



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, OCTOBER 19, 2016 CALLED TO ORDER AT 4:06 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; KEITH CALDWELL, Vice-Chair; PETER MOTT, DAVID GRAVES and CHUCK GRAVETT, Directors. ALSO PRESENT: TIMOTHY HEALY, General Manager and JOHN BAKKER, Legal Counsel (Sabrina Wolf, Esq. also in attendance).

ABSENT: NONE

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

4. **SAFETY MOMENT:** Fire Prevention Month.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 16-093:**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON SEPTEMBER 21, 2016.
- b. **Receive County of Napa Voucher Register Dated 9/06/16 through 10/03/16.**
- c. **MR 16-094:**
CANCEL REGULAR BOARD MEETING ON NOVEMBER 2, 2016 DUE TO LACK OF BUSINESS.
- d. **MR 16-095:**
AUTHORIZE OUT-OF-STATE TRAVEL FOR GENERAL MANAGER TIM HEALY AND CHIEF FINANCIAL OFFICER JEFF TUCKER FOR THE PURPOSE OF ATTENDING THE AWWA/WEF UTILITY MANAGEMENT CONFERENCE IN TAMPA, FLORIDA FROM

FEBRUARY 7-10, 2017.

- e. **MR 16-096:**
AUTHORIZE DISPOSAL OF 24 FT. X 10 FT. MODULAR OFFICE BUILDING USED IN RECLAMATION THROUGH SALE AT AUCTION.

- f. **MR 16-097:**
AUTHORIZE STAFF TO APPLY A CAPACITY CREDIT UPON RECEIPT OF PAST SEWER SERVICE CHARGES FOR THE PROPOSED HABITAT FOR HUMANITY HOUSE LOCATED AT APN 046-141-001 (1130 TERRACE DRIVE).

- g. **MR 16-098:**
CONCUR WITH CEQA DETERMINATION IN CITY OF NAPA RESOLUTION R2010-59 AND R2015-56, PREPARED AND ADOPTED BY THE CITY OF NAPA, LEAD AGENCY UNDER CEQA FOR THE DEVELOPMENT PROJECT; SET BOND AMOUNT AT \$221,020; AND AUTHORIZE CHAIR TO EXECUTE THE IMPROVEMENT AGREEMENT FOR LAUREL PARK SUBDIVISION.

- h. **Receive General Manager's Report for August 2016.**

Motion by GRAVETT, seconded by CALDWELL, by the following vote:

AYES: GRAVETT, MOTT, GRAVES, CALDWELL, TECHEL
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

8. REGULAR CALENDAR:

- a. **Receive update on NBWRA Phase 2 status, discuss whether the District should continue to be a part of NBWRA Phase 2 through the EIR/EIS phase of the program, based on projected costs and proposed projects.**

Tim Healy, General Manager, gave a status update on the NBWRA Phase 1 projects. He reported on the projects completed to date and reported that the Coombsville Extension is currently scheduled for completion in December, 2017. Healy reported on the costs to date for Phase 1 expenses and the benefits the District and County have received from NBWRA. He reviewed the items that are currently being discussed in NBWRA, including the status of current studies, potential new members, allocation of expenses and organizational changes.

The Board and staff held discussion regarding the Phase 2 projects and the need to find additional projects and/or additional agencies to join NBWRA to take advantage of Federal authorization of \$80 million in recycled water projects. The Board discussed the current MOU's cost split and the reasons to remain in the NBWRA Phase 2.

b. **Receive presentation from staff on new organization names, logos and tagline options, and provide direction to staff.**

Stephanie Turnipseed, Pollution Prevention/Outreach Specialist, gave a presentation on new organization names, logos and tagline options, which is part of the District’s Long Range Communications Plan. She reported that District staff purchased multiple inexpensive logo templates and surveyed employees for tagline ideas to accompany a new logo. She reviewed the different ideas for a new organization name, tagline and logo. The Board held discussion on their preference for a name, tagline and logo. Staff will move forward based on the Board’s comments, working with a graphic designer to create ideas for a final logo and tagline. Staff will present the final options at a future meeting.

c. **Receive presentation from staff on research of wine production facility locations.**

Andrew Damron, Technical Services Director, gave a presentation on staff’s research relating to wine production facility locations within the District’s sewer service area. Staff continuously reviews the City of Napa and Napa County planning and permit applications. Staff researched the Alcohol and Tobacco Tax and Trade Bureau (TTB)’s information on wine producers and blenders in Napa County. He reported that 158 facilities were located in NSD’s sewer service area at 66 different addresses. Staff performed eight site visits and found no new facilities of which the District was unaware. Staff will continue to review new information.

d. **Receive presentation of District’s new treatment plant tour video.**

Stephanie Turnipseed, Pollution Prevention/Outreach Specialist, presented the District’s new Treatment Plant Tour Video, which was created with the assistance of Shutterbolt Film and Media. The video will be used as an educational tool for students and members of the community who cannot take an in-person tour of our facilities. She reported that staff also plans to use the video as a visual to complement wastewater related classroom presentations. The video is also on the District’s website for review. The video is available online at <https://vimeo.com/178350404>.

9. **GENERAL MANAGER REPORT:**

a. None.

10. **LEGAL COUNSEL REPORT:**

a. None

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

a. WEFTEC (9/26/16-9/28/10) – Director Mott attended and reported on the conference.

b. North Bay Watershed Association (10/07/16) – Vice-Chair Caldwell reported on the topic of using dogs to detect invasive species in Lake Sonoma.

12. **UPCOMING MEETINGS:**

- a. NBWRA Board meeting – October 24, 2016 – Director Graves to attend
- b. Regular Board meeting – November 2, 2016 – meeting cancelled
- c. North Bay Watershed Association meeting – November 4, 2016 (Vice-Chair Caldwell will be absent)
- d. Regular Board meeting – November 16, 2016

13. **ADJOURN TO CLOSED SESSION:** None.

14. **ADJOURNMENT: (5:56 p.m.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, November 16, 2016 at 4:00 p.m. for a Regular Meeting to be held at the Napa Sanitation District Administration Building, 1515 Soscol Ferry Road, Napa, California.

Respectfully submitted,

Clerk of the Board