



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, FEBRUARY 5, 2020 CALLED TO ORDER AT 4:02 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice-Chair; DAVID GRAVES and MARY LUROS, Directors. ALSO PRESENT: TIM HEALY, General Manager, and JOHN BAKKER, Legal Counsel.

ABSENT: PETE MOTT, Director.

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

4. **SAFETY MOMENT:** Director Graves read the safety topic – American Heart Month.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:**

- a. Introduction of new employee Nicholas Perkins, Collection System Worker-in-Training.
- b. Congratulations to Stephanie Turnipseed for winning the CWEA Redwood Empire Section's Community Engagement & Outreach Person of the Year for 2019. Stephanie will move on to the State competition in April.

7. **CONSENT CALENDAR:**

- a. **MR 20-003:**
APPROVAL OF THE MINUTES FROM THE REGULAR MEETING ON JANUARY 15, 2020.
- b. **Receive County of Napa Voucher Register dated 12/31/19 through 1/20/20.**
- c. **MR 20-004:**
CONCUR WITH CEQA DETERMINATION IN THE CITY OF NAPA RESOLUTION R2016-8, PREPARED AND ADOPTED BY THE CITY OF NAPA, LEAD AGENCY UNDER CEQA FOR THE DEVELOPMENT PROJECT; SET BOND AMOUNT AT \$452,000; AND AUTHORIZE CHAIR TO SIGN THE IMPROVEMENT AGREEMENT FOR SOCO NAPA APARTMENTS (PREVIOUSLY KNOWN AS PIETRO PLACE).

- d. **MR 20-005:**
AUTHORIZE THE PURCHASING AGENT TO EXECUTE AMENDMENT 1 TO TASK ORDER 2 WITH WOODARD & CURRAN TO PROVIDE ENGINEERING SERVICES TO DESIGN THE 66-INCH TRUNK SEWER REHABILITATION PROJECT (CIP 19701) IN THE AMOUNT OF \$74,520.
- e. **Receive General Manager's Report for December 2019.**

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

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

8. **REGULAR CALENDAR:**

- a. **MR 20-006:**
AWARD THE CONTRACT FOR THE POND BIOSOLIDS REMOVAL AND REUSE PROJECT (CIP 13745) TO CLEAN HARBORS ENVIRONMENTAL SERVICES FOR THE AMOUNT OF \$2,000,000 AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT WITH THE CONTRACTOR AND ISSUE THE NOTICE TO PROCEED, WHEN APPROPRIATE.

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

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

Matt Lemmon, Senior Civil Engineer, gave a presentation on the project. Lemmon reported that bidders were required to submit a bid on the unit cost per dry ton of biosolids they could remove and process from the pond for the fixed contract amount. He reported that NapaSan received five bids. Lemmon reviewed the background of the project, along with the areas in the pond that are a priority for removal of biosolids. He reported the total budget is \$2,337,150, which includes design, construction contract, construction management, and estimated staff time and lab analyses. Lemmon reported the project work period will be May 1 – September 20, 2020, and estimated acceptance of completion in October 2020.

Board and staff held discussion.

- b. **MR 20-007:**
AUTHORIZE PURCHASING AGENT TO EXECUTE A TASK ORDER WITH WEST YOST ASSOCIATES TO PROVIDE CONSTRUCTION MANAGEMENT, INSPECTION AND ENGINEERING SERVICES

DURING CONSTRUCTION FOR THE POND BIOSOLIDS REMOVAL AND REUSE PROJECT (CIP 13745) IN THE AMOUNT OF \$205,135.

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

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

c. Receive a presentation from staff on Operations activities.

Dan Fritz, Operations Supervisor, gave a presentation on the process optimization efforts the treatment plant staff have implemented over the last few years. Operations staff have been successful at cutting chemical costs by reducing the use of polymer in the pond operation by changing the operation process. Operations staff and chemical vendors have also been performing jar testing to determine optimal chemical doses.

Fritz reported that operations staff has implemented several operational changes, including treating all dry weather influent in the aeration basins. This reduces chemical cost in the filter, avoids high cost of pond water clarification, reduces chloride concentration in recycled water, reducing loading in the pond system, and reduces proliferation of blue-green algae. Fritz reported that an ammonium control system was also put in which reduces chemical use and on-call time for operators. Fritz reviewed the chemical use and costs since 2014, noting NapaSan's chemical savings even though chemical costs have risen.

Board and staff held discussion.

9. GENERAL MANAGER REPORT:

- a. General Manager Healy reminded the Board of the annual employees' awards banquet at the Elks Lodge on Friday, February 7, 2020 at 6:00 p.m.
- b. General Manager Healy reported that he received an administrative draft of LAFCO's Napa County Water/Wastewater Municipal Services Review. Healy reported he has reviewed only the parts of the report that relate to NapaSan, but will be reviewing the entire report. He reported that there will be a discussion regarding the report at the February 19, 2020 Board meeting, and comments from NapaSan will be sent to LAFCO after that meeting.

10. LEGAL COUNSEL REPORT: Legal counsel Bakker reported he would be on vacation during the Board meeting on February 19, 2020. Rachel Hundley will attend in his place.

11. BOARD OF DIRECTORS REPORTS/GENERAL DISCUSSION:

- a. Finance Committee meeting (1/16/2020) – Vice-Chair Gregory and Director Graves attended the meeting. They reviewed budget information.

- b. CASA Conference (1/21/20 – 1/23/20) – Vice-Chair Gregory attended the conference along with General Manager Healy. Gregory commented he enjoyed hearing about industry innovations and resource recovery topics at the conference.

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association meeting – February 7, 2020
- b. Regular Board meeting – February 19, 2020
- c. Regular Board meeting – March 4, 2020
- d. North Bay Watershed Association meeting – March 6, 2020
- e. Regular Board meeting – March 18, 2020

13. **ADJOURNMENT TO CLOSED SESSION (4:34 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: (5:19 P.M.)**

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

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

16. **ADJOURNMENT (5:23 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on February 19, 2020 at 4:00 P.M.
at the Napa Sanitation District Administration Building, 1515 Soscol Ferry Road, Napa,
California.

Respectfully submitted,

Clerk of the Board