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, AUGUST 3, 2016 CALLED TO ORDER AT 4:03 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

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

ABSENT: DAVID GRAVES (absent at roll call but arrived at 4:07 PM.)

3. **REVIEW OF AGENDA:** Legal counsel Bakker advised the Board of a need to add an urgency item regarding approval of out of state of travel to the Regular Calendar.

MR 16-066:
ADD URGENCY ITEM 8E TO REGULAR CALENDAR - REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL TO TAMPA, FLORIDA REQUIRED TO ACCEPT AN UNDISCLOSED AWARD FOR THE DISTRICT ON SEPTEMBER 14, 2016.

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

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

The District also requested that Item 8D be handled first under the Regular Calendar.

4. **SAFETY MOMENT:** The best way in is not always the best way out.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

a. **MR 16-067:**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON JULY 13, 2016.

b. **Receive County of Napa Voucher Register Dated 6/28/16 through 7/18/16.**

c. **MR 16-068:**
CANCEL THE REGULAR BOARD MEETING ON OCTOBER 5, 2016 DUE TO LACK OF BUSINESS.

d. **MR 16-069:**
APPROVE NEW JOB DESCRIPTIONS AND SALARIES FOR OPERATIONS SERVICES DIRECTOR, ASSET MANAGEMENT ANALYST I AND II AND REGULATORY COMPLIANCE MANAGER; APPROVE REVISED JOB DESCRIPTION AND SALARIES FOR TECHNICAL SERVICES DIRECTOR AND DIRECTOR OF ADMINISTRATIVE SERVICES; AND REVISED JOB DESCRIPTION FOR OPERATIONS SUPERVISOR.

e. **RES 16-015:**
APPROVE THE ATTACHED RESOLUTION PLEDGING SEWER SERVICE REVENUES TO REPAY THE CLEAN WATER STATE REVOLVING FUND (CWSRF) LOAN FOR THE BROWNS VALLEY ROAD SEWER INTERCEPTOR AND WEST NAPA PUMP STATION IMPROVEMENTS PROJECT.

f. **MR 16-070:**
AUTHORIZE PURCHASING AGENT TO EXECUTE A TASK ORDER FOR ENGINEERING DESIGN SERVICES IN THE AMOUNT OF $398,595 WITH CAROLLO ENGINEERS FOR THE MST RECYCLED WATER PIPELINE EXPANSION PROJECT (CIP 16722), AFTER AUTHORIZATION FROM NAPA COUNTY TO PROCEED WITH DESIGN.

g. **MR 16-071:**
APPROVE PROJECT AND CONCUR WITH STAFF'S CEQA DETERMINATION FOR THE PG&E ENERGY AUDIT PROJECT – LED POLE/ARM MOUNTED FIXTURES (CIP 17718).

h. **MR 16-072:**
ACCEPT THE DRY CREEK SUBDIVISION SANITARY SEWER IMPROVEMENTS FOR MAINTENANCE AND OPERATION AND RELEASE PERFORMANCE BOND IN THE AMOUNT OF $114,400 FOLLOWING RECEIPT OF MAINTENANCE BOND IN THE AMOUNT OF $11,440.

i. **MR 16-073:**
APPROVE PROJECT AND CONCUR WITH STAFF'S CEQA DETERMINATION THAT PROJECT IS CATEGORICALLY EXEMPT

FOR THE MANHOLE REHABILITATION - NIPAK PROJECT (CIP 17703).

j. **RES 16-074:**
AUTHORIZE THE GENERAL MANAGER TO ISSUE NOTICE INVITING BIDS FOR THE RECYCLED WATER RESERVOIR LINING PROJECT (CIP 16716).

k. **Receive General Manager's Report for June, 2016.**

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

AYES: GRAVETT, MOTT, CALDWELL, TECHEL
NOES: NONE
ABSENT: GRAVES
ABSTAIN: GRAVETT (abstained from Item 7a Approval of Minutes of last meeting due to absence at last meeting)

8. **REGULAR CALENDAR:**

d. **RES 16-016:**
ADOPT RESOLUTION ACCEPTING COMPLETION AND DIRECT GENERAL MANAGER/DISTRICT ENGINEER TO FILE THE NOTICE OF COMPLETION AT THE OFFICE OF THE RECORDER, NAPA COUNTY, CALIFORNIA FOR THE LCWD RECYCLED WATER PIPELINE PROJECT (CIP 15718, FORMERLY CIP 14733).

Robin D. Gamble, Junior Engineer, delivered a presentation to the Board on the LCWD Recycled Water Pipeline Project, which also included a recommendation to adopt a Resolution accepting completion of the project. Ms. Gamble discussed the project goals of reducing groundwater and surface water extraction for agriculture in the LCWD area, also mentioning construction features, project milestones and results. Ms. Gamble also gave an overview of project costs and funding sources, making note that ratepayers were not responsible for any of the costs.

Director Graves proposed finding a permanent location for the project signage commemorating project funding and agencies involved.

