



# AGENDA

1515 Soscol Ferry Road, Napa, CA 94558  
(707) 258-6000

<b><u>Chair</u></b> Scott Sedgley Mayor City of Napa	<b><u>Vice-Chair</u></b> Ryan Gregory Supervisor County of Napa	<b><u>Director</u></b> Mary Luros Councilmember City of Napa	<b><u>Director</u></b> Pete Mott Public Appointee City of Napa	<b><u>Director</u></b> David Graves Public Appointee County of Napa
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Tim Healy  
General Manager

Cheryl Schuh  
Board Secretary

John Bakker  
Legal Counsel

## **REGULAR MEETING** **Wednesday, December 15, 2021** **1515 SOSCOL FERRY ROAD**

### **GENERAL INFORMATION**

The Board of Directors meets the first and third Wednesdays of the month at 4:00 P.M. at 1515 Soscol Ferry Road, Napa, California. Napa Sanitation District encourages and appreciates interest in their meetings.

The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available from the Secretary of the Board. Requests for disability-related modifications or accommodations, aids or other special arrangements or services may be made by contacting the Board Secretary's office no less than 72 hours prior to the meeting date by calling (707) 258-6000 (253-6088TDD), by writing to Cheryl Schuh at 1515 Soscol Ferry Road, Napa, CA 94558, or by email to *cschuh* at *napasan.com*.

Any writing that is a public record relating to a Board open session agenda item which is distributed less than 72 hours prior to the meeting shall be available for public inspection at the District Offices at 1515 Soscol Ferry Road, Napa, CA.

If a citizen wishes to challenge the nature of actions taken by the Board of Directors in court, they may be limited to raising only those issues they or someone else raised at the public discussion of the item, or in written correspondence delivered to the Napa Sanitation District during or prior to the action being taken by the Board.

In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the Chair or Board.

**ANNOUNCEMENT:**

IN COMPLIANCE WITH THE DIRECTIVES OF THE COUNTY HEALTH OFFICER, STATE AND CENTER FOR DISEASE CONTROL AND PREVENTION (CDC,) THIS MEETING CAN BE VIEWED LIVE VIA ZOOM. THERE WILL BE FIVE (5) SEATS IN THE MEETING ROOM AT NAPA SANITATION DISTRICT. THE MEETING CAN BE VIEWED VIA ZOOM AT THE FOLLOWING LINK:

**Join Zoom Meeting**

Meeting ID: 889 6430 5543  
<https://us02web.zoom.us/j/88964305543>

Dial by your location  
+1 669 900 6833 US (San Jose)  
Meeting ID: 889 6430 5543

Members of the public are encouraged to participate in the meeting by submitting written comments electronically. Any member of the public may submit a written comment to the Board Clerk before or during the meeting by sending it to the Board Clerk via email. Comments submitted in-person will be delivered to the Board of Directors by staff. Public comments will be accepted until the Chair closes public comment for each item during the meeting, distributed to the Board of Directors, and included in the record.

**Submit Public Comments Via Email to Board Clerk at:**

[cschuh@napasan.com](mailto:cschuh@napasan.com)

1. **OPEN SESSION - 4:00 PM**
2. **ROLL CALL**
3. **REVIEW OF AGENDA**
4. **SAFETY MOMENT - Winter Holiday Safety**

Tis the season to be safe! Winter holidays are a time for families and friends to get together. But that also means a greater risk for fire. Whether you are singing along to your favorite holiday cheer or taking family pictures with loved ones, it can be easy to get distracted. Following a few simple tips will ensure a happy and fire-safe holiday season.

- Be careful with holiday decorations. Choose decorations that are flame resistant or flame retardant.
- Keep lit candles away from decorations and other things that can burn.
- Blow out candles/ Turn off holiday decorations before heading to bed.
- Test smoke alarms and review your fire escape plan.
- Stay in the kitchen while cooking. Never leave hot food or cooking appliances unattended as unattended cooking is the leading cause of home fires. Have a safe and fun holiday season!

District is Lost-Time Accident Free Since June 16, 2021.

5. **PUBLIC COMMENT PERIOD (three minute per person limitation)**

Pursuant to Section 54954.3 of the Brown Act, this is the time allotted for the public to address the Board on any subject relevant to the District that is not on the agenda. The Board can take no action on your subject, but Boardmembers may briefly respond to statements made or questions posed by the public, ask for clarification from staff, refer the matter to staff, or request staff to report back on the matter.

## 6. SPECIAL PRESENTATIONS

## 7. CONSENT CALENDAR

- A. Approval/Correction of Minutes from the Regular Meeting on December 1, 2021.
  
- B. Adopt Resolution of the Board of Directors of 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. Adopt Revised Job Description for Senior Accountant and Create new classification for Finance Director, all as recommended by the Personnel Committee.
  
- D. 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. 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.

## 8. REGULAR CALENDAR

- A. Ordinance Amending District Code relating to Section 2.01 - Board Organization and Procedures, Subsection 2.01.010 - Compensation of Directors:
  - 1. Conduct second reading of ordinance, by title only, and waive full reading.
  - 2. Hold public hearing pursuant to rules for adopting ordinances.
  - 3. Close public hearing.
  - 4. Adopt Ordinance No. 114 to amend the District Code.
  
- B. Accept the Popular Annual Financial Report (PAFR) for fiscal year 2020/21.

## 9. GENERAL MANAGER REPORT

## 10. LEGAL COUNSEL REPORT

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

**12. UPCOMING MEETINGS**

- | North Bay Watershed Association meeting - January 7, 2022
- | Regular Board meeting - January 12, 2022
- | CASA Conference - January 19-21, 2022
- | Regular Board meeting - February 2, 2022
- | Regular Board meeting - February 16, 2022

**13. ADJOURN TO CLOSED SESSION (If necessary)**

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

**14. RECONVENE TO OPEN SESSION**

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

**16. ADJOURNMENT**

**Adjourn to Napa Sanitation District Regular Meeting on Wednesday, January 12, 2022 at 4:00 P.M.**