



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, NOVEMBER 4, 2015 CALLED TO ORDER AT 4:03 PM.

1. **OPEN SESSION:**

2. **ROLL CALL:**

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

ABSENT: PETE MOTT, Director.

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

4. **SAFETY MOMENT:** Don't Ignore Warning Signs

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:**

a. None.

7. **CONSENT CALENDAR:**

a. **MR 15-097:**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON OCTOBER 21, 2015.

b. **Receive County of Napa Voucher Register Dated 10/06/15 through 10/19/15.**

c. **MRS 15-098:**
CANCEL THE REGULAR MEETING ON JANUARY 6, 2016 AND JANUARY 20, 2016 AND SCHEDULE ONE MEETING FOR THE MONTH ON JANUARY 13, 2016.

d. **RES. 15-029:**
ADOPT RESOLUTION GRANTING RELIEF ON APPLICATION AT 3217 BROWNS VALLEY ROAD (APN 050-400-004) DUE TO SPECIAL

CIRCUMSTANCES AND AUTHORIZE GENERAL MANAGER TO EXECUTE THE OUTSIDE SERVICE AGREEMENT ONCE SIGNED BY THE APPLICANT.

- e. **MR. 15-030:**
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 UPPER LATERAL REHABILITATION – BASIN L PROJECT (CIP 15701).
- f. **MR. 15-099:**
AUTHORIZE GENERAL MANAGER TO SIGN AN EASEMENT AGREEMENT FOR THE HDD NAPA RIVER CROSSING WITH CALIFORNIA STATE WILDLIFE CONSERVATION BOARD.
- g. **RES. 15-031:**
ADOPT RESOLUTION ESTABLISHING TERMS AND CONDITIONS AND ORDERING ANNEXATION OF TERRITORY – 2101 BIG RANCH ROAD AND 2129 BIG RANCH ROAD (APN’S 038-170-001 AND 038-170-002) – BIG RANCH ROAD NO. 6 – DISTRICT ANNEXATION 000020.
- h. **RES. 15-032:**
ADOPT RESOLUTION GRANTING RELIEF ON APPLICATION FOR MODIFICATION OF SECTION 5.02.030C AND 5.01.060 OF THE NAPA SANITATION DISTRICT CODE AS APPLIED TO, AND AUTHORIZING THE PLANT MANAGER TO EXECUTE AN INDUSTRIAL USER PERMIT FOR, BUCCELLA OPERATED BY KIMBERTON WINES, LLC AT 860 KAISER ROAD IN THE CITY OF NAPA.
- i. **Receive General Manager’s report for September 2015.**

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

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

8. **REGULAR CALENDAR:**

- a. **MR. 15-100:**
APPROVE POLICY OPTION FOR SCHOLARSHIP SUPPORT TO NAPA ENGINEERS SOCIETY – RAY SHOUR / ADRIANNE INSOGNA MEMORIAL SCHOLARSHIP IN THE AMOUNT NOT TO EXCEED \$5,000 PER YEAR.

Jeff Tucker, Director of Administrative Services/CFO, introduced the item for discussion. The Board’s Strategic Plan under Employee Development includes a

key objective to participate in programs to develop qualified and trained staff. One way to achieve this goal would be to participate in various scholarship programs. Tucker presented policy questions on scholarships to the Board. Discussion was held by Board members and staff on whether to offer scholarships and the different scholarship options. Board members concurred that there was a benefit to the District, and to offer a scholarship in the amount of \$5,000 per year. The Board directed staff to work with the Napa Engineers Society on a contribution to their Ray Shour – Adriane Insogna Memorial Scholarship fund.

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

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

b. Receive presentation from staff regarding the status of the Solar Project and the Stationary Battery Storage Project.

Robin Gamble-Holley presented an update on the Solar Project and Stationary Battery Storage Project. She reported that the Power Purchase Agreement with SunPower was executed in May of this year continues to show a net present value of savings over a 25-year period horizon is \$2.1 million. The project timing has been delayed due to siting of the PV panels in a new location to avoid wetland impacts. The CEQA documents are being prepared and should be before the Board on December 2, 2015. Start of construction is estimated in early 2016.

In March, 2015 the District executed an Agreement with Tesla to share cost savings from installation of a stationary battery storage system. Estimated annual cost savings for the District is approximately \$55,000. Staff has executed the Notice of Exemption for the project which is currently under construction with an estimated completion date in early 2016.

**c. RES. 15-033:
 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 PHASE 1 RECYCLED WATER
 EXPANSION PROJECT (CIP 13714).**

Andrew Damron, Senior Civil Engineer, gave a presentation on completion of the Phase I Recycled Water Expansion Project. He discussed the goals of the project: 1) to expand recycled water production from 1,800 AF to 3,700 AF per year; 2) completion of the DAF construction during non-discharge period in 2014; and 3) to be able to produce recycled water during the river discharge period. All of these goals were met. He reported that the initial bid amount in May of 2013 was \$11,996,116. The total change order cost for the project was \$619,602, which equates to 5.2% for change orders.

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

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

d. **Receive presentation from staff and discuss the Capital Improvement Program.**

Andrew Damron, Senior Civil Engineer, gave a presentation on the District's Capital Improvement Program for the next five years. He reviewed the various vehicles, equipment and projects in the plan over the next five years and the costs associated with these capital expenditures. The presentation gave the Board a better idea of the financial needs for the District's capital program. This report will assist in the ongoing rate study.

e. **Consider Attendance at CASA Conference to be held in Palm Springs, CA January 19-22, 2016.**

The Board members attending the upcoming CASA Conference in January will be Vice-Chair Caldwell and Director Gravett. Director Mott will be contacted by the Board Clerk to inquire if he will be attending.

f. **Discuss start time of 4:00 p.m. for Board meeting to hold ribbon cutting ceremony on November 18, 2015.**

The Board held discussion on when to start the Ribbon Cutting Ceremony for the new Influent Pump Station on the November 18, 2015 meeting. The Board concurred to begin the meeting at the regular time of 4:00 p.m.

9. **GENERAL MANAGER REPORT:**

- a. None.

10. **LEGAL COUNSEL REPORT:**

- a. None.

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

- a. NBWRA State Legislative Tour (10/08/15) – Vice-Chair Caldwell attended.
b. NBWRA Board meeting (10/26/15) – Chair Techel attended. Discussion was held regarding holding Board and TAC meetings together for next few months.

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association Board meeting – November 6, 2015
b. Regular Board meeting – November 18, 2015
c. Regular Board meeting – December 2, 2015

- d. North Bay Watershed Association meeting – December 4, 2015
- e. NBWRA Board meeting – December 14, 2015
- f. Regular Board meeting – December 16, 2015

13. **ADJOURN TO CLOSED SESSION: 5:02 p.m.**

- a. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Property: Portions of APN 057-020-056-000, 057-020-057-000 and 057-202-057
(Jameson Canyon Ranch)
Agency Negotiator: Timothy Healy
Negotiating parties: Napa United Soccer Club
Under Negotiation: Price and terms of payment

14. **RECONVENE TO OPEN SESSION: 5:30 p.m.**

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

Legal counsel reported that the Board took no reportable action in Closed Session.

16. **ADJOURNMENT: 5:30 p.m.**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, November 18, 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