



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

## Napa Sanitation District Board Agenda Letter

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**TO:** Honorable Board of Directors  
**FROM:** Timothy Healy - General Manager  
NS-Technical Services/Engineer  
**REPORT BY:** Andrew Damron, Technical Services Director - 707-258-6000  
**SUBJECT:** Award Task Order for Public Outreach and Communication for the Rate Modification

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### **RECOMMENDATION**

Authorize the Purchasing Agent to execute Task Order 2 with Katz & Associates to provide public outreach and communication assistance for the sewer service charge rate modification in the amount of \$65,965.

### **EXECUTIVE SUMMARY**

Katz & Associates will assist NapaSan with finalization of printed material including the rate notice, preparation of presentations and talking points for stakeholder meetings, and assist with organization and hosting of public information workshops related to the sewer service charge rate modification.

Katz & Associates is currently providing assistance under Task Order 1 including preliminary planning and scheduling of the printed material and stakeholder meetings. Task Order 2 will include assistance through the Prop 218 rate hearing.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Outreach and communication costs for the rate modification are budgeted in the operating budget. There is sufficient budget to cover the cost of this task order.
Is it Mandatory or Discretionary?	Discretionary

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Discretionary Justification:	Katz & Associates have extensive experience on Prop 218 rate modification communication and outreach.
Is the general fund affected?	Yes
Future fiscal impact:	The Prop 218 rate hearing will this fiscal year.
Consequences if not approved:	Staff will prepare printed material and presentation talking points needed for the rate modification communication and outreach.
Additional Information:	None.

**ENVIRONMENTAL IMPACT**

None.

**BACKGROUND AND DISCUSSION**

NapaSan sent requests for qualifications to three communication consultant firms and received qualification information from two firms. Staff selected Katz & Associates as the most qualified firm to provide communication and outreach assistance to NapaSan during the sewer service charge rate modification process.

Proposition 218 requires that NapaSan conduct a study and hold public hearings at least every five years, if it is to increase its sewer service charges. NapaSan last held a hearing in March 2016, and it is staff's intention to go through the Proposition 218 rate setting process in the spring of 2021. NapaSan is required to allocate the operating and capital costs among separate customer classes equitably and in conformance with state law, and to develop a sewer service rate structure that is fair and equitable, and that recovers only enough revenue to meet the established financial policies and objectives of NapaSan.

**SUPPORTING DOCUMENTS**

A . Task Order 2

Napa Sanitation District: Approve

Reviewed By: Timothy Healy