

# **RESOLUTION NO. \_\_\_\_\_**

## **RESOLUTION OF THE NAPA SANITATION DISTRICT ADOPTING A BUDGET AND CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEAR 2018/19**

**WHEREAS**, the Board of Directors of the Napa Sanitation District (“NapaSan”) is charged with the duty of adopting an annual budget; and,

**WHEREAS**, the Board of Directors of the NapaSan has studied and considered in detail a Preliminary Operating Budget and Capital Improvement Program for FY 2018/19; and,

**WHEREAS**, the Final Budget (Operating and Capital Improvement Program Expenditures, Revenues and Reserves) has been submitted to the Board of Directors (copy attached); and,

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors, as the NapaSan governing body, has determined that the attached Final Budget, describing:

- Operating Budget Appropriation of \$20,587,400, plus intrafund transfer of \$8,900,000 to support Capital Projects, for a total of \$29,487,400; and,
- Expansion Appropriation of \$7,250,000 in intrafund transfer to support Capital Projects; and,
- Capital Projects Appropriation of \$26,385,700; and,
- Full-Time Equivalent (FTE) Employee authorization of 53 employees, plus 5 Board Directors in accordance with the attached position control roster; and,
- Sewer Service Charge of \$676.38 per EDU, Capacity Charge of \$9,624 per EDU, and other fees as provided;

be hereby adopted as the Final Budget and Sewer Service Charges for FY 2018/19.

I hereby certify that the foregoing Resolution was duly and regularly adopted by the Board of Directors of the Napa Sanitation District, at its regularly scheduled meeting on the 6<sup>th</sup> day of June, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

---

Chair, Board of Directors

---

Secretary, Board of Directors

**Napa Sanitation District  
Position Control Roster**

As adopted on July 1

<b>Position Series (excluding Board Members)</b>	<b>FY 15/16 Adopted</b>	<b>FY 16/17 Adopted</b>	<b>FY 17/18 Adopted</b>	<b>FY 18/19 Proposed</b>
<b>General Manager's Office</b>				
General Manager	1	1	1	1
<b>Administrative Services</b>				
Director of Administrative Services/CFO	1	1	1	1
<b>Human Resources</b>				
Clerk to the Board/Human Resources Officer	1	1	1	1
<b>Accounting</b>				
Senior Accountant	1	1	1	1
Accountant	1	1	1	1
Administrative Assistant I/II	2	2	2	2
<b>Safety, Training and Fleet Maintenance</b>				
Safety, Training & Fleet Maintenance Officer	1	1	1	1
<b>Operations Services</b>				
Director of Operations Services	1	1	1	1
<b>Collections System Maintenance</b>				
Collection System Manager	1	1	1	1
Collection System Supervisor	1	1	1	1
Collection System Technician	1	1	1	1
Collection System Worker III	2	2	2	2
Collection System Worker IT/I/II	8	10	10	10
<b>Treatment Plant Operations</b>				
Plant Operations Supervisor	1	1	1	1
Operator OIT/I/II/III	7	7	7	7
<b>Treatment Plant Maintenance</b>				
Plant Maintenance Supervisor	1	1	1	1
Equipment Maintenance Specialist I/II	4	4	4	4
Plant Attendant	1	1	1	1
<b>Water &amp; Biosolids Reclamation</b>				
Reclamation Systems Manager	1	1	1	1
Reclamation Maintenance Worker I/II	2	2	2	2
<b>Technical Services</b>				
Director of Technical Services	1	1	1	1
<b>Engineering</b>				
Capital Projects Manager/Senior Civil Engineer	1	1	1	1
Junior/Assistant/Associate Engineer	2	2	2	2
Asset Management Analyst	1	1	1	1
District Inspector I/II	2	2	2	2
<b>Regulatory Compliance</b>				
Regulatory Compliance Manager	1	1	1	1
Laboratory Technician I/II	3	3	3	3
<b>Community Outreach &amp; Pollution Prevention</b>				
Pollution Prevention and Outreach Specialist	1	1	1	1
<b>Totals</b>	<b>51</b>	<b>53</b>	<b>53</b>	<b>53</b>

## Fees and Charges

Fee	Unit	Effective Date			
		July 1, 2017	Jan. 1, 2018	July 1, 2018	Jan. 1, 2019
<b>Sewer Service Charges</b>	per EDU	\$638.10		\$676.38	
<b>Capacity Charges</b>	per EDU	\$9,299		\$9,624	
<b>Plan Check Fees</b>					
Residential Subdivision	per subdivision	\$402		\$414	
Residential Lot Review	per lot	\$101		\$104	
Residential Lot without Mains	per lot	\$101		\$104	
Apartment Building	per building	\$803		\$827	
Hotel Building	per building	\$1,204		\$1,240	
Commercial Building	per building	\$402		\$414	
Tental Improvement - Food Service	per tentant unit	\$301		\$310	
Tental Improvement - Non-Food Service	per tentant unit	\$201		\$207	
Mainline Extension - not part of subdivision	per 100 linear feet	\$101		\$104	
Public Easement - not included in recorded map	each	\$101		\$104	
<b>Inspection Fees</b>					
Public Lateral - Residential	per lateral	\$179		\$185	
Private Lateral - New - Residential	per lateral	\$179		\$185	
Private Lateral - R & R - Residential	per lateral	\$179		\$185	
Residentail Clean Out Only	per cleanout	\$90		\$93	
Tenant Improvement w/o outside site improvements	each	\$179		\$185	
Public/Private Lateral-Commercial	per lateral	\$357		\$368	
Grease Interceptor	each	\$179		\$185	
Mainline	per 100 linear feet	\$357		\$368	
<b>Demolition Fee</b>					
Interior Demo Only	per demolition	\$190		\$196	
Public and Private Lateral - failed inspection	per demolition	\$438		\$451	
Public and Private Lateral - passed inspection	per demolition	\$264		\$272	
<b>Annexation Request</b>	per request	\$1,204		\$1,240	
<b>Development Agreement</b>					
Standard Agreement	each	\$301		\$310	
Non-Standard Agreement	each	\$1,202		\$1,238	
<b>Recycled Water</b>					
Peak Period Rates	per 1,000 gallons		\$1.67		Note #1
Monthly Meter Charge	per month (May-Oct only)		\$33.17		Note #1

*Note #1: Will increase or decrease by the Consumer Price Index for All Urban Consumers, San Francisco-Oakland-San Jose Metropolitan area (1982-84=100), comparing the December 2018 index to the December 2017 index.*