



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, SEPTEMBER 4, 2019 CALLED TO ORDER AT 4:00 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice-Chair (absent at roll-call, present at 4:03 p.m.); and MARY LUROS, PETE MOTT and DAVID GRAVES (absent at roll-call, present at 4:02 p.m.), 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: What to do during an earthquake.

5. **PUBLIC COMMENT:** Public comment was received from Suzanne Shiff, 2030 Stockton Street, Napa, CA regarding ADU (Accessory Dwelling Unit) connection fees and annual sewer service charges.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 19-059:**
APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON AUGUST 7, 2019.
- b. **Receive County of Napa Voucher Register dated 8/06/19 through 8/19/19.**
- c. **MR 19-060:**
ACCEPT THE EMPLOYEE AND BOARD OF DIRECTORS REIMBURSEMENT REPORT FOR FY 2018/19.
- d. **RES 19-019:**
ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF NAPA SANITATION DISTRICT ADOPTING A BUDGET AMENDMENT REPRESENTING FY 2018/2019 ADJUSTMENTS FOR PENSION AND OTHER POST EMPLOYMENT BENEFITS (OPEB) EXPENSES.

- e. **MR 19-061:**
CONCUR WITH CEQA DETERMINATION IN CITY OF NAPA RESOLUTION R2010-48, PREPARED AND ADOPTED BY THE CITY OF NAPA, LEAD AGENCY UNDER CEQA FOR THE DEVELOPMENT PROJECT; SET BOND AMOUNTS AT \$2,288,000 (OFFSITE PUBLIC SEWER), \$2,297,415 (ONSITE PRIVATE SEWER), AND \$1,340,000 (ONSITE PRIVATE RECYCLED WATER); AND AUTHORIZE CHAIR TO SIGN THE IMPROVEMENT AGREEMENTS AND THE PRIVATE MAIN AGREEMENT FOR THE STANLY RANCH RESORT PROJECT.
- f. **RES 19-020:**
ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT ACCEPTING COMPLETION AND DIRECTING GENERAL MANAGER TO FILE NOTICE OF COMPLETION FOR THE POND TRANSFER STRUCTURES – POND 2 TO POND 3 PROJECT (CIP NO. 19717).
- g. **Receive and file Quarterly Report and Priority Project Status for April, May and June 2019.**
- h. **Receive General Manager’s Report for July 2019.**

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

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

8. **REGULAR CALENDAR:**

- a. **Receive presentation from staff on the 18/19 Inflow/Infiltration (I/I) Reduction Program flow monitoring results.**

Andrew Damron, Technical Services Director, gave a presentation on the FY18/19 Inflow/Infiltration program flow monitoring results. He reported that staff has completed eight major rehabilitation projects, four manhole rehabilitation projects, and three upper lateral projects. He reported on the I/I project prioritizations and pre- and post-construction flow monitoring results in several areas.

Damron reviewed the rehabilitation projects and their peak flow reduction, percent flow reduction and cost to reduce 1.0 mgd peak flow rate. He also reviewed the manhole and lateral projects results. Overall, the program has resulted in an I/I reduction of 39% of peak flow, a 16.4 mgd peak flow reduction, 25+ miles of pipe rehabilitation and several SSO overflow locations have been eliminated. Damron also reviewed the 2020 Summer Rehabilitation Project plans and locations, as well as next steps.

Board and staff held discussion.

- b. **MR 19-062:**
CONDUCT FIRST READING OF ORDINANCE 110, BY TITLE ONLY, AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT AMENDING DISTRICT CODE SECTION 1.02 DEFINITIONS, AND DISTRICT CODE SECTION 3.01 BUILDING LATERALS, STREET LATERALS AND CONNECTIONS TO CLARIFY PROPERTY OWNER RESPONSIBILITIES AND DISTRICT RIGHTS OF ENTRY REGARDING LATERALS AND CONNECTIONS .

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

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

Jeff Tucker, Director of Administrative Services/CFO, presented proposed changes to NapaSan's Code, Section 1.02 – Definitions, and Section 3.01 – Building Laterals, Street Laterals and Connections. He reported the areas of focus for clarification needed are responsibility of laterals, discouraging private sewer pumps, and clarity of rights of way. Tucker reviewed the proposed changes to NapaSan's Code in these areas.

