



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, APRIL 20, 2016 CALLED TO ORDER AT 4:01 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; KEITH CALDWELL, Vice-Chair; CHUCK GRAVETT, PETER 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:** Work Zone Awareness

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 16-041:**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON APRIL 6, 2016.
- b. **Receive County of Napa Voucher Register Dated 3/22/16 through 4/04/16.**
- c. **RES. 16-004:**
ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT STATING ITS INTENT TO REIMBURSEMENT EXPENDITURES FOR THE BROWNS VALLEY ROAD SEWER INTERCEPTOR AND PUMP STATION IMPROVEMENTS PROJECT.
- d. **RES. 16-005:**
ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT AUTHORIZING THE DIRECTOR OF

ADMINISTRATIVE SERVICES/CFO TO SUBMIT AN APPLICATION FOR FINANCIAL ASSISTANCE TO THE STATE WATER RESOURCES CONTROL BOARD FOR THE BROWNS VALLEY ROAD SEWER INTERCEPTOR AND PUMP STATION IMPROVEMENTS PROJECT.

- e. **RES. 16-006:**
ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT AUTHORIZING THE DIRECTOR OF ADMINISTRATIVE SERVICES/CFO TO SUBMIT AN APPLICATION FOR FINANCIAL ASSISTANCE TO THE STATE WATER RESOURCES CONTROL BOARD FOR THE RESERVOIR LINING PROJECT.
- f. **MR 16-042:**
AWARD CONSTRUCTION CONTRACT FOR THE ACP LINING PROJECT NO. 1B (CIP 15721) TO MICHELS CORPORATION FOR THE BID AMOUNT OF \$263,208 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 MOTT, by the following vote:

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

8. **REGULAR CALENDAR:**

- a. **ACCEPT THE DISTRICT'S ANNUAL PERFORMANCE MEASUREMENT REPORT FOR 2015.**

Jeff Tucker, Director of Administrative Services/CFO, gave a presentation on the Performance Measurement Report for 2015. This report is structured around the Effective Utility Management (EUM) basis for evaluating water and wastewater utilities. Tucker reviewed how the District is performing within the ten attributes of effectively managed water sector utilities and the comparison to last year's performance. Tucker reported that overall most indicators are positive and show the District is performing optimally. There are some "watch" areas which will be continuously monitored.

Director Mott requested that staff add the capacity charges revenue versus capacity charge expenditure information to the report. Tucker indicated he can add this ratio to the report next year.

Director Gravett requested that staff look at doing a scaled-down version of an employee survey during the three year gap between the larger employee satisfaction surveys. Staff will look into ways to do this.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy reminded the Board of the ribbon cutting ceremony for the recycled water projects on Monday, May 2, 2016 from 10:00 a.m. to 12:00 p.m. at the Napa Sanitation District. Congressman Mike Thompson will be attending the event.
- b. Healy reported that the movie “Eyes in the Sky” will be shown Friday, April 22nd at 7:00 p.m. at the Copia Little Theater. Vice-Chair Caldwell indicated that this is a great movie relating to watersheds and aquifers.

10. **LEGAL COUNSEL REPORT:**

- a. None.

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

- a. Finance Committee meeting (4/11/16) – Director Mott reported that he and Director Gravett attended the meeting. Discussion was held regarding the District’s draft budget.
- b. Long Term Planning Committee meeting (4/18/16) – Chair Techel reported on the meeting.

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association Conference – April 22, 2016 at Embassy Suites in Napa, CA.
- b. NBWRA Board meeting - April 25, 2016
- c. Regular Board meeting – May 4, 2016 (Director Graves reported he will be absent)
- d. North Bay Watershed Association meeting – May 6, 2016
- e. Regular Board meeting – May 18, 2016
- f. Lands Committee Meeting – April 22, 2016

13. **ADJOURN TO CLOSED SESSION: (4:33 p.m.)**

- 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. Public Employee Performance Evaluation
Title: General Manager

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

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

15. **RECONVENE TO OPEN SESSION: (5:27 p.m.)**

16. **ADJOURNMENT: (5:27 p.m.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, May 4, 2016 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.

Respectfully submitted,



Clerk of the Board