



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, JULY 15, 2020 CALLED TO ORDER AT 4:06 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice Chair; PETE MOTT, DAVID GRAVES and MARY LUROS (absent at roll-call, present at 4:19 p.m.), Directors. ALSO PRESENT: TIM HEALY, General Manager, and JOHN BAKKER, Legal Counsel.

ABSENT: None.

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

4. **SAFETY MOMENT:** Director Graves read the safety topic – UV Safety Month.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

a. **MR 20-036:**

APPROVAL OF THE MINUTES FROM THE REGULAR MEETING ON JUNE 17, 2020 AND THE SPECIAL MEETING ON JUNE 25, 2020.

b. **Receive County of Napa Voucher Register dated 6/02/20 through 6/29/20.**

c. **RES 20-010:**

ADOPT RESOLUTION ESTABLISHING TERMS AND CONDITIONS AND ORDERING ANNEXATION OF TERRITORY – APNS 007-231-002 (3660 LINDA VISTA AVENUE), 007-152-030 (4009 LINDA VISTA AVENUE), 007-130-004 (4213 LINDA VISTA AVENUE), AND 007-172-023 (2415 TROWER AVENUE) – LINDA VISTA NO. 21 – NAPASAN ANNEXATION 000034.

d. **RES 20-011:**

ADOPT RESOLUTION ESTABLISHING TERMS AND CONDITIONS AND ORDERING ANNEXATION OF TERRITORY – APNS 046-180-017 (21 LOS ROBLES DRIVE), 046-180-008 (33 LOS ROBLES DRIVE), 046-180-009 (45 LOS ROBLES DRIVE), AND 046-180-016 (NO SITUS ADDRESS) – LOS ROBLES DRIVE NO. 2 – NAPASAN ANNEXATION 000035.

- e. **MR 20-037:**
AUTHORIZE AN INCREASE OF CHANGE ORDER SIGNING AUTHORITY FOR THE GENERAL MANAGER FROM \$96,880.00 (10% OF ORIGINAL CONTRACT) TO A MAXIMUM OF \$296,480 (31% OF ORIGINAL CONTRACT) FOR THE PRIMARY CLARIFIER AND DAF CLARIFIER REHABILITATION PROJECT (CIP 16712) FOR A POTENTIAL TOTAL APPROVED CONTRACT AMOUNT OF \$1,265,280.

- f. **RES 20-012:**
ADOPT RESOLUTION AUTHORIZING EXECUTION OF QUITCLAIM DEED FOR A PORTION OF LAND IDENTIFIED IN THE FINAL MAP OF PEAR TREE LANE TOWNHOMES; A RESOLUTION GRANTING SAID INTEREST IN AND OVER SAID REAL PROPERTY TO TAYLOR MORRISON OF CALIFORNIA, LLC.

- g. **Receive General Manager's Report for May 2020.**

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

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

8. REGULAR CALENDAR:

- a. **MR 20-038:**
CONDUCT PUBLIC HEARING ON SEWER SERVICE CHARGES FOR EACH PARCEL FOR FY 2020-2021; HEAR AND CONSIDER ANY PROTESTS; CLOSE PUBLIC HEARING; DETERMINE NO MAJORITY PROTEST.

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

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

RES 20-013:
ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT OVERRULING PROTESTS TO WRITTEN REPORT TO COLLECT SEWER SERVICE CHARGES ON THE TAX ROLL FOR FISCAL YEAR 2020-21, ACCEPTING THE REPORT AND DIRECTING THAT THE REPORT BE FILED WITH THE COUNTY OF NAPA.

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

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

Cyndi Bolden, Senior Accountant, explained the procedure for collecting the District's sewer service charges on the tax roll. She announced that the sewer service charges written report ledger was on the table for the Board and public's inspection. Chair Techel opened the public hearing, after hearing no protests she closed the public hearing, determining there was not a majority protest and the Board adopted the resolution.

- b. **MR 20-039:**
AUTHORIZE PURCHASING AGENT TO EXECUTE TASK ORDER NO. 9 WITH HAZEN AND SAWYER TO PREPARE A WASTEWATER TREATMENT PLANT MASTER PLAN (CIP 20706) IN THE AMOUNT OF \$1,513,605.

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

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

Matt Lemmon, Senior Civil Engineer, presented information on the proposed Wastewater Treatment Plant Master Plan. He reviewed the recommendations from the 2011 Wastewater Treatment Plant Master Plan and the items that were successfully implemented. Lemmon reviewed the reasoning and goals for an updated Master Plan. He reported that staff sent a formal RFP to 14 consultants, including local firms. Staff received three proposals and interviewed all three of the consultants' teams. He reported that Hazen and Sawyer (with Carollo as a sub-consultant) was selected as the most qualified team.

Lemmon reported the total budget is \$1,865,200 for the project, with the task order for Hazen and Sawyer at \$1,513,605. The anticipated project schedule was reviewed with an anticipated approval of the master plan in December 2021. Board and staff held discussion.

- c. **Receive status report on the Browns Valley Trunk (CIP 14703) and the West Napa Pump Station (17711) Projects for the month of June 2020.**

Andrew Damron, Technical Services Director, provided a progress update on the two projects. He reviewed the contract financials, project schedules, June and upcoming activities, along with the outreach activities. Board and staff held discussion.

- d. **MR 20-040:**
ELECT JILL TECHEL AS CHAIR AND RYAN GREGORY AS VICE-CHAIR OF THE BOARD OF DIRECTORS FOR FY 2020-21.

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

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

- e. **Consider attendance for the virtual annual CASA Conference on August 12-13, 2020.**

The annual CASA conference will be a virtual conference this year. Board members Techel, Luros, Gregory and Graves indicated that they would attend the virtual conference. Director Mott may attend and will update the Board Clerk.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy reported that NapaSan has received 99% of the sewer service charges from the Napa County Tax roll payments through June 30th. Last year at this time, 99.6% of the charges had been received. He reported there is approximately \$261,000 still outstanding.

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

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

- a. Finance Committee meeting -June 26, 2020: Vice-Chair Gregory and Director Graves reported the meeting was very informative. They discussed the parameters for the Proposition 218 hearing next year. They reported that 93% of NapaSan sewer services costs are fixed and NapaSan may want to consider revising to more of a fixed rate setting over variable.

12. **UPCOMING MEETINGS:**

- a. Regular Board meeting – August 5, 2020
- b. Regular Board meeting – August 19, 2020
- c. Regular Board meeting – September 2, 2020
- d. North Bay Watershed Association meeting – September 4, 2020

13. **ADJOURNMENT TO CLOSED SESSION: (4:41 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
 - f. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:
One (1) Case.
14. **RECONVENE TO OPEN SESSION: (5:51 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 (5:51 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on August 5, 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