



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, MAY 15, 2019 CALLED TO ORDER AT 4:01 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice-Chair; PETE MOTT, DAVID GRAVES, and MARY LUROS, 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:** Director Luros read the safety topic: Responsible Driving

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 19-031:**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON MAY 1, 2019.
- b. **Receive County of Napa Voucher Register dated 4/16/19 through 4/29/19.**
- c. **MR 19-032:**
APPROVAL OF THE RETURN TO WORK AND MODIFIED DUTY POLICY.
- d. **MR 19-033:**
CONCUR WITH CEQA DETERMINATION IN CITY OF NAPA RESOLUTION R2017-139, PREPARED AND ADOPTED BY THE CITY OF NAPA, LEAD AGENCY UNDER CEQA FOR THE DEVELOPMENT PROJECT; SET BOND AMOUNT AT \$292,740; AND AUTHORIZE CHAIR TO SIGN THE IMPROVEMENT AGREEMENT AND AGREEMENT FOR CAPACITY FEE DEFERRAL FOR REDWOOD GROVE (PREVIOUSLY KNOWN AS REDWOOD DUETS).

- e. **RES 19-009:**
ADOPT RESOLUTION ESTABLISHING TERMS AND CONDITIONS AND ORDERING ANNEXATION OF TERRITORY - 1027 MCCORMICK LANE (APN 050-292-002) - MCCORMICK LANE NO. 4 - NAPASAN ANNEXATION 000031.
- f. **Receive and file the Quarterly Report and Priority Project Status for January, February, March 2019.**

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

AYES: TECHEL, GREGORY, MOTT, GRAVES, LUROS
NOES: NONE
ABSENT: NONE
ABSTAIN: GRAVES and LUROS (Item 7a only)

8. **REGULAR CALENDAR:**

- a. **Receive presentation from staff on John W. Stewart Memorial, discuss, and provide direction.**

Andrew Damron, Technical Services Director, introduced Sue-Dee who is requesting NapaSan's participation in erecting a memorial for John W. Stewart. John W. Stewart was a former General Manager of the Napa Sanitation District, Public Works Engineer with Napa County, and a Board Member of the Los Carneros Water District (LCWD). John played many important roles in the success of the recycled water program in Napa County. Earlier this year, staff met with members of Coombsville's Groundwater Under Local Protection (GULP). GULP members proposed a memorial for Mr. Stewart to be located at NapaSan's offices to recognize Mr. Stewart's energy, passion, and leadership in developing and promoting the expansion of recycled water. The LCWD Board has also expressed interest in participation.

Discussion was held. The NapaSan Board directed staff to work with Sue-Dee and GULP to develop an appropriate memorial and location, and to make a recommendation to the Board at a future meeting..

- b. **Consideration of Proposed FY 2019/20 Capital Project Appropriation Request and Update of FY19/20 - FY28/29 Ten-Year Capital Improvement Plan.**

Matthew Lemmon, Senior Civil Engineer, presented information on the proposed Capital Project Appropriation Request and Ten-Year Capital Improvement Plan Update. The Ten-Year plan was reviewed at the Long Term Planning Committee Meeting in April 2019, which discussed how the plan is developed over the year by working closely with Operations staff to update the plan and holding formal meetings to prepare the plan for board approval. The proposed plan includes recommendations from the Treatment Plant Master Plan and the Collection System Master Plan. Lemmon discussed the FY18/19 completed projects, the list of ongoing projects and annual efforts, and new projects for FY19/20.

Jeff Tucker, Director of Administrative Services/CFO, presented information and details on the financial forecast of the Ten-Year Financial Plan. Tucker discussed revenue and expenditure projections, current debt summary, proposed future debt issues, and future debt service.

Chair Techel commended staff on the financial analysis of the plan. Vice-Chair Gregory inquired about how assumptions on rates are made when looking at the long-range financial forecast. Tucker replied that the further out the plan goes, the more conservative the assumptions, and that there is no anticipated increases to sewer service charges other than modest annual increases to account for inflation.

c. **MR 19-034:**
APPROVE NAPASAN'S 2019 STRATEGIC PLAN UPDATE.

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

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

Tucker presented to the Board the updated Strategic Plan and the accumulation of comments received at the April 17, 2019 workshop and interviews between the consultant and Board members.

