



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, JUNE 21, 2017 CALLED TO ORDER AT 4:03 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:** Critical Days of Summer.

5. **PUBLIC COMMENT:** None.

6. **CONSENT CALENDAR:**

- a. **MR 17-063**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON JUNE 7, 2017.
- b. **Receive County of Napa Voucher Register Dated 5/23/17 through 6/05/17.**
- c. **MR 17-064:**
ADOPT PROCLAMATION HONORING FRANK ZILLOTTO, THE DISTRICT'S OPERATIONS SUPERVISOR, FOR HIS DEDICATION AND SERVICE TO THE DISTRICT.
- d. **MR 17-65:**
AUTHORIZE OUT-OF-STATE TRAVEL FOR HUMAN RESOURCES OFFICER/CLERK OF THE BOARD FOR THE PURPOSE OF ATTENDING THE ANNUAL INTERNATIONAL PUBLIC MANAGEMENT ASSOCIATION FOR HUMAN RESOURCES (IPMA-HR) INTERNATIONAL TRAINING CONFERENCE & EXPO IN SAN ANTONIO, TEXAS FROM SEPTEMBER 16TH - 20TH, 2017.

- e. **MR 17-066:**
AUTHORIZE OUT-OF-STATE TRAVEL TO CHICAGO, ILLINOIS FOR GENERAL MANAGER TIM HEALY; DIRECTOR OF OPERATIONS, JIM KELLER; TECHNICAL SERVICES DIRECTOR/DISTRICT ENGINEER, ANDREW DAMRON; SENIOR CIVIL ENGINEER, KYLE BROUGHTON; AND ASSET MANAGEMENT ANALYST, ROBIN GAMBLE-HOLLEY, FOR THE PURPOSE OF ATTENDING THE 90TH ANNUAL WATER ENVIRONMENT FEDERATION TECHNICAL EXHIBITION AND CONFERENCE (WEFTEC) FROM SEPTEMBER 29 TO OCTOBER 4, 2017.

Director Mott commented that he attended the WEFTEC Conference last year in New Orleans, LA. He recommends that Board members attend one year in lieu of attending a CASA Conference as the WEFTEC Conference was very informational.

- f. **RES 17-011:**
ADOPT RESOLUTION DIRECTING PREPARATION AND FILING OF WRITTEN REPORT TO COLLECT SEWER SERVICE CHARGES ON THE TAX ROLL FOR FY 2017/18.

- g. **MR 17-067:**
AWARD CONSTRUCTION CONTRACT FOR THE 2017 SANITARY SEWER MANHOLE ADJUSTMENT PROJECT, PHASE VI (CIP 13702) TO H&R PLUMBING AND DRAIN CLEANING, INC. FOR THE AMOUNT OF \$145,500, AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT WITH THE CONTRACTOR AND ISSUE THE NOTICE TO PROCEED, WHEN APPROPRIATE.

- h. **MR 17-068:**
APPROVE THE PROJECT, CONCUR WITH STAFF'S CEQA DETERMINATION THAT THE PROJECT IS CATEGORICALLY EXEMPT, AND AUTHORIZE THE GENERAL MANAGER TO ISSUE NOTICE INVITING BIDS FOR THE MANHOLE REHABILITATION BASIN H PROJECT (CIP 18704).

- i. **MR 17-069:**
AUTHORIZE THE TECHNICAL SERVICES DIRECTOR TO EXECUTE AN INDUSTRIAL USER PERMIT AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE A PAYMENT PLAN AGREEMENT FOR SEWER SERVICE CHARGES WITH MI SUENO WINERY.

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

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

7. **SPECIAL PRESENTATIONS:**

a. **Present Proclamation to Frank Ziliotto recognizing his Dedication and Service to the Napa Sanitation District.**

The Board thanked Frank Ziliotto for his dedication and 13 ½ years of service to the District.

b. **Introduction of new Operations Supervisor, Daniel Fritz.**

The Board congratulated Dan Fritz on his promotion and wished him well in his new position at the District.

8. **REGULAR CALENDAR:**

a. **Receive presentation and provide direction to staff on policy options for Accessory Dwelling Units.**

Jeff Tucker, Director of Administrative Services/CFO, gave a presentation on options for implementing Accessory Dwelling Unit Fees. He reviewed the current law relating to ADU's but noted that the law as written applies to cities and counties and not to special districts. The State is currently considering legislation to apply these new rules to special districts. Tucker reviewed the discussion that the Board held at the June 7, 2017 Board meeting. He gave the Board scenarios on different size ADUs and the costs associated with them.

The Board and staff held discussion on the policy options for setting capacity charges and sewer service charges for ADUs. Public comment was heard from Saanen Kerson, 2 Jay Court, Napa, CA; Grania Lindberg of the Napa Housing Coalition; and Pete DuBois, 198 Franklin Street, Napa, CA.

