



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, NOVEMBER 6, 2019 CALLED TO ORDER AT 4:01 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice-Chair; and MARY LUROS, Director. ALSO PRESENT: TIM HEALY, General Manager, and JOHN BAKKER, Legal Counsel.

ABSENT: DAVID GRAVES and PETE MOTT, Directors.

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

4. **SAFETY MOMENT:** Director Luros read the safety topic on hearing protection.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 19-076:**  
**APPROVAL OF MINUTES FROM THE REGULAR MEETING ON OCTOBER 16, 2019.**
- b. **Receive County of Napa Voucher Register dated 10/01/19 through 10/21/19.**
- c. **MR 19-077:**  
**AUTHORIZE CHAIR TO SIGN INDEMNIFICATION AGREEMENT FOR THE WATERMARK AT NAPA VALLEY.**
- d. **MR 19-078:**  
**AUTHORIZE PURCHASING AGENT TO EXECUTE TASK ORDER 73 WITH GHD TO PROVIDE PROFESSIONAL SERVICES FOR THE INFLOW AND INFILTRATION (I&I) REDUCTION PROGRAM (CIP 13705) FOR COLLECTION SYSTEM FLOW MONITORING AND I&I RECONNAISSANCE IN THE AMOUNT OF \$167,688.**
- e. **Receive General Manager's Report for September 2019.**

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

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

8. **REGULAR CALENDAR:**

a. **Receive communications and outreach program update from staff and provide direction.**

Stephanie Turnipseed, Pollution Prevention and Outreach Specialist, gave a presentation on the Communication Plan, including background on the plan that was created in 2016 with consultant MIG. The plan set tasks for FY 2016/17 through 2018/19. These tasks have been completed and staff continues to conduct outreach consistent with the 2019 Strategic Plan goals. Turnipseed reported on the general community outreach that is consistently done and others that have been recently added. She also reported on collaborative outreach that is done in conjunction with other agencies and events, as well as with community leaders and elected officials.

Turnipseed reported that next year will be the 75<sup>th</sup> anniversary of NapaSan and a celebration will be held in conjunction with our annual open house. Board and staff held discussion. The Board suggested adding additional postings to NapaSan's Facebook page, and have staff attend the Napa Chamber of Commerce mixers and Service Club meetings. Staff will look into attending these events.

b. **Receive presentation from Collection System staff on the evolution of the Collection System maintenance.**

Seth Rossi, Collection System Supervisor, gave a presentation on the Collection System maintenance. He provided an overview of the nine capital improvement projects that have been completed, which achieved rehabilitation and/or replacement of 41 miles of sewer mainlines, 2,957 sewer laterals, installation of 447 in-house CIPP liners, and 3,404 total laterals replaced or rehabbed.

Rossi reported that sewer service overflows have decreased dramatically over the last ten years. The preventive maintenance program has evolved due to advancements made in equipment and procedures, and efficiencies gained due to inflow and infiltration reduction, an upgraded tv truck and industry standard PACP coding. Over the last ten years, there has been a 70% turnover/change in staff mostly due to retirements. He reported the staff in the Collection Department has a "service-before-self mentality" and are very dedicated to quality customer service.

The Board held discussion, thanked Mr. Rossi for the presentation, and commended him and his staff on their great efforts.

c. **Receive report by staff regarding PG&E's Public Safety Power Shutdown (PSPS) Event Impacts on the District's operation during October 2019.**

Jim Keller, Operations Services Director, gave a presentation on PG&E's Public Safety Power Shutdown (PSPS) event impacts and answered questions posed by Board members at the July 17, 2019 Board meeting. He reported the National Weather Service identifies the Red Flag conditions and PG&E determines where they will have power shutoffs. NapaSan staff contacted PG&E to request maintaining power for critical services as requested by the Board. PG&E responded by saying that "no customer is exempt from PSPS, although they understand the critical nature of wastewater facilities and will work with NapaSan to prioritize energization of our facilities after a PSPS event."

Keller reviewed the PSPS area maps for each event in October. The October 9 & 10 event had the most impact on NapaSan's operations. Power was lost for 48 hours and 2,200 gallons of diesel fuel was used to power generators during this time. He reported on the event power usage and cost to purchase and generate power. Staff worked together during the event, holding status meetings at the start and end of each day. Keller reported on the outage impact on flow to the treatment facility and the treatment plant power distribution during the event. He reported that several things were learned as a result of the power shutdown and staff will look at future considerations.

Board held discussion and thanked Keller for the report and the great job done by staff during the power shutdown.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy reported that the Operations Department transitioned to river discharge on November 1, 2019. The transition went smoothly with no issues and there was no need to request early discharge this year. He commended operations staff for their efforts in this achievement.

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

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

- a. General Manager Healy reported that the NBWRA Board meeting scheduled for October 28, 2019 was canceled due to the fires and will be rescheduled.

12. **UPCOMING MEETINGS:**

- a. Regular Board meeting – November 20, 2019
- b. Regular Board meeting – December 4, 2019
- c. North Bay Watershed Association meeting – December 6, 2019
- d. Regular Board meeting – December 18, 2019

13. **ADJOURNMENT (4:56 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, November 20, 2019  
at 4:00 p.m.at the Napa Sanitation District Administration Building, 1515 Soscol Ferry  
Road, Napa, California.

**Respectfully submitted,**

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**Clerk of the Board**