



AGENDA

1515 Soscol Ferry Road, Napa, CA 94558
(707) 258-6000

<u>Chair</u>	<u>Vice-Chair</u>	<u>Director</u>	<u>Director</u>	<u>Director</u>
Jill Techel Mayor City of Napa	Keith Caldwell Supervisor County of Napa	Peter Mott Councilmember City of Napa	Charles Gravett, III Public Appointee City of Napa	David Graves Public Appointee County of Napa

Tim Healy
General Manager

Cheryl Schuh
Board Secretary

John Bakker
Legal Counsel

REGULAR MEETING **Wednesday, September 7, 2016** **1515 SOSCOL FERRY ROAD**

GENERAL INFORMATION

The Board of Directors meets the first and third Wednesdays of the month at 4:00 P.M. at 1515 Soscol Ferry Road, Napa, California. Napa Sanitation District encourages and appreciates interest in their meetings.

The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available from the Secretary of the Board. Requests for disability-related modifications or accommodations, aids or other special arrangements or services may be made by contacting the Board Secretary's office no less than 72 hours prior to the meeting date by calling (707) 258-6000 (253-6088TDD), by writing to Cheryl Schuh at 1515 Soscol Ferry Road, Napa, CA 94558, or by email to *cschuh* at *napasan.com*.

Any writing that is a public record relating to a Board open session agenda item which is distributed less than 72 hours prior to the meeting shall be available for public inspection at the District Offices at 1515 Soscol Ferry Road, Napa, CA.

If a citizen wishes to challenge the nature of actions taken by the Board of Directors in court, they may be limited to raising only those issues they or someone else raised at the public discussion of the item, or in written correspondence delivered to the Napa Sanitation District during or prior to the action being taken by the Board.

In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the Chair or Board.

1. OPEN SESSION - 4:00 PM**2. ROLL CALL****3. REVIEW OF AGENDA****4. SAFETY MOMENT - What to do in an earthquake**

Earthquakes strike suddenly and without warning. Knowing how to react can help ensure your safety. When an earthquake starts, drop, cover and Hold On. Minimize your movements to a few steps to a nearby safe place. If you are indoors, stay there until the shaking has stopped and you're sure exiting is safe. Stay away from glass, windows, outside doors and walls, and anything that could fall. If you are in bed, STAY there and COVER your head and neck with a pillow. At night, hazards and debris are difficult to see and avoid. Research has shown that attempts to move in the dark result in more injuries than remaining in bed. DO NOT get in a doorway as this does not provide protection from falling or flying objects and you likely will not be able to remain standing. Being prepared and knowing what to do go a long way in staying safe. For more information on preparedness visit Ready.Gov..

District is Lost-Time Accident Free Since April 15, 2015.

5. PUBLIC COMMENT PERIOD (three minute per person limitation)

Pursuant to Section 54954.3 of the Brown Act, this is the time allotted for the public to address the Board on any subject relevant to the District that is not on the agenda. The Board can take no action on your subject, but Boardmembers may briefly respond to statements made or questions posed by the public, ask for clarification from staff, refer the matter to staff, or request staff to report back on the matter.

6. SPECIAL PRESENTATIONS**A. 4:00 PM**

Introduction of new employees Vennie Constanzo and Jordan Dunn, Collection System Workers

B. 4:05 PM

Receive presentation of new recycled water video.

7. CONSENT CALENDAR

A. Approval/Correction of Minutes from the Regular Meeting on August 3, 2016.

B. Receive County of Napa Voucher Register Dated 7/19/16 through 8/22/16.

- C. Review the District's Conflict of Interest Code and make staff's recommended revisions to Attachment A and Adopt Resolution Amending the Conflict of Interest Code.
- D. Adopt Resolution approving and adopting the revised pay schedules for FY 2016-17, effective August 13, 2016. These pay schedules include the job classification changes that the Board approved at the August 3, 2016 meeting.
- E. Accept the Employee and Board of Directors Reimbursement Report for FY 2015-16.
- F. Adopt the accompanying budget amendment resolution authorizing staff to post the FY 2015-16 depreciation expense estimated to be about \$8,000,000.
- G. Adopt the accompanying resolution authorizing staff:
 - I To carry forward unspent FY 2015-16 Operating budget appropriations in the amount of \$477,800, according to the attached detailed sheet; and
 - I To carry forward unspent FY 2015-16 Capital budget appropriations in the amount of \$2,103,250, according to the attached detailed sheet.
- H. Approve refund of \$627.25 for FY 2015-16 and \$1,597.39 for FY 2014-15 (total of \$2,224.64) for sewer service charges for Assessor Parcel Number 001-183-005, located at 2261 Adrian Street.
- I. Award construction contract for the Manhole Rehabilitation - Nipak Project (CIP 17703) to H&R Plumbing and Drain Cleaning, Inc. for the bid amount of \$83,680 and; Authorize the General Manager to execute the Agreement with the Contractor and issue the Notice to Proceed, when appropriate.
- J. Award construction contract for the Milliken Creek Inn Sewer Repair Phase 2 - Open Cut (CIP 16723) to Harold Smith & Son, Inc. for the bid amount of \$98,518 and authorize the General Manager to execute the Construction Agreement with the contractor and issue the Notice to Proceed, when appropriate.
- K. Award construction contract for the Stationary Gas Detectors - Phase II Project (CIP 17722) to Telstar Instruments for the bid amount of \$146,960 and authorize the General Manager to execute the Agreement with the Contractor and issue the Notice to Proceed, when appropriate.
- L. Concur with CEQA determination in the Gasser Master Plan R2006-213, adopted by the City of Napa, lead agency under CEQA for the development project; set bond amount at \$175,000; and authorize Chair to execute the Improvement Agreement for the Gasser Drive Extension Sewer Trunk Main Replacement Project.

M. Receive and file the Quarterly Report and Priority Project Status for April, May, June 2016.

N. Receive General Manager's Report for July, 2016.

8. REGULAR CALENDAR

A. Introduce and conduct First Reading of Ordinance amending District Code 5.01 to add Section 5.01.075, authorizing the District to collect delinquent sewer service and other charges on the tax roll and to impose a lien on real property for such delinquent charges.

B. Approve the attached Reimbursement Resolution and Pledge of Revenue Resolution, and authorize the Director of Administrative Services/CFO to apply for a Clean Water State Revolving Fund loan from the State Water Resources Control Board for the Recycled Water Reservoir Lining Project, under the state's Green Project Reserve Program.

C. Receive presentation from staff and provide direction on the use of public funds for reduction of inflow/infiltration from private property within the Homewood/Westwood neighborhood.

D. Receive Presentation by Christian Zavala, Engineering Intern on Summer Internship Projects.

E. Receive presentation from staff on the mitigation of "bubbled toilets".

9. GENERAL MANAGER REPORT

10. LEGAL COUNSEL REPORT

11. BOARD OF DIRECTORS REPORTS/GENERAL DISCUSSION

A. CASA Conference (8/09/16-8/12/16)

12. UPCOMING MEETINGS

- | NBWRA Board meeting - September 19, 2016
- | Regular Board meeting - September 21, 2016
- | North Bay Watershed Association meeting - October 7, 2016
- | Regular Board meeting - October 19, 2016

13. ADJOURN TO CLOSED SESSION (If necessary)**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. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: 60-day Notice of Violations and Intent to File Suit under the Clean Water Act from California River Watch dated February 15, 2016

C. 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

14. RECONVENE TO OPEN SESSION**15. REPORT FROM LEGAL COUNSEL ON CLOSED SESSION****16. ADJOURNMENT**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, September 21, 2016 at 4:00 P.M.