



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 15, 2017 CALLED TO ORDER AT 4:04 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice-Chair; MARY LUROS, PETE MOTT and DAVID GRAVES (absent at roll-call, present at 4:06 p.m.), Directors. ALSO PRESENT: TIMOTHY HEALY, General Manager, and JOHN BAKKER, Legal Counsel.

ABSENT: None.

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

4. **SAFETY MOMENT:** National Poison Prevention Month.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 17-029:**  
**APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON MARCH 1, 2017.**
- b. **Receive County of Napa Voucher Register Dated 2/14/17 through 2/27/17.**

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

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

8. **REGULAR CALENDAR:**

- a. **Provide Direction to staff on NapaSan's mission, vision, values, goals and strategies for the 2017 Strategic Plan Update.**

Tim Healy, General Manager, introduced Larry Bianeti, District facilitator for the 2017 Strategic Plan Workshop. Mr. Bianeti provided an introduction and overview to the Board on the purpose of the Strategic Plan and its goals, objectives and priorities of Napa Sanitation District. The Plan will provide framework and strategic direction to staff for the next four years.

Mr. Bianeti reviewed the NapaSan accomplishments from the 2015 Strategic Plan, including completion of a number of key projects, activities, the startup of the new Asset Management Plan, and the sewer service charge fee study and Proposition 218 process.

Mr. Bianeti reviewed the Environmental Scan, which includes Current Trends, Challenges and Opportunities and NapaSan Constituencies and Customers. Also discussed was NapaSan's Vision and Mission Statements and Values.

NapaSan's Goals and Objectives were discussed with Goal One being Infrastructure Reliability, Goal Two – Financial Stability, Goal Three – Operational Optimization, Goal Four – Employee Development, Goal Five – Community Outreach and Communications, and Goal Six- Resource Recovery. Mr. Bianti reported that these were the Board members' overall top priorities. Within each goal area, Board members and operational staff identified their top priority strategies and resulting projects and programs. The Board, staff and facilitator discussed each strategy and objectives of each goal.

Mr. Bianti will take the Board's comments and work with staff to revise the Strategic Plan Template accordingly. The Plan will be brought back to the Board for further review and discussion of timelines for the goals and objectives.

9. **GENERAL MANAGER REPORT:**

- a. None.

10. **LEGAL COUNSEL REPORT:**

- a. None. Legal Counsel Bakker reported that he will be absent at the April 5 meeting. Sabrina Wolfson from his office will attend the meeting in his absence.

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

- a. None.

12. **UPCOMING MEETINGS:**

- a. NBWRA Board meeting – March 27, 2017
- b. Regular Board meeting – April 5, 2017
- c. North Bay Watershed Association meeting – April 7, 2017
- d. Regular Board meeting – April 19, 2017

13. **ADJOURNMENT: (6:10 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, April 5, 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**