



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT, NAPA COUNTY, CALIFORNIA, HELD AND CONVENED AT SOSCOL RECYCLED WATER FACILITY ADMINISTRATION OFFICE, WEDNESDAY, AUGUST 7, 2019 CALLED TO ORDER AT 4:04 PM.

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice-Chair (absent at roll-call, present at 4:06 p.m.); and MARY LUROS and PETE MOTT, Directors. ALSO PRESENT: JEFF TUCKER, Director of Administrative Services/CFO, and RACHEL HUNDLEY, Legal Counsel.

ABSENT: DAVID GRAVES, Director, and TIM HEALY, General Manager.

3. **REVIEW OF AGENDA:** No changes to the agenda.

4. **SAFETY MOMENT:** Director Mott read the safety topic: National Stop on Red Month.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

a. **MR 19-054:**

**APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON JULY 17, 2019.**

b. **Receive County of Napa Voucher Register dated 7/02/19 through 7/22/19.**

c. **MR 19-055:**

**APPROVE PROJECT, CONCUR WITH STAFF'S CEQA DETERMINATION THAT THE PROJECT IS CATEGORICALLY EXEMPT, AND AUTHORIZE THE GENERAL MANAGER TO ISSUE NOTICE INVITING BIDS FOR THE 2019 MANHOLE REHABILITATION PROJECT (CIP 20702).**

d. **MR 19-056:**

**AWARD CONSTRUCTION CONTRACT FOR THE UPPER LATERAL REHABILITATION PILOT PROJECT (#18703) TO NOR-CAL PIPELINE SERVICES FOR THE BID AMOUNT OF \$78,223 AND AUTHORIZE THE**

**PURCHASING AGENT TO EXECUTE THE WORK ORDER WITH THE CONTRACTOR.**

- e. **Receive General Manager’s Report for June 2019.**

Motion by LUROS, seconded by MOTT, by the following vote:

AYES: LUROS, MOTT, GREGORY, TECHEL  
NOES: NONE  
ABSENT: GRAVES  
ABSTAIN: NONE

8. **REGULAR CALENDAR:**

- a. **MR19-057:  
APPROVE POLICY ON CREDITS TO RECYCLED WATER ACCOUNTS FOR LEAKING OR BROKEN PIPES.**

Motion by MOTT, seconded by GREGORY, by the following vote:

AYES: GREGORY, LUROS, MOTT, TECHEL  
NOES: NONE  
ABSENT: GRAVES  
ABSTAIN: NONE

Jeff Tucker, Director of Administrative Services/CFO, gave a presentation on a new policy relating to credits to recycled water customer accounts for leaking or broken pipes. The policy is modeled after the City of Napa’s policy for credit on potable water line breaks or significant leaks. Tucker reviewed the policy guidelines. Board and staff held discussion.

- b. **Update Board on sewer service charge low-income assistance program changes.**

Cyndi Bolden, Senior Account, gave an update on the sewer service charge low-income assistance program using the new guidelines for PG&E’s CARE Program. She reported NapaSan received 126 applications of which 125 were approved, with 105 approved using the CARE Program guidelines. Using the CARE Program guidelines significantly reduced staff’s time in reviewing the application and the public’s time in applying.

- c. **Receive presentation by Gavin Glascott, Engineering Intern on summer internship projects.**

Matt Lemmon, Senior Civil Engineer introduced Gavin Glascott, one of NapaSan’s summer engineering interns. Mr. Glascott provided information on his background and future plans to major in Civil Engineering at UC Berkeley, the projects he worked on at NapaSan, and what he learned during his internship. He thanked the Board for their continued support for the summer engineering internship program.

- d. **Receive presentation by Pria Bose, Laboratory Intern, on summer internship projects.**

Chris Francis, Regulatory Compliance Manager, introduced Pria Bose, Laboratory Summer Intern at NapaSan. Ms. Bose provided information on her background and college plans to major in biology and minor in chemistry at San Diego State University. She gave a presentation on her Laboratory Intern Polymer Study she did during her summer internship. She performed sampling and testing on non-chloride based polymers used in the end stage of treatment. Ms. Bose thanked the Board for their support of the Laboratory Internship Program at NapaSan.

The Board thanked both interns for their presentations and indicated they did a great job. The Board is happy to hear from the interns each year.

- e. **MR 19-058:**  
**RE-ELECT JILL TECHEL AS CHAIR AND RYAN GREGORY AS VICE-CHAIR OF THE BOARD OF DIRECTORS.**

Motion by LUROS, seconded by MOTT, by the following vote:

AYES: GREGORY, LUROS, MOTT, TECHEL  
NOES: NONE  
ABSENT: GRAVES  
ABSTAIN: NONE

9. **GENERAL MANAGER REPORT:**

- a. Jeff Tucker, Director of Administrative Services/CFO, gave an update on General Manager Healy. He reported that he expects to return to work on Monday, August 12<sup>th</sup>.
- b. Tucker reported that NapaSan is currently recruiting for members of the public the second NapaSan Citizens Academy. Applications are available on the website. The tour will be on October 5<sup>th</sup>. The academy sessions will be on Thursday evenings from 6-8:30 p.m., ending on October 24<sup>th</sup>.
- c. Tucker reported that NapaSan would hold the annual Open House on Saturday, September 14<sup>th</sup> from 10:00 a.m. to 2:00 p.m. He indicated that an invite would be going out to Board members.
- d. Tucker announced that the Napa Register newspaper printed an article on the new recycled water truck fill station opening soon in the Coombsville area. Staff is currently receiving training on maintenance of the facility. The fill station is expected to be operational and open to the public in late August.

- 10. **LEGAL COUNSEL REPORT:** Legal Counsel Rachel Hundley introduced herself to the Board. John Bakker is on vacation and she is filling in in his absence.

11. **BOARD OF DIRECTORS REPORTS/GENERAL DISCUSSION:**

- a. None.

12. **UPCOMING MEETINGS:**

- a. CASA Conference – August 21-23, 2019
- b. Regular Board meeting – September 4, 2019
- c. North Bay Watershed Association meeting – September 6, 2019 (at NapaSan)
- d. Regular Board meeting – September 18, 2019

13. **ADJOURNMENT TO CLOSED SESSION: (4:42 P.M.)**

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Paragraph (1) of subdivision (d) of Section 54956.9  
Name of Case: Raja Development Corp., et al. v. Napa Sanitary District, Napa  
Superior Court Case No. 19CV000682

14. **RECONVENE TO OPEN SESSION: (4:47 P.M.)**

15. **REPORT FROM LEGAL COUNSEL ON CLOSED SESSION:**

Legal Counsel Hundley reported the Board took no reportable action in closed session.

16. **ADJOURNMENT (4:47 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, September 4, 2019 at 4:00 p.m. for a Regular Meeting to be held at the Napa Sanitation District Administration Building, 1515 Soscol Ferry Road, Napa, California.

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CHAIR

ATTEST:

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Clerk of the Board