The Strategic Plan has seven main goals, with a number of objectives under each goal. These goals and objectives are based on comments and feedback at the Board workshop. Staff has suggested dates by which the objectives could be completed as well as a schedule for providing updates to the Board for some ongoing objectives.

Staff is asking the Board to review the attached draft update and determine whether it correctly incorporates the Board's priorities, to review the suggested timeframes for completion of objectives, and to determine whether there are any objectives not included that should be included.

Tim Healy, General Manager, requested clarity on whether the Board preferred the Quarterly Report on the Strategic Plan status be placed on the Consent Calendar (current practice) or on the Regular Calendar, with direction given to keep the item on Consent, but for the General Manager to highlight specific accomplishments as appropriate.

d. **MR 19-035:**
AUTHORIZE THE PURCHASING AGENT TO EXECUTE TASK ORDER 71 WITH GHD TO PROVIDE ENGINEERING SERVICES FOR PHASE 2 OF THE COLLECTION SYSTEM MASTER PLAN (CIP 19727) IN THE AMOUNT OF \$563,461.

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

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

Matthew Lemmon, Senior Civil Engineer, presented to the Board Phase 2 of the Collection System Master Plan. Lemmon discussed the updates to the plan that were done in 2007, and Phase 1 of the CSMP completed this spring and what it accomplished.

Lemmon also discussed details of Phase 2 of the CSMP, highlighting primary goals, a proposed schedule, and staff's recommendation on awarding Phase 2 of the CSMP to GHD.

- e. **MR 19-036:**
AUTHORIZE THE PURCHASING AGENT TO EXECUTE TASK ORDER 2 WITH WOODARD & CURRAN TO PROVIDE ENGINEERING DESIGN SERVICES FOR THE 66-INCH TRUNK SEWER REHABILITATION PROJECT (CIP 19701) IN THE AMOUNT OF \$475,352.

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

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

Karl Ono, Associate Engineer, presented to the Board details on the 66-inch trunk sewer, approximately three miles long and extends along the eastern bank of the Napa River, from Imola Avenue to the Soscot Water Recycling Facility (SWRF).

Ono gave a background and history on the trunk and the current internal conditions of the trunk, condition assessment with alternative methods of addressing the issues, a full condition an assessment and recommendations for rehabilitation, a design services task order and anticipated schedule.

Director Gregory inquired about construction at Napa Pipe in 2020 and the process of incorporating their connection into this project. Ono responded that this will be caught and considered during the plan review process and be able to coordinate and work through any potential conflicts or mutually benefits during construction.

- f. **RES 19-010:**
ADOPT RESOLUTION OF THE NAPA SANITATION DISTRICT REGARDING ITS INTENTION TO ISSUE TAX-EXEMPT OBLIGATIONS.

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

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

Tucker presented to the Board a resolution for NapaSan's intention to issue Tax-Exemption Obligations. Approval will allow NapaSan to reimburse itself from bond or loan proceeds for costs associated with the identified capital projects that occur prior to the actual sale of the bonds in order to recover the costs of design. Tucker gave examples of the process, how the process works, what it establishes, and what we anticipate.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy reported on a 3-day Baywork Training hosted and taught by NapaSan staff. Training was well attended by other agencies and some topics covered were Best Practices in Operations, Maintenance and Biosolids management.
- b. Healy also reported on an email complaint Chair Techel received from a homeowner regarding cockroaches that NapaSan staff responded to and handled. While the source of the problem was not NapaSan facilities, the homeowner nevertheless was very pleased and appreciative of NapaSan's response.

10. **LEGAL COUNSEL REPORT:**

- a. Legal Counsel Bakker reported that a local Napa newspaper reported asked him about a lawsuit recently filed against the District. Bakker reported to the Board that he was unable to confirm the existence of a lawsuit, and that the District has not yet been served.

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

Board discussed upcoming meetings. Vice-Chair Gregory commented that many of the attendees of the Napa County Watershed Symposium on May 16, 2019 will also be attending the North Bay Watershed Association meeting on June 7, 2019. Chair Techel will be absent from the June 19, 2019 Regular meeting, and the Regular Meeting on July 3, 2019 will likely be canceled.

12. **UPCOMING MEETINGS:**

- a. Regular Board meeting – June 5, 2019
- b. North Bay Watershed Association meeting – June 7, 2019
- c. Regular Board meeting – June 19, 2019
Regular Board meeting – July 3, 2019 (will be canceling)

13. **ADJOURNMENT (5:09 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, June 5, 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