



Agenda Date: 5/3/2017
Agenda Placement: 10G

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 - 3175 California Blvd.

RECOMMENDATION

Approve refund of \$24,803.13 for the FY 2016-17 sewer service charges for Assessor Parcel Number 001-541-001, located at 3175 California Blvd.

EXECUTIVE SUMMARY

Back Street Fitness dba Healthquest has requested their sewer service charges be adjusted for FY 2016-17. The property experienced a large leak in their landscaping in December 2015 which was repaired in January 2016 after the leak was located. Leaked water did not drain to the sanitary sewer.

After a review of the property's historical water usage, staff agrees that a refund should be issued 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 . SSC Refund

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker