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, SEPTEMBER 7, 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, DAVID GRAVES and CHUCK GRAVETT, Directors. ALSO PRESENT: TIMOTHY HEALY, General Manager and JOHN BAKKER, Legal Counsel.

ABSENT: NONE

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

4. **SAFETY MOMENT:** What to do in an earthquake.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:**

a. Introduction of new employees Vennie Costanzo and Jordan Dunn, Collection System Workers-in-Training.

b. Receive presentation of new recycled water video.

7. **CONSENT CALENDAR:**

a. **MR 16-078:**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON AUGUST 3, 2016.

b. **Receive County of Napa Voucher Register Dated 7/19/16 through 8/22/16.**

c. **RES 16-018:**
ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT AMENDING ITS CONFLICT OF INTEREST CODE.

d. **RES 16-019:**
ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT ADOPTING THE REVISED PAY SCALES EFFECTIVE AUGUST 13, 2016 PURSUANT TO THE CALIFORNIA CODE OF REGULATIONS, SUBCHAPTER 1, EMPLOYEES' RETIREMENT SYSTEM REGULATIONS SECTION 570.5, WHICH INCLUDE THE JOB CLASSIFICATION CHANGES THAT THE BOARD APPROVED AT THE AUGUST 3, 2016 MEETING.

e. **MR 16-079:**
ACCEPT THE EMPLOYEE AND BOARD OF DIRECTORS REIMBURSEMENT REPORT FOR FY 2015-16.

f. **RES 16-020:**
ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT ADOPTING A BUDGET AMENDMENT REPRESENTING FY 2015-16 ADJUSTMENTS FOR DEPRECIATION EXPENSE.

g. **RES 16-021:**
ADOPT RESOLUTION OF THE NAPA SANITATION DISTRICT ADOPTING BUDGET AMENDMENT REPRESENTING OPERATING AND CAPITAL APPROPRIATION CARRY FORWARDS FROM FY 2015-16 TO FY 2016-17.

h. **MR 16-080:**
APPROVE REFUND OF $627.25 FOR FY 2015-16 AND $1,597.39 FOR FY 2014-15 (TOTAL OF $2,224.64) FOR SEWER SERVICE CHARGES FOR ASSESSOR PARCEL NUMBER 001-183-005, LOCATED AT 2261 ADRIAN STREET.

i. **MR 16-081:**
AWARD CONSTRUCTION CONTRACT FOR THE MANHOLE REHABILITATION – NIPAK PROJECT (CIP 17703) TO H&R PLUMBING AND DRAIN CLEANING, INC. FOR THE BID AMOUNT OF $83,680.00, AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT WITH THE CONTRACTOR AND ISSUE THE NOTICE TO PROCEED, WHEN APPROPRIATE.

j. **MR 16-082:**
AWARD CONSTRUCTION CONTRACT FOR THE MILLIKEN CREEK INN SEWER REPAIR PHASE 2 – OPEN CUT (CIP 16723) TO HAROLD SMITH & SON, INC. FOR THE BID AMOUNT OF $98,518 AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE CONSTRUCTION AGREEMENT WITH THE CONTRACTOR AND ISSUE THE NOTICE TO PROCEED, WHEN APPROPRIATE.

k. **MR 16-083:**
AWARD CONSTRUCTION CONTRACT FOR THE STATIONARY GAS DETECTORS – PHASE II PROJECT (CIP 17722) TO TELSTAR INSTRUMENTS FOR THE BID AMOUNT OF $146,960 AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT WITH THE CONTRACTOR AND ISSUE THE NOTICE TO PROCEED, WHEN APPROPRIATE.

l. **MR 16-084:**
CONCUR WITH CEQA DETERMINATION IN THE GASSER MASTER PLAN R2006-213, ADOPTED BY THE CITY OF NAPA, LEAD AGENCY UNDER CEQA FOR THE DEVELOPMENT PROJECT; SET BOND AMOUNT AT $175,000; AND AUTHORIZE CHAIR TO EXECUTE THE IMPROVEMENT AGREEMENT FOR THE GASSER DRIVE EXTENSION SEWER TRUNK MAIN REPLACEMENT PROJECT.

m. **Receive and file the Quarterly Report and Priority Status for April, May and June 2016.**

n. **Receive General Manager's Report for July 2016.**

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

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

8. **REGULAR CALENDAR:**

a. **MR 16-085:**
INTRODUCE AND CONDUCT FIRST READING OF ORDINANCE 103 AMENDING DISTRICT CODE 5.01 TO ADD SECTION 5.01.075, AUTHORIZING THE DISTRICT TO COLLECT DELINQUENT SEWER SERVICE AND OTHER CHARGES ON THE TAX ROLL AND TO IMPOSE A LIEN ON REAL PROPERTY FOR SUCH DELINQUENT CHARGES.

