



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 3, 2021 CALLED TO ORDER AT 4:00 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

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

ABSENT: PETE MOTT, Director.

3. **REVIEW OF AGENDA:** General Manager Healy requested that item 8E be removed from the Agenda due to Matt Lemmon, Senior Civil Engineer, being unable to attend the Board meeting.

4. **SAFETY MOMENT:** Director Luros read the safety topic – Safe Wet Weather Driving.

5. **PUBLIC COMMENT:** Public comment was received from Laura Diamond, President of the Los Carneros Water District. Ms. Diamond made a request for additional recycled water summer allocation for Los Carneros Water District. Also in attendance supporting Ms. Diamond were Matt Wilkinson and several other members of the Los Carneros Water District.

6. **SPECIAL PRESENTATIONS:** General Manager Healy introduced NapaSan's new Administrative Assistant, Kimberly Perry. Kimberly replaced Regina Bataller-Byrd, who retired in September. Healy announced that NapaSan desires to promote from within the District whenever possible. He announced two recent promotions and introduced Gabe Snook, who was promoted from Operator III to Operations Supervisor. Healy also introduced Steve Caldwell, who was promoted from Collection System Worker III to Collection System Supervisor.

7. **CONSENT CALENDAR:**

a. **MR 21-079:**  
**APPROVAL OF MINUTES FROM THE REGULAR MEETING ON OCTOBER 6, 2021.**

b. **Receive County of Napa Invoice Register for July through September 2021.**

- c. **MR 21-080:**  
**ACCEPT THE STANLY RANCH SANITARY SEWER AND RECYCLED WATER IMPROVEMENTS FOR MAINTENANCE AND OPERATION AND RELEASE PERFORMANCE BONDS FOLLOWING RECEIPT OF MAINTENANCE BOND; AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE AND RECORD A QUITCLAIM DEED TO QUITCLAIM TWO DEFERRED IMPROVEMENT AGREEMENTS (2013-0023066, 2013-0023067).**
  
- d. **MR 21-081:**  
**AUTHORIZE THE PURCHASING AGENT TO EXECUTE TASK ORDER 39 WITH CAROLLO TO PROVIDE PROFESSIONAL SERVICES FOR THE INFLOW AND INFILTRATION (I&I) REDUCTION PROGRAM (CIP 13705) FOR COLLECTION SYSTEM FLOW MONITORING AND I&I RECONNAISSANCE IN THE AMOUNT OF \$213,200.**
  
- e. **MR 21-082:**  
**AUTHORIZE AN INCREASE OF CHANGE ORDER SIGNING AUTHORITY FOR THE GENERAL MANAGER FROM \$69,412 (81.2% OF ORIGINAL CONTRACT) TO A MAXIMUM OF \$88,512 (103.6% OF ORIGINAL CONTRACT) FOR THE 2021 MST RECYCLED WATER METER INSTALLATION PROJECT (CIP 22719) FOR A POTENTIAL TOTAL APPROVED CONTRACT AMOUNT OF \$173,910.**
  
- f. **Receive General Manager's Report for September, 2021.**

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

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

**8. REGULAR CALENDAR:**

- a. **Receive presentation from staff and Woodard & Curran on the Climate Change Plan for review, discussion and input from the Board.**

Andrew Damron, Technical Services Director, gave a brief overview of the presentation and introduced consultant, Xavier Irias, of Woodard & Curran. Consultant Katie Cole was also in attendance. Mr. Irias gave a status update on the Climate Change Plan. He reported that staff interviews have given helpful insights on several risk assessment items, namely sea level rise, groundwater level rise, wildfire/PSPS, precipitation changes, and temperature increases. He reviewed the NapaSan assets that are being considered in the plan and the criteria that helps determine the risk.

Mr. Irias discussed next steps, which includes periodic reports to the Board in March and June of 2022. The Board, staff and consultants held discussion.

b. **Receive presentation from staff on October 2021 storm event and response efforts.**

Andrew Damron, Technical Services Director, presented information regarding the system performance and staff response efforts relating to the recent storm event. He reported 7.5 inches of rain occurred in a 24 hour period. Collection Department staff monitored the system between 4:00 a.m. and 10:00 p.m. on Sunday, October 24 and initiated bypass trucking to decrease overflow volume. Damron reported plant operations staff managed the increased flow rates at the plant and physically made operational changes at the new West Napa Pump Station. He reviewed the system's performance overall, which included one area at Raleigh Street that had a spill of 9,175 gallons with 218,000 gallons trucked, and a bypass location on Brown Street where 11,000 gallons were trucked.

