



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, APRIL 17, 2019 CALLED TO ORDER AT 4:03 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 JOHN BAKKER, Legal Counsel.

ABSENT: None.

3. **REVIEW OF AGENDA:** No changes to the agenda.

4. **SAFETY MOMENT:** Vice-Chair Gregory read the safety topic: Work Zone Awareness.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 19-027:**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON APRIL 3, 2019.
- b. **Receive County of Napa Voucher Register dated 3/19/19 through 4/01/19.**
- c. **RES 19-005:**
ADOPT RESOLUTION OF THE NAPA SANITATION DISTRICT, NAPA COUNTY, CALIFORNIA, APPROVING OUTSIDE SERVICE AGREEMENT FOR 1027 MCCORMICK LANE, NAPA (APN 050-292-002).
- d. **MR 19-028:**
RESCIND PRIOR AWARD OF CONSTRUCTION CONTRACT TO HESS CONSTRUCTION AND AWARD CONSTRUCTION CONTRACT TO ASTA CONSTRUCTION FOR THE POND TRANSFER STRUCTURES – POND 2 TO POND 3 PROJECT (CIP 19717) FOR THE BID AMOUNT OF \$262,013 AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE

THE AGREEMENT WITH THE CONTRACTOR AND ISSUE THE NOTICE TO PROCEED, WHEN APPROPRIATE.

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

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

8. REGULAR CALENDAR:

- a. **RES 19-029:**
AUTHORIZE AN INCREASE OF CHANGE ORDER SIGNING AUTHORITY FOR THE GENERAL MANAGER FROM \$500,000 (MAXIMUM AUTHORIZED BY DISTRICT CODE) TO A MAXIMUM OF \$710,000 (APPROXIMATELY 10% OF ORIGINAL CONTRACT) FOR THE SOUTHEAST NAPA SEWER AND ROADWAY REHABILITATION PROJECT (CIP 18706) FOR A POTENTIAL TOTAL APPROVED CONTRACT AMOUNT OF \$7,748,772.

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

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

Karl Ono, Associate Engineer, presented information on the Southeast Napa Sewer and Roadway Rehabilitation Project. He reported that the project is currently in construction and is part of NapaSan's annual sewer rehabilitation project. He reported that staff has had extensive coordination with City and County of Napa staff regarding paving programs. Trancas Street paving was originally planned for fall of 2018 and later postponed to summer 2019 to be paved as part of the City of Napa's Measure T project this summer.

Ono reported that sewer inspections in Trancas Street were completed in March 2019. Inspection results showed that sewer mains between Highway 29 and Jefferson Street are in immediate need of rehabilitation. Trancas Street repairs would require additional project scope of approximately 2,117 LF of sewer main rehab (CIPP), up to ten (10) spot repairs requiring excavations, and four (4) lateral repairs. Due to the condition of the pipelines and the nature of repairs required, it is critical that the work be completed prior to paving. NapaSan requested a quote for the additional work from the Southeast Napa Sewer and Roadway Rehab project contractor Cratus, Inc.

Engineer's estimate for the work is \$215,500. The estimate received from Cratus, Inc. to do the repairs is \$210,000. Increasing the change order signing authority by \$210,000 for the Trancas Street scope would bring the maximum change order

authority to \$710,000. Ono reported that all work would be done at night due to the heavy traffic in the area.

Board and staff held discussion.

b. **Provide direction to staff on NapaSan's mission, vision, values, goals and strategies for the 2019 Strategic Plan Update.**

General Manager Healy introduced Larry Bienati, Ph.D., facilitator for the Board's Strategic Planning Workshop. Dr. Bienati reported that he held several meetings with Board members, NapaSan employees from all departments, and NapaSan supervisors and management staff prior to the planning session. These meetings were held to receive input from the various members to prepare for the strategic planning sessions.

Dr. Bienati discussed the Environmental Scan, NapaSan Mission and Vision Statements, and Napa Goals and Vision Statement from the current Strategic Plan, which was created in early 2017. Comments from Board members and staff were incorporated into the new draft planning session document. The current strategic plan document contains six goals: Infrastructure Reliability, Financial Stability, Operational Optimization, Employee Development, Community Outreach and Communication, and Resource Recovery. Each one of these goals contains objectives that were discussed and input was received from the Board and staff. A new goal number 7 was also incorporated into the planning discussion – Regulatory Compliance.

Dr. Bienati, Board members and staff held discussion on the goals for the new strategic planning document, which will cover the timeframe from 2019 to 2021. Next steps will be to incorporate the Board's comments into the Strategic Plan document and bring the draft before the Board for review and approval at an upcoming Board meeting. Staff will include time lines and schedules in the draft document.

9. **GENERAL MANAGER REPORT:** None.

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

11. **BOARD OF DIRECTORS REPORTS/GENERAL DISCUSSION:** None.

12. **UPCOMING MEETINGS:**

- a. Finance Committee meeting – April 18, 2019
- b. NBWRA Board meeting – April 22, 2019 (Graves attending in Techel's place)
- c. Long Term Planning Committee meeting - April 25, 2019
- d. Regular Board meeting – May 1, 2019 (Gregory, Luros and Graves not attending; alternates Pedroza and Gentry attending)
- e. North Bay Watershed Association meeting – May 3, 2019
- f. Regular Board meeting – May 15, 2019

13. **ADJOURNMENT (6:14 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, May 1, 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