



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, AUGUST 19, 2020 CALLED TO ORDER AT 4:02 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

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

ABSENT: PETE MOTT, Director.

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

4. **SAFETY MOMENT:** Vice-Chair Gregory read the safety topic – What to do during an earthquake.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

a. **MR 20-046:**  
**APPROVAL OF THE MINUTES FROM THE REGULAR MEETING ON AUGUST 5, 2020.**

b. **Receive County of Napa Voucher Register dated 7/21/20 through 8/03/20.**

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

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

8. **REGULAR CALENDAR:**

a. **Receive presentation on sewer service rate study policy alternatives and provide direction to staff.**

Andrew Damron, Technical Services Director, introduced consultants Jennifer Ivey and Mark Panny from Carollo Engineers. Carollo was selected to prepare the rate study and assist staff in preparation of the Proposition 218 hearing next March. Damron stated that the purpose of the study is to allocate the NapaSan operating and capital costs among separate customer classes equitably and in conformance with state law, and to develop a sewer service rate structure that is fair and equitable, recovering only enough revenue to meet the established financial policies and objectives of NapaSan.

Jennifer Ivey reviewed the cost of service approach and explained the need for accurate EDU (Equivalent Dwelling Units) estimates. She explained the three-step cost allocation methodology they are using in accordance with industry guidelines published by WEF (Water Environment Federation) - 1) allocation to functional categories; 2) allocation to cost components; and 3) allocation to customer classes.

Ivey indicated that the presentation will focus on looking closely at EDU assumptions for three different residential customer classes: single-family residence (SFR), duplex, condo, townhouse, and ADU (Accessory Dwelling Unit); triplex, fourplex, apartment, and mobile home; and overnight trailer parking, per space.

Panny reported that the allocation to customer classes is currently based on an EDU approach. Currently the approach assumes single-family residential usage at 210 gpd (gallons per day). He reported that the EDU approach benchmarks each class flow and strength relative to a SFR home. He indicated that this analysis focused on the relative flow across residential classes but the BOD and TSS will require review for non-residential users.

Panny reported that winter potable water usage provides a useful proxy for baseline return flow. Sewer return flow is not metered and is difficult to monitor. He indicated that water consumption is lowest during the December through March period due to limited outdoor irrigation. Carollo analyzed winter water usage data from local water providers.

Panny reported that the data shows apartments, condos and duplexes all have lower potable water demand per dwelling unit than single-family residences. He also stated that single-family homes with accessory dwelling units use more water but exactly how much is unclear. Panny reported that current residential EDU estimates could be adjusted to better reflect demand profiles, and that mobile homes require further analysis to accurately estimate their water usage. He also reviewed the peer agency comparison of multi-family residential EDU (as percentage of single family).

Consultant, staff and Board members held discussion, including the next steps and schedule of the rate study process.

**b. Receive presentation from staff on Regulatory Compliance Division activities.**

Chris Francis, Regulatory Compliance Manager, gave a presentation on the activities of his department detailing the laboratory, pretreatment, regulatory coordination and outreach. He reviewed the different monitoring requirements,

studies and special requests, as well as the laboratory certifications. Francis also discussed the new regulations that are in place or will be soon.

Francis reviewed the numerous pretreatment permitting activities, including industrial user discharge permits and guidance for prospective and existing wineries. He also reviewed the regulatory compliance reporting with NPDES and other agencies. NapaSan's NPDES permit expires on August 31, 2021 and the renewal process began in May of this year. He indicated that Monica Oakley would be assisting with the NPDES renewal.

Francis reported that staff also works with state and regional regulators on important draft legislation orders and policy documents. He reviewed outreach activities that staff is involved with through summer intern program, NapaSan's Citizens Academy, Teacher Externship and hands-on lab tours with high school classes.

Board and staff held discussion.

9. **GENERAL MANAGER REPORT:**

1. General Manager Healy reported that as of August 18, 2020 NapaSan has collected 99.2% of sewer service charges due from the County property tax roll. There is approximately \$205,000 still outstanding, of which 25% is due from one customer.

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

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

- a. CASA Virtual Conference (8/12/20 – 8/13/20): Chair Techel commented the virtual conference was broader than she expected and she was pleased with it. Directors Graves, Luros and Gregory also attended. Director Luros commented that the round table session was very informative.
- b. Director Graves reported on the Napa County Groundwater Sustainability Plan Advisory Committee (GSPAC) meeting on August 13, 2020. He stated the committee is making progress and will meet again in September.

12. **UPCOMING MEETINGS:**

- a. Regular Board meeting – September 2, 2020
- b. North Bay Watershed Association meeting – September 4, 2020
- c. Regular Board meeting – September 16, 2020
- d. Regular Board meeting – October 7, 2020

13. **ADJOURNMENT TO CLOSED SESSION: (5:14 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
- f. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Property: Portions of Assessor's Parcel Nos. 057-060-007 and 057-070-001 fronting Highway 12  
Agency Negotiator: Tim Healy, General Manager  
Negotiating parties: State of California  
Under negotiation: Price and terms of payment

Legal counsel Bakker indicated there is a possibility there may be reportable action taken in Closed Session.

- 14. **RECONVENE TO OPEN SESSION: (5:53 P.M.)**
- 15. **REPORT FROM LEGAL COUNSEL ON CLOSED SESSION:**

Legal Counsel Bakker reported the Board took the following action in closed session:

- f. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Property: Portions of Assessor's Parcel Nos. 057-060-007 and 057-070-001 fronting Highway 12  
Agency Negotiator: Tim Healy, General Manager  
Negotiating parties: State of California  
Under negotiation: Price and terms of payment

**MR 20-047:**

**The Board of Directors unanimously approved an agreement with Caltrans to allow Caltrans to acquire approximately 3 acres of land on the Highway 12 frontage of the Eagle Vines golf course property for \$280,801.43.**

16. **ADJOURNMENT (5:53 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on September 2, 2020 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**