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

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

Jeff Tucker, Director of Administrative Services/CFO, briefed the Board on the details of the proposed ordinance. A public hearing and second reading of proposed Ordinance 103 will be held on September 21, 2016.

b. **RES 16-022:**
ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT STATING ITS INTENT TO REIMBURSEMENT EXPENDITURES FOR THE RECYCLED WATER RESERVOIR LINING PROJECT.

RES. 16-023:
ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT PLEDGING REVENUES AND FUNDS TO REPAY THE CLEAN WATER STATE REVOLVING FUND LOAN FOR THE RECYCLED WATER RESERVOIR LINING PROJECT.

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

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

Jeff Tucker, Director of Administrative Services/CFO, gave a presentation to the Board on the Recycled Water Reservoir Lining Project and Application for Financing under the Green Project Reserve. Tucker reported that the project is eligible for the Green Project Reserve, meets the criteria for "water efficiency" and that staff has been encouraged to apply by State staff. He reviewed the advantages and disadvantages of the Green Project Reserve. If approved, some changes to the Capital Plan would occur – construction of Recycled Water Reservoir Liners would move to fiscal year 2017/18, opening up capital funds to move ACP Pipe and other sewer replacement projects to the current year that were scheduled for fiscal year 2017/18.

The Board and staff held discussion on the benefits of the Green Project Reserve and consequences of moving of the capital projects. Tucker reiterated that approval of the resolutions does not guarantee approval by the State. However, he feels most likely there will be funds available and the project will be approved.

c. **MR 16-086:**
AUTHORIZE STAFF TO USE PUBLIC FUNDS UP TO THE AMOUNT OF $200,000 FOR AN INFLOW/INFILTRATION REDUCTION PROJECT WITHIN THE HOMEWOOD/WESTWOOD NEIGHBORHOOD BY CONSTRUCTION OF PRIVATE IMPROVEMENTS.

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

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

Andrew Damron, Technical Services Director, gave a presentation on the project, which is located in the Homewood/Westwood neighborhood. He presented

information on the background of this community area and the flow monitoring and inspection results received as a result of staff's evaluations of this area. Staff determined the public sewer system is in excellent condition but they discovered inflow from private properties in this neighborhood. The District Code prohibits discharge to the sewer system from sump pumps and rain gutters connected to system. Staff proposes this project, which they will coordinate with property owners to reduce onsite inflow.

Damron reviewed the project details and the benefit of public funding for the reduction of inflow into the system. Program outreach will be conducted to homeowners in the area. Work will be done on a first-come, first-served basis in locations that are the most cost efficient to repair. The estimated cost per property is $2,500+/- with a total project budget of $200,000.

The Board and staff held discussion regarding the benefits of the project.

d. **Receive presentation by Christian Zavalla, Engineering Intern, on Summer Internship Projects.**

Christian Zavalla gave a presentation to the Board on the projects he assisted staff with during his summer internship at the District. He is returning to U.C. Davis this fall for his junior year as a mechanical/aerospace engineering major. He indicated that he has developed his skills and learned much while at the District. He thanked the Board and staff for the opportunity to work at the District.

e. **Receive presentation from staff on the mitigation of "bubbled toilets."**

Nick Becker, Interim Collection System Manager, presented information to the Board on mainline cleaning and what can occur during the process. He reported that at times the hydro vactor cleaning forces water out of toilet bowls in households -referred to as "bubbled toilets." This has occurred an average of 18 times per year over the last 8 years. He reported that 29 of these occurrences needed a cleaning service averaging $280 each for the cleaning service. To prevent this from occurring, staff uses venting and adjusts the angle of the nozzle jets. Installing cleanouts at the home is another measure to prevent this occurrence.

He reported that staff continuously looks for new technology to prevent bubbled toilets from occurring.

9. **GENERAL MANAGER REPORT:**

a. General Manager Healy reminded the Board of our District Appreciation BBQ on Thursday, September 22, 2016 at noon at the Collection Department.

b. (Reported after the end of closed session) Healy reported that Robin Gamble Holley was promoted into the Asset Management Analyst position. He also reported that the organizational changes approved by the Board at the last meeting have been implemented.

10. **LEGAL COUNSEL REPORT:**

a. None

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

a. CASA Conference (8/09/16 – 8/12/16) – Director Gravett reported that he attended the conference. He will bring notes to share with the Board at the next meeting.

12. **UPCOMING MEETINGS:**

a. NBWRA Board meeting – September 9, 2016
b. Regular Board meeting – September 21, 2016
c. North Bay Watershed Association meeting – October 7, 2016
d. Regular Board meeting – October 19, 2016

13. **ADJOURN TO CLOSED SESSION: (5:09 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
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One (1) case

14. **RECONVENE TO OPEN SESSION: (5:45 p.m.)**

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

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

16. **ADJOURNMENT: (5:49 p.m.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, September 21, 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