



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, DECEMBER 5, 2018 CALLED TO ORDER AT 4:20 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice-Chair; DAVID GRAVES, Director. ALSO PRESENT: TIMOTHY HEALY, General Manager; and JOHN BAKKER, Legal Counsel.

ABSENT: Two Director positions vacant due to City Councilmember elections. City Council to appoint one Councilmember to NapaSan Board on December 18, 2018 and the City of Napa public member at large announcement will go out to the public this month.

3. **REVIEW OF AGENDA:** No changes.

4. **SAFETY MOMENT:** Director Gregory read safety topic: Safe Toys & Gifts.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** Announcement of promotion of Sean Warner to Collection System Technician position following retirement of Greg Dawson.

7. **CONSENT CALENDAR:**

- a. **MR 18-094:**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON NOVEMBER 7, 2018.
- b. **Receive County of Napa Voucher Register dated 10/23/18 through 11/19/18.**
- c. **MR 18-095:**
ADOPT PROCLAMATION HONORING GREG DAWSON, NAPASAN'S COLLECTION SYSTEM TECHNICIAN, FOR HIS DEDICATION AND SERVICE TO THE DISTRICT.
- d. **RES 18-026:**
ADOPT RESOLUTION APPROVING AND ADOPTING THE REVISED PAY SCHEDULES FOR FY 2018/19, EFFECTIVE DECEMBER 1, 2018.
- e. **MR 18-096:**

ACCEPT THE CAPACITY CHARGES FINANCIAL REPORT FOR FY 2017/18.

- f. **MR 18-097:**
AUTHORIZE THE SURPLUS AND SALE AT AUCTION OF THE 2005 FORD TAURUS (VEHICLE #607), TWO 18-FOOT REAR PULL FLAIL MOWERS (2002), AND NEW HOLLARD 308 MANURE SPREADER (PRE-1993).
- g. **RES. 18-027:**
ADOPT RESOLUTION ACCEPTING COMPLETION AND DIRECTING THE GENERAL MANAGER TO FILE THE NOTICE OF COMPLETION AT THE OFFICE OF THE RECORDER, NAPA COUNTY FOR THE 2018 SANITARY SEWER MANHOLE ADJUSTMENT PROJECT, PHASE VIII (CIP 13702).
- h. **MR 18-098:**
AUTHORIZE THE GENERAL MANAGER TO SIGN THE AGREEMENT FOR DEFERRED PAYMENT OF SPECIAL CAPACITY CHARGE WITH KB NAPA HOLDINGS LLC, OWNER OF 901 KAISER ROAD.
- i. **MR 18-099:**
AUTHORIZE CHAIR TO SIGN INDEMNIFICATION AGREEMENT FOR NAPA AIRPORT SELF STORAGE.
- j. **MR 18-100:**
CONCUR WITH CEQA DETERMINATION IN CITY OF NAPA RESOLUTION R2007-0186, PREPARED AND ADOPTED BY THE CITY OF NAPA, LEAD AGENCY UNDER CEQA FOR THE DEVELOPMENT PROJECT; SET BOND AMOUNT AT \$625,970; AND AUTHORIZE CHAIR TO SIGN THE IMPROVEMENT AGREEMENT, PRIVATE SANITARY SEWER MAIN AGREEMENT, AND INDEMNIFICATION AGREEMENT FOR PEAR TREE LANE TOWNHOMES (PREVIOUSLY KNOWN AS PEAR TREE TERRACE).
- k. **MR 18-101:**
CONCUR WITH CEQA DETERMINATION IN CITY OF NAPA RESOLUTION R2018-018, PREPARED AND ADOPTED BY THE CITY OF NAPA, LEAD AGENCY UNDER CEQA FOR THE DEVELOPMENT PROJECT; SET BOND AMOUNT AT \$131,215; AND AUTHORIZE CHAIR TO SIGN THE IMPROVEMENT AGREEMENT FOR PHEASANT LANE.
- l. **Receive and file the Quarterly Report and Priority Project Status for July, August, September 2018.**
- m. **Receive General Manager's Report for October 2018.**

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

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

8. **REGULAR CALENDAR:**

- a. **MR 18-102:**
ACCEPT THE COMPREHENSIVE ANNUAL FINANCIAL REPORT AND ASSOCIATED AUDIT REPORT FOR FISCAL YEAR 2017/18.

Cyndi Bolden, Senior Account, introduced the Comprehensive Annual Financial Report (CAFR) item and Lindsey McGuire with Brown Armstrong, who presented the CAFR audit report to the board via telephone. Ms. McGuire explained the purpose and process of the audit. She covered specific audit areas such as Cash/Investments, AR/AP, Capital Assets, Long Term Debt, as well as report highlights. The report provides an unmodified opinion on the District's financial statements. There were no audit findings. Additionally, it was noted that NapaSan has been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting for the last seven years.

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

AYES: GRAVES, GREGORY, 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 (11/29/18) – Director Graves briefly noted that there were discussions on pending items for future board action & updates.

12. **UPCOMING MEETINGS:**

- a. Regular Board meeting - North Bay Watershed Association meeting - December 7, 2018
 b. Regular Board meeting - December 19, 2018
 c. Regular Board meeting - January 16, 2019
 d. NBWRA Board meeting - January 28, 2019

13. **ADJOURNMENT (4:39 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, December 19, 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