



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, JULY 19, 2017 CALLED TO ORDER AT 4:05 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.

Vice-Chair GREGORY ran the meeting due to the Chair TECHEL needing to leave early (absent at 4:44 p.m.)

3. **REVIEW OF AGENDA:** General Manager Healy requested that Item 8C be heard first on the Regular Calendar, followed by 8D and 8E due to time constraints.

4. **SAFETY MOMENT:** UV Safety.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 17-071**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON JUNE 21, 2017.
- b. **Receive County of Napa Voucher Register Dated 6/06/17 through 7/03/17.**
- c. **RES 17-012**
ADOPT RESOLUTION APPROVING AND ADOPTING NEW PAY SCHEDULES FOR F/Y 2017-18 EFFECTIVE JULY 1, 2018.
- d. **General Manager Healy requested this item be tabled to a future meeting.**
- e. **MR 17-072:**
CONCUR WITH CEQA DETERMINATION IN CITY OF NAPA RESOLUTION R2016-79, PREPARED AND ADOPTED BY THE CITY OF

NAPA, LEAD AGENCY UNDER CEQA FOR THE DEVELOPMENT PROJECT; SET BOND AMOUNT AT \$263,600; AND AUTHORIZE CHAIR TO EXECUTE THE IMPROVEMENT AGREEMENT FOR WEST PUEBLO ESTATES PROJECT.

- f. **Receive General Manager's Report for May, 2017.**

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

AYES: GRAVES, GREGORY, LUROS, MOTT, TECHEL
NOES: NONE
ABSENT: NONE
ABSTAIN: GREGORY (Item 7E only)

8. **REGULAR CALENDAR:**

- c. **Receive presentation from staff on Asset Management Program; discuss and provide direction to staff.**

Andrew Damron, Technical Services Director, introduced the item and thanked staff for their participation and work on this project. Damron introduced Ted Whiton, the Project Manager from GHD. Mr. Whiton reviewed the goals of the project and the roadmap for the implementation of the four phases of the project. He discussed each phase and the anticipated outcomes, benefits and estimated costs of each. Phase 1 has three levels – 1A – Necessary improvement tasks and purchase new CMMS (F/Y 17-18); 1B – CMMS Implementation (F/Y 18-19); and Phase 1C – Planning Tasks and Phase 2 Preparation Tasks (F/Y 18-19).

The Board, staff and consultant held discussion on the phases and costs of the project, as well as the vendor selection process for the CMMS. The Board gave direction to move forward with Phase 1A of the project.

- d. **MR 17-073:**
AUTHORIZE THE PURCHASING AGENT TO EXECUTE TASK ORDER 56 WITH GHD TO PROVIDE CONSULTING SERVICES FOR PHASE 1A – ASSET MANAGEMENT PROGRAM IMPLEMENTATION IN THE AMOUNT OF \$145,000.

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

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

- e. **Receive presentation from staff on sewer service charges and capacity fee methodology study and provide direction.**

Jeff Tucker, Director of Administrative Services/CFO gave a presentation on the fee methodology questions for the development of the scope of work for the consultant. He reviewed the SSC methodology question of

whether or not residential fees should be 100% fixed or include a variable component based on water usage. He indicated that 80-90% of NapaSan's costs are fixed and rates would not fluctuate a whole lot if the fees included a component based on water usage.

Tucker reviewed the other four policy questions: Q2) should we evaluate average water usage assumptions for single family residences, condos, apartments, ADUs and mobile homes; Q3) should average strength and flow factors for a typical residence be updated; Q4) should the capacity charge fee amount be recalculated; and Q5) should the capacity charge methodology for residential development be evaluated. He also discussed the pros, cons and issues with each of these questions. Tucker indicated that some work is currently being done to study Q3 – should average strength factors for a typical EDU be updated. Tucker indicated that staff will present outreach options for Board consideration at the August 16, 2017 Board meeting.

Board and staff held discussion. The Board gave consensus that staff should include each of the five questions in the scope of the study.

- a. **RES. 17-013:**
CONDUCT PUBLIC HEARING ON SEWER SERVICE CHARGES FOR EACH PARCEL FOR FY 2017-18; HEAR AND CONSIDER ANY PROTESTS; CLOSE PUBLIC HEARING; DETERMINE NO MAJORITY PROTEST; AND ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT OVERRULING PROTESTS TO WRITTEN REPORT TO COLLECT SEWER SERVICE CHARGES ON THE TAX ROLL FOR FISCAL YEAR 2017-18, ACCEPTING THE REPORT AND DIRECTING THAT THE REPORT BE FILED WITH THE COUNTY OF NAPA.

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

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

Cyndi Bolden, Senior Accountant, explained the procedure for collecting the District's sewer service charges on the tax roll. She announced that the sewer service charges written report ledger was on the table for the Board and public's inspection. The Vice-Chair opened the public hearing, after hearing no protests he closed the public hearing, determining there was not a majority protest and the Board adopted the resolution.

- b. **MR 17-074:**
INTRODUCE ORDINANCE 105 FOR FIRST READING, ORDINANCE AMENDING DISTRICT CODE SECTION 1.02 - DEFINITIONS AND SECTION 5.02 - CAPACITY CHARGES TO MODIFY CHARGES FOR ACCESSORY DWELLING UNITS.

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

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

Jeff Tucker, Director of Administrative Services/CFO, addressed the first reading of the proposed ordinance amending District Code relating to changes to definitions and capacity charge modifications for ADUs. Discussions relating to capacity charges for ADU's were held at the June 7, 2017 and June 21, 2017 Board meetings. The proposed ordinance is in response to the Boards direction given to staff at the June 21, 2017 Board meeting.

The Board introduced the ordinance by title only. The ordinance will be before the Board for a second reading and public hearing at the August 16, 2017 Board meeting.

- f. **MR 17-075:**
ELECT CHAIR TECHEL AND VICE-CHAIR GREGORY TO CONTINUE TO SERVE AS CHAIR AND VICE-CHAIR OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT FOR F/Y 2017-18.

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

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

9. **GENERAL MANAGER REPORT:**

- a. None.

10. **LEGAL COUNSEL REPORT:**

- a. None.

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

- a. North Bay Watershed Association (7/07/17) – Vice-Chair Gregory attended the meeting. They received a tour of Central Marin Sanitary District facility. He reported that American Canyon Mayor Leon Garcia was appointed by Napa County Flood Control District to take Juliana Inman's spot on the Board.

12. **UPCOMING MEETINGS:**

- a. Regular Board meeting – August 16, 2017
- b. CASA Conference – August 22-24, 2017
- c. NBWRA Board meeting – August 28, 2017
- d. Regular Board meeting – September 6, 2017
- e. North Bay Watershed Association meeting – September 8, 2017

13. **ADJOURNMENT: (5:18 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, August 16, 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