



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 18, 2019 CALLED TO ORDER AT 4:02 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice-Chair (absent at roll-call, present at 4:04 p.m.); DAVID GRAVES, MARY LUROS, and PETE MOTT, Directors. ALSO PRESENT: TIM HEALY, General Manager, and JOHN BAKKER, Legal Counsel.

ABSENT: None.

3. **REVIEW OF AGENDA:** General Manager Healy requested that Item 7C is pulled from the agenda for approval at a future meeting. Legal Counsel Bakker announced a need for addition of an emergency item that needs immediate action that arose after the agenda was posted. He requested the Board add item 8 B(2) – Adopt Resolution authorizing General Manager and Director of Administrative Services to execute a State Revolving Fund Installment Sale Agreement for the Browns Valley Road Sewer Interceptor and West Napa Pump Station Improvement Project.

**MR 19-086:**

**ADD EMERGENCY ITEM - ADOPT RESOLUTION AUTHORIZING GENERAL MANAGER AND DIRECTOR OF ADMINISTRATIVE SERVICES TO EXECUTE A STATE REVOLVING FUND INSTALLMENT SALE AGREEMENT FOR THE BROWNS VALLEY ROAD SEWER INTERCEPTOR AND WEST NAPA PUMP STATION IMPROVEMENT PROJECT.**

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

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

4. **SAFETY MOMENT:** Director Lueros read the safety topic – Hand Washing Awareness.
5. **PUBLIC COMMENT:** None.
6. **SPECIAL PRESENTATIONS:** None.
7. **CONSENT CALENDAR:**

- a. **MR 19-087:**  
**APPROVAL OF MINUTES FROM THE REGULAR MEETING ON DECEMBER 4, 2019 AND SPECIAL MEETING ON DECEMBER 11, 2019.**
- b. **Receive County of Napa Voucher Register dated 11/19/19 through 12/02/19.**
- c. **Item Pulled from Agenda**
- d. **MR 19-088:**  
**AUTHORIZE THE PURCHASING AGENT TO EXECUTE AMENDMENT 6 TO TASK ORDER 50 WITH GHD TO PROVIDE DESIGN SERVICES FOR THE BROWNS VALLEY TRUNK PROJECT (CIP 14703) IN THE AMOUNT OF \$50,595.**
- e. **Receive and file the Quarterly Report and Priority Project Status for July, August and September 2019.**

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

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

**8. REGULAR CALENDAR:**

- a. **MR 19-089:**  
**AUTHORIZE THE GENERAL MANAGER TO ISSUE NOTICE INVITING BIDS FOR THE BROWNS VALLEY TRUNK PROJECT (CIP 14703), AFTER CONFIRMATION OF FUNDING APPROVAL FROM THE STATE WATER BOARD.**

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

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

Andrew Damron, Technical Services Director, gave a presentation on the project. He reviewed the project alignment, long and short-term goals, background of the project, and cost-savings design changes that have been made to the project. Damron reviewed the project scope and outreach that has been done, as well as what is planned for the future. Damron reported on the construction impacts expected, the financing of the project, and project construction costs and schedule.

Board and staff held discussion.

- b1. **MR 19-090:**  
**AUTHORIZE THE GENERAL MANAGER TO ISSUE NOTICE INVITING BIDS FOR THE WEST NAPA PUMP STATION PROJECT (CIP 17711), AFTER CONFIRMATION OF FUNDING APPROVAL FROM THE STATE WATER BOARD.**

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

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

Robin Gamble-Holley, Asset Management Analyst, gave a presentation to the Board on the West Napa Pump Station Replacement project. She reviewed the background and project overview. She reported the project would receive SRF Green Project Reserve Funds and allowance of up to \$4,000,000 savings in loan forgiveness for the energy efficiency components. She reported that extensive outreach that has been done with the City of Napa, PG&E, Caltrans, Napa County Flood Control and surrounding businesses. The anticipated schedule for the project was reviewed with the award of construction contract scheduled for March 2020 and the substantial completion date in April 2022.

Board and staff held discussion.

- b2. **RES 19-025:**  
**ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT AUTHORIZING THE GENERAL MANAGER AND DIRECTOR OF ADMINISTRATIVE SERVICES TO EXECUTE, ON BEHALF OF THE DISTRICT, A STATE REVOLVING FUND INSTALLMENT SALE AGREEMENT FOR THE BROWNS VALLEY ROAD SEWER INTERCEPTOR AND WEST NAPA PUMP STATION IMPROVEMENT PROJECT.**

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

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

Jeff Tucker, Director of Administrative Services/CFO, presented information on this emergency item added to the agenda. He reported that the State Revolving Fund Installment Sale Agreement for Browns Valley Road Trunk Project and West Napa Pump Station Improvement Project documents were received from the State on Monday, December 16, 2019 and need to be approved prior to the date of the next Board meeting. Board and staff held discussion.