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

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

a. **MR 16-075:**
CONDUCT THE PUBLIC HEARING ON THE WRITTEN REPORT CONTAINING A DESCRIPTION OF EACH PARCEL OF REAL PROPERTY WITHIN THE DISTRICT RECEIVING SEWER SERVICES

AND THE AMOUNT OF THE CHARGE FOR EACH PARCEL FOR FY 2016-17; NO PROTESTS HEARD; CLOSED PUBLIC HEARING.

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

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

Cyndi Bolden, Sr. Accountant, presented to the Board the written report containing information on parcels that will be assessed sewer service charges on fiscal year 2016-2017, along with a recommendation to authorize collection of charges on the fiscal year 2016-2017 tax roll. Mayor Techel opened public hearing for any verbal or written protests on the written report.

RES 16-017:
ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT OVERRULING PROTESTS TO WRITTEN REPORT TO COLLECT SEWER SERVICE CHARGES ON THE TAX ROLL FOR FISCAL YEAR 2016-17, ACCEPTING REPORT AND DIRECTING THAT THE REPORT BE FILED WITH THE COUNTY OF NAPA.

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

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

b. **Receive presentation from Staff on the District's new NPDES permit adopted July 13, 2016 by the Regional Water Quality Control Board.**

James Keller Jr., Plant Manager, along with consultant Monica Oakley and Mark Koekemoer, Lab Supervisor, presented the District's new NPDES permit, a federal and state permit required by any entity that wants to discharge into the waters of the US, issued by the Regional Water Quality Control Board on July 13, 2016 under a five-year term effective September 1, 2016. Mr. Keller pointed out the areas of the District that the permit regulates, and explained the permitting process and the permit's impact on the District. Ms. Oakley, who helped with permit negotiations, explained the hearing process, went over notable permit revisions and negotiation successes, and noted specific operational benefits the District will have as a result. She stated that the Regional Water Board members commended the District on its perfect compliance during the previous permit term, and she added that the District has been in perfect compliance with the effluent limits since 2002. The Regional Water Board members also commended the District on its extensive recycled water program. Mr. Koekemoer spoke on the more technical aspects of the permit, elaborating on studies conducted and data

analysis, and highlighted the potential cost savings to the District using it as evidence that the District is effectively managing the system well.

c. **MR 16-076:**
Receive presentation outlining the final draft of the communications plan and approve final communications plan document.

Stephanie Turnipseed, Pollution Prevention and Outreach Coordinator, presented the final draft of the communications plan to the Board, highlighting the two core goals; increasing public awareness and to inform and educate District customers. Turnipseed discussed elements of the plan such as the District's core messages, reliability, environmental stewardship, resources conservation, financial stewardship, and communal ownership & responsibility. Turnipseed also included a breakdown of estimated hours involved, workload changes, and a proposed timeline for implementation.

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

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

e. **MR 16-077:**
AUTHORIZE TWO DISTRICT EMPLOYEES TO TRAVEL OUT-OF-STATE TO TAMPA, FLORIDA FOR FOUR DAYS TO ATTEND NATIONAL CONFERENCE AND RECEIVE UNDISCLOSED AWARD.

General Manager Healy notified the Board about a national award that the District recently applied for and won. The District received notice of this achievement the day before the Board meeting. Attending the conference and receiving the award requires out-of-state travel subject to Board approval.

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

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

9. **GENERAL MANAGER REPORT:**

a. General Manager Healy reported on a nighttime repair done by District staff that fixed leaks on south Jefferson Street where high levels of chloride were detected. Early results show a decrease in chlorides coming though the Riverpark pump station. District staff will continue to examine the area for leaks.

The Board commended District staff on their ability to detect, identify and repair the leak.

10. **LEGAL COUNSEL REPORT:**

    a. None

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

    a. Personnel Committee Meeting (7/14/16) Chair Techel mentioned this item was also on this agenda's Consent Calendar and requested a brief presentation to the Board on the organization structure. General Manager Healy explained the changes made and when these changes would go into effect.

    b. NBWRA Board Meeting (7/25/16) Chair Techel, along with Director Graves and Director Caldwell, attended. Chair Techel mentioned that many of the other partners have dropped projects and noted a change in the organizational structure.

    c. [After reconvening from closed session] Director Graves noted that the USGS will be conducting seismographic studies in the Napa area, both in downtown and in other parts of Napa. The study could potentially include NSD properties.

12. **UPCOMING MEETINGS:**

    a. CASA Conference – August 9-12, 2016
    b. NBWRA Board meeting – August 22, 2016
    c. Regular Board meeting – September 7, 2016
    d. North Bay Watershed Association meeting – September 9, 2016
    e. Regular Board meeting – September 21, 2016

13. **ADJOURN TO CLOSED SESSION: (5:10 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

    c. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
    Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 1 case

14. **RECONVENE TO OPEN SESSION: (5:46 p.m.)**

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

On Item C. of Closed Session, the Board directed the general counsel to initiate a legal action. The action, the defendants, and the other particulars will, once formally commenced, be disclosed to any person upon inquiry.

16. **ADJOURNMENT: (5:48 p.m.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, September 7, 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