



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, MAY 4, 2016 CALLED TO ORDER AT 4:00 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:** Electrical Safety Month

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:** Item 7C was pulled for discussion by Director Gravett.

- a. **MR 16-043:**  
**APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON APRIL 20, 2016.**
- b. **Receive County of Napa Voucher Register Dated 4/05/16 through 4/18/16.**
- d. **MR 16-044:**  
**APPROVE REFUND OF \$4,969.75 TO NAPA POINTE 1, LP FOR FY 2015-16 SEWER SERVICE CHARGES FOR ASSESSOR PARCEL NUMBER 057-100-021, LOCATED AT 1901 N. KELLY ROAD, NAPA (NAPA POINTE).**
- e. **MR 16-045:**  
**AUTHORIZE CHAIR TO EXECUTE AMENDMENT NO. 9 MODIFYING THE ANNUAL RATE OF COMPENSATION TO THE NAPA**

**SANITATION AGREEMENT NO. 07-083 WITH NAPA COUNTY TO  
PROVIDE INFORMATION TECHNOLOGY SERVICES FOR FY 2016-17.**

- f. **MR 16-046:**  
**APPROVE THE PROJECT AND CONCUR WITH STAFF'S  
DETERMINATION THAT THE PROJECT IS CATEGORICALLY  
EXEMPT FOR THE RECYCLED WATER RESERVOIR LINING  
PROJECT (CIP 16716).**
- g. **MR 16-047:**  
**AUTHORIZE THE PURCHASING AGENT TO EXECUTE TASK ORDER  
NO. 7 WITH KENNEDY/JENKS CONSULTANTS TO PROVIDE DESIGN  
SERVICES FOR THE RECYCLED WATER RESERVOIR LINING  
PROJECT (CIP 16716) IN THE AMOUNT OF \$195,000.**
- h. **Receive General Manager's Report for March, 2016.**

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

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

- c. **MR 16-048:**  
**CANCEL THE REGULAR MEETINGS ON JULY 6<sup>TH</sup> AND JULY 20<sup>TH</sup>  
AND HOLD ONE MEETING RESCHEDULING IT TO JULY 13, 2016.**

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

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

Director Gravett indicated he would be unable to attend on both July 13<sup>th</sup> and July 20<sup>th</sup>. General Manager Healy indicated it looks like the agenda should be light for the meeting. Board members held discussion and concurred to hold the meeting on July 13, 2016.

**8. REGULAR CALENDAR:**

- a. **Receive presentation on the proposed FY 2016/17 Operating Budget.  
Consideration for adoption scheduled for June 1, 2016.**

Jeff Tucker, Director of Administrative Services/CFO, gave a presentation on the draft Operating Budget for FY 2016/17. He reviewed the estimated revenues from sewer service charges, leases, waste hauler fees, recycled water sales, capacity charges and building permit review. Tucker reviewed anticipated expenses for salaries & benefits (proposed 3.6% increase from last year) and services &

supplies (proposed 2.7% decrease from last year). The overall budget proposal increases by 1.2% over last year's budget excluding debt service and intrafund transfers. Tucker reported some of the significant items relating to the changes in budget are the SRF loan for Browns Valley Road interceptor project, continuation of asset management, two new Collection System Workers, winery waste treatment options study and additional legal support. Tucker reported that the 10-year Capital Improvement Plan and Financial Forecast will be before the Board for initial review at the next meeting on May 18, 2016. The Operating Budget and Capital Improvement Plan will be before the Board for final approval at the June 1, 2016 meeting.

**b. Receive presentation from staff and consultant on communications plan and provide direction.**

Stephanie Turnipseed, Pollution Prevention & Outreach Specialist, introduced the item and the consultants working on the project, Tim Carroll and Lou Hexter of MIG, Inc. She reported that further discussion on the Communications Plan is planned for the June 1, 2016 Board meeting if all goes according to schedule.

Mr. Carroll reviewed the draft Long Range Strategic Communications Plan outline that was drafted after meeting with Board members individually to receive their input. The draft communications strategic plan framework consists of two main goals a) raise the NSD profile with four objectives included, and b) education NSD customers with five objectives included. The Board members and consultant discussed the audiences the District wishes to reach, the messaging related to each goal, and current District programs and campaigns.

Board members, staff and consultant discussed the consideration of "rebranding" of the District, including reasons for and against and what the options would be.

**9. GENERAL MANAGER REPORT:**

- a. General Manager Healy gave a chlorides update reporting on the average chloride levels the past two years, and an update on the repairs that have been completed in the collection system that had issues with infiltration that could be contributing to the chlorides problem. He reported that staff is working on draft BMP's for water softeners and boilers. Board members requested that staff provide chloride updates on the District website.
- b. Healy reported that a Tentative Order on the District's NPDES Permit was received the week of April 25<sup>th</sup> from the Regional Water Quality Control Board. Comments to the draft permit are due the end of May. The Tentative Order contains a change to the District's discharge period to the Napa River designed to increase the availability of recycled water.
- c. Healy reported that Collection System Manager Keith Sorsdal has accepted a position with Vallejo Sanitation and Flood Control District as their Risk Management Officer. Healy expressed that the District will be sorry to see him leave, however the Collection System Supervisor, Nick Becker, is stepping into the position as Acting Collection System Manager.

10. **LEGAL COUNSEL REPORT:**

- a. None.

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

- a. Director Gravett reported the Lands Committee met on April 22<sup>nd</sup>. Bill Kampton of Colliers International attended the meeting and is assisting the District in the negotiations of the sale or lease of land.

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association meeting – May 6, 2016
- b. Regular Board meeting – May 18, 2016
- c. Regular Board meeting – June 1, 2016
- d. North Bay Watershed Association meeting – June 3, 2016

13. **ADJOURN TO CLOSED SESSION: (5:33 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. **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 Clean Water Act from California River Watch dated February 15, 2016
- c. **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: (6:47 p.m.)**

16. **ADJOURNMENT: (6:47 p.m.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, May 18, 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,**



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**Clerk of the Board**