



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, JULY 17, 2019 CALLED TO ORDER AT 4:03 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: RYAN GREGORY, Vice-Chair, and MARY LUROS, DAVID GRAVES and PETE MOTT, Directors. ALSO PRESENT: JEFF TUCKER, Director of Administrative Services/CFO, and JOHN BAKKER, Legal Counsel.

ABSENT: JILL TECHEL, Chair, and TIM HEALY, General Manager.

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

4. **SAFETY MOMENT:** Director Luros read the safety topic: UV safety.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:**

- a. Jim Keller, Operations Services Director introduced new employee Christopher Mosier, Operator II.

7. **CONSENT CALENDAR:**

a. **MR 19-047:**

APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON JUNE 19, 2019.

- b. **Receive County of Napa Voucher Register dated 6/04/19 through 7/01/19.**

c. **MR 19-048:**

CANCEL REGULAR BOARD MEETING ON AUGUST 21, 2019 DUE TO THE CASA CONFERENCE.

d. **RES 19-014:**

ADOPT RESOLUTION OF THE NAPA SANITATION DISTRICT ADOPTING A BUDGET AMENDMENT REPRESENTING OPERATING AND CAPITAL APPROPRIATION CARRY FORWARDS FROM FY 2018/19 TO FY 2019/20.

- e. **RES 19-015:**
**ADOPT RESOLUTION OF THE NAPA SANITATION DISTRICT
ADOPTING A BUDGET AMENDMENT REPRESENTING FY 2018/19
ADJUSTMENTS FOR DEPRECIATION EXPENSE.**
- f. **MR 19-049:**
**CONCUR WITH CEQA DETERMINATION IN LOCAL AGENCY
FORMATION COMMISSION (LAFCO) RESOLUTION R2018-09,
PREPARED AND ADOPTED BY LAFCO, LEAD AGENCY UNDER
CEQA FOR THE DEVELOPMENT PROJECT; SET BOND AMOUNT AT
\$33,025; AND AUTHORIZE CHAIR TO SIGN THE IMPROVEMENT
AGREEMENT FOR 4190 BROWNS VALLEY ROAD.**
- g. **MR 19-050:**
**AUTHORIZE THE PURCHASING AGENT TO EXECUTE
AMENDMENT 5 TO TASK ORDER 50 WITH GHD TO PROVIDE
DESIGN SERVICES FOR THE BROWNS VALLEY TRUNK PROJECT
(CIP 14703) IN THE AMOUNT OF \$34,960.**
- h. **MR 19-051:**
**APPROVE THE PROJECT, CONCUR WITH STAFF'S CEQA
DETERMINATION, AND AUTHORIZE THE GENERAL MANAGER TO
ISSUE NOTICE INVITING BIDS FOR THE 2019 SANITARY SEWER
MANHOLE ADJUSTMENT PROJECT (CIP 13702).**
- i. **MR 19-052:**
**ACCEPT THE NAPA PARK HOMES COMMUNITY BUILDING
SANITARY SEWER IMPROVEMENTS FOR MAINTENANCE AND
OPERATION AND RELEASE PERFORMANCE BOND IN THE
AMOUNT OF \$24,900.**
- j. **RES 19-016:**
**ADOPT RESOLUTION ESTABLISHING TERMS AND CONDITIONS
AND ORDERING ANNEXATION OF TERRITORY – APNS 041-700-004,
041-700-005, AND 041-700-007 – BORRETTE LANE NO. 10 – NAPASAN
ANNEXATION 000032.**
- k. **MR 19-053:**
**ADOPT REVISED BEST MANAGEMENT PRACTICES (BMP'S),
WHICH SERVE AS POLLUTANT CONTROL MECHANISMS PER
NAPASAN'S CODE, SECTION 4.04.090.**
- l. **Receive General Manager's Report for May 2019.**

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

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

8. **REGULAR CALENDAR:**

- a. **RES 19-017:**
CONDUCT PUBLIC HEARING ON SEWER SERVICE CHARGES FOR EACH PARCEL FOR FY 2019-20; HEAR AND CONSIDER ANY PROTESTS; CLOSE PUBLIC HEARING; DETERMINE NO MAJORITY PROTEST; AND ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT OVERRULING PROTESTS TO WRITTEN REPORT TO COLLECT SEWER SERVICE CHARGES ON THE TAX ROLL FOR FISCAL YEAR 2019-20, ACCEPTING THE REPORT AND DIRECTING THAT THE REPORT BE FILED WITH THE COUNTY OF NAPA.

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

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

Cyndi Bolden, Senior Accountant, explained the procedure for collecting the District's sewer service charges on the tax roll. She announced that the sewer service charges written report ledger was on the table for the Board and public's inspection. Vice-Chair Gregory opened the public hearing, after hearing no protests he closed the public hearing, determining there was not a majority protest and the Board adopted the resolution.

- b. **Receive presentation from staff on PG&E Wildfire Safety Program.**

Jim Keller, Operations Services Director, gave a presentation to the Board on the PG&E Wildfire Safety Program Impacts to NapaSan. He reviewed the red flag warning tier levels and event notification timeframes. He reported that NapaSan has sufficient standby generators at most of the facilities that run off diesel fuel. Fuel is stored at the facilities that will last 2 – 2 ½ days. Monthly generator operational testing is performed and fuel inventory is done to assure there are sufficient supplies.

Keller reported that PG&E's wildfire safety program poses low risk to NapaSan. In the event of an extended outage, NapaSan has developed protocols for operational continuity.

- c. **RES 19-018:**
ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF NAPA SANITATION DISTRICT ADOPTING THE PAY SCALES EFFECTIVE JUNE 29, 2019 PURSUANT TO THE CALIFORNIA CODE OF REGULATIONS, SUBCHAPTER 1, EMPLOYEES' RETIREMENT SYSTEM REGULATIONS SECTION 570.5.

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

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

Chery Schuh, Human Resources Officer/Clerk of Board, reported that the cost of living adjustment to salaries effective June 29, 2019 was 2.75%. This increase applies to all employees including executive staff. The Board approved the salary schedule effective June 29, 2019.

9. **GENERAL MANAGER REPORT:**

- a. Jeff Tucker, Director of Administrative Services/CFO, gave an update on General Manager Healy. He reported that he is recovering well from surgery but does expect to be out longer than anticipated. He is expected to be back to work the third week of August and likely will attend the CASA conference that week.
- b. Tucker inquired as to which Board members will attend the CASA conference in August in order to plan dinner reservations. Vice-Chair Gregory and Directors Luros and Mott will attend. Director Mott's spouse and Chair Techel and guest will also be attending.

10. **LEGAL COUNSEL REPORT:** Legal Counsel Bakker reported he will be on vacation and will not be attending the August 7, 2019 Board meeting. Attorney Rachel Hundley will attend in his place.

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

- a. None.

12. **UPCOMING MEETINGS:**

- a. Regular Board meeting – August 7, 2019
- b. Regular Board meeting – August 21, 2019 – cancelled
- c. CASA Conference – August 21-23, 2019
- d. Regular Board meeting – September 4, 2019
- e. North Bay Watershed Association meeting – September 6, 2019 (at NapaSan)

13. **ADJOURNMENT TO CLOSED SESSION: (4:24 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

14. **RECONVENE TO OPEN SESSION: (4:27 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 (4:27 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, August 7, 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