MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT, NAPA COUNTY, CALIFORNIA, HELD AND CONVENED AT THE SOSCOL RECYCLED WATER FACILITY ADMINISTRATION OFFICE, WEDNESDAY, FEBRUARY 3, 2016 CALLED TO ORDER AT 4:03 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; KEITH CALDWELL, Vice-Chair; CHUCK GRAVETT, PETE MOTT and DAVID GRAVES, Directors. ALSO PRESENT: TIMOTHY HEALY, General Manager and JOHN BAKKER, Legal Counsel.

ABSENT: None.

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

4. **SAFETY MOMENT:** American Heart Month.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:**

a. None.

7. **CONSENT CALENDAR:**

a. **MR 16-007:**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON JANUARY 13, 2016.

b. **Receive County of Napa Voucher Register Dated 12/29/15 through 1/18/16.**

c. **MR 16-008:**
APPROVE BUDGET ASSUMPTIONS FOR FY 2016/17, BUDGET DEVELOPMENT PROCESS AND BUDGET CALENDAR.

d. **MR. 16-009:**
APPROVE REFUND OF $10,392.00 TO CITY OF NAPA FOR FY 2015-16 SEWER SERVICE CHARGES FOR ASSESSOR PARCEL NUMBER 050-

330-005, LOCATED AT 3201 – 3299 LAUREL STREET, NAPA (LAUREN MANOR).

e. **MR 16-010:**
AUTHORIZE GENERAL MANAGER TO SIGN AN EASEMENT AGREEMENT AND GRANT DEED FOR A PG&E EASEMENT, APN #'S 057-010-010 AND 057-010-038.

f. **MR 16-011:**
CONCUR WITH CEQA DETERMINATION IN CITY OF NAPA RESOLUTION PC2014-12, PREPARED AND ADOPTED BY THE CITY OF NAPA, LEAD AGENCY UNDER CEQA FOR THE DEVELOPMENT PROJECT; SET BOND AMOUNT AT $37,380; AND AUTHORIZE CHAIR TO EXECUTE THE IMPROVEMENT AGREEMENT FOR THE RUE CARRIE SUBDIVISION.

g. **Receive General Manager's Report for December, 2015.**

Motion by GRAVETT, seconded by CALDWELL, by the following vote:

AYES: GRAVETT, CALDWELL, MOTT, GRAVES, TECHEL
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

8. **REGULAR CALENDAR:**

a. **MR 16-012:**
AWARD CONSTRUCTION CONTRACT FOR BASIN "L" PIPELINE REHABILITATION PROJECT #5 (CIP 16701) TO RANGER PIPELINES, INC. FOR THE BID AMOUNT OF $1,819,954, AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT WITH THE CONTRACTOR AND ISSUE THE NOTICE TO PROCEED, WHEN APPROPRIATE.

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

AYES: GRAVETT, CALDWELL, GRAVES, MOTT, TECHEL
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

Matt Lemon, Associate Engineer, gave a presentation to the Board on the bid results and timeline of the construction project. He reported the project's location and the details of the rehab/replacement. The District received three bids on the project with Ranger Pipelines, Inc. being the lowest bidder. He reported the project contains some night work due to a Caltrans Right of Way. District staff will perform construction management and inspection services for the project. Submittal reviews and construction to begin in April with anticipated completion in November of 2016.

b. **Receive presentation on Fats, Oils and Grease (FOG) Operations.**

James Keller, Jr., Plant Manager, gave a presentation on the District's FOG operations. The FOG system has been operating for just over three years. He reported that the FOG system paid for itself in three years and continues to save the District money. The District had no tipping fee charges the first four months to entice haulers to bring their FOG to the District. A tiered fee schedule was then developed for the tipping fees. He reported on the revenue from tipping fees and the energy savings to the District from the project, which totals $692,418. The total amount of FOG received to date is 5,400,000 gallons.

Keller reported some issues with plugging of the FOG system. Staff implemented a pilot strainpress project with Huber Technologies, which removed debris from the system and prevented clogging of the system. He reported staff is looking into purchasing and installing a strainpress to continue removing debris and helping to prevent clogs. The cost of the strainpress is $200,000 with a projected payback in less than one year from existing revenues and energy savings.

9. **GENERAL MANAGER REPORT:**

a. General Manager Healy reported that the District's Prop. 218 Hearing Notice was mailed out on Tuesday, January 26th. He reported that he and staff met with the Napa Valley Register Editorial Board and made a presentation to them on the need for the proposed rate increase. He reported there were excellent questions asked by the Editorial Board members.

b. Healy reported that two outreach meetings have been scheduled to discuss the proposed rate increase. On February 22nd at 6:30 p.m. a meeting will be held at the Boys & Girls Club, and on Tuesday, February 23rd at 6:30 p.m. a meeting will be held at the Napa Valley College. He reported that staff has been in contact with several other service clubs and is working to schedule presentations.

10. **LEGAL COUNSEL REPORT:**

a. None.

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

a. CASA Conference (1/20/16 – 1/22/16): Vice-Chair Caldwell and Director Gravett reported on the conference. Gravett attended the "Collection System of the Future" session and Caldwell attended the "Nuts and Bolts" session. They reported it was a very good conference.

b. Chair Techel inquired about the North Napa Pump Station Property. Healy reported he has had some discussion with the City of Napa staff and will discuss with the District's Lands Subcommittee once a new member has been appointed. The item will be put on a future meeting agenda to discuss subcommittee member appointments.

12. **UPCOMING MEETINGS:**

a. North Bay Watershed Association meeting – February 5, 2016
b. Regular Board meeting – February 17, 2016 (Techel and Mott unable to attend)
c. Regular Board meeting – March 2, 2016
d. North Bay Watershed Association meeting – March 4, 2016
e. Regular Board meeting (Prop. 218 Hearing) – March 16, 2016 at 6:00 p.m.

13. **ADJOURN TO CLOSED SESSION – 4:59 p.m.**

a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: One (1) Case

Legal Counsel reported he did not anticipate any action being taken in closed session.

14. **RECONVENE TO OPEN SESSION – (5:25 p.m.)**

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

Legal Counsel Bakker reported that the Board took no reportable action in closed session.

16. **ADJOURNMENT: (5:25 p.m.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, February 17, 2016 at 4:00 p.m. for a Regular Meeting at the Napa Sanitation District Administration Building, 1515 Soscol Ferry Road, Napa, California.

Respectfully submitted,

Chp Schuh

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Clerk of the Board