



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, FEBRUARY 20, 2018 CALLED TO ORDER AT 4:02 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice-Chair; MARY LUROS, DAVID GRAVES and PETE MOTT, Directors. ALSO PRESENT: TIMOTHY HEALY, General Manager; and TIVONNA STERN, Legal Counsel.

ABSENT: None.

3. **REVIEW OF AGENDA:** No changes to the agenda. General Manager Healy introduced Tivonna Stern, Esq of Meyers, Nave Law Firm who is attending in place of John Bakker.

Chair Techel welcomed Direct Mott back to the Board as the City of Napa public appointee.

4. **SAFETY MOMENT:** Director Mott read safety topic: American Heart Month.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:**

- a. Recognize awards from California Water Environment Association (CWEA) Redwood Empire Section: Jon Brandow – Collection System Person of the Year 2018, and Chris Francis – Supervisor of the Year 2018.

Jeff Tucker, Director of Administrative Services/CFO, introduced Jon Brandow, Collection System Worker II, recipient of the Collection System Person of the Year 2018 for his mapping project of NapaSan's Collection System; and Chris Francis, Regulatory Compliance Manager, recipient of the Supervisor of the Year 2018. Both employees will move on to compete in the CWEA State Section, which will be the first week of April. The Board thanked Mr. Brandow and Mr. Francis for their dedication and hard work at NapaSan.

- b. Receive presentation on 2018 scholarship recipients.

Jeff Tucker, Director of Administrative Services/CFO, introduced Michael Grimes, Chair of the Napa Engineering Society's Scholarship Committee. Mr. Grimes expressed his gratitude to the Board for NapaSan's \$5,000 per year

scholarship funding. These scholarships assist local high school graduates who plan to work in engineering, biology, chemistry or other fields related to water and wastewater professions. The recipients could not be at the meeting due to their class schedule, but may attend a Board meeting during the summer months when they are not attending school.

Mr. Grimes invited the Board to participate in selecting the scholarship recipients for the next year. Vice-Chair Gregory indicated that he would be happy to assist in the selection process.

7. **CONSENT CALENDAR:**

- a. **MR 19-009:**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON FEBRUARY 6, 2019.
- b. **Receive County of Napa Voucher Register dated 1/22/19 through 2/04/19.**
- c. **MR 19-010:**
AUTHORIZE AN INCREASE OF CHANGE ORDER SIGNING AUTHORITY FOR THE GENERAL MANAGER FROM \$196,040 (10% OF ORIGINAL CONTRACT) TO A MAXIMUM OF \$548,912 (28% OF ORIGINAL CONTRACT) FOR THE HEADWORKS EQUIPMENT REPLACEMENT PROJECT (CIP 17726) FOR A POTENTIAL TOTAL APPROVED CONTRACT AMOUNT OF \$2,509,312.
- d. **Receive and file the Quarterly Report and Priority Project Status for October, November, and December 2018.**

Motion by GRAVES, seconded by GREGORY, 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 the Browns Valley Trunk Project (CIP 14703) and provide direction, as appropriate.**

Andrew Damron, Technical Services Director, gave a presentation on the project. Damron reviewed the project goals, pre-project conditions of the system, anticipated post-project conditions and results of the bid. He reported the bids came in at approximately \$4.7M over the engineer's estimate of \$18,600,000. Five bids were received with the lowest responsive bid at \$23,331,631. Damron reviewed the SRF funding for the project including the Green Project Reserve that also includes the West Napa Pump Station replacement project.

Damron reviewed the three options staff has considered relating to the project: 1) award contract to JMB, 2) reject all bids and rebid with changes, and 3) redesign the project scope. He reported on possible savings on the project that could be negotiated with the contractor and the schedule comparison between the original schedule and a rebid schedule.

Damron reviewed the changes that could be incorporated into the rebid option. He reviewed the CIP budget impacts that would likely occur if the project moved forward with the current bid, which include a \$4.7M increase in construction and possible delay of other scheduled projects.

The Board and staff held discussion regarding the options and pros and cons of each. General Manager Healy indicated staff's preference is to move forward with the project with the current bid with intention to negotiate some items of the scope with the contractor for lower costs.

The Board concurred with staff's recommendation and requested they review the CIP projects in the budget for the next few years and report on the Board's options at the March 6, 2019 Board meeting.

