



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, DECEMBER 4, 2019 CALLED TO ORDER AT 4:02 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; DAVID GRAVES, MARY LUROS, and PETE MOTT, Directors. ALSO PRESENT: TIM HEALY, General Manager, and JOHN BAKKER, Legal Counsel.

ABSENT: RYAN GREGORY, Vice-Chair.

3. **REVIEW OF AGENDA:** No changes to the agenda.

4. **SAFETY MOMENT:** Director Graves read the safety topic – traveling for the Holidays – be prepared.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 19-081:**
APPROVAL OF MINUTES FROM THE REGULAR MEETING ON NOVEMBER 20, 2019.
- b. **Receive County of Napa Voucher Register dated 11/05/19 through 11/18/19.**
- c. **MR 19-082:**
CANCEL REGULAR BOARD MEETING ON JANUARY 1, 2020 DUE TO THE NEW YEAR'S HOLIDAY.
- d. **MR 19-083:**
ACCEPT THE CAPACITY CHARGES FINANCIAL REPORT FOR FY 2018/19.
- e. **RES 19-024:**
ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT ACCEPTING COMPLETION AND DIRECTING GENERAL MANAGER TO FILE NOTICE OF

COMPLETION FOR THE UPPER LATERAL REHABILITATION PILOT PROJECT #4 (CIP 18703).

- f. **MR 19-084:**
CONCUR WITH CEQA DETERMINATION IN LAFCO NOTICE OF EXEMPTION 2017-146 PREPARED BY LAFCO, LEAD AGENCY UNDER CEQA; SET BOND AMOUNT AT \$65,200; AND AUTHORIZE CHAIR TO SIGN THE IMPROVEMENT AGREEMENT AND DEFERRED IMPROVEMENT AGREEMENT FOR 410 STONECREST DRIVE.

- g. **Receive General Manager's Report for October 2019.**

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

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

8. **REGULAR CALENDAR:**

- a. **Accept the Comprehensive Annual Financial Report and associated Audit Report for Fiscal Year 2018/19.**

Cyndi Bolden, Senior Accountant, introduced Lindsey McGuire of Brown & Armstrong accounting firm who assisted in preparing NapaSan's annual Comprehensive Annual Financial Report (CAFR). Ms. McGuire gave a report to the Board on the process and scope of work for the annual audit. She reported that onsite testing of internal controls was performed the week of September 23, 2019. The testing included reviewing minutes, agreements and substantiating account balances. The required SAS 114 letter was prepared by their firm and an unmodified (clean) opinion was issued. She reported that no non-compliances were noted and no control deficiencies were found.

Ms. McGuire reported that NapaSan accounting staff were very responsive and easy to work with.

- b. **MR 19-085:**
APPROVE THE PROJECT, CONCUR WITH CEQA DETERMINATION, AND AUTHORIZE THE GENERAL MANAGER TO ISSUE NOTICE INVITING BIDS FOR THE POND BIOSOLIDS REMOVAL AND REUSE PROJECT (CIP 13745).

Matt Lemmon, Senior Civil Engineer, gave a presentation on the Pond Biosolids Removal and Reuse Project, including a background of previous biosolids removal projects and the importance of removing biosolids from NapaSan's ponds. He reported the current project will focus on the northern portion of pond one as this portion has the largest volume of sludge.

Lemmon reviewed the biosolids removal process for the project, which will consist of dredge removal of the sludge. The project will conclude in one season and pond one will remain in service during the project. The contractor will use a drying bed near pond one for the staging area and biosolids dewatering. The biosolids are to be hauled and spread onto the Somky Ranch property. Crops will be planted on the property where the biosolids are spread.

Lemmon noted that the project is part of a series of long-term projects to remove biosolids from pond one. The next project is budgeted for 2023 in the current 10-year CIP. Board and staff held discussion.

9. **GENERAL MANAGER REPORT:** None.

10. **LEGAL COUNSEL REPORT:** None.

11. **BOARD OF DIRECTORS REPORTS/GENERAL DISCUSSION:** None.

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association meeting – December 6, 2019
- b. NBWRA Board Meeting – December 9, 2019
- c. Regular Board meeting – December 18, 2019
- d. Regular Board meeting – January 15, 2020

13. **ADJOURNMENT TO CLOSED SESSION (4:27 P.M.):**

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

14. **RECONVENE TO OPEN SESSION: (5:15 P.M.)**

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

Legal Counsel Bakker reported the Board took no reportable action in closed session.

16. **ADJOURNMENT (5:15 P.M.)**

Adjourn to Napa Sanitation District Special Meeting on December 11, 2019 at 10:00 A.M. at the Napa Sanitation District Administration Building, 1515 Soscol Ferry Road, Napa, California.

Respectfully submitted,

Clerk of the Board