



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, JULY 13, 2016 CALLED TO ORDER AT 4:07 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

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

ABSENT: CHUCK GRAVETT.

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

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

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 16-061:**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON JUNE 15, 2016.
- b. **Receive County of Napa Voucher Register Dated 5/31/16 through 6/27/16.**
- c. **RES 16-010:**
ADOPT RESOLUTION APPROVING AND ADOPTING PAY SCHEDULES FOR FISCAL YEAR 2016-17.
- d. **MR 16-062:**
AUTHORIZE OUT-OF-STATE TRAVEL TO NEW ORLEANS FOR BOARD MEMBER PETER MOTT AND LABORATORY SUPERVISOR MARK KOEKEMOER FOR THE PURPOSE OF ATTENDING THE 89TH ANNUAL WATER ENVIRONMENT FEDERATION TECHNICAL

EXHIBITION AND CONFERENCE (WEFTEC) FROM SEPTEMBER 24-28.

- e. **RES 16-011:**
ADOPT RESOLUTION DIRECTING PREPARATION AND FILING OF WRITTEN REPORT TO COLLECT SEWER SERVICE CHARGES ON THE TAX ROLL FOR FY 2016-17.
- f. **RES 16-012:**
APPROVE RESOLUTION GRANTING THE APPEAL CHALLENGING THE DISTRICT'S SEWER SERVICE CHARGES FOR OAKTREE VINEYARD LOCATED AT 2001 SALVADOR AVENUE.
- g. **MR 16-063:**
AUTHORIZE THE MILLIKEN CREEK INN SEWER REPAIR PROJECT (CIP 16723) AND CONCUR WITH STAFF'S DETERMINATION THAT THE PROJECT IS CATEGORICALLY EXEMPT.
- h. **MR 16-064:**
CONCUR WITH STAFF'S CEQA DETERMINATION THAT PROJECT IS CATEGORICALLY EXEMPT, AND AUTHORIZE THE PURCHASING AGENT TO EXECUTE A WORK ORDER WITH G.D. NIELSON CONSTRUCTION INC. FOR THE AMOUNT OF \$174,085 FOR THE SANITARY SEWER MANHOLE ADJUSTMENT PROJECT, PHASE IV (CIP 13702) AND ISSUE THE NOTICE TO PROCEED, WHEN APPROPRIATE.
- i. **MR 16-065:**
APPROVE MICHELS CORPORATION CONTRACT CHANGE ORDER NO. 01 (CCO NO. 01) FOR THE ACP LINING PROJECT NO. 1B (CIP 15721) IN THE AMOUNT OF \$30,762, AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE CCO NO. 01 AND ISSUE THE NOTICE TO PROCEED WHEN APPROPRIATE; AND

AUTHORIZE THE GENERAL MANAGER TO APPROVE FUTURE CHANGE ORDER, IF ANY, FOR THE ACP LINING PROJECT NO. 1B (CIP 15721) UP TO AN ADDITIONAL \$25,000, FOR A POTENTIAL TOTAL APPROVED CONTRACT AMOUNT OF \$318,970, PRIOR TO SEEKING FURTHER AUTHORIZATION FROM THE BOARD FOR CHANGE ORDER APPROVAL.
- j. **RES 16-013:**
ADOPT RESOLUTION ACCEPTING COMPLETION AND DIRECTING GENERAL MANAGER/DISTRICT ENGINEER TO FILE THE NOTICE OF COMPLETION AT THE OFFICE OF THE RECORDER, NAPA COUNTY, CALIFORNIA FOR THE SIPHON VAULT HATCH REPLACEMENT PROJECT (CIP 16718).
- k. **Receive General Manager's Report for May, 2016.**

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

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

8. **REGULAR CALENDAR:**

- a. **Receive presentation from staff on the status of the Browns Valley Trunk Project (CIP 14703) schedule, funding and communications plan and provide direction.**

Andrew Damron, Sr. Civil Engineer, and Jeff Tucker, Director of Administrative Services, presented information to the Board on the Browns Valley Trunk Project. Damron discussed the total project cost of \$14.8 million for design, permitting/environmental, construction and inspection. He informed the Board that staff recently learned that the SRF loan application process is a much longer process than was initially anticipated.

Tucker reviewed the advantages and disadvantages of using an SRF loan for financing the project. He reported that the SRF loan impacts include the State review of the application begins when the environmental is submitted and that construction cannot start until the SRF loan is executed. He reported that the State is having funding issues due to large projects that are being funded at the current time. Tucker reviewed the timeframe for the State review of the SRF loan application, which could be 11-13 months.

Damron reviewed the benefits and drawbacks of delaying the Browns Valley Trunk Project due to the SRF loan impacts. He reported on the original plan and modified plan dates.

Board and staff held discussion and the Board directed staff to maintain the SRF financing plan for the project.