- b. **RES 19-002:**
ADOPT RESOLUTION ACCEPTING COMPLETION AND AUTHORIZE THE GENERAL MANAGER TO FILE THE NOTICE OF COMPLETION AT THE NAPA COUNTY OFFICE OF THE RECORDER FOR THE 2018 COLLECTION SYSTEM REHABILITATION PROJECT (CIP 18705).

Karl Ono, Associate Engineer, gave a presentation on the project background and locations. The project is the eighth major rehabilitation project to date and is funded through sewer service charges. The 2018 goal was 1.3% (3.5 miles) rehabilitation of the collection system. Trenchless methods were used to minimize impacts. Ono reported that NapaSan staff did the planning, design, construction management and inspection, and outreach.

Ono reported accomplishments obtained include rehabilitation of Collection System assets of 6.9 miles of sewer main (2.5% of system), 648 public sewer laterals and 51 manholes/flush holes. The project includes elements to decrease inflow/infiltration. He reported that staff coordinated the project with City of Napa projects and with businesses and residents. Final cost of the project is \$4,503,329, which is \$216,217 less than the original bid of \$4,719,546. The engineer's estimate for the project was \$4,800,000.

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

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

c. **Accept the annual Performance Management Report for 2018.**

Jeff Tucker, Director of Administrative Services/CFO, gave an overview of the annual Performance Measurement Report. This report is based on Effective Utility Management's 10 Attributes of Effectively Managed Water Utilities. He reported that of the 62 performance measures in the report, 59 of them rated satisfactory, which is the highest rating possible. This is the largest percentage of satisfactory ratings since he began creating this report. Only three of the measures resulted in a "watch" status, with none at unsatisfactory or insufficient data.

Tucker reviewed each attribute of the report, explaining any changes that occurred. He compared the 2018 results with the trend of the past reports.

The Board thanked staff for the well-done report.

d. **Discuss Appointment of Board Members to NapaSan Subcommittees.**

The Board discussed the subcommittees and Chair Techel recommended Director Mott take her place on the Long-Term Planning committee. Director Graves indicated he would serve as alternate to the NBWRA Board.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy reported that the Quarterly Report that is on the Agenda's Consent Calendar reports on the status of the Board's current strategic plan. The report contains updates of each objective of the strategic plan. If the Board would like any changes made to the report, please let staff know.
- b. Healy reported that on February 19 new legislation was proposed (SB 332) by Weiner/Hertzberg relating to recycled water discharge to oceans, bays and estuaries. The bill would require a reduction in discharges by 50% on or before January 1, 2030. The bill could subject any non-complying discharger with a civil penalty of \$2,000 per acre-foot of water above the required reduction in discharge. The General Manager will update the Board at future meetings on the status of this bill.
- c. Healy reported on the recent storm impact. The Collection Department crew bypassed 116,000 gallons of flow pumping to other manholes in the system. There was an overflow of 51,000 gallons during the storm. Healy reported the system performed very well in the storm compared to two years ago. This is due to the sewer line rehabilitations that has been completed on the system over the past several years.

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

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

- a. NBWRA Board meeting (1/28/19) – Chair Techel attended the meeting. She reported that she was re-elected as Vice-Chair to the Board.

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association meeting – March 1, 2019 (NapaSan will host)
- b. Regular Board meeting – March 6, 2019
- c. Regular Board meeting – March 20, 2019 (Board Workshop – 4-7:00 p.m.)
- d. North Bay Watershed Association meeting – April 5, 2019
- e. NBWRA Board meeting – April 22, 2019

13. **ADJOURN TO CLOSED SESSION (5:39 PM):**

- a. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Property: APN# 057-010-036 and part of APN# 057-010-037 (Somky Ranch)
Agency Negotiator: Timothy Healy
Negotiating parties: Capbridge
Under Negotiation: Price and terms of payment
- b. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Property: APN# 005-180-016-000 (Hartle Court)
Agency Negotiator: Timothy Healy
Negotiating parties: Napa IP, LLC and Napa Valley Wine Train
Under Negotiation: Price and terms of payment

14. **RECONVENE TO OPEN SESSION: (6:18 PM)**

15. **REPORT FROM LEGAL COUNSEL ON CLOSED SESSION:**

Legal Counsel Stern reported the Board took no reportable action in closed session.

16. **ADJOURNMENT (6:18 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, March 6, 2019 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