



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, JUNE 5, 2019 CALLED TO ORDER AT 4:02 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice-Chair; MARY LUROS and DAVID GRAVES (absent at roll-call, present at 4:08 p.m.), Directors. ALSO PRESENT: TIMOTHY HEALY, General Manager; and JOHN BAKKER, Legal Counsel.

ABSENT: PETE MOTT, Director.

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

4. **SAFETY MOMENT:** Director Gregory read the safety topic: CPR/AED Awareness.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:**

a. **Introduction of new employees Brad Cagle and Chris Cox, Collection System Workers-in-Training.**

Seth Rossi, Collection System Supervisor, introduced Brad Cagle and Chris Cox to the Board. Mr. Cagle and Mr. Cox joined NapaSan on May 18, 2019 as Collection System Workers-in-Training.

b. **Presentation on Scholarship Recipients.**

Jeff Tucker introduced Michael Grimes, Chair of Napa Engineers Society Scholarship Committee. Mr. Grimes thanked the Board for the continued scholarship contributions to the Napa Engineering Society to assist local engineering/science students with college costs. Mr. Grimes announced the 2019 recipients of the Adriane Insognia Memorial Scholarship: Jonathan Duong, Sebastian Rubio-Gomez, Morgan Hearne, and Ivan Rodriguez. Mr. Duong addressed the Board and thanked them for his scholarship award of \$1,500. He is attending Napa Valley College with hopes to transfer to UCLA to pursue his engineering degree.

7. **CONSENT CALENDAR:**

a. **MR 19-037:**

APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON MAY 15, 2019.

- b. **Receive County of Napa Voucher Register dated 4/30/19 through 5/20/19.**
- c. **MR 19-038:**
CANCEL REGULAR MEETING ON JULY 3, 2019 DUE TO LACK OF BUSINESS.
- d. **Receive General Manager's Report for April 2019.**

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

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

8. REGULAR CALENDAR:

- a. **MR 19-039:**
APPROVAL OF THE JOHN W. STEWART MEMORIAL.

Andrew Damron, Technical Services Director, provided information on the John W. Stewart Memorial. The Board discussed the topic at their May 15, 2019 Board meeting and asked staff to coordinate with GULP and Los Carneros Water District representatives to develop an appropriate memorial and location. Damron reported the location chosen is outside of the Napa Sanitation District Administration/Engineering Offices near the flagpole. A photo of the plaque and language was presented to the Board for their review. Damron reported the cost for the plaque, rock and mounting/installation is approximately \$3,500. The cost will be shared between NapaSan, GULP and Los Carneros Water District. He announced that the dedication ceremony will be held on Friday, September 13, 2019 at 11:00 a.m. at Napa Sanitation District.

- b. **RES. 19-011:**
ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT ADOPTING A BUDGET AND CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEAR 2019/20.

Jeff Tucker, Director of Administrative Services/CFO, gave a presentation on the Fiscal Year 2019/20 Operating and Capital Budget. He reviewed the budget development process, the Board's policy direction, and the financial summary. The Operating Budget contains only a 1.3% increase over the current fiscal year's operating budget. He reported the cost of inflation for the San Francisco Bay Area is 3 to 3.5%. Tucker reviewed the financial summary for the Capital Improvement Plan, projected debt service over the next twenty years, and the ending fund equity projections over the next ten years.

Board held discussion. Chair Techel thanked staff for the great job on transparency in the budget documents.

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

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

RES. 19-012:

ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT DIRECTING THE PREPARATION AND FILING OF A WRITTEN REPORT TO COLLECT SEWER SERVICE CHARGES ON THE TAX ROLL FOR FISCAL YEAR 2019-2020.

Cyndi Bolden, Senior Accountant, reported that the sewer services charges will be prepared and a written report containing the descriptions of each parcel of real property receiving services and facilities from NapaSan, and the amount of proposed service charge for each parcel for FY 2019/20, will be presented to the Board at the July 17, 2019 Board meeting.

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

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

c. Receive presentation from staff on Asset Management Program; discuss and provide direction.

Andrew Damron, Technical Services Director, presented an update on the Asset Management Program (AMP). He reviewed the background of the project, which is contained in the Board's Strategic Plan, Goal 1B. The original plan was to implement the plan in four phases over seven years at a cost of \$7M. The Board previously approved implementation of Phase I, which included replacement of NapaSan's computerized maintenance management system (CMMS).

Damron indicated that staff has discussed the AMP in length and proposes to implement changes which includes focusing on short-term efforts on necessary asset management tasks, and implement the tasks using mostly in-house resources and limit consulting costs to high-level advice and coaching.

Damron reported that Phase 2 of the AMP will include P2 – development of CoF and PoF/pilot projects, and CS1 – new asset protocols (data and communication). The anticipated total for Phase 2 is \$195,000, which is a reduction of \$845,000 from the original 2017 AMP cost estimate using consultants.

The Board and staff held discussion. The Board directed staff to implement the AMP Phase 2 using primarily existing staff resources. Staff will continue to update the Board on the progress of the AMP.

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

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

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

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association meeting – June 7, 2019
- b. Regular Board meeting – June 19, 2019 (Techel and Luros absent)
- c. Regular Board meeting - July 3, 2019 is canceled.
- d. North Bay Watershed Association meeting – July 12, 2019
- e. Regular Board meeting – July 17, 2019 (Techel absent)

13. **ADJOURNMENT TO CLOSED SESSION: (4:47 P.M.)**

- a. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
(Paragraph (1) of subdivision (d) of Section 54956.9
Name of Case: Raja Development Corp., et al. v. Napa Sanitary District, Napa Superior Court Case No. 19CV000682
- b. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: One (1) Case
- c. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
Property: APN: 005-180-016-000 and 005-180-018-000 (Hartle Court)
Agency Negotiator: Tim Healy, General Manager
Under Negotiation: Price and terms of payment

14. **RECONVENE TO OPEN SESSION: (5:18 P.M.)**

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

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

16. **ADJOURNMENT (5:18 P.M.)**

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