



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 18, 2018 CALLED TO ORDER AT 4:02 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair, RYAN GREGORY, Vice-Chair; PETER MOTT, MARY LUROS and DAVID GRAVES, 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 topic: UV Safety.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 18-056:**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON JUNE 20, 2018.
- b. **Receive County of Napa Voucher Register Dated 6/05/18 through 7/02/18.**
- c. **MR 18-057:**
APPROVE CHANGES TO EXPENSE REIMBURSEMENT POLICY #306 OF HUMAN RESOURCES POLICIES AND PROCEDURES.
- d. **MR 18-058:**
AUTHORIZE THE PURCHASING AGENT TO EXECUTE TASK ORDER NO. 42 WITH BROWN AND CALDWELL IN THE AMOUNT OF \$129,950 TO CONDUCT A CHEMICAL ALTERNATIVES EVALUATION.
- e. **RES 18-014:**
ADOPT RESOLUTION ESTABLISHING TERMS AND CONDITIONS AND ORDERING ANNEXATION OF TERRITORY – 4190 BROWNS VALLEY ROAD (APN 041-110-019) – BROWNS VALLEY ROAD NO. 13 – NAPASAN ANNEXATION 000027.

f. **Receive General Manager's Report for May 2018.**

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

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

8. **REGULAR CALENDAR:**

- a. **RES. 18-015:**
CONDUCT PUBLIC HEARING ON SEWER SERVICE CHARGES FOR EACH PARCEL FOR FY 2018-19; 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 2018-19, ACCEPTING THE REPORT AND DIRECTING THAT THE REPORT BE FILED WITH THE COUNTY OF NAPA.

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

AYES: GRAVES, GREGORY, LUROS, MOTT, TECHEL
NOES: NONE
ABSENT: NONE
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 Chair opened the public hearing, after hearing no protests she closed the public hearing, determining there was not a majority protest and the Board adopted the resolution.

- b. **Receive presentation from staff regarding Communications Plan progress and provide direction to continue implementing the tasks set forth in the F/Y 2018-19 Communications Plan, and continue to expand upon the progress made to achieve the goals of increasing public awareness of NapaSan and informing and educating customers.**

Stephanie Turnipseed, Pollution Prevention and Outreach Coordinator, gave a presentation on the Communications Plan the Board approved in 2016 and set tasks for beginning in FY 2016/17 and into continuing years. She reviewed the tasks established for each fiscal year, including FY 2017/18 of continuing to develop a dedicated Spanish language outreach, build and maintain a dedicated email subscription list and redesign the District website. These tasks will assist in

increased public awareness of NapaSan, and inform and educate our customers. Turnipseed reviewed what has been accomplished over the past two years, including a new branding (NapaSan), increased community correspondence and Spanish language outreach, increased facility tours and partnering with other agencies to share costs of advertising and bus costs, and establishing a “third Thursday” tour program of NapaSan. She indicated a new NapaSan website is being created with assistance from CivicPlus and a partnership with Napa County for hosting. The new site will go live on September 20, 2018.

Board and staff held discussion. The Board inquired regarding the Citizen’s Academy and NapaSan Facebook page. Turnipseed reported that the Citizen’s Academy is going well and approximately 21 citizens have signed up so far. The Facebook page has approximately 200 followers. Job openings are posted on NapaSan Facebook page.

- c. **RES 18-016:**
ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF NAPA SANITATION ADOPTING PAY SCALES EFFECTIVE JUNE 30, 2018 PURSUANT TO THE CALIFORNIA CODE OF REGULATIONS, SUBCHAPTER 1, EMPLOYEES’ RETIREMENT SYSTEM REGULATIONS SECTION 570.5.

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

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

Cheryl Schuh, Human Resources Officer/Clerk of Board, reported that salaries for all NapaSan employees would increase by a 2.75% cost of living adjustment for FY 2018/19. The report complies with SB 1436’s requirement that local agencies orally report in open session a summary of changes to local agency executives’ compensation and benefits.

- d. **Receive presentation from staff on the treatment of winery wastewater and provide direction regarding future winery wastewater hauling.**

Stephanie Turnipseed, Pollution Prevention and Outreach Coordinator, gave an update on the winery wastewater management project, which is one of the goals of the Board’s Strategic Plan. She reported staff has been working with members of the wine industry to evaluate options for managing winery wastewater. A pilot program was started in early 2018 to evaluate the treatment process impacts of winery waste. Staff learned that Napa Recycling and Waste Services (NRWS) has collaborated with many wineries to accept winery waste for use in their composting operations.

Turnipseed reviewed the background of the project and NapaSan’s winery wastewater pilot program. She reported there are currently 25 hold and

haul facilities in the NapaSan service area with roughly 13.5 million gallons of wastewater is hauled from these facilities annually. Within the next five years, NRWS will be able to receive 13-18 million gallons per year. If NapaSan continues to receive 13,000 gallons of water per week, another 675,000 gallons per year could be managed locally. She reported that the volume of wastewater currently generated by hold and haul facilities in NapaSan service area is similar to that which can be treated at NRWS, which makes local process wastewater management a possibility. Staff recommends continuing to monitor winery wastewater volumes, continue the treatment plant pilot study, and re-evaluate the project as part of the Board's Strategic Plan in the Spring of 2019. The Board concurred with staff's recommendation.

Board and staff held discussion on winery waste.

- e. **MR 18-059:**
RE-ELECT JILL TECHEL AS CHAIR AND RYAN GREGORY AS VICE-CHAIR OF THE BOARD OF DIRECTORS OF NAPA SANITATION DISTRICT.

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

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

- 9. **GENERAL MANAGER REPORT:** None.
- 10. **LEGAL COUNSEL REPORT:** None.
- 11. **BOARD OF DIRECTORS REPORTS/GENERAL DISCUSSION:**
 - a. Lands Committee meeting (7/17/18) – Directors Lueros and Graves reported on the meeting. They discussed NapaSan properties. They reported they are investigating options for the remaining Hartle Court property.
- 12. **UPCOMING MEETINGS:**
 - a. NBWRA Board meeting – July 23, 2018
 - b. Regular Board meeting – August 1, 2018
 - c. CASA Conference – August 8-10, 2018
 - d. Regular Board meeting – August 15, 2018 (likely will cancel)
- 13. **ADJOURNMENT: (4:50 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, August 1, 2018 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