



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, NOVEMBER 16, 2016 CALLED TO ORDER AT 4:05 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:** No excuse not to work safely.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 16-099:**  
**APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON OCTOBER 19, 2016.**
- b. **Receive County of Napa Voucher Register Dated 10/04/16 through 10/31/16.**
- c. **MR 16-100:**  
**CANCEL REGULAR BOARD MEETING ON DECEMBER 21, 2016 DUE TO LACK OF BUSINESS; RESCHEDULE THE REGULAR BOARD MEETING ON JANUARY 4, 2017 TO JANUARY 11, 2017; AND CANCEL THE REGULAR BOARD MEETING ON JANUARY 18, 2017.**
- d. **RES 16-026:**  
**ADOPT RESOLUTION ESTABLISHING TERMS AND CONDITIONS AND ORDERING ANNEXATION OF TERRITORY - NAPA COUNTY JAIL PROJECT – 2300 NAPA VALLEY HIGHWAY (APN 046-370-021) –**

**DISTRICT ANNEXATION 000023.**

- e. **MR 16-101:**  
**AUTHORIZE THE PURCHASING AGENT TO EXECUTE TASK ORDER NO. 53 WITH GHD TO PROVIDE PROFESSIONAL SERVICES FOR THE INFLOW AND INFILTRATION (I&I) REDUCTION PROGRAM (CIP 13705) FOR COLLECTION SYSTEM FLOW MONITORING IN THE AMOUNT OF \$196,363.**
- f. **RES 16-027:**  
**ADOPT RESOLUTION ACCEPTING COMPLETION AND AUTHORIZING GENERAL MANAGER TO FILE THE NOTICE OF COMPLETION AT THE OFFICE OF THE RECORDER, NAPA COUNTY, CALIFORNIA FOR THE ACP LINING PROJECT NO. 1B (CIP 15721).**
- g. **RES 16-028:**  
**ADOPT RESOLUTION ACCEPTING COMPLETION AND AUTHORIZING GENERAL MANAGER TO FILE THE NOTICE OF COMPLETION AT THE OFFICE OF THE RECORDER, NAPA COUNTY, CALIFORNIA FOR THE MILLIKEN CREEK INN SEWER REHABILITATION PROJECT – PHASE 2 (CIP 16723).**
- h. **Receive and file the Quarterly Report and Priority Project Status for July, August, September 2016.**
- i. **Receive General Manager's Report for September 2016.**

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

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

**8. REGULAR CALENDAR:**

- a. **MR 16-102:**  
**TABLE APPEAL HEARING TO DECEMBER 7, 2016 REGULAR BOARD MEETING – APPEAL HEARING FOR REQUEST FOR RELIEF ON APPLICATION BY WAIVING CAPACITY CHARGE FOR EXTERIOR SIT DOWN DINING FOR THE CORNER LOCATED AT 660 MAIN STREET (APN 003-320-005).**

Andrew Damron, Technical Services Director, presented relevant evidence and information to the Board on the appeal received from The Corner Napa regarding relief on application by waiving the capacity charge for exterior sit down dining.

Testimony was provided by Matt Connolly, representative for Trevor and Stephanie Sheehan, appellants and owners of The Corner Napa restaurant.

Board members asked questions of Mr. Connolly and District staff. After both sides provided all evidence, the Chair closed the hearing and the board began deliberations. Vice-Chair Caldwell requested documents from Mr. Connolly relating to their permit obtained from the Napa County Environmental Health Department and whether outdoor seating was included in the original permit. Mr. Connolly responded that the documents were not currently in his possession. Chair Gravett moved that the item be tabled to the next meeting to allow the appellants to provide the requested documentation.

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

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

- b. **MR 16-103:**  
**AUTHORIZE THE PURCHASING AGENT TO EXECUTE TASK ORDER 52 WITH GHD TO PROVIDE ENGINEERING SERVICES TO PREPARE THE ASSET MANAGEMENT PLAN (AMP) IN THE AMOUNT OF \$174,680.**

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

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

Robin Gamble-Holley, Asset Management Analyst I, presented information on the Asset Management Plan (AMP) Request for Proposals and results. The project is a part of the Board's Strategic Plan to develop an asset management program to assist the District in being proactive in addressing the management of its infrastructure.

Gamble-Holley reported that four firms were invited to propose with three of these firms submitting proposals. District staff interviewed two of the three firms, GHD and Carollo Engineers. GHD was chosen by staff to prepare the AMP for the District at a cost of \$174,680. Gamble-Holley reviewed the AMP process and schedule. She reported that the implementation plan would span the next five to seven years.

9. **GENERAL MANAGER REPORT:**

- a. None.

10. **LEGAL COUNSEL REPORT:**

- a. None

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

- a. NBWRA Board meeting (10/24/16) – Vice-Chair Caldwell attended on behalf of Napa County. Director Graves attended on behalf of the District. Vice-Chair Caldwell reported that the TAC Committee has been re-established for a specific task. He also stated that he affirmed the District's position on the fees associated with the organization.
- b. Director Graves inquired about the Los Carneros Water District's grants associated with the recycled water pipeline.

**12. UPCOMING MEETINGS:**

- a. North Bay Watershed Association meeting – December 2, 2016
- b. Regular Board meeting – December 7, 2016
- c. NBWRA Board meeting – December 19, 2016
- d. Regular Board meeting – December 21, 2016 – meeting cancelled

**13. ADJOURN TO CLOSED SESSION: (5:03 P.M.)**

- a. CONFERENCE WITH LABOR NEGOTIATORS – Government Code Section 54957.6  
Agency Designated Representatives: Glenn Berkheimer  
Employee Organizations: Teamsters Local 315 – Rank and File/Supervisors Unit

**14. RECONVENE TO OPEN SESSION: (5:14 P.M.)**

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

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

**16. ADJOURNMENT: (5:14 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, December 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**