



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 7, 2016 CALLED TO ORDER AT 4:00 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; KEITH CALDWELL, Vice-Chair; PETER MOTT, DAVID GRAVES (absent at roll-call, present at 4:03 p.m.) and CHUCK GRAVETT, Directors. ALSO PRESENT: TIMOTHY HEALY, General Manager and JOHN BAKKER, Legal Counsel.

ABSENT: NONE

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

4. **SAFETY MOMENT:** Safe Toys and Gifts.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:**

- a. Presentation of California Water Environment Association (CWEA) Awards Received by Napa Sanitation District.

James Keller, Operations Services Director, announced the award received from CWEA Redwood Empire Section for Steven Chavis, Operator of the Year. Nick Becker, Collection System Manager, announced that the Napa Sanitation District Collection Department won for Collection Department of the Year. Each will move on to compete for the awards statewide. The Board thanked Steven Chavis, as well as Nick Becker on behalf of the Collection Department, for their excellent service to the District.

7. **CONSENT CALENDAR:**

- a. **MR 16-104:**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON NOVEMBER 16, 2016.

- b. **Receive County of Napa Voucher Register Dated 11/01/16 through 11/21/16.**
- c. **MR 16-105:
APPROVE SIDE LETTER AGREEMENT NO. 3 OF MOU WITH
TEAMSTERS LOCAL 315 RANK & FILE AND SUPERVISORS UNITS,
AND ASSOCIATION OF MANAGEMENT PROFESSIONALS OF NAPA
SANITATION DISTRICT (AMPNSD) REGARDING CASH PAYMENTS
FOR COMPENSATED LEAVE AND MANAGEMENT LEAVE.**
- d. **RES 16-029:
ADOPT RESOLUTION HONORING VICE-CHAIR KEITH
CALDWELL'S SERVICE TO THE NAPA SANITATION DISTRICT AS
THE NAPA COUNTY BOARD OF SUPERVISORS REPRESENTATIVE.**
- e. **MR 16-106:
ACCEPT THE CAPACITY CHARGES FINANCIAL REPORT FOR FY
2015-16.**
- f. **MR 16-107:
AUTHORIZE CHAIR TO SIGN INDEMNIFICATION AGREEMENT
FOR WINE COUNTRY COTTAGES SUBDIVISION.**
- g. **Receive General Manager's Report for October, 2016.**

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

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

8. **REGULAR CALENDAR:**

- a. **MR 16-108:
GRANT REQUEST FOR RELIEF ON APPLICATION BY WAIVING
CAPACITY CHARGE FOR EXTERIOR SIT DOWN DINING FOR THE
CORNER LOCATED AT 660 MAIN STREET (APN 003-320-005).**

Motion by MOTT, seconded by TECHEL, by the following vote:

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

Andrew Damron, Technical Services Director, presented further relevant evidence and information to the Board on the appeal received from The Corner Napa requesting relief on application by waiving the capacity charge for exterior sit down dining. Damron reviewed sections of the NSD Code and timeline of events regarding The Corner restaurant.

Testimony was provided by Matt Connolly, representative for Trevor and Stephanie Sheehan, appellants and owners of The Corner Napa restaurant.

Board members held discussion and asked questions of Mr. Connolly and District staff.

b. **MR 16-109:**
ACCEPT THE COMPREHENSIVE ANNUAL FINANCIAL REPORT AND ASSOCIATED AUDIT REPORT FOR FISCAL YEAR 2015-16.

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

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

Cyndi Bolden, Senior Accountant, reported on the annual audit of the District’s Comprehensive Annual Financial Statements She introduced Jian Ou-Yang from Brown Armstrong, the District’s and Napa County’s new outside auditor firm. Mr. Ou-Yang presented information on the audit that they performed on the District’s financials for Fiscal Year 2015-16. He reported the District received an unmodified (“clean”) opinion on the financial statements and with regard to Federal Compliance. Mr. Ou-Yang summarized the Required Communication to the Board, that the audit team encountered no difficulties in performing the audit, that there were no disagreements with management, and that there were no findings or other issues.

