



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 17, 2020 CALLED TO ORDER AT 4:03 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice Chair; PETE MOTT, DAVID GRAVES and MARY LUROS, Directors. ALSO PRESENT: TIM HEALY, General Manager, and JOHN BAKKER, Legal Counsel.

ABSENT: None.

3. **REVIEW OF AGENDA:** No changes.

4. **SAFETY MOMENT:** Director Lueros read the safety topic – National Safety Month.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

a. **MR 20-033:**
APPROVAL OF THE MINUTES FROM THE REGULAR MEETING ON JUNE 3, 2020.

b. **Receive County of Napa Voucher Register dated 5/19/20 through 6/01/20.**

c. **MR 20-034:**
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 AMOUNT AT \$2,022,000; AND AUTHORIZE CHAIR TO SIGN THE IMPROVEMENT AGREEMENT FOR THE STANLY RANCH RESORT PROJECT – PHASE II SEWER IMPROVEMENTS.

Motion by GREGORY, seconded by LUROS, by the following roll-call vote:

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

ABSTAIN: NONE

8. **REGULAR CALENDAR:**

a. **Receive presentation from staff on NapaSan's safety program.**

William McWhirt, Safety, Training & Fleet Maintenance Officer, gave an update on NapaSan's safety program. He reported on NapaSan's history of workers compensation experience modification rate (ex-mod), lost and restricted time for workers' compensation injuries, types of injuries and historical high drivers.

McWhirt reported that NapaSan currently has had no lost-time injuries since April 15, 2015. The current ex-mod for NapaSan is .61, which is excellent compared to California Sanitation Risk Management Association's (CSRMA's) average ex-mod of .94 for 2019/20. McWhirt reported that NapaSan employees are continuing to be diligent in the area of safety.

b. **Receive presentation from staff on LAFCO's Countywide Water and Wastewater Municipal Service Review (MSR) Public Review Draft, discuss and provide direction to staff.**

Tim Healy, General Manager, gave a presentation on the LAFCO Countywide Water and Wastewater Municipal Service Review (MSR). The purpose of LAFCO's study is to review local agencies and other service providers in Napa County that provide water, wastewater, and recycled water services. Healy reported that the consultant doing the MSR reviewed several key factors, including growth and population projections, present and planned capacity, financial stability, shared facilities, and governmental structure of each agency.

Healy discussed the analysis in the MSR relating to Napa Sanitation District, including potential for merger with the City of Napa, annexation of Los Carneros Water District, expansion of services to other agencies, and expansion of services to Monticello Park. He reviewed the five recommendations contained in the MSR.

The Board and staff held discussion regarding the recommendations contained in the MSR.

c. **Receive status report on the Browns Valley Trunk (CIP 14703) and the West Napa Pump Station (17711) Projects for the month of May 2020.**

Andrew Damron, Technical Services Director, provided a progress update on the projects. He reviewed the contract status, project schedules and May activities. Damron informed the Board that updates are provided on NapaSan's website on a weekly basis. The Board indicated they would like a Board report on the project updates on a monthly basis going forward, and would like to be included on the email list for updates from GHD staff.

Board and staff held discussion.

- d. **MR 20-035:**
APPROVE UPDATES TO NAPA SANITATION DISTRICT'S SANITARY SEWER AND RECYCLED WATER STANDARDS.

Motion by MOTT, seconded by GRAVES, by the following roll-call vote:

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

Andrew Damron, Technical Services Director, reported that staff is proposing to make minor changes to NapaSan's Sanitary Sewer and Recycled Water Standards specifications and details to address changes in standard requirements and consistency issues between field practice and the written document. Staff has added requirements for development construction, repair/rehabilitation of private systems, and modifications to NapaSan facilities by other parties, as well as corrected typographical/formatting errors.

Damron reported the specifications were last updated in June 2019 and are required by NapaSan's Code. He indicated the proposed update to the specifications will be effective on June 26, 2020 and will be distributed online at NapaSan's website and through an email distribution list.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy reported that staff has received 24 calls to date regarding the sewer rate increase notice. The callers had various questions about sewer fees and the low-income assistance program.
- b. General Manager Healy reported that NapaSan has received 98.6% of the sewer service charges from the Napa County Tax roll payments. Last year at this time, 99.4% of the charges had been received. He reported there is approximately \$387,000 still outstanding.

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

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

- a. North Bay Watershed Association meeting – June 5, 2020: Vice-Chair Gregory reported he attended the virtual meeting.

12. **UPCOMING MEETINGS:**

- a. Finance Committee meeting – June 26, 2020
- b. Regular Board meeting – July 15, 2020
- c. Regular Board meeting – August 5, 2020
- d. Regular Board meeting – August 19, 2020

13. **ADJOURNMENT TO CLOSED SESSION: (5:16 P.M.)**

- a. CONFERENCE WITH LABOR NEGOTIATORS
Agency Designated Representatives: Glenn Berkheimer and Tim Healy
Unrepresented employee: Director of Administrative Services/Chief Financial Officer
 - b. CONFERENCE WITH LABOR NEGOTIATORS
Agency Designated Representative: John Bakker
Unrepresented employee: General Manager
 - c. CONFERENCE WITH LABOR NEGOTIATORS – Government Code Section 54957.6
Agency Designated Representative: Glenn Berkheimer
Employee Organization: Teamsters Local 315 – Rank & File Unit
 - d. CONFERENCE WITH LABOR NEGOTIATORS – Government Code Section 54957.6
Agency Designated Representative: Glenn Berkheimer
Employee Organization: Teamsters Local 315 – Supervisors Unit
 - e. CONFERENCE WITH LABOR NEGOTIATORS – Government Code Section 54957.6
Agency Designated Representative: Glenn Berkheimer
Employee Organization: Association of Management Professionals of Napa Sanitation District
14. **RECONVENE TO OPEN SESSION: (6:01 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 (6:01.M.)**
- Adjourn to Napa Sanitation District Regular Meeting on July 15, 2020 at 4:00 P.M. at the Napa Sanitation District Administration Building, 1515 Soscol Ferry Road, Napa, California.

Respectfully submitted,

Clerk of the Board