- b. **RES 16-014:**
ADOPT RESOLUTION ACCEPTING COMPLETION AND DIRECTING GENERAL MANAGER /DISTRICT ENGINEER TO FILE THE NOTICE OF COMPLETION AT THE OFFICE OF RECORDER, NAPA COUNTY, CALIFORNIA FOR THE INFLUENT PUMP STATION (IPS) EXPANSION PROJECT (CIP 13724).

Andrew Damron, Sr. Civil Engineer, reported that the IPS Expansion Project is now complete. He reviewed the elements and goals of the project. The original bid amount of the project was \$14,820,000. Total change orders for the project totaled \$847,600 (5.7% of project). Notable increases were due to differing site conditions at \$350,000 for 54" OVF pipe and \$200,000 for City of Napa water line.

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

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

c. **Receive presentation from staff on chloride levels.**

Matthew Lemmon, Associate Engineer, and Chris Francis, Laboratory Technician II, gave an update to the Board on the chloride levels in District influent and the resulting impact to the recycled water effluent. Lemmon reviewed the chloride level history and current levels at present. He reported that staff has been obtaining four samples each week and giving the information to our Pollution Prevention/Outreach Coordinate, Stephanie Turnipseed, who has been updating the information for the public on the District website. Lemmon reported on the work completed to date and what staff found from CCTV inspections.

Francis reported on the conductivity monitoring that staff has been working on. Eight fixed monitoring locations have been set along with three roving data loggers. These are tracked by staff and show the changes in conductivity over time. The data loggers are strategically located to isolate areas within the collection system. He reported that staff, with the help of the Collection System staff and their CCTV data, has discovered significant infiltration with very high chloride levels at the River Park Pump Station and South Jefferson temporary monitoring locations. Staff determined that the influent chloride load from these sources could make up 10-30% of the District's entire influent chloride load.

Staff reported that the District staff will be working on repairing the leaks at S. Jefferson and Atrium Parkway, continue to CCTV Atrium Parkway and Spinnaker Way, and continue monitoring conductivity system-wide as the dry season progresses. They will also continue to provide chloride updates to customers and use the roving probes to pinpoint sources of chloride. Staff will identify and implement additional projects based on their finding.

d. **Receive presentation on the District's Employee Safety Program.**

William McWhirt, District Safety Training & Fleet Maintenance Officer, presented an overview of the District's employee safety program. He reported on lost time/restricted time from injuries, the types of injuries, and the high drivers of the injuries. McWhirt reported on the District experience modification factor (ex-mod) since 2001, ranging from 1.67 down to 0.60. He reported that most injuries since 2001 were back, knee/ankle and hand/wrist injuries, but also noted that there have been no strain or sprain injuries in the past two calendar years. McWhirt reported that job hazard analyses for PPE assessments are close to being completed, which is a new requirement from OSHA. He reported that the District's current ex-mod is 0.89 and is expected to increase slightly for 2016 due to injuries and medical costs in the past three years.

- e. **Consider attendance at the CASA Conference to be held in Monterey, CA August 9-12, 2016.**

General Manager Healy inquired which Board members would like to attend the CASA Conference in Monterey August 9-12th. Hotel rooms have been reserved for those attending. Director Mott and Chair Techel will not be attending. Director Graves and Vice-Chair Caldwell will let the Clerk of the Board know if they will be attending. Clerk of the Board will check with Director Gravett upon his return from vacation.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy reported that Napa Valley Country Club hooked up to the District's recycled water this week.
- b. Healy reported that the District's NPDES discharge permit was approved this morning, July 13th, by the Regional Water Quality Control Board. The District's river discharge period was extended to 9 months from the 6 months in our previous permit, which is a great benefit for the District for recycled water storage purposes. This is significant in that it means that the District now does not need to build additional recycled water storage. At the next Board meeting Monica Oakley and staff will make a presentation on the District's new NPDES permit.
- c. Healy reminded the Board that Los Carneros Water District will be holding a ribbon cutting ceremony for the recycled water pipeline project. The ceremony will be held on Thursday, July 21st at 3:30 p.m. at Etude Winery.

10. **LEGAL COUNSEL REPORT:**

- a. None.

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

- a. Personnel Committee meeting – (6/20/16): Chair Techel reported that the committee met and discussed revised job classifications. They will meet again on Thursday, July 14, 2016 to continue discussions.

12. **UPCOMING MEETINGS:**

- a. Personnel Committee meeting – July 14, 2016
- b. NBWRA Board meeting – July 25, 2016
- c. Regular Board meeting – August 3, 2016
- d. Regular Board meeting – September 7, 2016

13. **ADJOURN TO CLOSED SESSION (5:29 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
the Clean Water Act from California River Watch, dated February 15, 2016

14. **RECONVENE TO OPEN SESSION: (5:36 p.m.)**

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

Legal Counsel reported the Board took no reportable action in Closed Session.

16. **ADJOURNMENT: (5:36 p.m.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, August 3, 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