



Agenda Date: 1/6/2021
Agenda Placement: 7C

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors
FROM: Cyndi Bolden for Timothy Healy - General Manager
NS-Administration
REPORT BY: DONELL MANNOR, ACCOUNTANT - 258-6000 x532
SUBJECT: Approve Sewer Service Charge Refund - 150 Westgate Drive

RECOMMENDATION

Approve refund of \$15,183.67 for FY 2014-15 to FY 2020-21 for sewer service charges for Assessor Parcel Number 061-021-001 located at 150 Westgate Drive.

EXECUTIVE SUMMARY

The owners of 150 Westgate Drive have requested that their sewer service charges be adjusted for FY 2014-15 through FY 2020-21.

The owners purchased the property in the 1990s and have maintained the property as a single family dwelling since the purchase date. NapaSan records previously classified this parcel as an office and sewer service charges were calculated based upon commercial calculations for this parcel instead of the fixed rate for residential properties. In FY 2017-18, NapaSan revised the classification of the property to a single family dwelling but did not update the sewer service charges to reflect one (1) equivalent dwelling unit (EDU) for the property.

Although the owners have been erroneously paying sewer service charges based on water usage for most of the time they have owned the property, per District Code 5.01.080 Section A, NapaSan can only issue a refund within four (4) years from the date of the original payment. However, staff first discovered the error in FY 2017-18 and the owners would have been due a refund of four (4) years at that point back to FY 2014-15. Staff agrees that the parcel should have been charged one (1) EDU per fiscal year. The owners were charged \$19,454.15 for FY 2014-15 through FY 2020-21. Staff believes that the sewer service charges for those years should be adjusted down to the applicable rate for each year which totals \$4,270.48. The original charges were paid in full, therefore staff is recommending a refund in the amount of \$15,183.67.

FISCAL & STRATEGIC PLAN IMPACT

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| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | Yes |
| Where is it budgeted? | There are sufficient funds budgeted in 7800005 / 46615 Sewer Usage Fees. |
| Is it Mandatory or Discretionary? | Discretionary |
| Discretionary Justification: | Staff has reviewed the circumstances for which the refund was requested by the property owner and based on that review is recommending that a refund of the FY 2014-15 through 2020-21 sewer service charges is appropriate. |
| Is the general fund affected? | Yes |
| Future fiscal impact: | None |
| Consequences if not approved: | A refund would not be issued. |
| Additional Information: | |

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

Ordinance No. 76 adopted on July 23, 1997, authorizes the General Manager to approve correction of Sewer Service Charges in amounts up to \$2,000. Any amount above \$2,000 requires approval by the Board of Directors.

SUPPORTING DOCUMENTS

A . Correction - 150 Westgate Drive

Napa Sanitation District: Approve

Reviewed By: Timothy Healy