



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, APRIL 5, 2017 CALLED TO ORDER AT 4:07 PM.

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice-Chair; MARY LUROS, PETE MOTT and DAVID GRAVES, Directors. ALSO PRESENT: TIMOTHY HEALY, General Manager; and SABRINA WOLFSON, Legal Counsel attending for John Bakker.

ABSENT: None.

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

4. **SAFETY MOMENT:** Safe Driving.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 17-031:**  
**APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON MARCH 15, 2017 AND SPECIAL MEETING ON MARCH 29, 2017.**
- b. **Receive County of Napa Voucher Register Dated 2/28/17 through 3/20/17.**
- c. **MR 17-032:**  
**APPROVE THE CHANGES TO THE ADMINISTRATIVE SERVICES RECORDS RETENTION POLICIES.**
- d. **MR 17-033:**  
**AUTHORIZE OUT-OF-STATE TRAVEL FOR SENIOR ACCOUNTANT, CYNDI BOLDEN, FOR THE PURPOSE OF ATTENDING THE GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) CONFERENCE IN DENVER, COLORADO FROM MAY 21<sup>ST</sup> THROUGH MAY 24, 2017.**

- e. **MR 17-034:**  
**APPROVE AMENDMENT TO REIMBURSEMENT AGREEMENT WITH NAPA COUNTY FOR MST PIPELINE EXTENSION PROJECT.**
- f. **Receive General Manager's Report for February, 2017.**

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

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

8. **REGULAR CALENDAR:**

- a. **MR 17-035:**  
**AWARD CONSTRUCTION CONTRACT FOR THE MST RECYCLED WATER EXPANSION PROJECT (CIP 16722) TO TERRACON CONSTRUCTORS, INC. FOR THE BID AMOUNT OF \$2,285,815 AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT WITH THE CONTRACTOR AND ISSUE NOTICE TO PROCEED, WHEN APPROPRIATE.**

Kyle Broughton, Senior Civil Engineer, gave a presentation on Award of Construction Contract and Consultant Task Orders for the MST Recycled Water Pipeline Expansion Project. He reviewed the background and elements of the project. He commented on the challenges the project faces and reviewed the anticipated project costs. Funding for the project is covered partially by a WaterSMART Grant, with zero cost to NapaSan ratepayers. All NapaSan costs will be reimbursed by Napa County.

Broughton reported the project construction period will be May through September, 2017. The project team will be Terracon Constructors for construction of project, Carollo Engineers for engineering design, Consolidated CM for contraction management and inspections, ESA Environmental for environmental services, County of Napa and NapaSan staff and property owners.

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

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

- b. **MR 17-036:**  
**AUTHORIZE THE PURCHASING AGENT TO EXECUTE A TASK ORDER WITH CONSOLIDATED CM TO PROVIDE CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE MST RECYCLED WATER EXPANSION PROJECT (CIP 16722) IN THE AMOUNT OF \$417,203.**

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

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

- c. **MR 17-037:**  
**AUTHORIZE THE PURCHASING AGENT TO EXECUTE A TASK ORDER WITH CAROLLO ENGINEERS TO PROVIDE ENGINEERING SERVICES DURING CONSTRUCTION FOR THE MST RECYCLED WATER EXPANSION PROJECT (CIP 16722) IN THE AMOUNT OF \$136,404.**

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

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

- d. **MR 17-038:**  
**AWARD CONSTRUCTION CONTRACT FOR THE SOSCOL/SOUSA TRUNK REHABILITATION PROJECT (CIP 17705) TO INSITUFORM TECHNOLOGIES, LLC. FOR THE BID AMOUNT OF \$1,088,330, AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT WITH THE CONTRACTOR AND ISSUE NOTICE TO PROCEED, WHEN APPROPRIATE.**

Kyle Broughton, Senior Civil Engineer, gave a presentation on Award of Construction Contract and Consultant Task Order for the Soscol/Sousa Trunk Rehabilitation project. He reviewed the background and details of the project, including the project challenges and constraints. Broughton went over the coordination efforts that have occurred with the City, Napa Valley Transportation Authority, Napa County Bicycle Coalition, as well as various outreach that has occurred and is planned. He reviewed the results of the coordination efforts, including City requirements for traffic lane closures and work hours. He presented a bid analysis and reviewed the project schedule. He reported that Brown and Caldwell will be the contractor for construction management and inspections.

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

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

- e. **MR 17-039:**  
**AUTHORIZE THE PURCHASING AGENT TO EXECUTE A TASK ORDER WITH BROWN AND CALDWELL TO PROVIDE**

**CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE SOSCOL/SOUSA TRUNK REHABILITATION PROJECT (CIP 17705) IN THE AMOUNT OF \$97,244.**

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

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

f. **Receive presentation from staff on future Collection System rehabilitation projects and provide direction.**

Andrew Damron, Technical Services Director, gave a presentation on the future project priorities for the Collection System. The presentation included NapaSan planned projects, past projects, projects planned for 2017, a report on Winter 2016/2017 storm impacts, future project budgets, and future project areas. Damron reported that, with some budget redistributions, the forecasted percentage of Collection System rehabilitation for years 2017 through 2021 is higher than originally projected during the rate setting process.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy announced that Chris Francis was appointed Interim Regulatory Compliance Manager due to the resignation of Mark Koekemoer.
- b. Healy announced that two public information meetings have been scheduled in regards to the Browns Valley Road Sewer Interceptor Project – the first on May 30<sup>th</sup> at 6:00 p.m. at Napa Valley Language Academy and another on June 1<sup>st</sup> at 6:00 p.m. at Shearer Elementary School. These meetings will focus on impacts to residents. Separate meetings will be scheduled and held for business owners.

10. **LEGAL COUNSEL REPORT:**

- a. None.

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

- a. North Bay Watershed Association (3/03/17) – Vice-Chair Gregory reported he attended the meeting. Topic of discussion was restoring the marshlands in Marin County.
- b. Personnel Committee meeting (3/09/17) – Chair Techel and Vice-Chair Gregory attended the meeting to discuss General Manager’s evaluation process.
- c. NBWRA Board meeting (3/27/17) – Chair Techel reported she attended the meeting and was elected Vice-Chair of the Board.
- d. Lands Committee meeting (4/3/17) – Director Graves reported that he and Director Lueros attended the meeting. Discussion was held in regards to NapaSan owned real estate.

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association meeting – April 7, 2017
- b. Finance Committee meeting – April 7, 2017
- c. Regular Board meeting – April 19, 2017
- d. Long Term Planning Committee meeting – April 21, 2017
- e. Regular Board meeting – May 3, 2017

13. **ADJOURN TO CLOSED SESSION: (5:29 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: Correspondence from Michael Durkee to District Counsel, dated March 16, 2016
- b. Public Employee Performance Evaluation  
Title: General Manager

14. **RECONVENE TO OPEN SESSION: (6:30 P.M.)**

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

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

16. **ADJOURNMENT: (6:30 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, April 19, 2017 at 4:00 p.m. for a Regular Meeting to be held 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