Damron reviewed maps of 2017 and 2019 SSO locations that show the vast improvements that have been made through rehabilitation and I&I reduction at various basin locations. He reported that the ongoing Browns Valley Trunk rehabilitation project eliminated several overflow locations and operated as expected. Board and staff held discussion.

c. **MR 21-083:**  
**APPROVE THE PROJECT, CONCUR WITH STAFF'S DETERMINATION THAT THE PROJECT IS CATEGORICALLY EXEMPT, AND AUTHORIZE THE GENERAL MANAGER TO ISSUE NOTICE INVITING BIDS FOR THE 2022 COLLECTION SYSTEM REHABILITATION PROJECT (CIP 21701).**

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

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

Simon Kobayashi, Associate Engineer, presented information on the 2022 Collection System Rehabilitation Project. He reviewed the Collection System Master Plan background and project areas for the 2022 project, including the age and condition of the pipelines in the project area. The largest area in the project is the Vine Hill area where the recent overflow at Raleigh Street occurred during the storm event. Kobayashi indicated the cured-in-place pipe (CIPP) method would be used for the rehabilitation. The project scope includes rehabilitation of 32,800 LF (6.2 miles), which is 2.3% of the collection system, and 662 laterals. A bid alternative is included in the bid package which would add 66 more laterals to the project. The Engineer's estimate for the project is \$5.67M plus \$300,000 for the bid alternate.

Kobayashi reviewed the project schedule with an estimated award of the project in mid-December. Board and staff held discussion.

- d. **Receive communications and outreach program update from staff and provide direction.**

Stephanie Turnipseed, Pollution Prevention and Outreach Specialist, presented an update on communication and outreach activities consistent with the 2021 Strategic Plan. She reported on the ways NapaSan is informing and engaging the community and stakeholders to increase and promote understanding of NapaSan services, rates and key messages. She reported on the Earth Day event, Browns Valley Trunk Project outreach activities, and collaboration with other local agencies to meet common goals. Ms. Turnipseed indicated that the school and third Thursday tours have started up again. She expressed hope that the NapaSan Citizens Academy can begin again in spring or summer of 2022. She discussed improved and new outreach that has occurred, including starting a NapaSan podcast.

The Board and staff held discussion. Director Lueros recommended doing messaging through Barry Martin's radio broadcast and possible Facebook ads, and Board members sharing information through social media.

- e. **Receive update from staff on Cityworks implementation and provide direction. This item was pulled from the Agenda to be heard at a future Board meeting.**

- f. **MR 21-084:  
TABLE INTRODUCTION OF ORDINANCE AMENDING DISTRICT CODE RELATING TO SECTION 2.01.010, COMPENSATION OF DIRECTORS, READING TITLE AND WAIVING FIRST READING.**

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

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

Cyndi Bolden, Senior Accountant, presented a draft ordinance to amend the District Code relating to Board compensation. Currently, the Board receives \$218 per meeting attended. Ms. Bolden reported that NapaSan's current budget includes an increase of 5% for fiscal year 2020/21 that was not implemented, in addition to a 5% increase for fiscal year 2021/22, which calculates to \$240 per meeting. This increase was discussed at NapaSan's October 6, 2021 Board meeting and approved by a 3-1 vote to direct staff to bring an ordinance before the Board for a first reading, then followed by a second reading at a later Board meeting. The Board held discussion and tabled the item to a future meeting when the full Board is in attendance to vote on the matter.

- g. **Receive presentation from staff on Utility of the Future Today recognition.**

Andrew Damron, Technical Services Director, reported he was honored to accept the award NapaSan received at the recent WEFTEC Conference in Chicago, Illinois. NapaSan was awarded the distinction of Utility of the Future Today. The recognition celebrates the achievements of forward-thinking, innovative water and wastewater

utilities that are providing resilient value-added service to communities in community engagement, watershed stewardship and recovery of resources such as water, energy and nutrients. He reported that NapaSan was recognized for its efforts in energy generation and recovery, as well as its organizational culture supporting excellence and innovation, and commitment to Effective Utility Management principles. NapaSan is one of only five agencies this year recognized in that category, and only one of two agencies in California.

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

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

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

- a. GSPAC Board meeting (11/1/2021) – Director Graves attended the meeting. The draft Plan will be presented to the Board of Supervisors on December 7, 2021.

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association meeting – November 5, 2021
- b. GSPAC Board meeting – November 11, 2021
- c. Regular Board meeting – November 17, 2021
- d. Regular Board meeting – December 1, 2021

13. **ADJOURNMENT (5:20 P.M.)**

Adjourn to Napa Sanitation District Regular meeting on November 17, 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**