



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, OCTOBER 17, 2018 CALLED TO ORDER AT 4:00 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice-Chair; 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 Mott read safety topic: Halloween Safety Tips.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 18-080:**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON SEPTEMBER 19, 2018.
- b. **Receive County of Napa Voucher Register Dated 9/04/18 through 10/01/18.**
- c. **MR 18-081:**
CANCEL THE REGULAR BOARD MEETING ON NOVEMBER 21, 2018 DUE TO THE THANKSGIVING HOLIDAY.
- d. **MR 18-082:**
ACCEPT THE WEST PUEBLO ESTATES SUBDIVISION SANITARY SEWER IMPROVEMENTS FOR MAINTENANCE AND OPERATION AND RELEASE THE PERFORMANCE BOND IN THE AMOUNT OF \$263,600.
- e. **Receive General Manager's Report for August 2018.**

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

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

8. **REGULAR CALENDAR:**

a. **Receive presentation from staff on Utility of the Future Today recognition.**

Jeff Tucker, Director of Administrative Services, presented information on an award received by Napa Sanitation District at the WEFTEC conference in New Orleans, LA on October 2, 2018. NapaSan received the “Utility of the Future Today” award, which recognizes achievements of forward-thinking, innovative wastewater utilities that provide resilient value-added services to communities, particularly in community engagement, watershed stewardship, and recovery of resources such as water, energy and nutrients. NapaSan was one of only two agencies specifically recognized for its efforts in water reuse and recycling. NapaSan is one of only 105 utility agencies throughout the world with this designation.

Board held discussion and requested that staff prepare a press release announcing the award.

b. **MR 18-083:**
CONDUCT SECOND READING OF ORDINANCE 109, AN ORDINANCE 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 ESCALATOR, 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 109:
ADOPT ORDINANCE 109 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 ESCALATOR.

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

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

Jeff Tucker, Director of Administrative Services/CFO, presented information on the Ordinance to add to and modify the District Code relating to changes as a result of the recent capacity charge study performed by Carollo Engineers. The Board held the public hearing and adopted Ordinance 109.

- c. **MR 18-084:**
APPROVE THE PROJECT, CONCUR WITH STAFF'S DETERMINATION THAT THE PROJECT IS CATEGORICALLY EXEMPT, APPROVE REIMBURSEMENT AGREEMENT WITH NAPA COUNTY, AND AUTHORIZE THE GENERAL MANAGER TO ISSUE NOTICE INVITING BIDS FOR THE SOUTHEAST NAPA SEWER AND ROADWAY REHABILITATION PROJECT (CIP 18706).

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

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

Karl Ono, Associate Engineer, gave a presentation on the Southeast Napa Sewer and Roadway Rehabilitation Project. The project is part of the Collection System Master Plan and focuses on the Southeast area of Napa. He reviewed the age and condition of the pipelines in this area which are constructed of AC, clay and concrete. Mr. Ono reported that the rehabilitation methods would be pipe bursting, Cured-in-Place Pipe (CIPP), and open-cut construction.

Ono reported that NapaSan staff worked with staff from the City and County of Napa for coordination on their paving projects to minimize impacts and combine sewer rehabilitation and paving into one project where possible. Napa County Public Works agreed to a partnership in which the streets in their jurisdiction will be resurfaced as part of the project. A Reimbursement Agreement between Napa County and NapaSan was prepared to allow costs for street resurfacing and associated improvements to be reimbursed by Napa County through Measure T Funding.

Ono reviewed the project scope, costs and schedule. The engineer's estimate for the project is \$7,200,000. Napa County will reimburse \$1,500,000 of the cost of the project for roadwork.

Board and staff held discussion.

- d. **Receive presentation from staff on LAFCO's Countywide Water and Wastewater Municipal Services Review (MSR), discuss and provide direction to staff if applicable.**

Tim Healy, General Manager, gave a presentation on LAFCO's Countywide Water and Wastewater Municipal Service Review. He reported that LAFCO adopted a Strategic Plan for 2018-2022 on February 5, 2018. The plan includes a Countywide Water and Wastewater Municipal Service Review (MSR). Two meetings were held in March, with all water-related agencies invited, to discuss the MSR. A draft RFP was circulated in April 2018 for agencies to review and comment.

Healy reported a focus group meeting was held on May 24, 2018 with several participants from local agencies. LAFCO reviewed the RFP at its June 4, 2018 meeting and gave staff direction to finalize the RFP. The final RFP went out for circulation after the LAFCO August 6, 2018 meeting. Two proposals were received and both companies were interviewed by the focus group in September. The team of Policy Consulting Associates and Berkson Associates was chosen and LAFCO authorized its Executive Officer to negotiate a contract with the team.

Healy reviewed the key study areas the RFP will cover. The team of consultants will be reviewing agency profiles, and look at other considerations and opportunities for enhancement/modification of services.

Board and staff held discussion. Healy reported that the focus group likely would be involved in the study through the entire process. The study is anticipated to be complete by December 2019 or spring of 2020.

- e. **MR 18-085:**
AUTHORIZE THE PURCHASING AGENT TO EXECUTE TASK ORDER NO. 29 WITH CAROLLO ENGINEERS TO PROVIDE ENGINEERING DESIGN SERVICES FOR THE 2019 TREATMENT PLANT IMPROVEMENT PROJECT (CIP 18740) IN THE AMOUNT OF \$178,550.

Simon Kobayashi, Associate Engineer, presented information on the 2019 Treatment Plant Improvement Project. The design Task Order 29 with Carollo Engineers is for \$178,550. The Task Order consists of design services for rehabilitation of the chemical storage building and tanks, and primary influent pipeline. Kobayashi reviewed the repairs needed for both components. Total budget for the project is \$1,275,000 with design taking place October 2018 through February 2019. The project will be bid in April 2019 with construction from May to October 2019. The project will be constructed during the summer months to avoid high influent flows.

Motion by GREGORY, 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. North Bay Watershed Association meeting (10/05/18) – Vice-Chair Ryan attended the meeting. He reported they discussed upcoming strategic planning sessions.
12. **UPCOMING MEETINGS:**
 - a. NBWRA Board meeting – October 22, 2018
 - b. North Bay Watershed Association meeting – November 2, 2018
 - c. Regular Board meeting – November 7, 2018
 - d. Regular Board meeting – November 21, 2018 – Canceled
 - e. Regular Board meeting – December 5, 2018
13. **ADJOURNMENT TO CLOSED SESSION - 4:49 P.M.**
 - a. CONFERENCE WITH LABOR NEGOTIATORS – Government Code Section 54957.6
Agency Designated Representatives: Glenn Berkheimer
Employee Organizations: Teamsters Local 315 – Rank & File Unit/Supervisors Unit
14. **RECONVENE TO OPEN SESSION: (4:59 P.M.)**
15. **REPORT FROM LEGAL COUNSEL ON CLOSED SESSION:**

Legal Counsel Bakker reported that the Board took no reportable action in Closed Session.
16. **ADJOURNMENT: (4:59P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, November 7, 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