



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, SEPTEMBER 27, 2017 CALLED TO ORDER AT 4:00 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 SABRINA WOLFSON, Legal Counsel.

ABSENT: None.

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

4. **SAFETY MOMENT:** What to do during an earthquake.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:** Item 7E was pulled by Chair Techel for discussion.

- a. **MR 17-094**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON SEPTEMBER 6, 2017.
- b. **Receive County of Napa Voucher Register Dated 8/22/17 through 9/11/17.**
- c. **MR 17-095**
APPROVE FOURTH AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING WITH THE NORTH BAY WATER REUSE AUTHORITY, AND AUTHORIZE CHAIR TO EXECUTE THE AGREEMENT.
- d. **RES 17-018:**
ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT DESIGNATING TIMOTHY HEALY, JEFFERY TUCKER AND ANDREW DAMRON AS AUTHORIZED AGENTS OF THE DISTRICT REGARDING THE SOUTH NAPA EARTHQUAKE (FEMA-4193-DR-CA) AND FUTURE DISASTERS.

- f. **MR 17-096:**
CONCUR WITH CEQA DETERMINATION IN CITY OF NAPA RESOLUTION R2006-0117-CQ PREPARED AND ADOPTED BY THE CITY OF NAPA, LEAD AGENCY UNDER CEQA FOR THE DEVELOPMENT PROJECT, SET BOND AMOUNT AT \$126,250; AND AUTHORIZE CHAIR TO SIGN THE IMPROVEMENT AGREEMENT FOR THE CAMBRIA HOTEL (FORMERLY SOSCOL HOTEL).

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

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

- e. **MR 17-097:**
AUTHORIZE THE PURCHASING AGENT TO EXECUTE THE TASK ORDER NO. 23 WITH CAROLLO ENGINEERING, INC. TO PROVIDE CONSULTING SERVICE REGARDING RESIDENTIAL SEWER SERVICE CHARGE METHODOLOGY DESIGN AND THE CALCULATION OF CAPACITY CHARGES IN THE AMOUNT OF \$102,486.

Chair Techel inquired with staff whether the report would be brought before the Board so that it can evaluate and provide input on the options before the outreach is conducted. Staff confirmed that the findings and options would be presented to the Board prior to any outreach being done.

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

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

8. **REGULAR CALENDAR:**

- a. **MR 17-098:**
CONDUCT SECOND READING OF ORDINANCE 106 , AN ORDINANCE AMENDING DISTRICT CODE SECTION 5.04 DEVELOPMENT FEES TO MODIFY INSPECTION FEES AND ESTABLISH A NEW INFLATION FACTOR, BY TITLE ONLY AND WAIVING FULL READING; OPEN PUBLIC HEARING, HEAR ANY PROTESTS AND CLOSE PUBLIC HEARING.

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

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

ORDINANCE 106:

ADOPT ORDINANCE 106 OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT AMENDING DISTRICT CODE SECTION 5.04 - DEVELOPMENT FEES TO MODIFY INSPECTION FEES AND ESTABLISH A NEW INFLATION FACTOR.

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

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

Jeff Tucker, Director of Administrative Services/CFO, requested the Board open the public hearing and adopt Ordinance 106 as introduced. No protests or comments were made by the public during the Public Hearing. The Public Hearing was closed by motion, and a motion made to adopt Ordinance 106.

- b. **MR 17-099:**
INTRODUCE ORDINANCE 107 FOR FIRST READING, BY TITLE ONLY, AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT, AMENDING DISTRICT CODE SECTION 5.01 SEWER SERVICE CHARGES AND CODE SECTION 5.02 CAPACITY CHARGES TO ADD AND MODIFY COMMERCIAL CATEGORIES.

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

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

Andrew Damron, Technical Services Director, introduced the ordinance that would amend the District Code relating to sewer service charges and capacity charges to add and modify commercial categories. The proposed ordinance modifies the Code to update it to reflect current practices for categorizing commercial businesses for calculation of capacity and sewer service charges. The proposed ordinance also clarifies the payment of capacity charges over time for restaurants, and clarifies that capacity charges are required for the entire unit including outside space subject to occupancy.

