



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT, NAPA COUNTY, CALIFORNIA, HELD AND CONVENED AT THE SOSCOL RECYCLED WATER FACILITY ADMINISTRATION OFFICE, WEDNESDAY, OCTOBER 21, 2015 CALLED TO ORDER AT 4:00 PM.

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; KEITH CALDWELL, Vice-Chair; CHUCK GRAVETT, PETE MOTT and CHUCK SHINNAMON, Directors. ALSO PRESENT: TIMOTHY HEALY, General Manager and JOHN BAKKER, Legal Counsel.

ABSENT: None.

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

4. **SAFETY MOMENT:** Strains and Over-exertion

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:**

- a. **Introduction of new employee Stephanie Turnipseed, Pollution Prevention & Outreach Specialist**

7. **CONSENT CALENDAR:**

- a. **MR 15-091:
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON SEPTEMBER 16, 2015.**
- b. **Receive County of Napa Voucher Register Dated 09/01/15 through 10/05/15.**
- c. **RES 15-028:
ADOPT RESOLUTION ACCEPTING COMPLETION AND DIRECTING GENERAL MANAGER/DISTRICT ENGINEER TO FILE THE NOTICE OF COMPLETION AT THE OFFICE OF THE RECORDER, NAPA COUNTY, CALIFORNIA FOR THE NORTH NAPA CIPP LINING PROJECT (CIP 14702).**

- d. **MR. 15-092:**
AUTHORIZE GENERAL MANAGER TO SIGN TWO LEASE AGREEMENTS FOR TWO NAPA RIVER OUTFALLS WITH CALIFORNIA STATE LANDS COMMISSION.

- e. **MR. 15-093:**
ACCEPT THE RECYCLED WATER PIPELINE EXTENSION AT ABANDONED AVIATION WAY (GREENWOOD COMMERCE CENTER), BY MCMORGAN NORTHERN CALIFORNIA VALUE ADD/DEVELOPMENT FUND 1, LP, FOR MAINTENANCE AND OPERATION; AND AUTHORIZE RELEASE OF SECURITIES IN THE AMOUNT OF \$220,444.40, UPON RECEIPT OF A MAINTENANCE BOND IN THE AMOUNT OF 22,044.44.

- f. **MR. 15-094:**
AUTHORIZE OUT-OF-STATE TRAVEL TO ATLANTA, GEORGIA FOR LABORATORY SUPERVISOR MARK KOEKEMOER FOR THE PURPOSE OF ATTENDING THE PITTSBURGH CONFERENCE ON ANALYTICAL CHEMISTRY AND APPLIED SPECTROSCOPY (PITTCO) FROM MARCH 5-9, 2016.

- g. **MR. 15-095:**
CONCUR WITH CEQA DETERMINATION IN CITY OF NAPA RESOLUTION R2006 194 PREPARED AND ADOPTED BY THE CITY OF NAPA, LEAD AGENCY UNDER CEQA FOR THE DEVELOPMENT PROJECT; SET BOND AMOUNT AT \$29,500; AND AUTHORIZE CHAIR TO SIGN THE IMPROVEMENT AGREEMENT FOR THE JUANITA STREET SUBDIVISION.

- h. **Receive status report on the Influent Pump Station (IPS) Expansion Project (CIP 13724) for the month of September 2015**

- i. **Receive status report on the Los Carneros Water District Recycled Water Project (CIP 15718) for the month of September 2015.**

- j. **Receive status report on the MST Recycled Water Project (CIP 14726) for the month of September 2015.**

- k. **Receive General Manager's report for August 2015.**

Motion by GRAVETT, seconded by SHINNAMON, by the following vote:

AYES:	GRAVETT, MOTT, SHINNAMON, TECHEL, CALDWELL
NOES:	NONE
ABSENT:	NONE
ABSTAIN:	NONE

8. **REGULAR CALENDAR:**

- a. **MR. 15-096:**
GRANT REQUEST FOR RELIEF ON APPLICATION FOR CAPACITY CHARGES AT 3217 BROWNS VALLEY ROAD (APN 050-400-004) AUTHORIZING A FIVE (5) YEAR INTEREST-FREE PAYMENT PLAN FOR CAPACITY CHARGES SUBJECT TO CONFIRMATION OF SPECIAL CIRCUMSTANCES, AND AUTHORIZE GENERAL MANAGER TO EXECUTE OUTSIDE SERVICE AGREEMENT WHEN APPROPRIATE.

Robin Gamble, Junior Engineer, presented information to the Board regarding a request for relief on application for the capacity charge associated with connection at 3217 Browns Valley Road, going over District code on relief on application, explaining the property owner’s hardships and special circumstances, and offering payment plan options. The property owners requested that the District waive, reduce or allow for an interest free payment plan on the capacity charge. The Board held a brief discussion and made a recommendation on an interest-free payment plan pending the District’s verification of the property owner’s hardships and special circumstances.

Motion by GRAVETT, seconded by CALDWELL, by the following vote:

AYES: GRAVETT, SHINNAMON, TECHEL, CALDWELL, MOTT
 NOES: NONE
 ABSENT: NONE
 ABSTAIN: NONE

- b. **Receive presentation on sewer service rate study policy alternatives, and provide direction to staff.**

Jeff Tucker, DAF/CFO, introduced Greg Clumpner from NBS, who presented to the Board a preliminary Revenue Needs analysis, reviewing and comparing financial alternatives and possible impacts considering both the District’s and the rate payer’s perspectives, to determine how much revenue the District will need to collect each year from rates to meet projected O&M and capital expenses for the next five years.

The Board had questions and concerns on the different alternatives and basis for the alternatives. The Board asked staff to elaborate on the basis for the annual and cumulative rate increases and percentages for future review and discussion.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy reported that Stanly Ranch was the first customer to complete their conversion to the Los Carneros recycled water pipeline and that Giovannoni will be next to convert.
- b. The District would like to have a ribbon cutting ceremony and press release for the new influent pump station (IPS) as part of the Board meeting on November

18th and asked for feedback from the Board on the Board meeting start time – 3:30 PM or 4:00 PM.

10. **LEGAL COUNSEL REPORT:**

a. None.

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

a. None.

12. **UPCOMING MEETINGS:**

- a. NBWRA Board meeting – October 26, 2015
- b. Regular Board meeting – November 4, 2015
- c. North Bay Watershed Association Board meeting – November 6, 2015
- d. Regular Board meeting – November 18, 2015 (start time 3:30 PM or 4:00 PM)
- e. Regular Board meeting – December 2, 2015

13. **ADJOURNMENT: (5:26 p.m.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, November 4, 2015 at 4:00 p.m. for a Regular Meeting at the Napa Sanitation District Administration Building, 1515 Soscol Ferry Road, Napa, California.

CHAIR

ATTEST:

Clerk of the Board