



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, OCTOBER 21, 2020 CALLED TO ORDER AT 4:00 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

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

ABSENT: None.

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

4. **SAFETY MOMENT:** Director Mott read the safety topic - Lockout Tag Out.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **ADJOURN TO CLOSED SESSION (4:00 P.M.):**

- a. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**  
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One (1) Case

8. **RECONVENE TO OPEN SESSION: (4:21 P.M.)**

9. **REPORT FROM LEGAL COUNSEL ON CLOSED SESSION:**

Legal Counsel reported the Board took no reportable action in Closed Session.

10. **CONSENT CALENDAR:**

- a. **MR 20-060:**  
**APPROVAL/CORRECTION OF MINUTES AS AMENDED FROM THE REGULAR MEETING ON OCTOBER 7, 2020.**
- b. **Receive County of Napa Voucher Register Dated 9/22/20 through 10/05/20.**

- c. **MR 17-061:**  
**ACCEPT THE 4190 BROWNS VALLEY ROAD SANITARY SEWER IMPROVEMENTS FOR MAINTENANCE AND OPERATION AND RELEASE PERFORMANCE BOND IN THE AMOUNT OF \$33,025 FOLLOWING RECEIPT OF MAINTENANCE BOND IN THE AMOUNT OF \$3,303.**

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

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

11. **REGULAR CALENDAR:**

- a. **MR 20-062:**  
**PROVIDE DIRECTION TO STAFF TO FOCUS RATE STUDY ON THE “ALLOCATION SHIFT PLUS PHASE-IN EDU STARTING IN 2022” SCENARIO.**

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

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

Andrew Damron, Technical Services Director, reported that consultants Jennifer Ivey and Mark Panny from Carollo Engineers would present more information on the sewer service charge rate study.

Jennifer Ivey began by discussing the revenue program and focus including three tests of financial performance for NapaSan. She indicated the baseline assumptions are based on NapaSan’s current 10-year financial plan. She reviewed the assumptions and indicated that consultants recommend a 3% annual revenue increase for the next five years.

Ms. Ivey updated the Board on the revised changes to single-family residential flow assumptions, which will impact the calculation of EDUs for non-residential customers. Mr. Panny explained NapaSan’s options for implementing the changes, including two different “phasing-in” approaches, and how each option would affect rates for different types of customers.

Ms. Ivey reviewed data relating to Accessory Dwelling Units (ADUs). She indicated it is still unclear how much water that ADUs add. Ms. Ivey recommended setting ADUs at .5 EDU each for one to two years until there is more data on more recent permitted ADUs.

Ms. Ivey reviewed the project schedule for the upcoming Board meetings. Board and staff held discussion and concurred that the “allocation shift plus phase-in

EDU starting in 2022” approach would be the smoothest and most gradual adjustment for most customers.

**b. Receive presentation from staff on the treatment of winery wastewater and provide direction regarding future winery wastewater hauling.**

Andrew Damron, Technical Services Director, provided an update on winery wastewater including hauling winery wastewater to NapaSan, Napa Recycling and EBMUD. The annual evaluation of winery waste is Goal 3E of the Board’s Strategic Plan. Damron reviewed the options available for winery customers in NapaSan’s service area, as well as the statistics on winery waste hauling in NapaSan’s service area.

Damron reviewed the requirements to discharge winery waste to NapaSan facilities, including the cost for a sample small winery to discharge to NapaSan. He commented that, for many wineries, it is less expensive to hold/haul to Napa Recycling or EBMUD facility. Damron indicated that his analysis showed an average of 4.3 trucks per day from our service area hauling winery waste to other facilities. Board and staff held discussion. Staff will continue to monitor and evaluate winery waste volumes and coordinate with Napa Recycling.

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

Andrew Damron, Technical Services Director, provided a status report on the projects. He reported that the BVT sewer main install at South Coombs was completed and the pipe install and tunneling at Freeway Drive was started. WNPS project progress included continued concrete pour of walls for wet well, and the PG&E transformer was installed. Damron reviewed the upcoming activities for both projects.

Damron reported that outreach is continuing to stakeholders in the areas of the projects, including 2,600 letters that went out this week.

**12. GENERAL MANAGER REPORT:**

- a. General Manager Healy reported he met with John Woodbury regarding the Jameson Canyon Ranch and Ridge Trails that will lead to Skyline Park. Mr. Woodbury is working on getting funding for the project. Healy reported they hope to have the project start next summer.
- b. Chair Techel commented that discussions have started regarding solutions for relocating the homeless population from NapaSan’s Hartle Court property.

**13. LEGAL COUNSEL REPORT:**

- a. None.

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

- a. Groundwater Sustainability Plan Advisory Committee (GSPAC) - (10/08/2020):  
Director Graves attended the meeting. He announced there is a WIC (Watershed Information Center) meeting on October 22, 2020 regarding a drought contingency plan.

15. **UPCOMING MEETINGS:**

- a. North Bay Watereuse Association Board meeting – October 26, 2020
- b. Regular Board meeting – November 4, 2020
- c. North Bay Watershed Association Board meeting – November 6, 2020
- d. Regular Board meeting – November 18, 2020

16. **ADJOURN TO CLOSED SESSION: (5:56 P.M.)**

- a. **CONFERENCE WITH LABOR NEGOTIATOR**  
Agency designated representatives: Glenn Berkheimer and Tim Healy  
Unrepresented employee: Director of Administrative Services/Chief Financial Officer
- b. **CONFERENCE WITH LABOR NEGOTIATOR**  
Agency designated representative: John Bakker  
Unrepresented employee: General Manager
- c. **CONFERENCE WITH LABOR NEGOTIATOR**  
Agency designated representative: John Bakker  
Employee Association: Association of Management Professionals of Napa Sanitation District Unit

17. **RECONVENE TO OPEN SESSION: (6:47 P.M.)**

18. **REPORT FROM LEGAL COUNSEL ON CLOSED SESSION:**

Legal Counsel reported the Board took no reportable action in Closed Session.

19. **ADJOURNMENT: (6:47 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, November 4, 2020 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,**

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**Clerk of the Board**