



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 2, 2020 CALLED TO ORDER AT 4:04 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

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

ABSENT: None.

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

4. **SAFETY MOMENT:** Director Luros read the safety topic – Protect yourself from wildfire smoke.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 20-048:**  
**APPROVAL OF THE MINUTES FROM THE REGULAR MEETING ON AUGUST 19, 2020.**
- b. **Receive County of Napa Voucher Register dated 8/04/20 through 8/17/20.**
- c. **MR 20-049:**  
**ACCEPT THE EMPLOYEE AND BOARD OF DIRECTORS REIMBURSEMENT REPORT FOR F/Y 2019-20.**
- d. **Receive and file the Quarterly Report and Priority Project Status for April, May, June 2020.**
- e. **Receive General Manager's Report for July, 2020.**

Motion by GRAVES, seconded by MOTT, 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 Hazen and Sawyer introducing the goals, approach and schedule for NapaSan's Wastewater Treatment Plant Master Plan.**

Matt Lemmon, Senior Civil Engineer, introduced consultants Marc Solomon and Allan Briggs of Hazen and Sawyer, the consultants hired by Napa Sanitation District to prepare the Wastewater Treatment Plant Master Plan. The consultant reviewed the Master Plan process and goals, as well as the project drivers and objectives. Consultant discussed the six Master Plan focus areas and the Capital Improvement Plan deliverables.

Consultant also reviewed the Master Plan schedule and the list of intended dates to report to the Board for follow-up and feedback. Consultant, staff and Board members held discussion.

- b. **MR 20-050:  
AUTHORIZE AN INCREASE OF CHANGE ORDER SIGNING AUTHORITY FOR THE GENERAL MANAGER FROM \$296,480 (31% OF ORIGINAL CONTRACT) TO A MAXIMUM OF \$503,776 (52% OF ORIGINAL CONTRACT) FOR THE PRIMARY CLARIFIER AND DAF CLARIFIER REHABILITATION PROJECT (CIP 16712) FOR A POTENTIAL TOTAL APPROVED CONTRACT AMOUNT OF \$1,472,576.**

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

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

Andrew Damron, Technical Services Director, gave a presentation on the Primary Clarifier and DAF Clarifier Rehabilitation Project Change Orders. He gave a brief update on the background of the project and reviewed photos of the issues that have arisen with the baffle, scum box and bridge supports.

Damron reviewed the change order summary including the cost for each, which totals \$405,491. He explained the reason for the current change order along with the updated project budget including the change orders. He indicated a budget transfer of \$135,766 is needed for the project and funds are available by moving the Polymer Tank Replacement project into the 2021 Treatment Plant Project.

Board and staff held discussion.

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

Andrew Damron, Technical Services Director, provided an update on the activities for the two projects during the month of August. He reviewed the activities and milestones completed in August, as well as the upcoming activities scheduled for September. Damron also reviewed the outreach activities that took place in the month of August. Board and staff held discussion.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy gave an update on revenue loss predictions for commercial properties after receiving water usage data from the City of Napa for May and June of this year. He indicated the revenue loss might be less than what was initially predicted. Healy also reported there is a potential loss of revenue due to Covid-19 related school closures, as schools' sewer service charges are based on average daily attendance. Staff will continue to monitor the data.

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

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

- a. Director Graves reported that the Napa County Groundwater Sustainability Plan Advisory Committee (GSPAC) continues to make progress in their zoom meetings.

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association meeting – September 11, 2020
- b. Regular Board meeting – September 16, 2020
- c. Regular Board meeting – October 7, 2020
- d. Regular Board meeting – October 21, 2020

13. **ADJOURNMENT (4:53 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on September 16, 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**