



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, FEBRUARY 7, 2018 CALLED TO ORDER AT 4:00 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

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

ABSENT: PETE MOTT, Director.

3. **REVIEW OF AGENDA:** General Manager Healy requested that Closed Session be moved to be heard immediately after the Consent Calendar due to Vice-Chair Gregory's need to leave by 5:00 p.m. for another engagement. Chair Techel concurred and Closed Session was moved to Item 8 on the agenda.

4. **SAFETY MOMENT:** Director Luros read the safety topic: Health and Safety of Employees.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 18-005:**
APPROVAL OF MINUTES FROM THE REGULAR MEETING ON JANUARY 10, 2018.
- b. **Receive County of Napa Voucher Register Dated 12/26/17 through 1/22/18.**
- c. **MR 18-006:**
RESCHEDULE REGULAR MEETING OF FEBRUARY 21, 2018 TO FEBRUARY 28, 2018 AT 5:00 P.M., AND CANCEL REGULAR MEETING ON MARCH 7, 2018 DUE TO LACK OF BUSINESS.
- d. **MR 18-007:**
APPROVE BUDGET ASSUMPTIONS FOR FY 2018/19 BUDGET DEVELOPMENT PROCESS AND BUDGET CALENDAR.

e. **Receive General Manager's Report for December 2017.**

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

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

8. **ADJOURN TO CLOSED SESSION: (4:03 P.M.)**

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – One (1) Case
RAJA Development Co., Inc. et al. vs. Napa Sanitation District (Case No. 17CV001088), Government Code Section 54956.9

9. **RECONVENE TO OPEN SESSION: (4:30 P.M.)**

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

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

11. **REGULAR CALENDAR:**

- a. **Receive presentation and report from CPS HR Consulting on the results of the District's fourth employee survey.**

Jeff Tucker, Director of Administrative Services, introduced Michael DeSousa of CPS HR Consulting. Mr. DeSousa reviewed the results of NapaSan's fourth work climate survey that was conducted in November 2017. He presented an overall picture of the current survey results, as well as a comparison of the results from the 2010, 2011 and 2014 surveys. He reported that six standardized employee engagement statements were added to compare NapaSan's work environment to similar public agencies. Two additional statements regarding management meeting commitments and management encouraging teamwork/commitment were added. Lastly, new open-ended questions were included focusing on opportunities for improved organizational effectiveness, top priorities if respondents were in charge, and the sources of appreciation and frustration working at NapaSan.

Mr. DeSousa reported that 80.9% of employees completed the survey in the three-week period, which is a strong response rate overall. The highest mean survey statement scored 4.55 and the lowest scored 3.03 (one a scale there 1 is the lowest and 5 is the highest). In comparing the changes from 2014 to 2017, the number of statements scoring average rating of 4.0 or higher increased to 44 out of 81, compared to 27 out of 79 in 2014. Average rating from 3.5 to 3.99 dropped slightly to 32 out of 81 compared to 41 of 79. Average rating from 3.0 to 3.49 was 5 of 81 compared to 10 of 79 in 2014. There were no ratings below 3.0 this survey, compared to 1 of 79 in 2014. In general, the overall ratings continue to improve with each administration of the survey with 67 of the 81 statements having a higher average rating compared to the 2014 average ratings.

The open-ended questions revealed some lower satisfaction regarding competitive pay; need for equipment/technology upgrades and need for management better addressing selected employee performance or conduct issues. DeSousa reported overall the survey results point to generally stronger employee job satisfaction, good team relations, effective internal communications, and productive supervisor-employee relations.

DeSousa reviewed his recommendations; including the continuation of the commitment to do periodic re-surveying and continuation of NapaSan past practice of transparency of overall scaled statement survey results to the employees.

- b. **MR 18-008:**
AWARD CONSTRUCTION CONTRACT BASE BID FOR THE 2018 COLLECTION SYSTEM REHABILITATION PROJECT (CIP 18705) TO SOUTHWEST PIPELINE AND TRENCHLESS CORPORATION FOR THE BID AMOUNT OF \$4,719,546, AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT WITH THE CONTRACTOR AND ISSUE THE NOTICE TO PROCEED, WHEN APPROPRIATE.

