Management Plan that provides a roadmap for implementing an asset management program.

The goal of asset management is to optimize investment in NapaSan's infrastructure by continuously delivering levels of service to customers and stakeholders while balancing the trade-offs between cost of service and risk of asset failure. The approach for implementing asset management at NapaSan will be based on the US EPA's Asset Management Framework which uses a 10-step process to answer five core questions:

1. What is the current state of our assets?
2. What are our performance requirements and levels of service?
3. Which assets are critical to sustaining performance and pose the greatest risk to the District?
4. What are our best capital and operation and maintenance investment strategies?
5. What is our best Long term funding plan?

NapaSan has created a position for Asset Management Analyst and has identified key staff from each department to form an AM Team that will inform the development of the Asset Management Plan and ultimately implement the customized AM program. For this first phase of work the AM Team is working with GHD on the following tasks:

AM Best Practices Review focuses on review of internationally accepted asset management practices and understanding how to develop a “fit for purpose” strategy meeting NapaSan’s particular needs.

Gap Assessment focuses on assessing the NapaSan’s current practices against international standards for asset management, and identifying the criteria that are most important to NapaSan.

Business Process Improvements and AM Framework focuses on identifying levels of service important to customers and stakeholders and creating a scoring system for evaluating business risk exposure for assets. This task also includes drafting an AM policy for NapaSan and evaluating various models of organization for implementing AM programs.

Implementation Roadmap focuses on the development of an implementation plan that prioritizes discrete tasks, identifies resource needs and articulates a timeline for completion that is realistic and achievable.

Asset Management Plan focuses on documenting the customized Asset Management Plan that is “fit for purpose” and builds upon the NapaSan’s current practices and tools.

A final draft of the Asset Management Plan will be presented to the Board in April 2017. Near term action items identified in the plan will be recommended for inclusion in the budget for FY2017/18, and implementation of the entire program is expected to take about 5 years.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

GHD was selected to prepare NapaSan's Asset Management Plan (AMP) in November 2016. A draft plan is scheduled to be received in April 2017 with submittal of the final AMP in May 2017.

SUPPORTING DOCUMENTS

A . AMP Presentation

Napa Sanitation District: Approve

Reviewed By: Timothy Healy