



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, AUGUST 4, 2021 CALLED TO ORDER AT 4:02 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

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

ABSENT: None.

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

4. **SAFETY MOMENT:** Vice-Chair Gregory read the safety topic – What to do during an earthquake.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

a. **MR 21-060:**

**APPROVAL OF MINUTES FROM THE REGULAR MEETING ON JULY 21, 2021.**

b. **Receive County of Napa Voucher Register dated 7/06/21 through 7/19/21.**

c. **RES 21-017:**

**ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT ADOPTING A BUDGET AMENDMENT REPRESENTING OPERATING AND CAPITAL APPROPRIATION CARRY FORWARDS FROM FY 2020/21 TO FY 2021/22.**

d. **RES 21-018:**

**ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT ADOPTING A BUDGET AMENDMENT REPRESENTING FY 2020/2021 ADJUSTMENTS FOR DEPRECIATION EXPENSE.**

- e. **MR 21-061:**  
**AUTHORIZE CHAIR TO SIGN AGREEMENT WITH STANLY RANCH RESORT FOR REIMBURSEMENT OF PUMP STATION AND FORCE MAIN COSTS.**
  
- f. **MR 21-062:**  
**ACCEPT THE REDWOOD GROVE SUBDIVISION (PREVIOUSLY KNOWN AS REDWOOD DUETS) SANIARY SEWER IMPROVEMENTS FOR MAINTENANCE AND OPERATION AND RELEASE PERFORMANCE BOND IN THE AMOUNT OF \$292,740, FOLLOWING RECEIPT OF A MAINTENANCE BOND IN THE AMOUNT OF \$29,274.**
  
- g. **MR 2-063:**  
**AUTHORIZE CHAIR TO EXECUTE THE PRIVATE MAIN AGREEMENT FOR THE STANLY RANCH PHASE II DEVELOPMENT.**
  
- h. **MR 21-064:**  
**AUTHORIZE THE PURCHASING AGENT TO EXECUTE TASK ORDER 6 WITH WOODWARD & CURRAN TO PREPARE A CLIMATE CHANGE PLAN IN THE AMOUNT OF \$141,151.**
  
- i. **MR 21-065:**  
**CONCUR WITH STAFF'S DETERMINATION THAT THE STUDENT DORMITORIES PROPOSED BY NAPA VALLEY COLLEGE ARE AN UNUSUAL CONDITION WHICH NECESSITATE THE ESTABLISHMENT OF SPECIAL CAPACITY CHARGES; AND AUTHORIZE THE GENERAL MANAGER TO ASSESS CAPACITY CHARGES IN THE AMOUNT OF 0.4 EDU FOR EACH SINGLE-OCCUPANCY DORMITORY ROOM AND 0.8 EDU FOR EACH DOUBLE-CAPACITY DORMITORY ROOM.**
  
- j. **MR 21-066:**  
**AUTHORIZE THE PURCHASING AGENT TO EXECUTE AMENDMENT 2 TO TASK ORDER 1 WITH TIMMONS GROUP TO PROVIDE PROFESSIONAL SERVICES FOR THE CMMS IMPLEMENTATION PROJECT IN THE AMOUNT OF \$60,400.**
  
- k. **MR 21-067:**  
**AUTHORIZE THE PURCHASING AGENT TO EXECUTE TASK ORDER 46 WITH BROWN AND CALDWELL TO PROVIDE ENGINEERING SERVICES FOR THE NORTH NAPA SIPHON GATE REPLACEMENT PROJECT (CIP 21718) IN THE AMOUNT OF \$96,077.**
  
- l. **MR 21-068:**  
**AWARD THE CONSTRUCTION CONTRACT FOR THE 2021 MST RECYCLED WATER METER INSTALLATION PROJECT TO BENCHMARK CONSTRUCTION FOR THE BID AMOUNT OF \$85,400 AND AUTHORIZE THE PURCHASING AGENT TO EXECUTE THE WORK ORDER WITH THE CONTRACTOR AND ISSUE THE NOTICE TO PROCEED, WHEN APPROPRIATE.**

m. **Receive General Manager's Report for June 2021.**

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

AYES: GRAVES, GREGORY, LUROS, MOTT, SEDGLEY  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: LUROS (Item 7a only), GREGORY (Items 7e and 7g)

8. **REGULAR CALENDAR:**

a. **RES 21-019:**  
**ADOPT RESOLUTION OF THE BOARD OF DIRECTORS APPROVING  
AND ADOPTING THE PAY SCHEDULES FOR FISCAL YEAR 2021-22,  
EFFECTIVE JULY 10, 2021.**

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

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

Cheryl Schuh, Human Resources Officer/Clerk of the Board, presented the salary schedules for Fiscal Year 2021/22. She announced the Cost of Living Adjustment of 2.5% is effective July 10, 2021, pursuant to current Memorandums of Understanding. Ms. Schuh announced the total salary increase for NapaSan's General Manager executive position is 5.9%, which includes the 2.5% Cost of Living Adjustment (from \$112.69 to \$119.43 per hour).

b. **Receive presentation from staff and demonstration of Cityworks.**

Matt Lemmon, Senior Civil Engineer, presented information on the new Cityworks software, including asset management accomplishments, current status and next steps. He presented a demo of the Cityworks Mobile App and Cityworks Office. Current software/systems used by NapaSan (GIS, Granite, Hansen, MP2 and Mapbooks) are being transitioned to Cityworks.

Lemmon reviewed recent accomplishments that have been made, including GIS updates, GPS asset locations, condition assessments (for Collection system, recycled water pipelines, WWTP service water pipes, and 12kV system), and Collection system risk scoring.

Lemmon reported the next steps staff will be working on from July to October are Cityworks testing, training and go-live; continue building asset register; ongoing condition assessment; and continue developing risk scores. He also reviewed the planned future efforts and future software integration plans.

Board and staff held discussion.

9. **GENERAL MANAGER REPORT:** None.

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

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

- a. NBWRA Board meeting (7/26/21): Chair Sedgley reported he attended the meeting. Discussion was held regarding the next work plan for Phase II.

12. **UPCOMING MEETINGS:**

- a. CASA Conference – August 11-13, 2021
- b. Regular Board meeting – September 1, 2021
- c. Regular Board meeting – September 15, 2021 (may cancel)
- d. NBWRA Board meeting – September 27, 2021

13. **ADJOURNMENT (4:38 P.M.)**

Adjourn to Napa Sanitation District Special meeting on September 1, 2021 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**