



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, JUNE 1, 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, PETER MOTT and DAVID GRAVES (absent at roll-call, present at 4:04 p.m.), Directors. ALSO PRESENT: TIMOTHY HEALY, General Manager and JOHN BAKKER, Legal Counsel.

ABSENT: None.

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

4. **SAFETY MOMENT:** National Safety Month.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 16-052:**  
**APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON MAY 18, 2016.**
- b. **Receive County of Napa Voucher Register Dated 5/03/16 through 5/16/16.**
- c. **MR 16-053:**  
**CANCEL THE REGULAR BOARD MEETING ON AUGUST 17, 2016 DUE TO LACK OF BUSINESS.**
- d. **MR 16-054:**  
**AUTHORIZE THE SURPLUS AND SALE AT AUCTION OF THE FORD RANGER USED BY RECYCLE MANAGER (VEHICLE #172).**

- e. **MR 16-055:**  
**AUTHORIZE THE SURPLUS AND SALE AT AUCTION OF THE FORD 8830 TRACTOR (VEHICLE #710).**
- f. **RES. 16-008:**  
**ADOPT RESOLUTION ESTABLISHING TERMS AND CONDITIONS AND ORDERING ANNEXATION OF TERRITORY – 31 CAMILLA DRIVE (APN 041-122-005) – CAMILLA DRIVE NO. 5 – DISTRICT ANNEXATION 000021.**
- g. **Receive General Manager’s Report for April, 2016.**

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. **RES. 16-009:**  
**ADOPT RESOLUTION APPROVING THE FISCAL YEAR 2016/17 OPERATING AND CAPITAL BUDGETS.**

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

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

Jeff Tucker, Director of Administrative Services/CFO, gave a brief presentation on the proposed budgets for fiscal year 2016/17. He reviewed the budget development process over the previous five months. Tucker commented on the highlights of the proposed budget, including limited growth of 1.2% increase in operating expenses, completion of strategic plan directives, continued partnership in projects and balanced long-range 10-year forecast while maintaining required reserves.

- b. **Receive presentation from staff on potential policy changes for Accessory Second Units (ASUs) and provide direction.**

Andrew Damron, Sr. Civil Engineer, gave a presentation on the topic of impact of Accessory Second Units (ASUs) on District fees. Damron reviewed the City of Napa’s upcoming code changes for ASUs and the District’s current fees for capacity charges (CC) and sewer service charges (SSC). He reported that staff did research on the water use at three newer apartment complexes in Napa – Monranchet, Hawthorne and Anton. The average water use at the complexes is 93

gal/unit/day. He also reported on the size breakdown of apartments at these locations and at future apartment developments.

Damron presented several options, including their pros and cons, for fees for ASUs for the Board's discussion: 1) retain current NSD Code/fees; 2) treat ASU like apartments (1.0 EDU for CC/ 0.6 EDU for SSC); 3) lower CC fees for all units 700 SF or less; (0.6 EDU for CC/ 0.6 EDU for SSC); and 4) lower fees for all ASUs (0.6 EDU for CC/0.6 EDU for SSC). Damron reported on the potential revenue loss and other considerations associated with revising fees for ASUs.

The Board, staff and legal counsel held discussion on the different fee options and affordable housing requirements. Option 2 and 3 were the preferred options with the Board. The Board requested that staff continue to do research on average water usage for other apartments. The item will be brought back for further discussion at a future meeting.

c. **Receive presentation from staff on the Grandview Estates sewer expansion; discuss and provide direction.**

Kyle Broughton, Associate Engineer, gave a presentation on the possibility of a sewer expansion to Grand View Estates, including the background and details of the property. He reported that periodic inquiries are received from the public regarding connection to public sewer. Broughton reviewed two alternatives for this area to connect to public sewer: 1) Foster Road Extension and 2) Golden Gate Drive Extension. He reviewed the details and potential issues with each alternative. In both alternatives, cost was a big impact with potential cost to property owners of approximately \$87,000 to \$113,000 each. Other potential issues are possible storm drain conflicts, locating other utilities, right-of-way issues, alignment through undeveloped property, added costs due to easement requirements, and required environmental studies and mitigation.

The Board and staff held discussion. The Board concurred that no further research should be done at this time on this project.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy reported that he gave a presentation at the Sunrise Rotary on May 19<sup>th</sup> at Silverado Country Club highlighting who the Napa Sanitation District is and what future projects we are planning.
- b. Healy reported that the public comment period has closed for the Tentative Order for our NPDES Permit. The State received no opposition letters but did receive support letters. The District submitted its own comment letter. The approval of the permit is scheduled for July 13, 2016, with an effective date of the new permit September 1, 2016.

10. **LEGAL COUNSEL REPORT:**

- a. None.

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

- a. Director Graves reported that via our answering service he reported a leak on Old Sonoma Road over the Memorial Day holiday. He commented that he had a great customer service experience as a result of this reported call.

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association meeting – June 3, 2016
- b. Regular Board meeting – June 15, 2016
- c. Personnel Committee meeting – June 20, 2106
- d. North Bay Watershed Association meeting – July 8, 2016
- e. Regular Board meeting – July 13, 2016 (Gravett unable to attend)

13. **ADJOURN TO CLOSED SESSION: (5:30 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

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: (5:55 p.m.)**

16. **ADJOURNMENT: (5:55 p.m.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, June 15, 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**