



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 19, 2019 CALLED TO ORDER AT 4:05 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: RYAN GREGORY, Vice-Chair, and DAVID GRAVES and PETE MOTT, Directors. ALSO PRESENT: TIMOTHY HEALY, General Manager, and JOHN BAKKER, Legal Counsel.

ABSENT: JILL TECHEL, Chair; and MARY LUROS, Director.

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

4. **SAFETY MOMENT:** Director Graves read the safety topic: Contacts with objects.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:**

a. **Introduce BAYWORK Externship Project and Participants.**

Jeff Tucker, Director of Administrative Services, explained the Externship Project that NapaSan and the City of Napa are hosting the week of June 17 – 21. Teachers from six high schools and two junior high schools in Napa County are participating in the project. The project helps teachers learn what NapaSan does and assists them in building lesson plans and in supporting candidate development. Tucker introduced the teachers, along with Emily Dilger, Director of Program Development at Ignited, a non-profit focusing on transforming STEM education.

7. **CONSENT CALENDAR:**

a. **MR 19-040:**

APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON JUNE 5, 2019.

b. **Receive County of Napa Voucher Register dated 5/21/19 through 6/03/19.**

c. **MR 19-041:**

AUTHORIZE OUT-OF-STATE TRAVEL TO CHICAGO FOR GENERAL MANAGER TIM HEALY, DIRECTOR OF OPERATIONS JIM KELLER, TECHNICAL SERVICES DIRECTOR ANDREW DAMRON, SENIOR CIVIL ENGINEER/CAPITAL PROGRAM MANAGER MATT LEMMON, AND ASSOCIATE ENGINEER SIMON KOBAYASHI FOR THE PURPOSE OF ATTENDING THE 92ND ANNUAL WATER ENVIRONMENT FEDERATION TECHNICAL EXHIBITION AND CONFERENCE (WEFTEC) FROM SEPTEMBER 21-25, 2019.

- d. **MR 19-042:**
APPROVE MEMORANDUM OF UNDERSTANDING FOR THE NAPA VALLEY DROUGHT CONTINGENCY PLAN AND AUTHORIZE THE CHAIR TO SIGN THE AGREEMENT BETWEEN NAPASAN AND THE CITY OF NAPA.
- e. **MR 19-043:**
AUTHORIZE THE PURCHASING AGENT TO EXECUTE TASK ORDER 6 WITH HAZEN AND SAWYER TO PROVIDE ENGINEERING SERVICES TO CONDUCT A CONDITION ASSESSMENT AND RISK ANALYSIS FOR THE SWRF BURIED METAL PIPING CONDITION ASSESSMENT PROJECT (CIP 20706) IN THE AMOUNT OF \$99,650.
- f. **MR 19-044:**
ACCEPT THE MERITAGE COMMONS RECYCLED WATER IMPROVEMENTS FOR MAINTENANCE AND OPERATION AND RELEASE THE PERFORMANCE BOND IN THE AMOUNT OF \$249,157.

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

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

8. **REGULAR CALENDAR:**

- a. **RES 19-013:**
ADOPT RESOLUTION OF THE BOARD OF DIRECTORS ACCEPTING COMPLETION AND DIRECTING GENERAL MANAGER TO FILE NOTICE OF COMPLETION FOR THE 2018 TREATMENT PLANT IMPROVEMENT PROJECT (CIP NO. 18736).

Simon Kobayashi, Associate Engineer, gave a presentation on the 2018 Treatment Plant Improvement Project. He reported on the scope, project benefits and construction costs. The engineer's estimate for the project was \$2,500,000 with the bid amount from Gateway Pacific Contractors at \$2,498,920. Change orders for the project came to a total of \$165,805 (6.6%). The final contract amount is \$2,664,725. Kobayashi indicated the contract change orders were a result of unexpected site conditions and added scope to the project.

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

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

- b. **MR 19-045:**
APPROVE THE PROJECT, CONCUR WITH STAFF'S DETERMINATION THAT THE PROJECT IS CATEGORICALLY EXEMPT, AND AUTHORIZE THE GENERAL MANAGER TO ISSUE NOTICE INVITING BIDS FOR THE UPPER LATERALS REHABILITATION PILOT PROJECT #4 (CIP 18703).

Karl Ono, Associate Engineer, presented information on the proposed Upper Lateral Pilot Project #4. He discussed the background and results of all of the upper lateral projects that have been completed. Project #4 will be in the Laurel Street area of Napa and will involve rehabilitation of 14 laterals. Engineer's estimate for the project is \$42,000.

Staff has done community outreach with the property owners including a requirement to sign private right-of-entry forms, permission to install/replace house cleanouts and have investigated potential illicit connections. This project will assist in reducing inflow and infiltration into our system.

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

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

- c. **MR 19-046:**
APPROVE THE UPDATES TO THE SANITARY SEWER AND RECYCLED WATER STANDARDS.

Andrew Damron, Technical Services Director, gave an update to the Board on the Sanitary Sewer and Recycled Water Standards. He reported the Standards document sets the requirements for development construction, repair/rehabilitation of private systems, and modifications to NapaSan facilities by other parties. The Standards document was last reviewed and approved in June of 2018. Damron reported there are very few revisions this year. The few modifications will clarify the document to be consistent with current practices and clean up typographical errors. Distribution of the revised Standards will be on NapaSan's website and emailed to the distribution list with an effective date of June 24, 2019.

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

AYES: GRAVES, GREGORY, MOTT

NOES: NONE
ABSENT: TECHEL, LUROS
ABSTAIN: NONE

d. **Consider attendance at the annual CASA Conference in San Diego, CA on August 21 through August 23, 2019.**

Tim Healy, General Manager, inquired as to which Board members would like to attend the CASA conference in San Diego, CA in August. Vice-Chair Gregory and Director Mott indicated they would attend the conference but not the CSRMA training. The Board Clerk will inquire with Chair Techel and Director Luros on their attendance.

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

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

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

- a. Director Mott inquired with staff regarding PG&E shut downs and what potential impacts they would have on NapaSan. Staff commented that standby generators would be used in the event of a power loss. Staff will add this item to a future Board meeting agenda for further discussion.

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association meeting – July 12, 2019
- b. Regular Board meeting – July 17, 2019 (Techel unable to attend)
- c. North Bay Watershed Association meeting – August 2, 2019
- d. Regular Board meeting – August 7, 2019

13. **ADJOURNMENT TO CLOSED SESSION: (4:40 P.M.)**

- a. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One (1) Case
- 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 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

14. **RECONVENE TO OPEN SESSION: (4:50 P.M.)**

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

Legal Counsel Bakker reported the Board rejected the claim from AmTrust North America representing Taylor Bailey, Inc.. No other reportable action was taken in closed session.

16. **ADJOURNMENT (4:50 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, July 17, 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