



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, NOVEMBER 15, 2017 CALLED TO ORDER AT 4:02 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

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

ABSENT: None.

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

4. **SAFETY MOMENT:** Vice-Chair Gregory read the safety moment: safe wet weather driving.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:**

- a. Andrew Damron, Technical Services Director, introduced new engineering employee Karl Ono, Associate Engineer.

7. **CONSENT CALENDAR:**

- a. **MR 17-110**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON NOVEMBER 1, 2017.
- b. **Receive County of Napa Voucher Register Dated 10/17/17 through 10/30/17.**
- c. **MR 17-111**
CANCEL REGULAR MEETINGS ON JANUARY 3RD AND 17TH, 2018 AND SCHEDULE ONE MEETING FOR THE MONTH ON JANUARY 10, 2018.
- d. **MR 17-112:**
AUTHORIZE OUT OF STATE TRAVEL FOR GENERAL MANAGER TIM HEALY AND CHIEF FINANCIAL OFFICER JEFF TUCKER FOR THE PURPOSE OF ATTENDING THE AWWA/WEF UTILITY

MANAGEMENT CONFERENCE IN SAN ANTONIO, TEXAS FROM FEBRUARY 20-23, 2018.

- e. **MR 17-113:**
AUTHORIZE AN INCREASE OF CHANGE ORDER SIGNING AUTHORITY FOR THE GENERAL MANAGER FROM \$108,830 (10% OF ORIGINAL CONTRACT) TO A MAXIMUM OF \$217,660 (20% OF ORIGINAL CONTRACT) FOR THE SOSCOL/SOUSA TRUNK REHABILITATION PROJECT (CIP 17705) FOR A POTENTIAL TOTAL APPROVED CONTRACT AMOUNT OF \$1,305,960.
- f. **Receive and file the Quarterly Report and Priority Project Status for July, August, September 2017.**
- g. **Receive General Manager's Report for September 2017.**

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

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

8. REGULAR CALENDAR:

- a. **Receive presentation from staff on a NapaSan Citizens Academy event in the fall of 2018, and provide direction.**

Stephanie Turnipseed, Pollution Prevention and Outreach Coordinator, presented information on a proposed NapaSan Citizens Academy. Members of the proposed Citizens Academy would potentially meet one Saturday morning for a tour and three weeknight evenings over a four-week period. Participants would get an in-depth look at the treatment plant processes, environmental and financial stewardship efforts, pollution prevention messages and get an opportunity to meet staff from all departments. Turnipseed indicated the program goals are to raise awareness of what NapaSan does and continue to raise our visibility to the public. The program plan is to advertise to the public for applications from those interested and appoint approximately 20 individuals based on their applications. The proposed Academy could potentially take place next September and October.

Resources needed for the Academy include the Outreach Coordinator's time, three to four staff members per evening of the Academy, and approximately \$1,000 cost for food and materials.

Board and staff held discussion. Director Mott suggested an opportunity for Academy members to spend some time in the field with staff. The Board concurred with the idea of developing a Citizens Academy.

- b. **MR 17-114:**
AUTHORIZE STAFF TO PROCEED WITH THE REVISED PROJECT SCHEDULE FOR THE BROWNS VALLEY TRUNK PROJECT DUE TO SRF PROGRAM DELAYS.

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

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

Jeff Tucker, Director of Administration Services/CFO, and Andrew Damron, Technical Services Director, provided an update on the Browns Valley Trunk Project. Tucker reported on information received from the State Water Board on the status of the SRF funding for the project. The plan was to complete the environmental work and secure financing with SRF in 2017, complete the bidding process in February, 2018 and begin construction in April, 2018. Due to issues with the SRF program, staff received notice that the financing would be delayed an estimated 15 months and there is not a guarantee of funding availability at this time.

Damron discussed staff's recommendation to delay the project for approximately one year due to delays with SRF funding. He indicated the project would remain in line for SRF financing. Staff's recommendation is to complete the environmental work in 2017, securing financing in 2018, complete the bidding process December, 2018 through February, 2019, and begin construction in April, 2019. Damron reviewed the pros and cons of delaying the project.

Board and staff held discussion. The Board concurred with revising the project schedule as recommended by staff.

- c. **MR 17-115:**
APPROVE REVISIONS TO THE NATURAL DISASTER COMPENSATION POLICY (POLICY 204 - COMPENSATION ADMINISTRATION), AND MAKE POLICY CHANGES RETROACTIVE TO INCLUDE THE RECENT WILDFIRES.

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

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

Jeff Tucker, Director of Administration Services/CFO, reviewed the proposed changes to the Natural Disaster Compensation Policy. In light of the recent wildfires, staff requested that the Personnel Committee of the Board review the policy to ensure its adequacy, and to make any recommendations. The Personnel Committee met and reviewed NapaSan's current policy, along with the policies of

the City and County of Napa. The Personnel Committee recommended changes to the policy.

Board and staff held discussion on and approved the recommended changes to the policy. The Board approved the revised policy to be retroactive to the beginning of October 2017 to include the recent wildfires.

d. **Consider CASA Conference attendance at Winter Conference in Palm Springs, January 24-26, 2018.**

Board members Graves and Gregory may attend the conference and will update the Clerk at their earliest convenience.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy reported that staff is exploring refunding the Series 2009B Certificates of Participation due to the proposed federal tax bill that will effectively eliminate the ability to refund bonds early through advance refundings. Staff is working with NapaSan's financial advisors, KNN and David Leifer, on refinancing the bonds before the end of 2017. The item will be before the Board at the December 6, 2017 regular meeting for authority to proceed with the sale.
- b. Healy reported that the December 20, 2017 regular meeting may be cancelled unless items come up that need to have action taken. If so, a short meeting will be held. Staff will update the Board at the December 6, 2017 regular meeting.

10. **LEGAL COUNSEL REPORT:**

- a. None.

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

- a. North Bay Watershed Association meeting – (11/03/17): Vice-Chair Gregory attended. He reported they had a discussion on new technology of installing X-band radar units in the Bay Area to anticipate big storm events. They also heard updates on the recent wildfires.
- b. Personnel Committee meeting – (11/14/17): The meeting was not held due to a scheduling conflict with committee member Mott.

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association meeting – December 1, 2017
- b. NBWRA Board meeting – December 4, 2017
- c. Regular Board meeting – December 6, 2017
- d. Regular Board meeting – December 20, 2017 (may be cancelled)

13. **ADJOURN TO CLOSED SESSION: (4:43 P.M.)**

- a. CONFERENCE WITH LABOR NEGOTIATORS – Government Code Section 54957.6

Agency Designated Representatives: Glenn Berkheimer
Employee Organizations: Teamsters Local 315 – Rank & File/Supervisors Units
and AMPNSD

- b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)
Name of Case: Raja Development Corp., et al. v. Napa Sanitation District, Napa
Superior Court Case No. 17 CV001088.

14. **RECONVENE TO OPEN SESSION (5:43 P.M.)**

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

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

16. **ADJOURNMENT: (5:43 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, December 6, 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