



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 15, 2021 CALLED TO ORDER AT 4:01 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: SCOTT SEDGLEY, Chair; RYAN GREGORY, Vice Chair; DAVID GRAVES, and PETE MOTT (via zoom), Directors. ALSO PRESENT: TIM HEALY, General Manager, and JOHN BAKKER, Legal Counsel (via zoom).

ABSENT: MARY LUROS, Director.

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

4. **SAFETY MOMENT:** Vice-Chair Gregory read the safety topic – Winter Holiday Safety.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

a. **MR 21-096:**

**APPROVAL OF MINUTES FROM THE REGULAR MEETING ON DECEMBER 1, 2021.**

b. **RES 21-021:**

**ADOPT RESOLUTION OF THE NAPA SANITATION DISTRICT FINDING PROCLAIMED STATE OF EMERGENCY AND THAT MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND AUTHORIZING MEETINGS BY TELECONFERENCE OF LEGISLATIVE BODIES.**

c. **MR 21-097:**

**APPROVE REVISED JOB DESCRIPTION FOR SENIOR ACCOUNTANT AND APPROVE NEW CLASSIFICATION FOR FINANCE DIRECTOR, ALL AS RECOMMENDED BY THE PERSONNEL COMMITTEE.**

d. **MR 21-098:**

**AWARD CONSTRUCTION CONTRACT FOR THE 2022 MANHOLE REHABILITATION PROJECT (CIP 20702) TO H&R PLUMBING AND DRAIN CLEANING, INC. FOR THE BID AMOUNT OF \$95,970 AND**

**AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT WITH THE CONTRACTOR AND ISSUE THE NOTICE TO PROCEED, WHEN APPROPRIATE.**

- e. **MR 21-099:**  
**AUTHORIZE THE PURCHASING AGENT TO EXECUTE TASK ORDER 40 WITH CAROLLO ENGINEERS TO PROVIDE CONSULTING SERVICES FOR A RATE STUDY FOR RECYCLED WATER IN THE AMOUNT OF \$70,382.**

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

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

**8. REGULAR CALENDAR:**

- a. **MR 21-100:**  
**CONDUCT SECOND READING OF ORDINANCE 114, AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT AMENDING SECTION 2.01.010 OF THE DISTRICT CODE RELATING TO COMPENSATION OF DIRECTORS, BY TITLE ONLY AND WAIVING FULL READING; OPEN PUBLIC HEARING AND HEAR ANY PROTESTS; CLOSE PUBLIC HEARING.**

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

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

**ORD 114:**  
**ADOPT ORDINANCE 114 OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT AMENDING SECTION 2.01.010 OF THE DISTRICT CODE RELATING TO BOARD COMPENSATION, SETTING BOARD COMPENSATION AT \$240 PER DAY FOR EACH REGULAR, SPECIAL, STANDING OR AD HOC COMMITTEE MEETING.**

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

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

Chair Sedgley read the title of the Ordinance waiving full reading, and opened the public hearing for comments. Hearing no comments, Chair Sedgley asked for a

motion to close the public hearing. A motion was made to adopt the ordinance. Per the ordinance, the update to District Code Section 2.01.010 relating to Board compensation will be effective 60 days from today's meeting.

b. **MR 21-101:**  
**ACCEPT THE POPULAR ANNUAL FINANCIAL REPORT (PAFR) FOR FISCAL YEAR 2020/21.**

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

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

Stephanie Turnipseed, Pollution Prevention and Outreach Specialist, gave a presentation on the PAFR for fiscal year 2020/21. She reported the PAFR contains information from the Annual Comprehensive Financial Report (ACFR) and is designed to make the financial information in the ACFR more understandable for the general public. The report also contains information about work in the treatment plant facility and the community.

Ms. Turnipseed also reported that NapaSan first created their PAFR in 2016 and NapaSan has received the Award of Outstanding Achievement in Popular Financial Reporting by the Government Finance Officers Association (GFOA) for each of the last five years. She indicated that the 2020/21 PAFR incorporated all the suggestions that GFOA made and added elements for ease of reading. The report will be sent out to NapaSan's email contact list, mentioned in NapaSan's Newsletter, highlighted on our Facebook page and posted on NapaSan's website.

Board and staff held discussion. Vice-Chair Gregory suggested revising the language on page 3 to say "top 10 revenue payers". The Board suggested we add a link to the ACFR report.

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 – January 7, 2022
  - b. Regular Board meeting – January 12, 2022
  - c. CASA Conference – January 19-21, 2022
  - d. Regular Board meeting – February 2, 2022
  - e. Regular Board meeting – February 16, 2022

13. **ADJOURNMENT TO CLOSED SESSION: (4:14 P.M.):**

- a. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**  
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One (1) case.

14. **RECONVENE TO OPEN SESSION: (4:24 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 (4:24 P.M.)**

Adjourn to Napa Sanitation District Regular meeting on January 12, 2022 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**