Jeff Tucker, Director of Administrative Services/CFO, presented a new report titled “Popular Annual Financial Report for Fiscal Year 2015-16” that he and staff prepared for the first time this year. The report attempts to be even more transparent with the public on the District’s finances by presenting the information in a simple report, using charts and narrative to describe where revenues come from and how money is spent. He reported that he intends to continue to prepare the report in future years. The Board thanked Mr. Tucker for the report.

c. **MR 16-030:**
ADOPT RESOLUTION ACCEPTING COMPLETION AND AUTHORIZING GENERAL MANAGER TO FILE THE NOTICE OF COMPLETION AT THE OFFICE OF THE RECORDER, NAPA COUNTY, CALIFORNIA FOR THE BASIN “L” PIPELINE REHABILITATION PROJECT #5 (CIP 16701).

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

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

Matt Lemmon, Associate Engineer for Napa Sanitation District, presented information on the completion of the Basin “L” rehabilitation project. He reviewed the project locations and accomplishments achieved. The rehab project rehabilitated or replaced 1.5 miles of sewer main, 108 public sewer laterals and 18 sewer manholes/flush holes. He reported the final contract amount is \$1,862,350 with \$42,396 of that being change orders (2.3%). Majority of change orders were owner-initiated and added scope to the project.

d. **View new logo designs and approve a design as the new District logo.**

Stephanie Turnipseed, District Pollution Prevention/Outreach Coordinator, presented several logo design styles that were created with the help of a graphic designer based on feedback staff received at the October 19, 2016 Board meeting. The tagline of “Collection • Treatment • Recovery • Reuse” was chosen at the October 19th meeting. Board held discussion on the name to go along with the tagline and concurred with “NapaSan” with no spaces. The Board also concurred on the water drop and the single thick arrow design to go around the logo. The Board requested that the arrow be rotated somewhat so that the tagline does not interfere with the blue color of the arrow.

e. **Presentation of Resolution Honoring Vice-Chair Caldwell’s Two Years of Service to the Napa Sanitation District as the Napa County Board of Supervisors Appointee.**

Chair Techel and Board members read aloud the Resolution honoring Vice-Chair Caldwell and each commented on his efforts and work he has accomplished for the District and the City/County of Napa. Vice-Chair Caldwell announced that there will be a slideshow presentation at the Board of Supervisors meeting on Tuesday, December 20th and District staff are welcome to attend. Caldwell thanked the Board for the opportunity to serve the District and commended staff for all of their continued efforts.

f. **Consider CASA Conference (01/18/17-01/20/17) Attendance in Palm Springs, CA.**

Board member David Graves will attend the CASA Conference. Board Clerk will check with new Board member appointed by Napa County Board of Supervisors once notified of the appointment.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy reminded the Board that the December 21st meeting has been canceled.
- b. Healy announced that Kyle Broughton has been promoted to Senior Civil Engineer, a vacancy that was created when the Board adopted the new Staffing Master Plan moving Andrew Damron to the position of Technical Services Director.
- c. Healy announced that a new engineer would begin at the District on January 3rd.

10. **LEGAL COUNSEL REPORT:**

- a. None.

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

- a. North Bay Watershed Association meeting (12/02/16) – Vice-Chair Caldwell attended the meeting. The meeting topics were plastic and garbage in the Bay and microbeads. He reported that the City of American Canyon is joining the organization. He commented that the Board should consider who they want to appoint to attend these meetings after his term expires the end of the month.

12. **UPCOMING MEETINGS:**

- a. NBWRA Board meeting – December 19, 2016
- b. North Bay Watershed Association meeting – January 6, 2017
- c. Finance Committee meeting – January 9, 2017
- d. Regular Board meeting - January 11, 2017
- e. Regular Board meeting – February 1, 2017

13. **ADJOURN TO CLOSED SESSION: (5:18 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
Facts and Circumstances: Correspondence from Michael Durkee to District Counsel, dated March 16, 2016
- b. **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: (5:47 P.M.)**

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

Legal Counsel reported the Board took no reportable action in Closed Session.

16. **ADJOURNMENT: (5:47 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, January 11, 2017 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