Karl Ono, Associate Engineer, gave a presentation on the rehabilitation project, indicating the project locations, general scope of work, and cost evaluation. NapaSan received two bids for the project. He reported that NapaSan staff would perform construction management and inspection services for the project. The project will rehab or replace 32,000 LF of sewer main and 600 sewer laterals. The engineer's estimate on the project was \$4.8M. Ono reviewed the anticipated project schedule and recommended award of the construction contract to Southwest Pipeline and Trenchless Corporation.

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

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

- c. **RES 18-003:**
ADOPT RESOLUTION ACCEPTING COMPLETION AND DIRECTING GENERAL MANAGER/DISTRICT ENGINEER TO FILE NOTICE OF COMPLETION AT THE OFFICE OF THE RECORDER, NAPA COUNTY, CALIFORNIA FOR THE MST RECYCLED WATER EXPANSION PROJECT (CIP 16722).

Andrew Damron, Technical Services Director, reported on the project background, goals and predicted recycled water use as a result of the project. The initial MST project was completed in 2016 adding five miles of distribution pipeline, a booster pump station and 50+ properties participating in recycled water. The expansion project goals were to install 1.4 miles of recycled water

main with service extending to Tulocay Cemetery, Silverado Middle School and vineyard parcels on Coombsville Road. He reported the additional predicted recycled water use from this project is just under 170 AF.

The funding for the project consists of a WaterSMART Grant through NBWRA (25% of project cost), and a SRF/EPA Green Project Reserve loan with 50% loan forgiveness. All NapaSan costs were reimbursed by Napa County through a low interest SRF loan. The cost of Napa San ratepayers is zero. Damron reported the total cost of the project is \$2,572,476, which include change orders of 12.5% for extra work that was not anticipated.

The Board and staff held discussion. Chair Techel requested that staff send the report to former Board Member Keith Caldwell for his information.

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

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

- d. **MR 18-009:**
APPROVE PROJECT, CONCUR WITH STAFF'S RECOMMENDATION THAT THE PROJECT IS CATEGORICALLY EXEMPT, AND AUTHORIZE THE GENERAL MANAGER TO ISSUE NOTICE INVITING BIDS FOR THE 2018 TREATMENT PLANT IMPROVEMET PROJECT (CIP 18736).

Matt Lemmon, Senior Civil Engineer, reviewed the scope, budget and anticipated schedule of the 2018 Treatment Plant Improvement Project. The engineer's estimate for the project is \$2,000,000, which includes base bid and bid alternates. The bid alternates provide flexibility when awarding a project if bids are higher than expected.

He reported the project team consists of Carollo Engineers and Beecher Engineering for the design, and construction management and inspections will be performed by GHD. He acknowledged NapaSan Operations and Maintenance staff, who have been involved throughout the planning and design of the project.

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

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

12. **GENERAL MANAGER REPORT:** None.
13. **LEGAL COUNSEL REPORT:** None.

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

- a. Finance Committee meeting (1/16/18): Director Luros reported she attend the meeting. They discussed items on the current Board agenda.
- b. CASA Conference (1/24/18-1/26/18): General Manager Healy reported that he and Vice-Chair Gregory attended the conference.
- c. North Bay Watershed Association (2/02/18): Vice-Chair Gregory attended the meeting but was not present to report on it.

15. **UPCOMING MEETINGS:**

- a. Regular Board meeting: February 28, 2018 at 5:00 P.M. (rescheduled from February 21, 2018)
- b. NBWRA Board meeting – February 26, 2018
- c. North Bay Watershed Association meeting – March 2, 2018
- d. Regular Board meeting on March 7, 2018 is canceled
- e. Regular Board meeting - March 21, 2018

16 **ADJOURNMENT: (5:20 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, February 28, 2018 at 5:00 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