



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, DECEMBER 2, 2020 CALLED TO ORDER AT 4:01 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

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

ABSENT: JILL TECHEL, Chair.

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

4. **SAFETY MOMENT:** Director Mott read the safety topic – Hand Washing Awareness.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 20-070:**  
**APPROVAL OF THE MINUTES FROM THE REGULAR MEETING ON NOVEMBER 18, 2020.**
- b. **Receive County of Napa Voucher Register dated 11/03/20 through 11/16/20.**
- c. **MR 20-071:**  
**ACCEPT THE CAPACITY CHARGES FINANCIAL REPORT FOR FY 2019/20.**
- d. **MR 20-072:**  
**APPROVE THE PROJECT AND CONCUR WITH STAFF'S DETERMINATION THAT THE RECYCLED WATER METER REPLACEMENT PROJECT (CIP 20722) IS CATEGORICALLY EXEMPT.**
- e. **MR 20-073:**  
**ACCEPT THE WATERMARK AT NAPA VALLEY SANITARY SEWER IMPROVEMENT FOR MAINTENANCE AND OPERATION AND RELEASE PERFORMANCE BOND IN THE AMOUNT OF \$93,500**

**FOLLOWING RECEIPT OF A MAINTENANCE BOND IN THE AMOUNT OF \$9,305.**

f. **Receive General Manager's Report for October 2020.**

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

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

8. **REGULAR CALENDAR:**

a. **MR 20-074:**

**AWARD THE CONSTRUCTION CONTRACT (BASE BID PLUS BID ALTERNATIVES) FOR THE 2021 COLLECTION SYSTEM REHABILITATION PROJECT (CIP 20703) TO KJ WOODS CONSTRUCTION, INC. FOR THE BID AMOUNT OF \$4,918,000 AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT WITH THE CONTRACTOR AND ISSUE THE NOTICE TO PROCEED, WHEN APPROPRIATE.**

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

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

Karl Ono, Associate Engineer, gave a presentation on the 2021 Collection System Rehabilitation project. He reviewed the area the project covers, a general overview of the project, as well as the project cost estimates. The bid included a base bid plus two bid alternatives. Ono reported that staff received six bids and KJ Woods Construction, Inc. was the low bidder at \$4,918,000. The anticipated cost for the project including construction management and staff time is \$5,368,000.

Ono reviewed the project schedule and indicated the anticipated completion is October 2021.

Board and staff held discussion.

b. **MR 20-075:**

**AUTHORIZE THE PURCHASING AGENT TO EXECUTE TASK ORDER WITH PSOMAS TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR THE 2021 COLLECTION SYSTEM REHABILITATION PROJECT (CIP 20703) IN THE AMOUNT OF \$120,070.**

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

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

- c. **MR 20-076:**  
**APPROVE THE PROJECT, CONCUR WITH STAFF'S CEQA DETERMINATION, AND AUTHORIZE THE GENERAL MANAGER TO ISSUE NOTICE INVITING BIDS FOR THE POND LEVEE MAINTENANCE PROJECT (CIP 20707).**

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

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

Simon Kobayashi, Associate Engineer, gave a presentation on the upcoming Pond Levee Maintenance project. He reviewed the project scope and history of the construction of the ponds. Kobayashi indicated the project bid opening will be in January 2021, and the award of construction in February 2021. Completion of the project is anticipated to be in November 2021.

- d. **RES 20-022:**  
**ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT APPROVING AND ADOPTING THE NEW PAY SCHEDULES FOR F/Y 2020-21 EFFECTIVE JULY 11, 2020, PURSUANT TO THE CALIFORNIA CODE OF REGULATIONS, SUBCHAPTER 1, EMPLOYEES' RETIREMENT SYSTEM REGULATIONS SECTION 570.5.**

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

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

Cheryl Schuh, Human Resources Officer/Clerk of the Board, reported that the item is an annual requirement pursuant to California Code of Regulations, Section 570.5 relating to publicly available pay schedules. She announced that the pay schedule for all NapaSan employees, including executives, was attached to the agenda report. Schuh reported that salaries have increased 2.75% for cost of living for fiscal year 2020/21. Some classifications received phased-in market rate adjustments as a result of negotiations for new Memorandum of Understandings with Teamsters Local 315 and Association of Management Professionals of Napa Sanitation District, effective July 11, 2020 through June 30, 2024.

Legal Council Bakker indicated a verbal summary is required by the Brown Act relating to the recommendation for final action on the salary adjustment for the

General Manager. Bakker stated this item increases the General Manager's annual salary from \$217,672 to \$234,395. It reflects the Board's direction to staff to phase in an increase in the General Manager's salary to \$247,297 over a four-year period in the same manner that market adjustments are being made under the contract for the Association of Management Professionals. This first adjustment is 35% of the increase; 25% of the increase will be implemented on 7/1/2021; 20% on 7/1/22 and the final 20% on 7/1/23. The increase also includes the annual cost of living increase provided for in the General Manager's employment agreement.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy reported that this meeting would have been Chair Techel's last meeting as Board Chair. The new City of Napa representative will be coming onboard at the December 16<sup>th</sup> Board meeting. At that meeting, the Board will review the subcommittee appointments, as well as the Chair and Vice-Chair nominations. Healy reported the City of Napa will be making their appointments to various Boards at their December 15<sup>th</sup> Regular meeting.
- b. General Manager Healy reviewed the items on the Board's next meeting agenda.

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

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

- a. Director Graves gave a brief update on the GSPAC meetings.

12. **UPCOMING MEETINGS:**

- a. Groundwater Sustainability Plan Advisory Committee (GSPAC) meeting – December 3, 2020
- b. North Bay Watershed Association meeting – December 4, 2020
- c. Regular Board meeting – December 16, 2020
- d. Regular Board meeting – January 6, 2021

13. **ADJOURNMENT: (4:27 P.M.):**

Adjourn to Napa Sanitation District Regular Meeting on December 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**