



Agenda Date: 5/4/2016
Agenda Placement: 7D

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 Napa Pointe

RECOMMENDATION

Approve refund of \$4,969.75 to Napa Pointe 1, LP for FY 2015-16 sewer service charges for Assessor Parcel number 057-100-021, located at 1901 N. Kelly Road, Napa (Napa Pointe).

EXECUTIVE SUMMARY

Napa Pointe 1, LP is the owner of a commercial building with multiple tenants at 1901 N. Kelly Road. Napa Pointe 1, LP contracts with Jaeger McHugh & Company Inc. for property management services.

Jaeger McHugh & Company contacted the District to discuss the sewer service charges for FY 2015-16 because they claimed the charges were too high due to the parcel's large amount of landscaping, which does not drain to the sewer. After a site visit performed by District personnel, discussions with the management company, and analysis of prior year's water usage it was determined by District staff that approximately 73% of water usage for this parcel was for the extensive landscaping. At the behest of the City of American Canyon's water department, the management company has already installed a landscape meter which will be able to accurately determine the future amount of water being used for landscape irrigation.

Staff believes the FY 2015-16 sewer service charges should be adjusted down to \$3,860.00 The original charges were paid in full, therefore staff is recommending a refund in the amount of \$4,969.75

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted? Yes

Where is it budgeted? There are sufficient funds budgeted in 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 on that review is recommending that a partial refund of the FY 2015-16 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 - 1901 N. Kelly Road

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker