



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, AUGUST 1, 2018 CALLED TO ORDER AT 4:00 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:** Director Mott read the safety topic: National “Stop on Red” week.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 18-060:**  
**APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON JULY 18, 2018.**
- b. **Receive County of Napa Voucher Register Dated 7/03/18 through 7/16/18.**
- c. **MR 18-061:**  
**CANCEL THE REGULAR MEETING ON AUGUST 15, 2018 DUE TO LACK OF BUSINESS.**
- d. **RES. 18-017:**  
**ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT AUTHORIZING INDIVIDUALS TO ACT ON BEHALF OF DEFERRED COMPENSATION PLAN.**
- e. **RES. 18-018:**  
**ADOPT RESOLUTION ESTABLISHING TERMS AND CONDITIONS AND ORDERING ANNEXATION OF TERRITORY LOCATED ON THE WEST SIDE OF SILVERADO TRAIL APPROXIMATELY 500 FEET**

**SOUTH OF HAGEN ROAD (APN 052-010-011) – SILVERADO TRAIL  
NO. 3 – NAPASAN ANNEXATION 000026.**

- f. **MR 18-062:**  
**AUTHORIZE GENERAL MANAGER TO SIGN AN EASEMENT AGREEMENT WITH NAPA VALLEY UNIFIED SCHOOL DISTRICT (NVUSD) FOR CONSTRUCTION, OPERATION, AND MAINTENANCE OF A RECYCLED WATER TRUCK FILL STATION.**
- g. **MR 18-063:**  
**AWARD CONSTRUCTION FOR THE 2018 SANITARY SEWER MANHOLE ADJUSTMENT PROJECT, PHASE VIII (CIP 13702) TO G.D. NIELSON CONSTRUCTION, INC. FOR \$264,200 AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT WITH THE CONTRACTOR AND ISSUE THE NOTICE TO PROCEED, WHEN APPROPRIATE.**
- h. **Receive General Manager's Report for June 2018.**

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

AYES: GRAVES, GREGORY, LUROS, MOTT, TECHEL  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: GREGORY (Items 7E, 7F and 7G)

**8. REGULAR CALENDAR:**

- a. **Receive update on the residential sewer service charge methodology and capacity fee study, and provide direction.**

Jeff Tucker, Director of Administrative Services/CFO, introduced Jennifer Ivey of Carollo Engineers. Carollo Engineers was hired to evaluate a number of technical and policy questions regarding residential sewer service and capacity charges. This study is part of the Board Strategic Plan of Goal 2 – Financial Stability.

Ms. Ivey gave a presentation on the capacity fee methodology portion of the study. She explained the three different options for calculating capacity charges: the buy-in, incremental/expansion, and hybrid. The Buy-In approach is when new connections purchase existing capacity that has been paid for. This approach is best for mature systems. The Incremental/ Expansion approach is when new connections pay for expansion CIP that can be allocated between new and existing users. This approach is best for systems with a lot of growth planned. The Hybrid approach combines both the buy-in and expansion approaches. This is best for systems in between build-out and growth phases. She indicated there were two valuation methods considered, the Replacement Cost New, Less Depreciation (RCNLD) and Replacement Cost New (RCN). RCNLD is when accumulated depreciation is deducted from the original cost for all assets. The adjusted value is

escalated to present day dollars. With the RCN method, the original cost is escalated to present day dollars, and no depreciation is deducted.

Ms.Ivey indicated that she recommends NapaSan go with the RCNLD buy-in approach. She indicated this best reflects NapaSan's current and future system capacity needs. She also recommends this based on the age of the system and consistency with previous analysis.

Board, staff and consultant held discussion. The Board concurred with Carollo's recommendation of the RCNLD buy-in approach.

- b. **MR 18-064:**  
**AWARD THE CONSTRUCTION CONTRACT FOR THE HEADWORKS EQUIPMENT REPLACEMENT PROJECT (CIP 17726) TO SYBLON REID, INC. FOR THE BID AMOUNT OF \$1,960,400 AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT WITH THE CONTRACTOR AND ISSUE THE NOTICE TO PROCEED, WHEN APPROPRIATE.**

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

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

Simon Kobayashi, Associate Engineer, presented an overview of the Headworks Equipment Replacement Project (CIP 17726). He reviewed the history, project goals, and equipment that will be replaced during the project. NapaSan received five bids for the project, with the low bidder being Syblon Reid at the price of \$1,960,400. The engineer's estimate for the project is \$2,000,000. Kobayashi reviewed the project costs, schedule and staff recommendation for the award of construction contract to Syblon Reid; construction management and inspection in the amount of \$321,560 to Covello Group, A Psomas Company; and for engineering services in the amount of \$141,836 to HDR Engineering.

