



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, MARCH 18, 2020 CALLED TO ORDER AT 4:00 PM.

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice Chair; PETE MOTT, DAVID GRAVES and MARY LUROS (by Zoom video conference), Directors. ALSO PRESENT: TIM HEALY, General Manager, and JOHN BAKKER, Legal Counsel.

ABSENT: None.

3. **REVIEW OF AGENDA:** No changes..

4. **SAFETY MOMENT:** Director Graves read the safety topic – Close look at close calls.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 20-018:**  
**APPROVAL OF THE MINUTES FROM THE REGULAR MEETING ON MARCH 4, 2020.**
- b. **Receive County of Napa Voucher Register dated 2/18/20 through 3/02/20.**
- c. **MR 20-019:**  
**AUTHORIZE THE GENERAL MANAGER TO SIGN AN AGREEMENT WITH COLLIERS PARRISH INTERNATIONAL INC. (BILL KAMPTON) FOR REAL ESTATE SERVICES RELATED TO THE MARKETING AND LEASING OF DISTRICT-OWNED PROPERTY ON HARTLE COURT.**

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

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

8. **REGULAR CALENDAR:**a. **Accept the Annual Performance Measurement Report.**

Cyndi Bolden, Senior Accountant, gave a presentation on the annual Performance Measurement Report. The report reviews the ten attributes of effectively managed water and wastewater utilities to help maintain a balanced focus on important areas of utility management. Bolden highlighted NapaSan's accomplishments and any changes that occurred during the 2019 calendar year. She reported on 63 performance measures, 62 of which were "satisfactory". One measurement is on a "watch" category – Asset Inventory. The new computerized maintenance management system (CMMS) will be launched in 2020.

Bolden reported that a new measurement was added for 2019 titled "Implicit Pension Debt". The measurement evaluates the pension Unfunded Actuarial Liability, treats pension as a debt and measures that debt against the resources available to pay it off.

b. **Receive presentation from staff on Maintenance Department.**

Mark Egan, Plant Maintenance Supervisor, presented information on the Maintenance Department's ongoing projects and accomplishments. He indicated that his department is completely paperless and uses a computerized maintenance management system (CMMS) to track maintenance schedules. Egan reported that they would be transferring over to a new system called Cityworks, combining all NapaSan systems to one platform.

Egan reported on his department's skill set and preventive maintenance (PM) program. The program includes thermal imaging, telemetry health, and fiber optics/testing and mapping.

Egan reported on NapaSan's reliable electrical generation. He reported that the cogeneration system is generating 40% of our electrical needs. The system has been running 92% uptime in the last seven years (61,344 hours).

9. **GENERAL MANAGER REPORT:**

a. General Manager Healy reported on the Napa County "Shelter-in-Place" Order. Napa San essential activities are being evaluated, including whether certain position's duties can be performed at home and, if so, which positions. Healy reported that the front counter has been closed to the public for health safety, but that customers may make appointments if needed. All travel has been eliminated until further notice.

b. Healy announced that staff will evaluate the need for the April 1, 2020 Regular Board meeting and will let the Board know if the meeting will be canceled.

10. **LEGAL COUNSEL REPORT:**

- a. Legal Counsel Bakker reported on the Brown Act Relief Act and new requirements. Several temporary changes have been made, including posting requirements and video participation in meetings.

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

- a. North Bay Watershed Association (3/06/2020 – Vice-Chair Gregory reported he attended the meeting held at NapaSan’s office. Armando Quintero, Chair of the California Water Commission, gave a presentation.

**12. UPCOMING MEETINGS:**

- a. Regular Board meeting – April 1, 2020
- b. Finance Committee meeting – April 2, 2020
- c. North Bay Watershed Association meeting – April 3, 2020
- d. Long Term Planning Committee meeting – April 9, 2020
- e. Regular Board meeting – April 15, 2020

**13. ADJOURNMENT TO CLOSED SESSION (4:59 P.M.):**

- a. CONFERENCE WITH LABOR NEGOTIATORS  
Agency Designated Representatives: Glenn Berkheimer and Tim Healy  
Unrepresented employee: Director of Administrative Services/Chief Financial Officer
- b. CONFERENCE WITH LABOR NEGOTIATORS  
Agency Designated Representative: John Bakker  
Unrepresented employee: General Manager
- c. CONFERENCE WITH LABOR NEGOTIATORS – Government Code Section 54957.6  
Agency Designated Representative: Glenn Berkheimer  
Employee Organization: Teamsters Local 315 – Rank & File Unit
- d. CONFERENCE WITH LABOR NEGOTIATORS – Government Code Section 54957.6  
Agency Designated Representative: Glenn Berkheimer  
Employee Organization: Teamsters Local 315 – Supervisors Unit
- e. CONFERENCE WITH LABOR NEGOTIATORS – Government Code Section 54957.6  
Agency Designated Representative: Glenn Berkheimer  
Employee Organization: Association of Management Professionals of Napa Sanitation District
- f. 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 Case No. 19CV000682

- g. Public Employee Performance Evaluation  
Title: General Manager

14. **RECONVENE TO OPEN SESSION: (5:37 P.M.)**

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

Legal Counsel Bakker reported there was no reportable action taken in closed session.

16. **ADJOURNMENT (5:37 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on April 1, 2020 at 4:00 P.M. 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