Board and staff held discussion.

- c. **MR 19-063:**
CONDUCT FIRST READING OF ORDINANCE 111, BY TITLE ONLY, AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT AMENDING DISTRICT CODE SECTION 2.03 PROCUREMENT POLICIES TO INCREASE THE INFORMAL BIDDING AND FORCE ACCOUNT THRESHOLDS AND TO INCREASE THE QUOTE THRESHOLD FOR PURCHASING GOODS AND MATERIALS.

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

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

Jeff Tucker, Director of Administrative Services/CFO, presented proposed changes to NapaSan's Code, Section 2.03 – Procurement Policies. He reviewed and explained the reasoning for the proposed procurement policy changes.

- d. **Receive presentation by Mikayla Lopez, Engineering Intern, on Summer Internship Projects.**

Andrew Damron, Technical Services Director, introduced Mikayla Lopez, summer engineering intern. He indicated that this is Mikayla's second summer with us at NapaSan. Mikayla gave the Board an overview of the projects she

worked on during her summer internship, which included the 2020 Sewer Rehabilitation Project, Upper Lateral Rehabilitation Project, and other miscellaneous activities. She thanked the Board for their continued support of the NapaSan summer intern program.

e. **Receive presentation by Michael Fitch, GIS Engineering Intern, on Internship projects.**

Andrew Damron, Technical Services Director, introduced Michael Fitch, GIS engineering intern. Michael named several projects he worked on over the past year, including the Southeast Napa Sewer and Roadway Rehabilitation Project, 2020 Collection System Rehabilitation Project, asset management and GIS database improvements, and the Fagundes fence repair project. Michael presented an overview of the work performed on the Fagundes fence repair project. NapaSan uses the Fagundes property for biosolids application, future pond sludge spreading and flooding mitigation. He reported there are many stakeholders in the fence project, including the Napa County Flood Control & Water Conservation District, Napa County Airport and the California Conservation Corp (CCC). He also thanked the Board for their continued support of the engineering intern program.

The Board thanked both interns for their presentations and indicated they did a great job. The Board enjoys hearing from the interns each year.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy reported there will be a dedication ceremony honoring John Stewart on Friday, September 13th at 11:00 a.m. at NapaSan. There will be several speakers at the dedication ceremony.
- b. Healy reminded the Board of the NapaSan annual Open House on Saturday, September 14th from 10:00 a.m. to 2:00 p.m.
- c. Healy reported that NapaSan is still accepting applications from members of the public for the second annual NapaSan Citizens Academy. Applications are available on the website. The tour will be on October 5th. The academy sessions will be on Thursday evenings from 6-8:30 p.m., ending on October 24th.
- d. Healy reported that North Bay Watershed Association will hold their monthly meeting at NapaSan offices on Friday, September 6, 2019 at 9:30 a.m.
- e. Healy discussed the Board's next meeting on September 18, 2019. Chair Techel is not able to attend the normal 4:00 p.m. meeting time and inquired whether the Board would like to hold the meeting at a later time that evening, reschedule the meeting or go forward with the meeting as scheduled at 4:00 p.m. Board held discussion and Chair Techel indicated she would like the meeting to go forward as scheduled at 4:00 p.m. on September 18, 2019. Healy also reported that he likely will not be in attendance at the October 2nd and October 16th Board meetings due to a scheduled medical leave.

10. **LEGAL COUNSEL REPORT:** None.
11. **BOARD OF DIRECTORS REPORTS/GENERAL DISCUSSION:**
 - a. None.
12. **UPCOMING MEETINGS:**
 - a. North Bay Watershed Association meeting – September 6, 2019 (at NapaSan)
 - b. Regular Board meeting – September 18, 2019
 - c. Regular Board meeting – October 2, 2019
 - d. North Bay Watershed Association meeting – October 4, 2019
 - e. Regular Board meeting – October 16, 2019
13. **ADJOURNMENT TO CLOSED SESSION: (5:26 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 REAL PROPERTY NEGOTIATORS
Property: APN: 005-180-016-000 and 005-180-018-000 (Hartle Court)
Agency Negotiator: Tim Healy
Negotiating Parties: City of Napa
Under Negotiations: Price and terms of payment
14. **RECONVENE TO OPEN SESSION: (5:44 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 (5:44 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, September 18, 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