- c. **MR 19-091:**  
**AWARD CONSTRUCTION CONTRACT (BASE BID PLUS BID ALTERNATE) FOR THE 2020 COLLECTION SYSTEM REHABILITATION PROJECT (CIP 19703) TO NU-LINE TECHNOLOGIES, LLC FOR THE BID AMOUNT OF \$6,445,000 AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT WITH THE CONTRACTOR AND ISSUE THE NOTICE TO PROCEED, WHEN APPROPRIATE.**

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

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

Simon Kobayashi, Associate Engineer, presented information on the 2020 Collection System Rehabilitation Project. Kobayashi reviewed the project locations and overview of the general scope, including the base bid and bid alternate. Four bids were received with Nu-Line Technologies being the low bidder at \$6,445,000. Engineer's estimate for the project is \$6,560,000.

Kobayashi reviewed the cost evaluation of rehabilitation projects completed to date and the anticipated project schedule. Construction will begin March of 2020 with completion in October 2020.

- d. **MR 19-092:**  
**AWARD CONSTRUCTION CONTRACT FOR THE PRIMARY CLARIFIER AND DAF CLARIFIER REHABILITATION PROJECT (CIP 16712) TO FARR CONSTRUCTION CORPORATION FOR THE BID AMOUNT OF \$968,800 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: LUROS, GRAVES, GREGORY, MOTT, TECHEL  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

Karl Ono, Associate Engineer, gave a presentation on the Primary Clarifier and DAF Clarifier Rehabilitation project. He reviewed the background and project overview. The engineer's estimate for the project is \$1,200,000. Staff received four bids for the project with Farr Construction being the low bidder with a corrected bid amount of \$968,800.

Ono reviewed the project's anticipated schedule, with construction to begin in May of 2020 and completion estimated in September 2020.

- e. **MR 19-0932:**  
**AUTHORIZE THE PURCHASING AGENT TO EXECUTE A TASK ORDER WITH HDR ENGINEERING TO PROVIDE CONSTRUCTION MANAGEMENT, INSPECTION, AND ENGINEERING SERVICES DURING CONSTRUCTION FOR THE PRIMARY CLARIFIER AND DAF CLARIFIER REHABILITATION PROJECT (CIP 16712) IN THE AMOUNT OF \$279,909.**

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

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

- 9. **GENERAL MANAGER REPORT:** None.
- 10. **LEGAL COUNSEL REPORT:** None.
- 11. **BOARD OF DIRECTORS REPORTS/GENERAL DISCUSSION:**
  - a. NBWRA Board meeting (12/9/19) – Chair Techel reported she attended the meeting along with Director of Administrative Services Tucker. Discussion was held on re-establishing the Technical Advisory Committee (TAC).
- 12. **UPCOMING MEETINGS:**
  - a. North Bay Watershed Association meeting – January 3, 2020
  - b. Regular Board meeting – January 15, 2020
  - c. CASA Conference – January 21-23, 2020
  - d. Regular Board meeting – February 5, 2020
- 13. **ADJOURNMENT TO CLOSED SESSION (5:00 P.M.):**
  - a. **CONFERENCE WITH LABOR NEGOTIATORS**  
Agency Designated Representatives: Glenn Berkheimer and Tim Healy  
Unrepresented employee: Director of Administrative Services/Chief Financial Officer
  - b. **CONFERENCE WITH LABOR NEGOTIATORS**  
Agency Designated Representative: John Bakker  
Unrepresented employee: General Manager
  - c. **CONFERENCE WITH LABOR NEGOTIATORS – Government Code Section 54957.6**  
Agency Designated Representative: Glenn Berkheimer  
Employee Organization: Teamsters Local 315 – Rank & File Unit
  - d. **CONFERENCE WITH LABOR NEGOTIATORS – Government Code Section 54957.6**

Agency Designated Representative: Glenn Berkheimer  
Employee Organization: Teamsters Local 315 – Supervisors Unit

- e. CONFERENCE WITH LABOR NEGOTIATORS – Government Code Section 54957.6  
Agency Designated Representative: Glenn Berkheimer  
Employee Organization: Association of Management Professionals of Napa Sanitation District

14. **RECONVENE TO OPEN SESSION: (6:00 P.M.)**

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

Legal Counsel Bakker reported there was no reportable action taken in closed session.

16. **ADJOURNMENT (6:00 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on January 15, 2020 at 4:00 P.M. at the Napa Sanitation District Administration Building, 1515 Soscol Ferry Road, Napa, California.

**Respectfully submitted,**

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**Clerk of the Board**