



Agenda Date: 6/6/2018

Agenda Placement: 8A

## Napa Sanitation District Board Agenda Letter

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**TO:** Honorable Board of Directors

**FROM:** Jeff Tucker - Director of Administrative Services/CFO  
NS-Administration

**REPORT BY:** Jeff Tucker, Director of Administrative Services/CFO - 707-258-6000

**SUBJECT:** Receive Update from Staff on Sewer Service Charges Fee Methodology Study

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### **RECOMMENDATION**

Receive update on the residential sewer service charge methodology study, and provide direction.

### **EXECUTIVE SUMMARY**

NapaSan has hired Carollo Engineers, Inc. to evaluate a number of technical and policy questions regarding residential sewer service charges and capacity charges. Those questions include:

- | Are the rates set during the last Proposition 216 process still adequate and appropriate to meet the identified revenue needs?
- | Are Costs of Service adequately allocated between residential, commercial and industrial customers? Should costs be classified and allocated based on fixed costs vs. variable costs?
- | Are the residential classifications (SFR, duplex, condos, apartments, etc.) appropriately weighted, based on estimated water usage?
- | What are the pros, cons and implications associated with different billing procedures, such as property tax assessments vs. direct invoicing, monthly or bimonthly vs. annual billing, and fix vs. variable cost components?

Carollo and NapaSan staff will present a series of Technical Memoranda to the Board that address these questions. After direction from the Board, Carollo will complete its report with a series of recommendations and analysis regarding the financial and other impacts of those recommendations.

The presentation at this meeting will focus on various options available to NapaSan for collecting sewer service charges, and the costs associated with these different options (TM #4 "Billing Procedures Review and Recommendations").

**FISCAL IMPACT**

Is there a Fiscal Impact?                      No

**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**

In the NapaSan Strategic Plan adopted by the Board in May 2017, the Board directed staff to conduct this study:

Goal 2 - FINANCIAL STABILITY

Objective 2A - Conduct study of sewer service charge and capacity charge methodologies for residential customers and development, and make recommendations for Board consideration.

**SUPPORTING DOCUMENTS**

A . Presentation

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker