



Agenda Date: 1/15/2020

Agenda Placement: 7C

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors

FROM: Jeff Tucker - Director of Administrative Services/CFO
NS-Administration

REPORT BY: Jeff Tucker, Director of Administrative Services/CFO - 707-258-6000

SUBJECT: Designate Authorized Representatives for the SWRCB Installment Sale Agreement

RECOMMENDATION

Authorize the General Manager, Director of Administrative Services and Technical Services Director to be "Authorized Representatives" under the Installment Sale Agreement with the SWRCB for the Browns Valley Road Sewer Interceptor and West Napa Pump Station Improvement Project.

EXECUTIVE SUMMARY

On December 18, 2019, the Board authorized the District to enter into an Installment Sale Agreement (Agreement #SWRCB0000000000D190101600) for the construction of the Browns Valley Road Sewer Interceptor and West Napa Pump Station Improvement Project (Project #C-06-8244-110). The Director of Administrative Services signed the agreement on December 26, 2019.

In Napa Sanitation District Resolution 16-005, the Board designated the Director of Administrative Services as the "Authorized Representative" regarding the loan application and agreement for this project. With the anticipated vacancy of the Director of Administrative Services position, it would be prudent to designate additional positions with the authority to administer the agreement and make reimbursement requests.

The attached resolution authorizes the incumbents of three positions at NapaSan to be an "Authorized Representative" under this SWRCB agreement: General Manager, Director of Administrative Services, and Technical Services Director.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

None.

SUPPORTING DOCUMENTS

A . Resolution

Napa Sanitation District: Approve
Reviewed By: Jeff Tucker