The Board gave staff direction to prepare an Ordinance that implements the following for ADUs:

- 1) Capacity charges for Junior and attached ADUs would be waived, consistent with the law for cities and counties;
- 2) Capacity charges for detached ADUs under 500 SF would be waived;
- 3) Capacity charges for detached ADUs 500 SF and larger would be charged between 0.5 EDU and 1.0 EDU, based on their square footage;
- 4) Capacity charges for ADUs set by this ordinance would be retroactive to June 1, 2017, with partial or full refunds provided as appropriate.

Tucker commented that service charges for ADUs would be incorporated into a rate study anticipated to begin in the Fall of this year. The draft ordinance will be before the Board for a first reading at the July 19, 2017 Board meeting.

b. **MR 17-070:
AUTHORIZE THE PURCHASING AGENT TO EXECUTE THE TASK
ORDER NO. 27 WITH HDR ENGINEERING, INC. TO PROVIDE
ENGINEERING DESIGN SERVICES FOR THE HEADWORKS**

EQUIPMENT REPLACEMENT PROJECT (CIP 17726) IN THE AMOUNT OF \$261,808.

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

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

Kyle Broughton, Sr. Civil Engineer, gave a presentation to the Board on the Design Task Order for the Headworks Equipment Replacement Project. He reviewed what the headworks building consists of and the rehabilitation project goals of replacing existing fine screen and grit processing equipment, replace/rehab corroded assets, address the corrosion issue, and address operations & maintenance issues of access/serviceability.

Broughton reviewed the project schedule with design taking place July, 2017 through June, 2018; bid period - Summer of 2018; award of construction - Fall of 2018; and construction period - October, 2018 through September, 2019.

c. Receive presentation from staff on chloride levels and discuss.

Matthew Lemmon, Associate Engineer, and Chris Francis, Interim Regulatory Compliance Manager, provided an update to the Board on chloride levels.

Lemmon provided a history on chloride levels and monitoring from 2011 to 2015, including the current status. He reported on the fixed monitoring locations throughout our system and mainline spot liner repairs that have been made near South Jefferson Street. He reviewed the chloride levels at River Park Pump Station, which have continued to come down since the manhole repair and spot liner installation at Atrium Parkway.

Francis reported on the recent chloride sampling performed in the sewer system and the new recycled water conductivity monitoring recently performed. He reported that staff will continue to monitor chloride levels in the collection system and will implement fixes this summer/fall, as well as monitor chloride levels in Plant influent and recycled water. Staff will be communicating chloride levels with customers and update the Board again at a Board meeting in the Fall.

Board and staff held discussion regarding the monitoring and results of lab testing.

d. Consider Attendance at the CASA Conference to be held in San Diego, CA on August 22-24, 2017.

General Manager Healy reported that the annual CASA conference is scheduled for August 22-24, 2017 in San Diego, CA. Staff inquired as to which Board members would like to attend the conference. Vice-Chair Gregory and Directors Mott, Luros and Graves are interested in attending. Hotel rooms have been

reserved and conference registration will be sent closer to the date of the conference for those who wish to attend. Healy commented that Gordon J. Graham, the speaker at the CSRMA Risk Management Seminar on Tuesday morning, August 22nd, is one not to miss.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy reported that the Collection Department crews recently completed a sewer lateral lining project wherein they were able to rehab six sewer laterals in one day. This is the first time they have accomplished six sewer laterals in one day. Under the old remove and replace method of construction, it would take two days to replace one lateral.
- b. Healy reported that with the execution of the Industrial User Permit approved on the Consent Calendar, all 18 wineries requiring an Industrial User Permit have been executed.
- c. Healy reported that the District received a payment of \$414,863 from Richard Durkee's winery clients. They are all paid after receipt of this payment.

10. **LEGAL COUNSEL REPORT:**

- a. None.

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

- a. Director Mott reported on a Nexxus system he is installing in his home to capture grey water for reuse. He commented that he would give a presentation to the Board on the system if they are interested.

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association meeting – July 7, 2017
- b. Regular Board meeting – July 19, 2017
- c. NBWRA Board meeting – July 24, 2017
- d. Regular Board meeting – August 16 2017

13. **ADJOURNMENT TO CLOSED SESSION: (5:25 P.M.)**

- a. **CONFERENCE WITH LABOR NEGOTIATORS**
Agency designated representatives: John Bakker, District Counsel
Unrepresented employee: General Manager

14. **RECONVENE TO OPEN SESSION: (5:50P.M.)**

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

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

16. **ADJOURNMENT: (5:50 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, July 19, 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,

Clerk of the Board