- c. **MR 18-065:**  
**AUTHORIZE THE PURCHASING AGENT TO EXECUTE A TASK ORDER WITH PSOMAS TO PROVIDE CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE HEADWORKS EQUIPMENT REPLACEMENT PROJECT (CIP 17726) IN THE AMOUNT OF \$321,560.**

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

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

- d. **MR 18-066:**  
**AUTHORIZE THE PURCHASING AGENT TO EXECUTE A TASK ORDER WITH HDR ENGINEERING TO PROVIDE ENGINEERING SERVICES DURING CONSTRUCTION FOR THE HEADWORKS EQUIPMENT REPLACEMENT PROJECT (CIP 17726) IN THE AMOUNT OF \$141,836.**

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

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

- e. **MR 18-067:**  
**AUTHORIZE THE PURCHASING AGENT TO EXECUTE TASK ORDER 65 WITH GHD TO PROVIDE ENGINEERING SERVICES FOR PHASE 1 OF THE COLLECTION SYSTEM MASTER PLAN (CIP 19727) IN THE AMOUNT OF \$410,608.**

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

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

Matt Lemmon, Sr. Civil Engineer, gave a presentation on the Phase 1 Task Order for the Collection System Master Plan (CSMP). The primary goal of the CSMP is to identify a plan for long-term collection system reliability by evaluating the anticipated service levels required against the existing and planned demands on the system. The last update to the CSMP was in 2007 and an update is required to re-construct the collection system hydraulic model with advanced software to evaluation flows and capacity deficiencies; evaluate current and future capacity for the 66" trunk main and provide recommendation for rehabilitation or replacement with a larger pipe; assess the performance of the Inflow/Infiltration (I/I) reduction program, and establish service levels and conduct condition assessments to recommend a 10-year CIP for collection system upgrades.

The 2007 CSMP recommended a five-year I/I program followed by a performance assessment. He reviewed the seven major I/I projects that NapaSan has completed. Lemmon reviewed the two phases of the CSMP and what they will include. He reported that Phase 1 will take place during winter 2018-19 and Phase 2 task order awarded during Spring/Summer 2019, with adoption of the CSMP in 2019/20.

Board and staff held discussion.

**F. Receive presentation by Grace Avellar, Engineering Intern, on summer internship projects.**

Grace Avellar returned to NapaSan this year for her second summer engineering internship. She presented information on her tasks and projects she worked on. She reviewed the skills she learned during the summer and the experiences she obtained. Ms. Avellar thanked the Board and staff for the opportunity to work again as a summer intern for NapaSan.

**G. Receive presentation from Justin Haggard, Laboratory Intern, on summer internship projects.**

Justin Haggard also worked for the second summer at NapaSan as a Laboratory Intern. He reported that he recently graduated from Napa High School and will be attending UCLA in the fall to continue his interest in environmental studies. He informed the Board of his projects and experiences during his summer internship. Mr. Haggard thanked the Board for allowing the summer internship program to continue. He also thanked NapaSan laboratory staff for their support.

**9. GENERAL MANAGER REPORT:**

- a. General Manager Healy reported LAFCO on August 6 would be discussing approval of the draft RFP for a countywide water and wastewater municipal service review. Agencies have been working together in partnership in the process of the RFP.
- b. Healy reported NapaSan will hold a Safety Lunch on September 24, 2018 to honor NapaSan's lost-time accident free service since April 15, 2015.
- c. Healy reported on NapaSan's internship programs, including the Operator-in-Training (OIT), engineering and lab internships. The programs have been very successful and staff enjoys working with them. He reported that all of the volunteers in the OIT program have received job offers. NapaSan recently filled a vacancy at the Treatment Plant with a former volunteer OIT.

**10. LEGAL COUNSEL REPORT: None.**

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

- a. NBWRA Board meeting (7/23/18) – Chair Techel reported she attended the meeting. NBWRA is still going through a transition. Discussion is ongoing regarding the need to reinstitute the TAC committee.

**12. UPCOMING MEETINGS:**

- a. CASA Conference – August 8-10, 2018
- b. Regular Board meeting – August 15, 2018 is canceled
- c. Regular Board meeting – September 5, 2018
- d. North Bay Watershed Association meeting – September 7, 2018
- e. Regular Board meeting – September 19, 2018
- f. General Manager Healy noted that the October 3<sup>rd</sup> Board meeting is likely to be canceled due to the WEFTEC conference.

13. **ADJOURNMENT: (5:06 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, September 5, 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,**

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**Clerk of the Board**