



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, DECEMBER 2, 2015 CALLED TO ORDER AT 4:02 PM.

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair (left meeting at 5:00 p.m.); CHUCK GRAVETT, (PETE MOTT (absent at roll-call, present at 4:05 p.m.) and CHUCK SHINNAMON, Directors. ALSO PRESENT: TIMOTHY HEALY, General Manager and JOHN BAKKER, Legal Counsel.

ABSENT: KEITH CALDWELL, Vice-Chair.

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

4. **SAFETY MOMENT:** Safe Toys and Gifts

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:**

- a. Presentation on California Water Environment Association (CWEA) Redwood Empire Section awards received by Napa Sanitation District.

Napa Sanitation District submitted applications to the CWEA Redwood Empire Section regional level annual awards and won in the following categories: Collection System Person of the Year, Seth Rossi; Supervisor of the Year, Nick Becker; and Treatment Plant of the Year. Winners are automatically entered for consideration and a chance to win at the state level.

7. **CONSENT CALENDAR:**

Items 7C and 7D were pulled for discussion of minor changes.

- a. **MR 15-105:**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON NOVEMBER 18, 2015.

b. **Receive County of Napa Voucher Register Dated 11/03/15 through 11/16/15.**

e. **MR. 15-106:
CONCUR WITH THE RECOMMENDED MITIGATIONS AND CEQA DETERMINATION THAT BY IMPLEMENTING SPECIFIC MITIGATION MEASURES THE PROJECT'S IMPACTS WOULD BE REDUCED TO A LESS-THAN-SIGNIFICANT LEVEL PER SECTION 15064 (F) OF THE CEQA GUIDELINES FOR THE NAPA SANITATION DISTRICT SOLAR PROJECT.**

f. **Receive General Manager's Report for October 2015.**

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

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

c. **MR. 15-107:
ACCEPT THE COMPREHENSIVE ANNUAL FINANCIAL REPORT AND ASSOCIATED AUDIT REPORT AS AMENDED ON PAGE 100 FOR FISCAL YEAR 2014-15.**

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

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

Discrepancies were found on page 100 of the board packet regarding percentage changes for Sewer Service Revenue over the past ten fiscal years. Calculation errors were made on fiscal year end 2014, where the percentage increase should have been 3.9% instead of 7.3%, and 2015, where the percentage increase should have been 2.8% instead of 6.8%. Corrections have been made and the District has updated the page in the report. The District has also discussed these changes with the auditors who verified that the changes do not impact the audit.

d. **MR 15-108:
ACCEPT CAPACITY CHARGES FINANCIAL REPORT AS AMENDED FOR FY 2014-15.**

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

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

A discrepancy was found on page 130 of the board packet regarding revenue under Activity for Current Reporting Period for FY 2014-15. A line was added and a value misprinted. The USBR – WaterSMART Grant is listed as \$3,341,096.97. The correct amount is \$1,772,768.76. The report for capacity charges will be corrected before submitting.

8. **REGULAR CALENDAR:**

a. **MR 15-109:
APPROVE STAFF’S RECOMMENDATIONS ON NBWRA PROPOSED PHASE 2 PROJECTS, IN ADVANCE OF THE NBWRA BOARD MEETING ON DECEMBER 14, 2015.**

The North Bay Water Reuse Authority (NBWRA) is finalizing the list of projects for inclusion in the Phase 2 program. The NBWRA has an existing authorization for Title XVI-funded projects in an amount of \$20 million in federal support, which equates to \$80 million in project costs. If the final "Title XVI Project Level EIR/EIS" list is greater than \$80 million for all agencies, then NBWRA will need to make a determination about which projects would be included on the list, and which excluded.

General Manager Healy presented information to the Board to help determine which projects should be completed in the NBWRA study at a "Programmatic Level" and which should be studied in more detail at the "Project Level EIR/EIS", and to help the Board provide recommendations on which "Project Level" projects should be considered for Title XVI federal funding, and which should be considered only for other funding sources, such as state grants and any other federally funded programs. Staff has worked with the NBWRA to develop feasibility level costs for the initial list of projects proposed by the District. Healy explained the process going over the details of the initial project list’s descriptions, locations, costs and estimated impacts. Healy also presented the revised project list with a shortened list of proposed projects and reduced project costs.

Projects not on the Title XVI funding list would still be eligible for other federal grants and loans, such as the proposed RE-ACT program, and state loans and grants.

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

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

b. **MR 15-110:
APPROVE THE PROJECT, CONCUR WITH STAFF’S DETERMINATION THAT THE PROJECT IS CATEGORICALLY EXEMPT, AND AUTHORIZE THE GENERAL MANAGER TO ISSUE**

NOTICE INVITING BIDS FOR THE BASIN “L” PIPELINE REHABILITATION PROJECT #5 (CIP 16701).

Associate Engineer Matt Lemmon presented information to the Board on the Inflow and Infiltration (I&I) Reduction Program project, giving an overview on the project and project location, selected in part to stay ahead of the City of Napa’s paving schedule. Lemmon described specific problem areas and explained the District’s plan and anticipated schedule for the project. Lemmon also addressed the Board’s concerns on public notification in the affected areas, and answered questions regarding certain aspects of the project.

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

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

9. GENERAL MANAGER REPORT:

a. None.

10. LEGAL COUNSEL REPORT:

a. None.

11. BOARD OF DIRECTORS REPORTS/GENERAL DISCUSSION:

b. None.

12. UPCOMING MEETINGS:

- a. North Bay Watershed Association meeting – December 4, 2015
- b. NBWRA Board meeting – December 14, 2015
- c. Regular Board meeting – December 16, 2015
- d. North Bay Watershed Association meeting – January 8, 2016
- e. Regular Board meeting – January 13, 2016
- f. NBWRA Board meeting – January 25, 2016

13. ADJOURN TO CLOSED SESSION: 5:15 p.m.

- a. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One (1) Case
Facts and circumstances: Claim from Jorge Burbano and Jeri Meltzer, dated October 23, 2015

14. RECONVENE TO OPEN SESSION: 5:25 p.m.

15. REPORT FROM LEGAL COUNSEL ON CLOSED SESSION:

No reportable action.

16. **ADJOURNMENT: 5:25 p.m.**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, December 16, 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