



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 16, 2015 CALLED TO ORDER AT 4:03 PM.

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; KEITH CALDWELL, Vice-Chair (absent at roll call, present at 4:25 p.m.); 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:** The Closed Session was moved to the beginning of the meeting before the Special Presentations item.

4. **SAFETY MOMENT:** Portable Space Heater Safety

5. **PUBLIC COMMENT:** None.

6. **ADJOURN TO CLOSED SESSION: 4:06 p.m.**

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: APN# 057-010-036 and part of APN #057-010-037 (Somky Ranch)
Agency Negotiator: Tim Healy, General Manager
Negotiating Parties: Capbridge
Under Negotiation: Price and terms of payment

7. **RECONVENE TO OPEN SESSION: 4:25 p.m.**

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

Legal counsel Bakker reported that the Board took no reportable action in closed session.

9. **SPECIAL PRESENTATIONS:**

- a. Ribbon Cutting Ceremony for Influent Pump Station.

Board members and staff relocated to the new Influent Pump Station location for the ribbon cutting ceremony. James Keller, Jr., Plant Manager, spoke regarding the new Influent Pump Station and project details. Chair Techel and Board members performed the ribbon cutting and photographs of Board members and staff were taken. Board members and staff returned to the Board room to continue to Board meeting.

10. **CONSENT CALENDAR:**

Item 7C was pulled by Director Gravett for discussion.

- a. **MR 15-111:**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON DECEMBER 2, 2015.
- b. **Receive County of Napa Voucher Register Dated 11/17/15 through 11/30/15.**
- d. **MR 15-112:**
APPROVE THE SIPHON VAULT HATCH REPLACEMENT PROJECT (CIP 16718) AND CONCUR WITH STAFF'S DETERMINATION THAT THE PROJECT IS CATEGORICALLY EXEMPT.
- e. **MR. 15-113:**
AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE TASK ORDER 1 WITH HAZEN AND SAWYER TO PROVIDE DESIGN ENGINEERING SERVICES FOR THE AERATION BASIN DIFFUSER, INSTRUMENTATION AND CONTROLS PROJECT (CIP 15713) IN THE AMOUNT OF \$163,567.
- f. **RES. 15-035:**
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 ACP LINING PROJECT #1 (CIP 15721).
- g. **RES. 15-036:**
ADOPT RESOLUTION ESTABLISHING TERMS AND CONDITIONS AND ORDERING ANNEXATION OF TERRITORY – 3217 BROWNS VALLEY ROAD (APN 050-400-004) – BROWNS VALLEY ROAD NO. 12 – DISTRICT ANNEXATION 000019.
- h. **Receive status report on the Los Carneros Water District Recycled Water Project (CIP 15718) for the month of November 2015.**
- i. **Receive status report on the MST Recycled Water Project (CIP 14726) for the month of November 2015.**

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

AYES: CALDWELL, GRAVETT, MOTT, SHINNAMON, TECHEL

NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

- c. **RES. 15-034:**
**ADOPT RESOLUTION OF THE BOARD OF DIRECTORS
COMMENDING CHARLES SHINNAMON IN RECOGNITION OF
EIGHT YEARS OF SERVICE AND DEDICATION TO THE NAPA
SANITATION DISTRICT.**

Director Gravett and Board members thanked Director Shinnamon for his years of service on the Board and commented that his expertise in the field of engineering and construction was a huge benefit to them.

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

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

11. **REGULAR CALENDAR:**

- a. **Receive and discuss the draft rates for Sewer Service Charges from rate consultant, and provide direction to staff.**

Jeff Tucker, Director of Administrative Services, and Greg Clumpner of NBS gave a presentation to the Board on the draft rates for sewer service charges. Mr. Clumpner reviewed the recommendations for residential, commercial and industrial rates, which are a result of the Boards direction at the November 18th meeting. The Board and staff held discussions.

Mr. Tucker provided the next steps in the process, beginning with public outreach of draft rate recommendations, the draft study report, and a draft Prop. 218 Notice. The Board will review the draft Prop. 218 Notice at the January 13, 2016 meeting. The Prop. 218 Notice will be mailed out after the Board's approval on January 13, 2016. The Prop. 218 rate hearing will be held on March 16, 2016.

- b. **RES 15-037:**
**ADOPT RESOLUTION ACCEPTING COMPLETION AND DIRECTING
GENERAL MANAGER/DISTRICT ENGINEER TO FILE NOTICE OF
COMPLETION FOR THE BASIN "L" PIPELINE REHABILITATION
PROJECT #4 (CIP 14701).**

Andrew Damron, Sr. Civil Engineer, presented a review of the Basin "L" #4 project. He reviewed the location of the project, the project goals and costs. The engineer's estimate for the project was \$5,200,000 with the low bid coming in at \$4,193,980. Staff received five bids on the project. The total construction cost for the project was \$3,853,690.39 after change orders.

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

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

c. **Presentation of Resolution Honoring Director Charles Shinnamon's Eight Years of Service to the Napa Sanitation District Board as the Napa County Board of Supervisor's Public Appointee.**

Chair Techel and Board Members read the resolution honoring Director Charles Shinnamon. Board members commended Director Shinnamon for his service to the District and his expertise in the field of engineering and construction. Director Shinnamon indicated how pleased he is to have served on the District's Board of Directors. He thanked staff and the Board for the great job they are doing in their service to the general public.

12. **GENERAL MANAGER REPORT:**

- a. General Manager Healy reported that the new Board appointee from Napa County Board of Supervisors is David Graves. Mr. Graves will commence his term at the January 13, 2016 meeting.
- b. Healy reported that the annual District Awards Banquet will be held at the Napa Elks Lodge on Friday, February 5, 2016 at 6:00 p.m.

13. **LEGAL COUNSEL REPORT:**

- a. Legal Counsel Bakker reported that he will be serving as Vice-Chair of the CASA Attorneys Committee for the next two years.

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

- a. North Bay Watershed Association meeting – 12/04/15: Vice-Chair Caldwell reported that they have a new Executive Director, Judy Kelly. He reported that the City of American Canyon is considering joining the organization. He also reported that the North Bay Watershed Conference will be held in Napa at the Embassy Suites on April 22, 2016.
- b. NBWRA Board meeting – 12/21/15: Chair Techel reported on this meeting.

15. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association meeting – January 8, 2016
- b. Regular Board meeting – January 13, 2016
- c. NBWRA Board meeting – January 25, 2016
- d. Regular Board meeting – February 3, 2016

16. **ADJOURNMENT: Chair Techel adjourned meeting in honor of retiring Director Charles Shinnamon at 5:36 pm.**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, January 13, 2016 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