



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 18, 2019 CALLED TO ORDER AT 4:01 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: RYAN GREGORY, Vice-Chair; MARY LUROS and PETE MOTT Directors; and DORIS GENTRY, Alternate Director. ALSO PRESENT: TIMOTHY HEALY, General Manager, and JOHN BAKKER, Legal Counsel.

ABSENT: JILL TECHEL, Chair; DAVID GRAVES, Director.

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

4. **SAFETY MOMENT:** Alternate Director Gentry read the safety topic: Home Eye Safety Awareness.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

a. **MR 19-064:**

APPROVAL/CORRECTION OF MINUTES FROM THE REGULAR MEETING ON SEPTEMBER 4, 2019.

b. **Receive County of Napa Voucher Register dated 8/20/19 through 9/02/19.**

c. **MR 19-065:**

APPROVE THE APPOINTMENT OF U.S. BANK AS TRUSTEE AND CONTINUING DISCLOSURE DISSEMINATION AGENT FOR THE 2012A CERTIFICATES OF PARTICIPATION AND 2017 REFUNDING REVENUE BONDS; AND APPROVE FORM OF AGREEMENT AND AUTHORIZE THE GENERAL MANAGER AND/OR DIRECTOR OF ADMINISTRATIVE SERVICES TO EXECUTE THE AGREEMENT WITH SUCH CHANGES THERETO AND DELETIONS THEREFROM AS ARE DETERMINED NECESSARY BY GENERAL COUNSEL AND/OR BOND COUNSEL.

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

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

8. **REGULAR CALENDAR:**

a. **MR 19-066:**

CONDUCT SECOND READING OF ORDINANCE 110 , AN ORDINANCE 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, BY TITLE ONLY AND WAIVING FULL READING; OPEN PUBLIC HEARING, HEARING NO PROTESTS PUBLIC HEARING WAS CLOSED.

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

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

ORD. 110:

ADOPT ORDINANCE 110, 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 LUROS, seconded by MOTT, by the following vote:

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

Jeff Tucker, Director of Administrative Services/CFO, gave a presentation on the proposed changes to NapaSan’s Code Section 1.02 and 3.01, which provides clarification on maintenance responsibility for laterals, clarification regarding private pump stations, and on NapaSan’s Right of Entry.

b. **MR 19-067:**

CONDUCT SECOND READING OF ORDINANCE 111, 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,
BY TITLE ONLY AND WAIVING FULL READING; OPEN PUBLIC
HEARING, HEARING NO PROTESTS THE PUBLIC HEARING WAS
CLOSED.**

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

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

ORD. 111:

**ADOPT ORDINANCE 111, 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: GENTRY, GREGORY, LUROS, MOTT
NOES: NONE
ABSENT: GRAVES
ABSTAIN: NONE

Jeff Tucker, Director of Administrative Services/CFO, gave a presentation on the proposed changes to NapaSan’s Code, Section 2.03 Procurement Policies. He reported the updates would match California Public Construction Cost Accounting Act (CPCCAA) thresholds for informal bidding and force accounts. The ordinance also updates the quote threshold for purchase of goods and services.

c. **RES 19-021:**

**ADOPT RESOLUTION ACCEPTING COMPLETION AND AUTHORIZE
THE GENERAL MANAGER TO FILE THE NOTICE OF COMPLETION
AT THE NAPA COUNTY OFFICE OF THE RECORDER FOR THE MST
TRUCK FILL STATION PROJECT (CIP 18731).**

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

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

Simon Kobayashi, Associate Engineer, gave a presentation on the MST Recycled Water Truck Fill Station Project. He reviewed the location, design and construction of the pump station. Kobayashi discussed the project benefits and funding. He reported the project was coordinated with Napa Valley Unified School District (NVUSD) and Napa County. NapaSan entered into an Easement Agreement for the pump station from NVUSD. The engineer's estimate for the project was \$431,875 and the final contract amount is \$384,158.80. Total costs including design, permitting, project management, and NapaSan staff time is approximately \$571,000. The County of Napa will reimburse NapaSan for all of the project costs.

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

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

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

- a. North Bay Watershed Association meeting (9/06/19) – Vice-Chair Gregory reported the meeting was held at Napa Sanitation District. Tim Healy, General Manager of Napa Sanitation District, gave a report on NapaSan's operations.

12. **UPCOMING MEETINGS:**

- a. Regular Board meeting – October 2, 2019
- b. North Bay Watershed Association meeting – October 4, 2019
- c. Regular Board meeting – October 16, 2019
- d. NBWRA Board meeting – October 28, 2019

13. **ADJOURNMENT TO CLOSED SESSION: (4:20 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: (4:28 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 (4:28 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, October 2, 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