- c. **Receive presentation from staff on LED Pole-Arm Mounted Fixtures Project**

Jill Hughes, Associate Engineer, reported that the project's purpose is to reduce energy used for plant lighting as recommended by PG&E in an energy audit from 2015. The project replaced 112 older pole mounted lights with LED fixtures. The materials for the project were purchased through a cooperative purchase agreement and installed by a separate labor contractor. Hughes reported that the

total cost of the project was \$76,700 with an estimated annual energy savings of \$11,000, equaling an expected payback of seven (7) years. The project received a \$6,900 rebate from PG&E. Future projects to replace remaining lights with LEDs will be considered based on potential energy savings, incentives and calculated payback obtained.

Board and staff held discussion. Director Mott inquired whether we use local contractors for these types of projects. General Manager Healy responded that staff sent the RFQ to several local contractors. However, District Code requires NapaSan to award to the lowest responsible bidder. Staff will evaluate whether Code can be changed to develop a local bidder preference.

d. **Receive presentation from staff on chloride levels with updated information on research efforts.**

Matt Lemmon, Senior Civil Engineer, updated the Board on chlorides level trends in NapaSan's recycled water. He reported on the history of the chloride levels and the continued fixed monitoring locations. The most recent chloride sample was taken on September 12, 2017, measuring 155.4 mg/L. He reported that levels in 2017 have remained low due to fixes in the collection system and lower salinity levels in the Napa River and groundwater.

Staff will continue to monitor chloride levels and provide information to customers.

e. **MR 17-100:**
AWARD CONSTRUCTION CONTRACT FOR THE RECYCLED WATER RESERVOIR IMPROVEMENTS PROJECT (CIP 16716) TO PACIFIC INFRASTRUCTURE CORP. FOR THE BID AMOUNT OF \$1,465,000 AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT WITH THE CONTRACTOR AND ISSUE THE NOTICE TO PROCEED WHEN APPROPRIATE.

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

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

Matt Lemmon, Senior Civil Engineer, gave a presentation on the award of contract for the project. The project consists of removing the existing reservoir covers, installing reservoir liners to increase the useful volume of the reservoirs by 3 MG of treated storage, and install new covers after completion of the project (not part of this contract award). He reported that the low bid amount was \$1,454,000, which was 1% higher than the engineer's estimate. Lemmon reviewed the anticipated project schedule and reported that 50% of the project costs will be reimbursed by the Clean Water State Revolving Fund's Green Project Reserve.

- f. **MR 17-101:**
AUTHORIZING PURCHASING AGENT TO EXECUTE A TASK ORDER WITH CONSOLIDATED CM TO PROVIDE CONSTRUCTION MANAGEMENT, TESTING, AND INSPECTION SERVICES FOR THE RECYCLED WATER RESERVOIR IMPROVEMENTS PROJECT (CIP 16716) IN THE AMOUNT OF \$161,394.

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

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

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy reminded the Board of our upcoming Safety BBQ on Wednesday, October 11, 2017.
- b. Healy reported that he and staff members Jim Keller, Andrew Damon and Robin Gamble-Holley will be attending the WEF Conference in Chicago, IL on October 2nd through October 4th. Jeff Tucker will be in responsible charge in Healy's absence.
- c. Healy announced that Matt Lemmon, Associate Engineer, has been promoted to Senior Civil Engineer following the resignation of the former Senior Civil Engineer. NapaSan is currently recruiting for an engineer to backfill Lemmon's position.

10. **LEGAL COUNSEL REPORT:**

- a. None.

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

- a. North Bay Watershed Association meeting – 9/08/17: Vice-Chair Gregory attended the meeting. He reported they received an update on the Marin County storm water permit trash mandate and the Petaluma Historic Hydrology Study.

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association meeting – October 6, 2017
b. Regular Board meeting – October 18, 2017
c. Personnel Committee meeting – October, 26, 2017
d. Regular Board meeting – November 1, 2017
e. North Bay Watershed Association meeting – November 3, 2017

13. **ADJOURNMENT: (4:56 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, October 18, 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