



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 18, 2020 CALLED TO ORDER AT 4:01 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 RACHEL HUNDLEY and JOHN BAKKER (via Zoom), Legal Counsel.

ABSENT: None.

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

4. **SAFETY MOMENT:** Director Graves read the safety topic – No excuse to not work safely.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

a. **MR 20-066:**

APPROVAL OF THE MINUTES FROM THE SPECIAL MEETING ON OCTOBER 29, 2020, AND THE REGULAR MEETING ON NOVEMBER 4, 2020.

b. **Receive County of Napa Voucher Register dated 10/20/20 through 11/02/20.**

c. **MR 20-067:**

CONCUR WITH CEQA DETERMINATION IN CITY OF NAPA RESOLUTION R2019-092, PREPARED AND ADOPTED BY THE CITY OF NAPA, LEAD AGENCY UNDER CEQA FOR THE DEVELOPMENT PROJECT; SET BOND AMOUNT AT \$156,050; AND AUTHORIZE THE CHAIR TO SIGN THE IMPROVEMENT AGREEMENT AND PRIVATE MAIN AGREEMENT FOR FOSTER ROAD TOWNHOMES.

d. **Receive and file the Quarterly Report and Priority Project Status for July, August and September 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. **MR 20-068:**
RECEIVE AND ACCEPT COST OF SERVICE REPORT FOR SEWER SERVICE CHARGE RATE STUDY.

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

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

Mark Panny from Carollo Engineers presented via zoom the final recommendations from the rate study. He reviewed the cost of service allocation, which results in a shift of costs away from BOD and towards flow and TSS. This creates a change to the strength factors. Mr. Panny reviewed the rate structure assessment and the EDU ratios for non-residential customers. These changes will be phased in over the next five years.

Mr. Panny discussed the rate recommendations for non-residential customers over the next five years, showing the changes to annual flow for 1 EDU and giving examples of annual rates for different customer classes.

Mr. Panny reviewed the staff recommendation, next steps to be taken and the schedule for the Proposition 218 process. He reported that NapaSan has contracted with a consultant to provide outreach and a report will be given at the December 16, 2020 Board meeting.

Board and staff held discussion regarding the proposed rates and the outreach plan.

- b. **MR 20-069:**
AUTHORIZE THE GENERAL MANAGER TO ISSUE NOTICE INVITING BIDS FOR THE 66-INCH TRUNK SEWER REHABILITATION PROJECT: KAISER ROAD TO SWRF (CIP 19701).

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

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

Karl Ono, Associate Engineer, gave a presentation on the 66-inch Trunk Sewer Rehabilitation Project. He reviewed the background of the 66-inch sewer line condition assessments, as well as the project scope. Ono commented on the CEQA and permitting processes.

Mr. Ono reviewed the project status and anticipated schedule, as well as the project financing details. The total estimated cost of the project is \$14,100,000. Financing of the project will be discussed in the next agenda item.

- c. **RES 20-021:**
ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT APPROVING THE FINANCING TEAM IN CONNECTION WITH THE ISSUANCE AND SALE OF REVENUE CERTIFICATES OF PARTICIPATION AND AUTHORIZING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH.

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

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

Cyndi Bolden, Senior Accountant, introduced consultant David Leifer of KNN Public Finance, who is assisting NapaSan with the financing process.

Mr. Liefer presented information about KNN and a summary of the plan of financing for the project. He reviewed NapaSan’s outstanding debt and the years it covers. He also provided an update on the impact of Covid-19 on the Municipal Bond Market.

Mr. Liefer reviewed the timeline for the financing of the project, estimated to have competitive pricing of 2021A COPs the week of February 8, 2021 and COP closing the week of February 22, 2021.

Board and staff held discussion.

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

Andrew Damron, Technical Services Director, gave an update on the Browns Valley Trunk and West Napa Pump Station projects for the month of October. He reported that 38% of the contract time has elapsed on the Browns Valley Trunk project and 37% on the West Napa Pump Station. Damron reviewed the major work items that were performed in October for each project, as well as the upcoming and ongoing activities including outreach.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy discussed correspondence received from Randy Gularte

regarding using recycled water pipeline for fire service. Healy indicated that NapaSan's recycled water system is not designed to handle fire flow for various reasons (power/pumping issues/no elevated tanks at pump station). Fire services are welcome to use recycled water if it is available at a specific area, but it is not a reliable source for fire service use.

- b. Healy gave an update on the revenue NapaSan has received from the FY 19/20 tax roll. NapaSan has collected 99.43% of revenue to date, with approximately \$155,000 still outstanding. He reported that 53% of this amount is for three customers.

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

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

- a. North Bay Watershed Association (11/06/20) – Vice-Chair Gregory reported he attend the zoom meeting. The topic of discussion was satellite-based rainfall projections and modeling.
- b. Groundwater Sustainability Plan Advisory Committee (GSPAC) meeting (11/12/20) - Director Graves attended the meeting. He reported the next meeting would be on December 3, 2020 regarding environmental flow analysis for surface waters.

12. **UPCOMING MEETINGS:**

- a. Regular Board meeting – December 2, 2020
- b. North Bay Watershed Association meeting – December 4, 2020
- c. Regular Board meeting – December 16, 2020
- d. Regular Board meeting – January 6, 2021 (may cancel)

Chair Techel reported that the Napa City Council is scheduled to hold an organizational meeting on December 15, 2020 and would likely make appointments to various committees at that meeting.

13. **ADJOURNMENT: (5:12 P.M.):**

Adjourn to Napa Sanitation District Regular Meeting on December 2, 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