



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, AUGUST 16, 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:** Think Safe, Ride Safe, Be Safe.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:**

a. Receive two Awards from the Government Finance Officers Association:

1) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2016; and

2) Award for Outstanding Achievement in Popular Annual Financial Reporting for Fiscal Year Ended June 30, 2016

7. **CONSENT CALENDAR:**

a. **MR 17-076**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON JULY 19, 2017.

b. **Receive County of Napa Voucher Register Dated 7/04/17 through 7/31/17.**

c. **MR 17-077**
CANCEL REGULAR BOARD MEETING ON OCTOBER 4, 2017 DUE TO LACK OF BUSINESS.

- d. **MR 17-078:**
AUTHORIZE OUT-OF-STATE TRAVEL FOR SAFETY, TRAINING AND FLEET MAINTENANCE OFFICER BILL MCWHIRT FOR THE PURPOSE OF ATTENDING A 5-DAY DEPARTMENT OF TRANSPORTATION COMPLIANCE TRAINING IN LAS VEGAS, NEVADA, FROM OCTOBER 2-6, 2017.

- e. **MR 17-079:**
AUTHORIZE OUT-OF-STATE TRAVEL FOR TWO COLLECTION SYSTEM DEPARTMENT STAFF FOR THE PURPOSE OF ATTENDING THE CWEA ANNUAL TRI-STATE CONFERENCE IN LAS VEGAS, NEVADA, FROM SEPTEMBER 26-28, 2017.

- f. **MR 17-080:**
AUTHORIZE THE SURPLUS AND SALE AT AUCTION OF THREE GODWIN 10 INCH TRAILER MOUNTED PUMPS (VEHICLES #810, #811, AND #812).

- g. **MR 17-081:**
AWARD CONSTRUCTION CONTRACT FOR THE MANHOLE REHABILITATION BASIN H PROJECT (CIP 18704) TO H&R PLUMBING AND DRAIN CLEANING, INC. FOR THE BID AMOUNT OF \$158,684 AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT WITH THE CONTRACTOR AND ISSUE THE NOTICE TO PROCEED, WHEN APPLICABLE.

- h. **MR 17-082:**
ACCEPT THE WINE COUNTRY COTTAGES SUBDIVISION SANITARY SEWER IMPROVEMENTS FOR MAINTENANCE AND OPERATION AND RELEASE PERFORMANCE BOND IN THE AMOUNT OF \$126,310. A MAINTENANCE BOND IN THE AMOUNT OF \$12,631 HAS BEEN POSTED BY THE DEVELOPER.

- i. **Receive General Manager's Report for June, 2017.**

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

AYES: GRAVES, GREGORY, LUROS, MOTT, TECHEL
NOES: NONE
ABSENT: NONE
ABSTAIN: GREGORY (Item 7H only)

8. **REGULAR CALENDAR:**

- a. **MR 17-083:**
CONDUCT SECOND READING OF ORDINANCE 105 , AN ORDINANCE AMENDING DISTRICT CODE SECTION 1.02 DEFINITIONS AND 5.02 CAPACITY CHARGES TO MODIFY CHARGES FOR ACCESSORY DWELLING UNITS; BY TITLE ONLY AND WAIVING FULL READING; OPEN PUBLIC HEARING, HEAR ANY PROTESTS AND CLOSE PUBLIC HEARING.

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

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

ORDINANCE 105:

ADOPT ORDINANCE 105 OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT AMENDING DISTRICT CODE SECTION 1.02 DEFINITIONS AND 5.02 CAPACITY CHARGES TO MODIFY CHARGES FOR ACCESSORY DWELLING UNITS.

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

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

Jeff Tucker, Director of Administrative Services/CFO, requested the Board open the public hearing and adopt Ordinance 105 as introduced. No protests or comments were made by the public during the Public Hearing. The Public Hearing was closed by motion, and a motion made to adopt Ordinance 105.

- b. **RES. 17-014:**
REJECT BID AND ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT AUTHORIZING THE UPPER LATERAL BASIN L PILOT #2 PROJECT TO BE COMPLETED BY NAPASAN EMPLOYEES.

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

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

Jill Hughes, Associate Engineer, reported on the bid results of the project. The project is located downtown Napa beginning at Third Street and California to Patchet Street down to Oak Street. NapaSan received one bid for the project in the amount of \$149,750. The bid amount (\$5,500 per lateral) significantly exceeded the revised engineer's estimate for the project (\$3,800 per lateral). Staff recommended that the Board reject the bid based on the price coming in too high and that the high cost would skew the pilot program price/gallon of inflow and infiltration (I&I) removed.

Hughes reported that NapaSan staff could do the work with Collection System staff if the Board adopts a resolution by four-fifths majority vote. She reported that NapaSan staff has adequate expertise and has the appropriate lining

equipment for the project. The project work could be done by NapaSan staff for approximately \$3,200 per lateral. The down side of having NapaSan staff do the work on the project is that it may impact staff's ability to perform other regular scheduled maintenance work in the collection system.

