



# AGENDA

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

<b><u>Chair</u></b> Jill Techel Mayor City of Napa	<b><u>Vice-Chair</u></b> Ryan Gregory Supervisor County of Napa	<b><u>Director</u></b> Peter Mott Councilmember City of Napa	<b><u>Director</u></b> Mary Luros Public Appointee City of Napa	<b><u>Director</u></b> David Graves Public Appointee County of Napa
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Tim Healy  
General Manager

Cheryl Schuh  
Board Secretary

John Bakker  
Legal Counsel

**REGULAR MEETING**  
**Wednesday, August 16, 2017**  
**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 - Thank Safe, Ride Safe, Be Safe**

August is the National Highway Traffic Safety Administration's (NHTSA) "Back to School Safety Month. Traffic incidents continue to be a leading cause of injury and death for children. Research show the key to traffic safety is education. Understanding that young children learn best when engaged, Chuggington and NHTSA have partnered to create an interactive traffic safety campaign that delivers life-saving lessons to kids preschool-aged to 3rd grade. Lessons focus on four main areas: pedestrian, bus, bike, and car seat safety. The program includes a fun and informative traffic safety website, topic-specific safety tip sheets, downloadable safety activity materials and more. For more info go to: [www.safercar.gov](http://www.safercar.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**

Receive two awards from the Government Finance Officers Association:

- I Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2016
- I Award for Outstanding Achievement in Popular Annual Financial Reporting for Fiscal Year Ended June 30, 2016

7. **CONSENT CALENDAR**

- A. Approval/Correction of Minutes from the Regular Meeting on July 19, 2017.
- B. Receive County of Napa Voucher Register Dated 7/4/17 through 7/31/17.
- C. Cancel the Regular Board meeting on October 4, 2017 due to lack of business.

- D. Authorize out-of-state travel for Safety, Training and Fleet Maintenance Officer Bill McWhirt for the purpose of attending a 5-day Department of Transportation Compliance Training in Las Vegas, Nevada, from October 2nd to October 6th, 2017.
- E. Authorize out-of-state travel for two Collection System Department staff for the purpose of attending the CWEA Annual Tri-State Conference in Las Vegas, Nevada, from September 26-28, 2017.
- F. Authorize the surplus and sale at auction of three Godwin 10 inch trailer mounted pumps (vehicles #810, #811 and #812).
- G. Award construction contract for the Manhole Rehabilitation Basin H Project (CIP 18704) to H&R Plumbing and Drain Cleaning, Inc. for the bid amount of \$158,684 and authorize the General Manager to execute the agreement with the contractor and issue the Notice to Proceed, when appropriate.
- H. Accept the Wine Country Cottages Subdivision Sanitary Sewer Improvements for Maintenance and Operation and release performance bond in the amount of \$126,310. A Maintenance Bond in the amount of \$12,631 has been posted by the developer.
- I. Receive General Manager's Report for June 2017.

## 8. REGULAR CALENDAR

- A. Adopt Ordinance Amending District Code Section 1.02 Definitions and Section 5.02 Capacity Charges to revise charges applied to accessory dwelling units, by taking the following actions:
  - 1. Conduct second reading of ordinance, by title only, and waive full reading.
  - 2. Hold public hearing pursuant to rules for adopting ordinances.
  - 3. Close public hearing.
  - 4. Adopt Ordinance No. 105 to revise District Code 1.02 Definitions and Section 5.02 Capacity Charges
- B.
  - 1. Reject bid for the Upper Lateral Basin L Pilot #2 Project (CIP 17702).
  - 2. Adopt attached resolution, by a four-fifths majority vote, declaring that NapaSan employees can perform the project more economically and instruct NapaSan staff to complete the project by force account.
- C. Approve the updated Sewer System Management Plan (SSMP).

- D. Receive presentation by Justin Haggard, Laboratory Intern on summer internship projects.
- E. Receive presentation by Grace Avellar, Engineering Intern on summer internship projects.
- F. Receive presentation from staff on public outreach for sewer service charges and capacity fee methodology study and provide direction.
- G. Discussion of, and possible action on, rescheduling the Regular Board meeting on September 20, 2017 to September 27, 2017 due to scheduling conflicts.

## **9. GENERAL MANAGER REPORT**

## **10. LEGAL COUNSEL REPORT**

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

## **12. UPCOMING MEETINGS**

- | CASA Conference - August 22-24, 2017
- | NBWRA Board meeting - August 28, 2017
- | Regular Board meeting - September 6, 2017
- | North Way Watershed Association meeting - September 8, 2017
- | Regular Board meeting - September 20, 2017 (on agenda to possibly reschedule)
- | Regular Board meeting - October 4, 2017 (on agenda to cancel)

## **13. ADJOURN TO CLOSED SESSION (If necessary)**

- A. CONFERENCE WITH LEGAL COUNCIL---ANTICIPATED LITIGATION  
Initiation of litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: One (1) case.  
  
Facts and Circumstances: Correspondence from Michael Rupprecht to Tim Healy dated July 24, 2017

## **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 6, 2017 at 4:00 P.M.**