



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 3, 2020 CALLED TO ORDER AT 4:03 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice Chair; PETE MOTT, DAVID GRAVES (via Zoom conference) and MARY LUROS (via Zoom conference), Directors. ALSO PRESENT: TIM HEALY, General Manager, and JOHN BAKKER, Legal Counsel.

ABSENT: None.

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

4. **SAFETY MOMENT:** Vice-Chair Gregory the safety topic – National Safety Month.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

a. **MR 20-031:**

**APPROVAL OF THE MINUTES FROM THE REGULAR MEETING ON MAY 20, 2020.**

b. **Receive County of Napa Voucher Register dated 5/05/20 through 5/18/20.**

c. **MR 20-032:**

**CANCEL REGULAR BOARD MEETING ON JULY 1, 2020 DUE TO LACK OF BUSINESS.**

d. **Receive and file Quarterly Report and Priority Project Status for January, February, and March 2020.**

e. **Receive General Manager's Report for March 2020.**

Motion by MOTT, seconded by GREGORY, by the following roll-call vote:

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

ABSENT: NONE  
ABSTAIN: NONE

8. **REGULAR CALENDAR:**

- a. **RES 20-008:**  
**ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA  
SANITATION DISTRICT ADOPTING A BUDGET AND CAPITAL  
IMPROVEMENT PROGRAM FOR FISCAL YEAR 2020/21.**

Motion by GREGORY, seconded by MOTT, by the following roll-call vote:

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

Cyndi Bolden, Senior Accountant, gave a presentation on the FY 2020/21 Operating and Capital Budget. She reviewed the budget development process and the changes that were made to the proposed operating budget after the May 20, 2020 Board meeting discussion.

Matt Lemmon, Senior Civil Engineer, discussed the CIP budget adjustments that were made to the proposed 10-Year Capital budget after the May 20, 2020 Board meeting discussions. These changes include increasing the 2021 Collection System Rehab Project from 1.5% to 1.9% of the system, and adding funding to key projects in years 3-10.

Cyndi Bolden presented an overview of the financial revenue summary with and without the loan proceeds, the 10-Year Capital Improvement Plan revenue and expense summary by department, and the projected debt service summary through Fiscal Year 2039/40. Bolden reviewed the cash flow outlook through Fiscal Year 2029/30 including cash flow reserves, operating reserves, bond/debt reserves, and Recycled Water Repair & Replacement Reserves. Bolden reported that the current projections show a positive ending fund equity for all years.

The Board and staff held discussion regarding the operations and capital budgets, and thanked staff for the hard work they put into it. Chair Techel and Director Luross indicated they could not support a sewer service charge rate increase at this time during the pandemic.

- RES 20-009:**  
**ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF NAPA  
SANITATION DISTRICT DIRECTING THE PREPARATION AND  
FILING OF A WRITTEN REPORT TO COLLECT SEWER SERVICE  
CHARGES ON THE TAX ROLL FOR FISCAL YEAR 2020/21.**

Motion by GREGORY, seconded by MOTT, by the following roll-call vote:

AYES: GRAVES, GREGORY, MOTT

NOES: LUROS, TECHEL  
ABSENT: NONE  
ABSTAIN: NONE

- b. **Receive Communications and Outreach Program update from staff, and direct staff to continue past outreach activities and design future outreach to align with the Strategic Plan goals and any possible public-health related constraints.**

Stephanie Turnipseed, Pollution Prevention/Outreach Specialist, presented information on NapaSan's Communications and Outreach Program activities within the last six months. She reported that the Communications Plan is part of the Board's 2019 Strategic Plan. Turnipseed reviewed the four goals of the plan and the details and activities accomplished and performed for each goal.

Board and staff held discussion. The Board directed staff to have responses ready to frequently asked questions regarding rate adjustments. General Manager Healy responded that staff has already prepared FAQ's and that staff will provide them to the Board.

- c. **Receive a presentation on Strategic Plan Objective regarding Energy Self-Generation Potential.**

James Keller, Operations Services Director, gave a presentation on the Energy Self-Generation Potential as part of the Board's Strategic Plan 6E – Evaluate energy self-generation with the primary goal of decreasing overall energy costs and reliance on the energy grid.

Keller reviewed the energy and chemical savings options status. The presentation focus was on four key elements: 1) the Wastewater Treatment Plant Master Plan task no. 4 - Renewable Energy Production and Energy Management, and task no. 5 - Nutrient Management; 2) Chemically Enhanced Primary Treatment (CEPT); 3) Mainspring Linear Generator Update; and 4) Floating Solar Update. Board and staff held discussion.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy discussed the upcoming CASA Conference that was to be held at August at Squaw Valley Resort in Lake Tahoe, CA. He reported that the conference would now be a virtual conference. He indicated the topic would be on a future agenda for discussion.
- b. General Manager Healy reported that NapaSan has received 98.1% of the sewer service charges from the Napa County Tax roll payments. He reported there is approximately \$513,000 still outstanding.

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

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

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association meeting – June 5, 2020
- b. Regular Board meeting – June 17, 2020
- c. Regular Board meeting – July 1, 2020 is canceled
- d. Regular Board meeting – July 15, 2020
- e. Regular Board meeting – August 5, 2020

13. **ADJOURNMENT TO CLOSED SESSION: (5:30 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: (6:07 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 (6:07 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on June 17, 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**