



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 1, 2021 CALLED TO ORDER AT 4:00 PM.

DRAFT

1. **OPEN SESSION:**

2. **ROLL CALL:**

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

ABSENT: RYAN GREGORY, Vice Chair.

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

4. **SAFETY MOMENT:** Chair Sedgley read the safety topic – Safe Toys and Gifts.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** Introduction of new employee Nicholas Hunter, Safety, Training & Fleet Maintenance Officer.

7. **CONSENT CALENDAR:**

a. **MR 21-090:**  
**APPROVAL OF MINUTES FROM THE REGULAR MEETING ON NOVEMBER 17, 2021.**

b. **Receive County of Napa Invoice Register for October 2021.**

c. **MR 21-091:**  
**CANCEL REGULAR BOARD MEETING ON JANUARY 5, 2022 DUE TO LACK OF BUSINESS, AND RESCHEDULE THE JANUARY 19, 2022 MEETING TO JANUARY 12, 2022 DUE TO CASA CONFERENCE CONFLICT.**

d. **MR 21-092:**  
**ACCEPT THE CAPACITY CHARGES FINANCIAL REPORT FOR FY 2020/21.**

e. **MR 21-093:**  
**APPROVE THE PROJECT, CONCUR WITH STAFF'S CEQA DETERMINATION, AND AUTHORIZE THE GENERAL MANAGER TO**

**ISSUE NOTICE INVITING BIDS FOR THE NORTH NAPA SIPHON GATE REPLACEMENT PROJECT (CIP 21718).**

f. **Receive General Manager’s Report for October, 2021.**

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

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

8. **REGULAR CALENDAR:**

a. **MR 21-094:  
ACCEPT THE ANNUAL COMPREHENSIVE FINANCIAL REPORT AND ASSOCIATED AUDIT REPORT FOR FISCAL YEAR 2020/21.**

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

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

Cyndi Bolden, Senior Accountant, introduced Lindsey McGuire of Brown Armstrong, CPA. The firm has been performing NapaSan’s annual audit for 11 years, as well as Napa County’s annual audit. Ms. McGuire presented the Board with a review of the annual audit performed by their firm. The field work was performed the week of September 27, 2021 and the Audit Opinion was issued on November 24, 2021. Ms. McGuire reviewed the scope, timeline/critical dates and results of the audit. She reported there were no non-compliance issues or inefficiencies, and no corrected or uncorrected misstatements. She also indicated they encountered no difficulties when preparing the audit. Ms. McGuire reported the audit results are unmodified/clean with no recommended changes.

Ms. McGuire thanked Cyndi Bolden and staff for their work and participation in the audit process. Board and consultant held discussion.

b. **MR 21-095:  
RECEIVE UPDATE FROM STAFF ON CITYWORKS IMPLEMENTATION; AND AUTHORIZE THE PURCHASING AGENT TO EXECUTE AMENDMENT 3 TO TASK ORDER 1 WITH TIMMONS GROUP TO PROVIDE PROFESSIONAL SERVICES FOR THE CMMS IMPLEMENTATION PROJECT IN THE AMOUNT OF \$103,595.**

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

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

ABSENT: GREGORY  
ABSTAIN: NONE

Matt Lemmon, Senior Civil Engineer, presented an update on the Cityworks program implementation and progress. He reported the Collection Department staff has been using the system for approximately six weeks. Training sessions were held in early October via zoom. Lemmon reported they are still working on fine tuning a few things but the implementation was successful. He reviewed program details and examples. Lemmon reported that the program allows for tracking of labor and materials costs and has the ability to cost out for prioritizing rehabilitation in the system.

Lemmon reported that the wastewater treatment plant (WWTP) group will be next to implement the software for their facilities. A few revisions and improvement will be made prior to the treatment plant implementation. Amendment 3 to the Task Order 1 allows for additional professional services from Timmons Group to assist with restructuring the WWTP asset hierarchy, performing data migration, and go-live support.

Mr. Lemmon indicated the program will greatly assist NapaSan in relation to institutional knowledge retention. The Board and staff held discussion.

c. **Consider CASA Conference attendance on January 19-22, 2021.**

Board members discussed the CASA conference attendance in Palm Springs, CA. Directors Luros and Mott indicated they are unable to attend. The other Board members will notify Clerk of the Board on whether they are able to attend.

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

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

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

- a. NBWRA Board meeting (11/29/21) – Chair Sedgley attended the meeting. He reported on topics of discussions at the meeting.
- b. Director Graves reported that the draft Groundwater Sustainability Plan will be brought to the Groundwater Sustainability Agency at the December 7, 2021 meeting for discussion.

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association Board meeting – December 3, 2021
- b. Regular Board meeting – December 15, 2021
- c. Regular Board meeting – January 5, 2022 – Canceled
- d. Regular Board meeting – January 19, 2022 – rescheduled to January 12, 2022
- e. CASA Conference – January 19-22, 2022

13. **ADJOURNMENT (4:37 P.M.)**

Adjourn to Napa Sanitation District Regular meeting on December 15, 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**