



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 15, 2016 CALLED TO ORDER AT 4:05 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:** 101 Deadliest Days of the Year.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:** Item 7E was pulled by Legal Counsel Bakker for comments.

a. **MR 16-056:**  
**APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON JUNE 1, 2016.**

b. **Receive County of Napa Voucher Register Dated 5/17/16 through 5/30/16.**

c. **MR 16-057:**  
**AUTHORIZE OUT OF STATE TRAVEL TO NEW ORLEANS, LOUISIANA FOR GENERAL MANAGER, PLANT MANAGER, SENIOR CIVIL ENGINEER/CAPITAL PROGRAM MANAGER, DIRECTOR OF ADMINISTRATIVE SERVICES, AND ASSOCIATE ENGINEER FOR THE PURPOSE OF ATTENDING THE 89<sup>TH</sup> ANNUAL WATER ENVIRONMENT FEDERATION TECHNICAL EXHIBITION AND CONFERENCE (WEFTEC) FROM SEPTEMBER 24-28, 2016.**

- d. **MR 16-058:**  
**ADOPT BEST MANAGEMENT PRACTICES (BMPS) FOR WATER SOFTENERS, BOILER BLOWDOWN AND COOLING TOWERS TO SERVE AS POLLUTANT CONTROL MECHANISMS PER THE DISTRICT'S CODE, SECTION 4.04.090.**

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

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

- e. **MR 16-059:**  
**APPROVE REIMBURSEMENT AGREEMENT WITH NAPA COUNTY FOR MST PIPELINE EXTENSION DESIGN AND ENGINEERING PROJECT.**

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

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

Legal counsel Bakker requested a change to the wording in paragraph 9. "Hold Harmless by County". Staff will revise "elected officials" to "Board Members" in this paragraph of the agreement.

8. **REGULAR CALENDAR:**

- a. **MR 16-060:**  
**CONDUCTED APPEAL HEARING AND MADE DETERMINATION TO GRANT REQUEST FOR RELIEF ON APPLICATION BY CHANGING THE SEWER SERVICE CHARGE TO 0.6 PER EDU PER UNIT FOR OAKTREE VINEYARD, LOCATED AT 2001 SALVADOR AVENUE (APN 035-110-027).**

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

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

Andrew Damron, Sr. Civil Engineer, presented information on the application for relief received from the property manager at Oaktree Vineyard, a 188 unit residential facility at 2001 Salvador Avenue. The application for relief requests that the District reclassify the homes as mobile homes, not single family

dwellings, and reduces the sewer service charge from 1.0 EDU per unit to 0.6 EDU per unit per the District Code.

Bobbi Kemp, property manager of Oaktree Vineyard, spoke on behalf of residents of the park. Public comment was received from nine of the residents of Oaktree Vineyard.

Board members and legal counsel held discussion on the request for relief. Staff responded to questions from the Board. The Board concurred that the homes at Oaktree Vineyard are essentially mobile homes and voted to reduce the sewer service charge to 0.6 EDU per unit. A resolution addressing the change will be brought to the Board at a future meeting for the Board's approval.

(Vice-Chair Caldwell absent for remainder of meeting.)

b. **Receive and discuss draft Communications Plan for the District from MIG and staff, and provide direction.**

Stephane Turnipseed, Pollution Prevention/Outreach Specialist, introduced the consultants from MIG who have been preparing the draft Long Range Strategic Communications Plan for the District. Tim Carroll from MIG presented information to the Board on the draft plan. He reviewed the core goals and messages, along with objectives and implementing actions that would be required.

The Board held discussion on what they would like to see from the communications plan and what enhancements should be implemented by the District. The Board asked that staff work with consultant to see what can be accomplished with the time allotted with current staffing. Some of the implementations will need to be pushed into future years. Staff and consultant will report back to the Board on what can be accomplished with current staffing levels.

9. **GENERAL MANAGER REPORT:**

- a. None.

10. **LEGAL COUNSEL REPORT:**

- a. None.

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

- a. None.

12. **UPCOMING MEETINGS:**

- a. Personnel Committee meeting – June 20, 2106
- b. North Bay Watershed Association meeting – July 8, 2016
- c. Regular Board meeting – July 13, 2016 (Gravett unable to attend)
- d. NBWRA Board meeting – July 25, 2016

e. Regular Board meeting – August 3, 2016

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

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, July 13, 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**