The Board held discussion, rejected the bid and adopted the resolution authorizing NapaSan staff to perform the project work.

c. **MR 17-084:**
APPROVE THE UPDATED SEWER SYSTEM MANAGEMENT PLAN (SSMP).

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

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

Nick Becker, Collection System Manager, introduced Monica Oakley, consultant for NapaSan, to give a report to the Board on the updated draft Sewer System Management Plan (SSMP).

Ms. Oakley gave a presentation on the purpose and elements of the SSMP. The SSMP was last updated in September 2013, which included major reorganization and some modifications. She reported that the current update contains only minor changes, which includes factors regarding prioritizing collection system repair and rehabilitation, edits for new job titles to correspond with NapaSan reorganization, updated code sections previously adopted, updated methodology for sampling and analysis of SSOs, updated design and construction standards previously adopted (June 2017), updated list and schedule of capital projects as of FY 2017/18, and added new performance measures already being tracked.

Oakley reported the next steps are to finalize the SSMP, place it on NapaSan's website, certify completion on State Water Board website and conduct regular audits of program until the next phase.

d. **Receive presentation by Justin Haggard, Laboratory Intern on summer internship projects.**

Justin Haggard presented the Board with the projects he worked on during his summer internship at NapaSan. He is a Napa native going into his Senior year at Napa High School with an interest in biology. He completed two studies during his internship: a 24-hour assessment of Nitrogen in the tertiary filters and a comparison of Nitrogen in the separate Aeration Basin compartments. Mr. Haggard indicated that he learned beneficial skills while interning at NapaSan and enjoyed working in a laboratory environment and working with NapaSan staff. He reported that he has acquired a new interest in the laboratory field. He thanked the Board for the opportunity to intern at NapaSan and hopes to be able to return next summer.

- e. **Receive presentation by Grace Avellar, Engineering Intern on summer internship projects.**

Grace Avellar addressed the Board and gave a report on her experience as a NapaSan summer engineering intern. She worked on projects involving AutoCAD drafting and field work for the 2018 sewer rehabilitation project. She also assisted with construction management and inspection for the 2017 sewer rehabilitation project. Ms. Avellar reported that she learned valuable skills in computer programs such as AutoCAD, Trakit, GIS, Hansen and Microsoft Excel. She also had the opportunity to collect GPS data points using a Trimble. She values the experience she gained working under NapaSan engineers, exposure to civil engineering practices and professional environment, as well as learning how to read and interpret plans. Ms. Avellar indicated that she attended high school in Napa and will be returning to Illinois to continue working toward her college degree.

- f. **Receive presentation from staff on public outreach for sewer service charges and capacity fee methodology study and provide direction to staff.**

Stephanie Turnipseed, Pollution Prevention/Outreach Specialist, gave a presentation on the options for public outreach for sewer service charges and capacity fee methodology. NapaSan staff will be developing a scope of work and timeline for the fee study and requests that the Board to give direction to staff on the type of public involvement they would like the public to have in the process. Ms. Turnipseed reviewed three options for levels of outreach 1) public meetings, 2) workshops, and 3) a policy charrette/policy team approach. NapaSan used the workshop approach for the last Proposition 218 rate setting outreach.

The Board and staff held discussion and the Board concurred with going with the workshop approach. Jeff Tucker, Director of Administrative Services/CFO, indicated that staff will update the board throughout the study.

- g. **MR 17-085:**
RESCHEDULE REGULAR BOARD MEETING ON SEPTEMBER 20, 2017 TO SEPTEMBER 27, 2017 DUE TO SCHEDULING CONFLICT.

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

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

9. GENERAL MANAGER REPORT:

- a. General Manager Healy reported that NapaSan will hold a safety BBQ for employees and Board members on October 11, 2017 at 12:00 p.m. at the Collection Department in honor of 2 ½ years of no lost-time accidents at NapaSan.

10. **LEGAL COUNSEL REPORT:**

- a. None.

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

- a. None.

12. **UPCOMING MEETINGS:**

- a. CASA Conference – August 22-24, 2017
- b. NBWRA Board meeting – August 28, 2017
- c. Regular Board meeting – September 6, 2017
- d. North Bay Watershed Association meeting – September 8, 2017
- e. Regular Board meeting – Changed from September 20th to September 27, 2017
- f. Regular Board meeting – October 4, 2017 - Canceled

13. **ADJOURN TO CLOSED SESSION: (5:07 P.M.)**

- a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: One (1) Case
Facts and Circumstances: Correspondence from Michael Rupprecht to Tim Healy dated July 24, 2017

14. **RECONVENE TO OPEN SESSION: (5:37 P.M.)**

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

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

16. **ADJOURNMENT: (5:37 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, September 6, 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