



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, APRIL 19, 2017 CALLED TO ORDER AT 4:03 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice-Chair; MARY LUROS, PETE MOTT and DAVID GRAVES, Directors. ALSO PRESENT: TIMOTHY HEALY, General Manager; and JOHN BAKKER, Legal Counsel.

ABSENT: None.

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

4. **SAFETY MOMENT:** Work Zone Awareness.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 17-040:**
APPROVAL/CORRECTION OF MINUTES AS AMENDED FROM THE REGULAR MEETING ON APRIL 5, 2017.
- b. **Receive County of Napa Voucher Register Dated 3/21/17 through 4/03/17.**
- c. **MR 17-041:**
CONCUR WITH CEQA DETERMINATION IN CITY OF NAPA RESOLUTION R2011-26, PREPARED AND ADOPTED BY THE CITY OF NAPA, LEAD AGENCY UNDER CEQA FOR THE DEVELOPMENT PROJECT; SET BOND AMOUNT AT \$198,580; AUTHORIZE CHAIR TO SIGN THE IMPROVEMENT AGREEMENT AND THE PRIVATE SANITARY SEWER MAIN AGREEMENT FOR NAPA CREEK CONDOMINIUMS.
- d. **MR 17-42:**
CONCUR WITH CEQA DETERMINATION IN CITY OF NAPA RESOLUTION PC2014-13, PREPARED AND ADOPTED BY THE CITY

OF NAPA, LEAD AGENCY UNDER CEQA FOR THE DEVELOPMENT PROJECT; SET BOND AMOUNT AT \$22,750; AUTHORIZE CHAIR TO SIGN THE IMPROVEMENT AGREEMENT AND THE PRIVATE SANITARY SEWER MAIN AGREEMENT FOR WARREN STREET PARCEL MAP.

- e. **MR 17-043:**
CONCUR WITH CEQA DETERMINATION BY CITY OF NAPA, LEAD AGENCY UNDER CEQA FOR THE DEVELOPMENT PROJECT; SET BOND AMOUNT AT \$24,900; AUTHORIZE CHAIR TO SIGN THE IMPROVEMENT AGREEMENT FOR PUBLIC SEWER REHABILITATION ASSOCIATED WITH THE NAPA PARK HOMES COMMUNITY BUILDING PROJECT.

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

AYES: MOTT, GRAVES, GREGORY, LUROS, TECHEL
NOES: NONE
ABSENT: NONE
ABSTAIN: GREGORY (Items 7C, 7D and 7E only)

8. **REGULAR CALENDAR:**

- a. **Receive presentation on Asset Management Plan and provide direction.**

Robin Gamble-Holley, Asset Management Analyst I, introduced Gage Muckleroy of GHD, NapaSan’s consultant on the Asset Management Plan (AMP). Mr. Muckleroy discussed the progress to date with developing a “roadmap” for tasks that need to be accomplished, the reasonable period to accomplish tasks and the necessary budget for Phase 1. He reviewed the five core questions of asset management framework.

The roadmap for AMP implementation is broken down into four phases each requiring 18 to 24 months to implement. Phase 1 – Refine existing asset management practices and replace computerized maintenance management system (CMMS) for linear assets; Phase 2 – Prepare tactical asset management plans; Phase 3 – Optimize data-driven decision making; and Phase 4 – Review and refine the asset management program. Mr. Muckleroy reviewed the description and anticipated costs by fiscal year associated with Phase 1.

The Board held discussion with consultant and staff. Staff was directed to move forward with Phase 1 and come back mid-way through the Phase 1 with more information on cost analysis associated with future phases.

- b. **Approve NapaSan’s Strategic Plan Update.**

Jeff Tucker, Director of Administrative Services/CFO, reviewed the draft update to the Strategic Plan that the Board discussed at their March 15th Board workshop. Staff updated the Plan with timeframes for completion of objectives. Goals one through six were reviewed and comments were received from the Board. The Board requested that Goal 2A’s timeframe be adjusted to begin the study on

Accessory Dwelling Unit fees first as a separate item from the study on other units.

Goal 6B was reviewed to determine which Option the Board preferred, Option A or B. The Board concurred with Option A, which refers to achieving 50% reuse of average dry weather flow.

Tucker commented that the appropriate changes would be made and the final Strategic Plan would be brought to the Board for approval on the Consent Calendar at a future meeting.

9. **GENERAL MANAGER REPORT:**

- a. None.

10. **LEGAL COUNSEL REPORT:**

- a. None.

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

- a. North Bay Watershed Association (4/07/17) – Vice-Chair Gregory reported he attended the meeting. Discussion was held on the Napa County Flood Control and Water Conservation District Project and results of project after the winter storms.
- b. Finance Committee meeting (4/07/17) – Directors Luros and Mott attended. Discussion was on the upcoming budget.

12. **UPCOMING MEETINGS:**

- a. Long Term Planning Committee meeting – April 21, 2017
- b. Regular Board meeting – May 3, 2017
- c. North Bay Watershed Association meeting – May 5, 2017
- d. Regular Board meeting – May 17, 2017

13. **ADJOURN TO CLOSED SESSION: (5:05 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
- b. Public Employee Performance Evaluation
Title: General Manager

14. **RECONVENE TO OPEN SESSION: (6:25 P.M.)**

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

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

16. **ADJOURNMENT: (6:25 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, May 3, 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