



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, SEPTEMBER 5, 2018 CALLED TO ORDER AT 4:10 PM.

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: RYAN GREGORY, Vice-Chair; and PETER MOTT, MARY LUROS and DAVID GRAVES, Directors. ALSO PRESENT: TIMOTHY HEALY, General Manager; and JOHN BAKKER, Legal Counsel.

ABSENT: JILL TECHEL, Chair.

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

4. **SAFETY MOMENT:** Director Graves read safety topic: FEMA National Preparedness.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 18-068:**  
**APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON AUGUST 1, 2018.**
- b. **Receive County of Napa Voucher Register Dated 7/17/18 through 8/20/18.**
- c. **RES 18-019:**  
**ADOPT RESOLUTION OF THE NAPA SANITATION DISTRICT ADOPTING A BUDGET AMENDMENT REPRESENTING OPERATING AND CAPITAL APPROPRIATION CARRY FORWARDS FROM FY 2017/18 TO FY 2018/19 AND ADDITIONAL APPROPRIATION TO THE FY 2018/19 CAPITAL BUDGET.**
- d. **MR 18-069:**  
**CANCEL THE REGULAR MEETING ON OCTOBER 3, 2018 DUE TO LACK OF BUSINESS.**

- e. **MR 18-070:**  
**ACCEPT THE EMPLOYEE AND BOARD OF DIRECTORS REIMBURSEMENT REPORT FOR FY 2017/18.**
- f. **MR 18-071:**  
**ACCEPT REPORT ON SEWER SERVICE CHARGE METHODOLOGY AND CAPACITY CHARGES FROM CAROLLO ENGINEERS.**
- g. **RES 18-020:**  
**ADOPT RESOLUTION OF THE NAPA SANITATION DISTRICT ADOPTING A BUDGET AMENDMENT REPRESENTING FY 2017/2018 ADJUSTMENTS FOR DEPRECIATION EXPENSE.**
- h. **MR 18-072:**  
**ACCEPT THE BLACK WALNUT CIRCLE SANITARY SEWER IMPROVEMENTS FOR MAINTENANCE AND OPERATION AND RELEASE PERFORMANCE BOND IN THE AMOUNT OF \$111,500 FOLLOWING RECEIPT OF MAINTENANCE BOND IN THE AMOUNT OF \$11,150.**
- i. **MR 18-073:**  
**ACCEPT THE RUE CARRIE SUBDIVISION SANITARY SEWER IMPROVEMENTS FOR MAINTENANCE AND OPERATION AND RELEASE PERFORMANCE BOND IN THE AMOUNT OF \$37,380 FOLLOWING RECEIPT OF MAINTENANCE BOND IN THE AMOUNT OF \$3,738.**
- j. **Receive and file the Quarterly Report and Priority Status for April, May, June 2018.**
- k. **Receive General Manager’s Report for July 2018.**

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

AYES: GRAVES, GREGORY, LUROS, MOTT  
NOES: NONE  
ABSENT: TECHEL  
ABSTAIN: GREGORY (Items 7H and 7I only)

**8. REGULAR CALENDAR:**

- a. **MR 18-074:**  
**INTRODUCE ORDINANCE 108, AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT AMENDING DISTRICT CODE SECTION 1.02.010 TITLED “DEFINITIONS”, SECTION 5.01.030 TITLED “WATER METERED COMMERCIAL, PUBLIC UTILITIES AND PUBLIC AGENCY FACILITIES” AND SECTION 5.02.030 TITLED “CAPACITY CHARGE CALCULATION” TO ADD AND MODIFY COMMERCIAL CATEGORIES.**

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

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

Stephanie Turnipseed, Pollution Prevention and Outreach Coordinator, gave a presentation on the proposed Ordinance to add to and modify the District Code relating to Commercial Categories. She explained that recently established wine and beer tasting facilities did not fall into business categories currently defined in NapaSan's Code. Approximately a dozen new beer and wine tasting facilities in our service area fall into three categories of 1) traditional tasting bars serving snacks (crackers, pretzels, breadsticks), 2) minor food preparation (serving of pre-prepared and pre-packaged food), and 3) full scale restaurant. There is currently no category in the Code for the minor food preparation facilities.

Turnipseed reported that staff have done investigation by meeting with facility owners and managers, reviewed menus and food prep practices, and concluded that a new business category is needed to ensure that sewer service charge and capacity charge factors are proportional to impact on the sewer system. She reviewed the proposed new and revised language to the Code, as well as NapaSan's standard specifications. She reported that facilities in the new category will be evaluated on a case-by-case basis regarding grease catchment devices and that the facilities will be inspected and menus will be reviewed occasionally by staff to make sure the food prep process has not changed for the individual establishments.

Board and staff held discussion. A public hearing and second reading of the Ordinance will be held on Wednesday, September 19, 2018.

- b. **RES 18-021:**  
**ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT APPROVING PROJECTS UNDER IT'S JURISDICTION IDENTIFIED IN PHASE 2 OF THE NORTH BAY WATER REUSE PROGRAM FINAL ENVIRONMENTAL IMPACT REPORT/ENVIRONMENTAL IMPACT STATEMENT, AND MAKE CERTAIN FINDINGS THEREWITH.**

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

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

Andrew Damron, Technical Services Director, presented information on the North Bay Water Reuse Program Phase 2 Final EIR/EIS and the projects within NapaSan's jurisdiction. He reviewed the projects and the funding NapaSan has

received during the NBWRA Phase 1 project. The Phase 2 projects include the Recycled Water Filter Expansion Project and the Recycled Water Reservoir Project. He reviewed the benefits of these two projects.

Damron reviewed the EIR/EIS process, which Sonoma County Water Agency is serving as the CEQA lead agency. Adoption of the resolution by the Board of Directors will approve the NBWRA Phase 2 projects within NapaSan's jurisdiction, make Findings of Fact and a Statement of Overriding Considerations, and adopt the Mitigation Monitoring and Reporting Program.

Board and staff held discussion.

9. **GENERAL MANAGER REPORT:**

- a. Healy reported NapaSan will hold a Safety Lunch on September 24, 2018 to honor NapaSan's lost-time accident free service since April 15, 2015.
- b. Healy reported that payment of \$623,373 has been received for the Somky lease, which puts the lease current with the exception of approximately \$9,100 in interest. Staff will send a request for the payment of the interest.
- c. Healy reported that on Thursday, September 6<sup>th</sup> at 5:30 p.m. the Planning Commission will consider the Cinedome Focus Area Master Plan. The Master Plan does not look much different than it did previously. Healy indicated he had a conversation with their staff and told them that he personally submitted a letter with a number of comments. Planning Director (Rick Tooker) will bring it up to the Planning Commission and indicate NapaSan has requested increased height of the building on West Street and allowing for commercial uses on the West and Pearl Streets. They will discuss adding this to the document before it goes before the City Council.

10. **LEGAL COUNSEL REPORT:** None.

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

- a. CASA Conference (8/8/18 – 8/10/18)) – Director Mott reported he attended the conference and they had a great keynote speaker who spoke regarding river cleanup and DPR. General Manager Healy also reported on the CASA conference and DPR project that Ventura Water is looking at implementing.

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association meeting – September 7, 2018
- b. Regular Board meeting – September 19, 2018
- c. Regular Board meeting on October 3, 2018 is cancelled.
- d. North Bay Watershed Association meeting – October 5, 2018
- e. Regular Board meeting – October 17, 2018

13. **ADJOURNMENT: (4:54 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, September 19, 2018 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