



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, MAY 17, 2017 CALLED TO ORDER AT 4:03 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; MARY LUROS, PETE MOTT and DAVID GRAVES (absent at roll-call, present at 4:04 p.m.), Directors. ALSO PRESENT: TIMOTHY HEALY, General Manager; and JOHN BAKKER, Legal Counsel.

ABSENT: . RYAN GREGORY, Vice-Chair.

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

4. **SAFETY MOMENT:** Responsible Driving.

5. **PUBLIC COMMENT:** Public comment was received from Saanen Kerson, 2 Jade Court, Napa, CA. Ms. Kerson commented on the cost of the Accessory Dwelling Unit (ADU) connection fee charged by Napa Sanitation District.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

a. **MR 17-050:**  
**APPROVAL/CORRECTION OF MINUTES AS AMENDED FROM THE REGULAR MEETING ON MAY 3, 2017.**

b. **Receive County of Napa Voucher Register Dated 4/18/17 through 5/01/17.**

c. **RES 17-008:**  
**ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT FIXING A FAIR AND EQUITABLE CAPACITY CHARGE FOR ELIGIBLE BUILDINGS WITH EXISTING PERMITTED INDUSTRIAL USERS.**

d. **MR 17-51:**  
**APPROVE THE 12KV IMPROVEMENTS PROJECT (CIP 16714) AND CONCUR WITH STAFF'S CEQA DETERMINATION THAT THE PROJECT IS CATEGORICALLY EXEMPT.**

- e. **MR 17-052:**  
**AUTHORIZE THE TECHNICAL SERVICES DIRECTOR TO EXECUTE AN INDUSTRIAL USER PERMIT AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE A PAYMENT PLAN AGREEMENT FOR SEWER SERVICE CHARGES WITH GUSTAVO WINE.**
  
- f. **MR 17-053:**  
**APPROVE THE PROJECT AND CONCUR WITH STAFF'S DETERMINATION THAT THE PROJECT IS CATEGORICALLY EXEMPT FOR THE 2017 SSMH ADJUSTMENT PROJECT (CIP 13702).**
  
- g. **Receive and file the Quarterly Report and Priority Project Status for January, February and March, 2017.**

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

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

8. **REGULAR CALENDAR:**

- a. **Consideration of Proposed FY 2017/18 Capital Project Appropriation Request and Update of FY 17/18 – FY 26/27 Ten-Year Capital Improvement Plan.**

Andrew Damron, Technical Services Director, gave a presentation on the proposed FY 2017-18 and Ten-Year Capital Improvement Plan. Damron reviewed the major projects completed and those continuing in FY 2016-17. He reviewed the projects scheduled in the Collections, Treatment Plant and Recycling Departments. The Long Term Planning Committee met in April and reviewed the Ten-Year Plan.

Jeff Tucker, Director of Administrative Services, reviewed the 10-Year Financial Plan revenues, expenditures, and ending fund equity projections. He reviewed the percentages of projects that are pay as you go (73.7%), debt financed (23.2%) and paid for by other agencies (3.0%). He reported there is a possibility for another 25% additional funding from other agencies for recycled water projects.

Tucker reviewed the four outstanding debt issues balances and annual payment amounts. He reported on the potential future debt issues for the Browns Valley Trunk Project, West Napa Pump Station Improvements, recycled water reservoir lining project, addition of a second digester and a third aeration basin, and future recycled water expansion projects (NBWRA project).

- b. **RES 17-009:**  
**ADOPT RESOLUTION ACCEPTING COMPLETION AND DIRECTING GENERAL MANAGER TO FILE NOTICE OF COMPLETION FOR THE AERATION BASIN DIFFUSERS, INSTRUMENTATION AND CONTROL PROJECT (CIP 15713).**

Kyle Broughton, Senior Civil Engineer, gave a presentation on the completion of the Aeration Basin Diffusers, Instrumentation and Controls Project. The project entailed replacing existing diffuser equipment and improvements to the activated sludge process. Benefits of the project include critical treatment equipment replacement, increased process efficiency, energy savings and chemical cost savings. The total construction cost was \$1,191,483 plus an additional \$122,000 for diffuser equipment purchased by Napa Sanitation District. The contractor for the project was Spiess Construction.

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

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

- c. **MR 17-054:**  
**APPROVE THE PROJECT, CONCUR WITH STAFF'S DETERMINATION THAT THE PROJECT IS CATEGORICALLY EXEMPT, AND AUTHORIZE THE GENERAL MANAGER TO ISSUE NOTICE INVITING BIDS FOR THE UPPER LATERAL REHABILITATION – BASIN L (PILOT #2) (CIP 17702).**

Jill Hughes, Associate Engineer, gave a presentation on the upcoming Upper Lateral Rehabilitation Basin L (Pilot #2) Project. She reported on the previous upper lateral pilot project results from 2010 and 2016. The current project includes rehabilitation of 27 upper laterals in the area of Third Street downtown Napa from Patchet Street to California Boulevard (approximately 750 linear feet). The project also includes installation of 21 house cleanouts and investigation for potential illicit connections.

Hughes reported that community outreach would include a site meeting and project letters to property owners. Each property owner will be required to sign a private right of entry form prior to any work performed. Notice to proceed is expected in July with construction completed by the end of October. The engineers estimate is \$145,000 for the project. District staff will perform construction management and inspection of the project.

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

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

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy reported that the annual sewer rate notification cards go in the mail to the public on Monday, May 22, 2017.
- b. Healy reported that the 2017 summer sewer projects would commence on Monday, May 22, 2017. Pipe bursting will begin in the Browns Valley area.
- c. Healy reported that staff proposes to cancel the August 2, 2017 Regular meeting.

10. **LEGAL COUNSEL REPORT:**

- a. None.

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

- a. Chair Techel commented on the recent Press Release and article in the Napa Valley Register regarding our Summer 2017 Sewer Rehabilitation Project
- b. Director Mott commented that Vice-Chair Gregory visited the Collection Department Crew on a jobsite to view a sewer pipe re-lining and posted the information on social media.
- c. Chair Techel inquired about NBWRA MOU Changes that will be discussed at the Monday, May 22nd meeting. Jeff Tucker, Director of Administrative Services/CFO, responded that he has reviewed them and they are consistent with changes discussed at prior NBWRA meetings.

12. **UPCOMING MEETINGS:**

- a. NBWRA Board meeting – May 22, 2017
- b. North Bay Watershed Association meeting – June 2, 2017
- c. Regular Board meeting – June 7, 2017
- d. Regular Board meeting - June 21, 2017

13. **ADJOURNMENT: (4:50 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, June 7, 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,**

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**Clerk of the Board**