



AGENDA

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

<u>Chair</u> Jill Techel Mayor City of Napa	<u>Vice-Chair</u> Ryan Gregory Supervisor County of Napa	<u>Director</u> Peter Mott Councilmember City of Napa	<u>Director</u> Mary Luros Public Appointee City of Napa	<u>Director</u> 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, June 6, 2018
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 - CPR/AED Awareness**

Congress unanimously passed a resolution to set aside June 1-7 each year as National CPR and AED Awareness Week to spotlight how lives can be saved if more Americans know CPR and how to use an AED. The American Red Cross encourages people to get trained in CPR along with how to use an automated external defibrillator (AED). Statistics show that the majority of cardiac arrests happen in the home or workplace, so it is likely you could be helping someone you know. The Red Cross First Aid, CPR and AED program is designed to help lay responders such as parents, teachers, daycare providers and employees recognize and respond to cardiac, breathing and first aid emergencies. Participants learn how to give immediate care to a suddenly injured or ill person until more advanced medical personnel arrive and take over. For more information on this and other programs the Red Cross offers please visit redcross.org.

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**
7. **CONSENT CALENDAR**
 - A. Approval/Correction of Minutes from the Regular Meeting on May 16, 2018.
 - B. Receive County of Napa Voucher Register Dated 5/1/18 through 5/21/18.
 - C. Authorize out-of-state travel to New Orleans, Louisiana for General Manager Tim Healy, Director of Operations Jim Keller, Plant Maintenance Supervisor Mark Egan, Technical Services Director/District Engineer Andrew Damron, Senior Civil Engineer/Capital Program Manager Matt Lemmon, and Director of Administrative Services Jeff Tucker for the purpose of attending the 91th Annual Water Environment Federation Technical Exhibition and Conference (WEFTEC) from September 29 to October 3, 2018.
 - D. Approve Attached Side Letters No. 4 regarding leave balance conversion from fiscal year to calendar year to the Memorandum of Understanding with Teamsters Local 315, Rank & File and Supervisors Units; and Association of Management Professionals of Napa Sanitation District.

- E. Approve attached revisions to Human Resources Policy #310 on Specialty Pay.
- F. Approve the attached amendment to the VALIC Basic Plan Document for Section 457 (b) Deferred Compensation Plan.
- G. Authorize Chair to execute the attached Amendment No. 10 modifying the annual rate of compensation to the Napa Sanitation Agreement No. 07-083 with Napa County to provide Information Technology Services for FY 2018/19.
- H. Authorize the surplus and sale at auction of the Vactor Combination Truck (vehicle #529).
- I. Concur with CEQA determination in City of Napa Resolution R2006-180, prepared and adopted by the City of Napa, Lead Agency under CEQA for the development project; set bond amount at \$152,500; and authorize Chair to sign the Improvement Agreement for Foothill Estates.
- J. Authorize the Purchasing Agent to execute a Work Order with VSS International, Inc. for the bid amount of \$147,941 for the 2017 Collection System Rehabilitation Project Pavement Restoration (CIP 17708) and issue the Notice to Proceed, when appropriate.
- K. Authorize the Purchasing Agent to execute Task Order 63 with GHD to provide Computerized Maintenance Management System (CMMS) implementation assistance and program oversight in the amount of \$169,957.
- L. Receive General Manager's Report for April 2018.

8. REGULAR CALENDAR

- A. Receive update on the residential sewer service charge methodology study, and provide direction.
- B. 1) Adopt attached resolution approving the FY 2018/19 Operating and Capital Budget.
2) Adopt attached resolution directing preparation and filing of written report to collect sewer service charges on the tax roll for FY 2018/19.
- C. Authorize the General Manager to Enter into the Option to Lease Agreement with Ciel et Terre USA for a non-exclusive lease of the surface of Pond 4, the surface of the northern portion of Pond 3, the

surrounding levees, a solar easement and a transmission easement for the purpose of installing a floating solar array.

- D. Authorize the Purchasing Agent to execute Task Order 1 with Woodard & Curran to provide engineering services to conduct a condition assessment and prioritization study for the 66-inch Trunk Sewer Rehabilitation Project (CIP 19701) in the amount of \$210,859.
- E. Approve Project, concur with staff's CEQA Determination, and authorize the General Manager to issue Notice Inviting Bids for the Headworks Equipment Replacement Project (CIP 17726)
- F. Consider Attendance at the CASA Conference to be held in Monterey, CA August 8-10, 2018.
- G. Consider rescheduling the Regular meeting on June 20, 2018 to June 27, 2018, and cancel the Regular Board meeting on July 4, 2018 due to the holiday.

9. GENERAL MANAGER REPORT

10. LEGAL COUNSEL REPORT

11. BOARD OF DIRECTORS REPORTS/GENERAL DISCUSSION

- A. NBWRA Board Meeting (5/21/18)

12. UPCOMING MEETINGS

- | North Bay Watershed Association meeting - June 8, 2018
- | Regular Board meeting - June 20, 2018 (may change to June 27, 2018)
- | Regular Board meeting - July 4, 2018 - meeting to be cancelled
- | North Bay Watershed Association meeting - July 13, 2018
- | Regular Board meeting - July 18, 2018

13. ADJOURN TO CLOSED SESSION (If necessary)

- A. CONFERENCE WITH LEGAL COUNCIL---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 Rupprecht to Tim Healy dated May 3, 2018

14. RECONVENE TO OPEN SESSION

15. REPORT FROM LEGAL COUNSEL ON CLOSED SESSION

16. ADJOURNMENT

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, June 20, 2018 at 4:00 P.M., in Memory of John W. Stewart, former Engineer-Manager of Napa Sanitation District.