



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, MAY 5, 2021 CALLED TO ORDER AT 4:00 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: SCOTT SEDGLEY, Chair; RYAN GREGORY, Vice Chair; PETE MOTT, DAVID GRAVES and MARY LUROS, 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 – Motorcycle Safety Month.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 21-039:**  
**APPROVAL OF MINUTES FROM THE REGULAR MEETING ON APRIL 21, 2021.**
- b. **Receive County of Napa Voucher Register dated 4/06/21 through 4/19/21.**
- c. **MR 21-040:**  
**APPROVE UPDATED DISTRICT HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL.**
- d. **MR 21-041:**  
**AUTHORIZE CHAIR TO SIGN THE AGREEMENT FOR CAPACITY FEE DEFERRAL FOR CARITAS VILLAGE.**
- e. **RES 21-009:**  
**ADOPT RESOLUTION ESTABLISHING TERMS AND CONDITIONS AND ORDERING ANNEXATION OF TERRITORY – APN 041-121-002 (14 CAMILLA DRIVE) – CAMILLA DRIVE NO. 6 – NAPASAN ANNEXATION 000043.**

- f. **RES 21-010:**  
**ADOPT RESOLUTION ESTABLISHING TERMS AND CONDITIONS AND ORDERING ANNEXATION OF TERRITORY – APN 041-170-010 (3084 BROWNS VALLEY ROAD) – BROWNS VALLEY ROAD NO. 14 – NAPASAN ANNEXATION 000042.**
- g. **MR 21-042:**  
**AUTHORIZE THE PURCHASING AGENT TO EXECUTE A TASK ORDER WITH WRA INC. TO PROVIDE HABITAT MITIGATION IMPLEMENTATION AND MONITORING SERVICES FOR THE 66-INCH TRUNK SEWER REHABILITATION PROJECT (CIP 19701) IN THE AMOUNT OF \$207,918.**
- h. **Receive General Manager’s Report for March 2021.**

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

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

8. **REGULAR CALENDAR:**

- a. **Receive presentation from staff and provide direction regarding sewer improvements at 99 Berna Avenue.**

Matt Lemmon, Senior Civil Engineer, presented information regarding the status of the improvements at 99 Berna Avenue. He reviewed the project and existing sewer system locations and reported the sewer lines are old and in need of repair. Lemmon reported that he and the homeowner have had discussions regarding options and have come to an agreement that they believe works for both parties. He reviewed the options and staff recommendations to enter into a reimbursement agreement with the owner for \$22,180 with payment to be made after the project is complete. Lemmon indicated that NapaSan would pay the contractor the approximate cost of \$5,000 to construct the upstream manhole at the junction. The Board and staff held discussion. The Board concurred with staff’s recommendation and directed staff to bring the agreement before the Board for approval at a future meeting.

Jamie Dowell, owner at 99 Berna Avenue, thanked Matt Lemmon and the Board for their cooperation in reaching an agreement in order for her to continue the planned improvements on her property.

- b. **Receive presentation on the proposed FY 2021/22 Operating Budget, and provide direction to staff.**

Cyndi Bolden, Senior Accountant, presented information on the upcoming fiscal year draft Operating budget. She reported the Finance Committee reviewed a

preliminary version of the draft budget on April 15, 2021. Ms. Bolden provided detail on the projected revenue and expenses for fiscal year 2021/22. She reported a decrease in operating revenue of .5% due primarily to a decrease in water usage by commercial customers; with capacity charge revenue projected to increase 79.7% due to several large development projects expected to be completed in fiscal year 2021/22. Sewer service charges for single-family dwellings will see no increase for five years after the Prop. 218 public hearing on March 31, 2021. She also reported that revenue in the amount of \$7,133,300 was received from loan proceeds for the Browns Valley Trunk and West Napa Pump Station projects.

Ms. Bolden reported that operating expenses are projected to increase 11.5% with inclusion of new debt service. She reviewed the significant changes in the operating budget for fiscal year 2021/22. Ms. Bolden reported that some expenses had previously been removed from the current year's operating budget in an effort to reduce expenses in anticipation of lower revenues due to the pandemic. The Board held discussion and directed staff to include these expenses in the F/Y 2021/22 operating budget with the increased revenue predictions for next year.

Board and staff held discussion. Ms. Bolden indicated that a report on the proposed capital budget will be presented at the May 19, 2021 Board meeting.

c. **MR 21-043:**  
**APPROVE NAPASAN'S 2021 STRATEGIC PLAN UPDATE.**

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

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

Tim Healy, General Manager, reviewed the draft Strategic Plan that has been updated after discussions with the Board and consultant at the Strategic Planning Workshop on April 21, 2021. He reported that staff has added suggested dates by which the objectives in the Plan could be completed, as well as a schedule for providing updates to the Board for some ongoing objectives.

Healy reviewed the new objectives and the goals in the Strategic Plan, indicating the timeframe associated with each item. Board and staff held discussion.

d. **MR 21-044:**  
**INTRODUCE AND CONDUCT FIRST READING OF ORDINANCE AMENDING DISTRICT CODE SECTIONS 1.02, 5.01, 5.03 AND REFERENCES TO "PREMISES" TO CORRECT AND CLARIFY REGULATIONS RELATING TO SEWER SERVICE CHARGE AND WASTE HAULER FEES, READING TITLE AND WAIVING FIRST READING.**

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

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

Cyndi Bolden, Senior Accountant, presented the proposed ordinance amending certain sections of NapaSan's Code. She reviewed the proposed changes and additions to Section 1.02.020 Commonly Used Acronyms; Section 5.01.030 Water Metered Commercial, Public Utilities and Public Agency Facilities; and Section 5.03.020 Fats, Oils and Grease Hauler Fees.

Ms. Bolden requested the Board introduce and conduct the first reading of the proposed ordinance, reading title only and waiving first reading. Board and staff held a brief 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 – May 7, 2021
- b. GSPAC meeting – May 13, 2021
- c. Regular Board meeting – May 19, 2021
- d. Regular Board meeting – June 2, 2021

13. **ADJOURNMENT TO CLOSED SESSION: (5:33 P.M.)**

- a. Public Employee Performance Evaluation  
Title: General Manager

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 May 19, 2021 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**