



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, MARCH 1, 2017 CALLED TO ORDER AT 4:01 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice-Chair; MARY LUROS, PETE 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:** A closer look at close calls.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 17-023:**  
**APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON FEBRUARY 15, 2017.**
- b. **Receive County of Napa Voucher Register Dated 1/31/17 through 2/13/17.**
- c. **MR 17-024:**  
**APPROVE REFUND OF \$13,428.10 FOR FY 2016-17, \$11,773.00 FOR FY 2015-16, \$6,859.37 FOR FY 2014-15 AND \$7,418.30 FOR FY 2013-14 (TOTAL OF \$39,478.77) FOR SEWER SERVICE CHARGES FOR ASSESSOR PARCEL NUMBER 036-180-019, LOCATED AT 1226 SALVADOR AVENUE.**
- d. **MR 17-025:**  
**ADOPT THE BEST MANAGEMENT PRACTICES (BMP'S) FOR SAND OIL SEPARATORS TO SERVE AS POLLUTANT CONTROL MECHANISMS PER THE DISTRICT'S CODE, SECTION 4.04.090.**

- e. **MR 17-026:**  
**ADOPT THE AMENDED BEST MANAGEMENT PRACTICES (BMP'S) FOR VEHICLE REPAIR AND MAINTENANCE TO SERVE AS POLLUTANT CONTROL MECHANISMS PER THE DISTRICT'S CODE, SECTION 4.04.090.**
- f. **Receive and file the Quarterly Report and Priority Project Status for October, November, and December 2016.**
- g. **Receive General Manager's Report for January, 2017.**

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

AYES:	GRAVES, MOTT, GREGORY, LUROS, TECHEL
NOES:	NONE
ABSENT:	NONE
ABSTAIN:	NONE

8. **REGULAR CALENDAR:**

- a. **Receive presentation from staff and provide feedback on Asset Management Plan.**

Robin Gamble-Holley, Asset Management Analyst, introduced Gage Muckleroy of GHD, NapaSan's consultant on the Asset Management Plan project. Mr. Muckleroy reviewed the vision, mission and goals of the project. The asset management plan will help NapaSan to be proactive in addressing the management of its infrastructure. He discussed the roadmap and schedule for implementation of the plan. The Board held discussion with consultant and staff.

- b. **RES. 17-027:**  
**ACCEPT THE ANNUAL PERFORMANCE MEASUREMENT REPORT FOR 2016.**

Motion by GREGORY, seconded by LUROS, by the following vote:

AYES:	GRAVES, MOTT, GREGORY, LUROS, TECHEL
NOES:	NONE
ABSENT:	NONE
ABSTAIN:	NONE

Jeff Tucker, Director of Administrative Services, reviewed the Performance Measure Report for calendar year 2016, which is structured around the 10 Attributes of Effectively Managed Water Utilities. NapaSan's report contains 63 performance measures. He reviewed the 10 attributes and the different measures in each consisting of "satisfactory, watch, unsatisfactory and no measure/no data". Tucker reported that of all the measurements 83% scored "satisfactory" marks, 11% are in the "watch" category, 5% are in the "unsatisfactory" and 2% in the "no measure/no data" category. The Board and staff held discussion on the results of the report.

- c. **Discuss NapaSan's potential participation in the next phase of NBWRA and provide direction to representative.**

Jeff Tucker, Administrative Services Director/CFO, presented information on Phase 2 of NBWRA. He reviewed the two options for Phase 2 projects and potential cost to NapaSan for each alternative. The Board was asked to provide direction to our NBWRA representative to take to their next meeting. Direction was provided to favor the alternative that included additional program development and lobbying support.

- d. **MR 17-028:**  
**AWARD CONSTRUCTION CONTRACT (BASE BID PLUS BID ALTERNATE) FOR THE 2017 COLLECTION SYSTEM REHABILITATION PROJECT (CIP 17708) TO K.J. WOODS CONSTRUCTION, INC. FOR THE BID AMOUNT OF \$4,728,000, AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT WITH THE CONTRACTOR AND ISSUE THE NOTICE TO PROCEED, WHEN APPROPRIATE.**

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

AYES:	GRAVES, GREGORY, MOTT, LUROS, TECHEL
NOES:	NONE
ABSENT:	NONE
ABSTAIN:	NONE

Matt Lemmon, Associate Engineer, reported on the award of construction contract for the 2017 Collection System Rehabilitation Project. NapaSan received four bids for the project ranging from \$4,728,000 to \$7,007,634. The lowest bidder was K.J. Woods Construction, Inc. at \$4,728,000. The project is part of the Inflow & Infiltration (I&I) Reduction Program. Lemmon reviewed the project scope and schedule. The project will include a total of 5.7 miles of pipeline rehabilitation/replacement (2.1% of the system). He reported construction is anticipated to commence in April, 2017 and construction completion is estimated to be in December, 2017.

- e. **Receive presentation from staff and discuss renewal and replacement policy for sewer collection system.**

Andrew Damron, Technical Services Director, gave a report on NapaSan's renewal and replacement (R&R) policy. He discussed the existing collection system and its condition, the 2015 Strategic Plan goals for infrastructure reliability, and R&R project prioritization. The Board approved in 2015/16 an increase to R&R/I&I from 0.8% to 2.0% of the system annually. He reviewed the different benefits and cost differences between rehabilitation vs. repair, and key planned projects beginning in 2017 through 2021.

## 9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy reminded the Board of the upcoming Strategic Planning

Workshop on March 15<sup>th</sup>. This will be a three-hour meeting.

10. **LEGAL COUNSEL REPORT:**

- a. None.

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

- a. Vice-Chair Gregory commented that he attended the community meeting in the Westwood area and commended Matt Lemmon, Associate Engineer, for representing NapaSan very well at the meeting. The meeting was led by City staff and showed that City of Napa and NapaSan staff are working well together.

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association meeting – March 3, 2017
- b. Personnel Committee meeting – March 9, 2017
- c. Regular Board meeting – March 15, 2017 ( Board Workshop – 3 hour meeting)
- d. NBWRA Board meeting – March 27, 2017
- e. Regular Board meeting – April 5, 2017

13. **ADJOURN TO CLOSED SESSION: (5:50 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) or (3) of subdivision (d) of Section 54956.9: One (1) Case

14. **RECONVENE TO OPEN SESSION: (6:49 P.M.)**

15. **REPORT FROM LEGAL COUNSEL ON CLOSED SESSION: (6:49 P.M.)**

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

16. **ADJOURNMENT: (6:49 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, March 15, 2017 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**