



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, SEPTEMBER 19, 2018 CALLED TO ORDER AT 4:02 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice-Chair (absent at roll-call, present at 4:08 p.m.); and 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 Luros read safety topic: Home eye safety awareness.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 18-075:**  
**APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON SEPTEMBER 5, 2018.**
- b. **Receive County of Napa Voucher Register Dated 8/21/18 through 9/03/18.**
- c. **MR 18-076:**  
**AUTHORIZE THE SURPLUS AND SALE AT AUCTION OF FORD F-350 PICKUP TRUCK (VEHICLE #166).**
- d. **RES 18-022:**  
**ADOPT RESOLUTION ESTABLISHING TERMS AND CONDITIONS AND ORDERING ANNEXATION OF TERRITORY – 5 PHEASANT LANE, 20 GARFIELD LANE, AND 30 GARFIELD LANE (APNS 038-160-020, 038-160-010, AND 038-160-019) – PHEASANT LANE/GARFIELD LANE – NAPASAN ANNEXATION 000028.**

- e. **RES 18-023:**  
**ADOPT RESOLUTIONS AUTHORIZING EXECUTION OF QUITCLAIM DEEDS OVER A PORTIONS OF APNS 004-081-012 AND 004-081-013, RESOLUTIONS GRANTING SAID INTEREST IN AND OVER SAID REAL PROPERTY TO JAMES AND LINDSAY KELLER AND HENRY C. STOCKTON TRUST.**
- f. **MR 18-077:**  
**AUTHORIZE THE PURCHASING AGENT TO EXECUTE TASK ORDER 2 WITH WESTIN TECHNOLOGY SOLUTIONS TO PROVIDE ENGINEERING SERVICES FOR THE SCADA MASTER PLAN (CIP 19718) IN THE AMOUNT OF \$172,239.**

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

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

8. **REGULAR CALENDAR:**

- a. **MR 18-078:**  
**CONDUCT SECOND READING OF ORDINANCE 108 , AN ORDINANCE AMENDING DISTRICT CODE SECTION 1.02.010, SECTION 5.01.030 AND SECTION 5.02.030, BY TITLE ONLY AND WAIVING FULL READING; OPEN PUBLIC HEARING, HEAR ANY PROTESTS AND CLOSE PUBLIC HEARING.**

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

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

**ORDINANCE 108:**  
**ADOPT ORDINANCE 108 OF THE NAPA SANITATION DISTRICT AMENDING DISTRICT CODE SECTION 1.02.010 TITLED “DEFINITIONS”, SECTION 5.01.030 TITLED “WATER METERED COMMERCIAL, PUBLIC UTILITIES AND PUBLIC AGENCY FACILITIES”, AND SECTION 5.02.030 TITLED “CAPACITY CHARGE CALCULATION” TO ADD AND MODIFY COMMERCIAL CATEGORIES.**

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

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

ABSENT: NONE  
ABSTAIN: NONE

Stephanie Turnipseed, Pollution Prevention and Outreach Coordinator, gave a presentation on the proposed Ordinance to add to and modify the District Code relating to Commercial Categories.

Board and staff held discussion.

- b. **MR 18-079:**  
**CONDUCT FIRST READING OF ORDINANCE 109, AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT, AMENDING DISTRICT CODE SECTION 5.02.030 CAPACITY CHARGE CALCULATION AND SECTION 5.02.060 CHANGE IN FEES TO DECREASE CAPACITY CHARGE FEE AND MODIFY THE ANNUAL INFLATION ESCALATOR**

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

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

Jeff Tucker, Director of Administrative Services/CFO, gave a presentation on the proposed changes to the District Code as a result of the recent capacity charge study performed by Carollo Engineers. The study recommended a methodology and approach that results in a calculated capacity charge of \$9,199 per Equivalent Dwelling Unit (EDU) for FY 2017/18. The study also recommends that NapaSan change its basis for making annual escalations of the fee to the Engineering News Record Construction Cost Index (ENR-CCI) for the 20-City Average (National Average) rather than the ENR-CCI for the San Francisco Bay Area.

Tucker reported that the capacity charge effective July 1, 2018 is \$9,624. However, with the reduction of capacity fee as a result of the study, the capacity charge fee effective October 18, 2018 after the second reading and adoption of the proposed ordinance would be reduced to \$9,520. This is a reduction of \$104.

Board and staff held discussion. A public hearing and second reading of the Ordinance will be held on Wednesday, October 17, 2018. Chair Techel requested and the other board members concurred on a change in the recitals and ordinance that provides the Board some additional flexibility when implementing the annual inflation escalator. Tucker indicated that the Board reviews and approves the capacity charge fee annually during the budget development process..

- c. **Receive presentation from Mikayla Lopez, summer engineering intern, on summer internship projects.**

Matt Lemmon, Sr. Civil Engineer, introduced Mikayla Lopez, summer engineering intern for NapaSan. Mikayla presented information on projects she

worked on, and what she learned during her summer internship program. Mikayla will be returning to UC Davis to continue working on her engineering degree.

Mikayla thanked the engineering staff and Board of Directors for giving her the opportunity to learn during her summer internship.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy announced NapaSan will be holding its annual Open House on Saturday, September 22, 2018 between 10:00 a.m. and 2:00 p.m.
- b. Healy reminded the Board of our Safety Lunch on September 24, 2018 to recognize and commend staff on NapaSan's lost-time accident free service since April 15, 2015.

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

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

- a. North Bay Watershed Association meeting (9/07/18) – Vice-Chair Ryan attended the meeting. Topic of discussion was a new project replacing oak woodlands in Napa County.
- b. Director Graves reported that Los Carneros Water District and Napa County Resources Conservation District had a site visit from members of the General Accounting Office. He presented information to them on the recycled water program in the Carneros region.

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association meeting – October 5, 2018
- b. Regular Board meeting – October 17, 2018
- c. NBWRA Board meeting – October 22, 2018
- d. North Bay Watershed Association meeting – November 2, 2018
- e. Regular Board meeting – November 7, 2018

13. **ADJOURNMENT: (4:35 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, October 17, 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**