



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 16, 2020 CALLED TO ORDER AT 4:00 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

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

ABSENT: None.

3. **REVIEW OF AGENDA:** No changes. Vice-Chair Gregory introduced Scott Sedgley, the new Mayor of Napa and member of Napa Sanitation District's Board.

4. **SAFETY MOMENT:** Director Sedgley read the safety topic – Portable Space Heater Safety.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

a. **MR 20-077:**

APPROVAL OF THE MINUTES FROM THE REGULAR MEETING ON DECEMBER 2, 2020.

b. **Receive County of Napa Voucher Register dated 11/17/20 through 11/30/20.**

c. **RES 20-023:**

ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT COMMENDING JILL TECHEL IN RECOGNITION OF OVER FIFTEEN YEARS OF SERVICE AND DEDICATION TO NAPA SANITATION DISTRICT.

d. **MR 20-078:**

APPROVE THE PROJECT, CONCUR WITH STAFF'S CEQA DETERMINATION, AND AUTHORIZE THE GENERAL MANAGER TO ISSUE NOTICE INVITING BIDS FOR THE 2021 TREATMENT PLANT IMPROVEMENTS PROJECT (CIP 20708).

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

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

8. **REGULAR CALENDAR:**

- a. **Presentation of Resolution Honoring Board Chair Jill Techel in Recognition of over 15 Years of Service to the Napa Sanitation District.**

Vice-Chair Gregory presented a Resolution and flower arrangement to former Mayor of Napa and Chair of Napa Sanitation District, Jill Techel. Techel served as Chair on Napa Sanitation District's Board for 15 ½ years, as well as serving on several NapaSan subcommittees. Gregory stated that Ms. Techel's dedication and service to NapaSan is greatly appreciated.

Board members commented and thanked Ms. Techel for her achievements and assistance they received from her during her tenure on our Board. Ms. Techel thanked the Board and staff for their contributions during her time on the Board of Directors.

- b. **MR 20-079:**
ACCEPT THE COMPREHENSIVE ANNUAL FINANCIAL REPORT AND ASSOCIATED AUDIT REPORT FOR FISCAL YEAR 2019/20.

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

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

Cyndi Bolden, Senior Accountant, commented on the Comprehensive Annual Financial Report and introduced Lindsey McGuire, Partner with Brown Armstrong Accountancy Corporation.

Ms. McGuire reviewed the scope of services, audit timeline, results of NapaSan's Financial Statement Audit for fiscal year 2019/20, and financial statement review process. She indicated there were no noncompliance, material weaknesses, significant deficiencies or control deficiencies found. McGuire also stated that there were no difficulties encountered in performing the audit and no other findings. She noted that the financial statement review process included quality control.

- c. **MR 20-080:**
ACCEPT THE POPULAR ANNUAL FINANCIAL REPORT (PAFR) FOR FISCAL YEAR 2019/20.

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

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

Stephanie Turnipseed, Pollution Prevention and Outreach Specialist, gave a presentation on the Popular Annual Financial Report (PAFR). This report is comprised of information from the Comprehensive Annual Financial Report (CAFR), along with information about NapaSan's activities during the past fiscal year. Turnipseed stated that the PAFR is designed to take the complex information from the CAFR and make it more understandable to the general public. This is the fifth year that NapaSan has produced a PAFR. She reported that NapaSan created its first PAFR in 2016, and has received the Award for Outstanding Achievement in Popular Financial Reporting by the Government Finance Officers Association for each of the last four years.

Board and staff held discussion. Director Mott commented he appreciates the clear and simple detail, and requested that staff incorporate contact information into the PAFR in future years.

d. Receive presentation from staff and consultant on rate modification outreach; discuss and provide direction.

Stephanie Turnipseed, Pollution Prevention & Outreach Specialist, gave a presentation to the Board on the outreach relating to the recent rate study and upcoming Prop. 218 process. She reviewed a summary of the rate study results and discussed the goals and challenges of the outreach process.

Ms. Turnipseed discussed the outreach timeline, which includes developing the outreach plan, supporting materials and Prop. 218 notice in December and early January; finalize, print and mail the Prop. 218 Notice and supporting materials; and perform stakeholder engagement in January through March 2021.

Ms. Turnipseed introduced consultant Emily Otis from K&A. K&A specializes in strategic communication, public involvement and community relations for special projects like the Prop. 218 process. Ms. Otis reviewed the key themes and focus areas of the outreach process, as well as how to identify and prioritize stakeholders and options for outreach and engagement.

Ms. Turnipseed reviewed options for the Prop. 218 Notice and brochure/fact sheet, as well as options for the public hearing date. She presented staff recommendations on each topic and received input from the Board. Turnipseed discussed the next steps in the outreach and Prop. 218 process.

Board, staff and legal counsel held discussion. Staff commented that the Notice must go out at least 45 days prior to the hearing date. The Board concurred on a tentative date of March 24, 2021 for the Prop. 218 hearing.

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

Andrew Damron, Technical Services Director, gave an update on the Browns Valley Trunk and West Napa Pump Station projects. He reviewed project photographs and the contract financial status. Damron commented on the schedule of the projects and activities completed in the month of November, as well as upcoming and ongoing activities and outreach activities.

Board and staff held discussion.

- f. **Consider Virtual CASA Conference attendance on January 26-28, 2021.**

Tim Healy, General Manager, reported that the CASA conference will be held virtually on January 26-28, 2021. The CSRMA workshop portion will be held the morning of January 26, and the CASA program on January 27 and 28. Board members who would like to attend should contact the Board Clerk to be signed up for the conference.

- g. **MR 20-081:**
APPOINT SCOTT SEDGLEY AS CHAIR OF THE BOARD OF DIRECTORS FOR NAPA SANITATION DISTRICT.

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

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

- MR 20-082:**
APPOINT RYAN GREGORY AS VICE-CHAIR OF THE BOARD OF DIRECTORS FOR NAPA SANITATION DISTRICT.

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

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

- MR 20-083:**
APPOINT SCOTT SEDGLEY TO THE PERSONNEL COMMITTEE AND NORTH BAY WATEREUSE ASSOCIATION BOARD; AND CONFIRM CURRENT SUBCOMMITTEE MEMBERS.

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

AYES: GRAVES, GREGORY, LUROS, MOTT, SEDGLEY
NOES: NONE

ABSENT: NONE
ABSTAIN: NONE

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy reported on the property tax update from Napa County. He reported that 53.1% of sewer service charges revenue had been received as compared to 56% collected the previous year at the same point.

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

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

- a. Groundwater Sustainability Plan Advisory Committee (GSPAC) (12/03/2020) - Director Graves gave a brief update on the GSPAC. He reported the next meeting would be in January. Vice-Chair Gregory reported that the outreach plan was approved on Tuesday, December 15, 2020.
- b. North Bay Watershed Association (12/04/2020) – Vice-Chair Gregory reported he attended and the meeting went well.

12. **UPCOMING MEETINGS:**

- a. Regular Board meeting – January 6, 2021
- b. North Bay Watershed Association meeting – January 8, 2021
- c. Regular Board meeting – January 20, 2021
- d. CASA Conference – January 26-28, 2021

13. **ADJOURNMENT: (5:41 P.M.):**

Adjourn to Napa Sanitation District Regular Meeting on January 6, 2021 at 4:00 P.M. at the Napa Sanitation District Administration Building, 1515 Soscol Ferry Road, Napa, California.

Respectfully submitted,

Clerk of the Board