



Agenda Date: 8/4/2021
Agenda Placement: 7H

Napa Sanitation District Board Agenda Letter

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 Climate Change Plan

RECOMMENDATION

Authorize the Purchasing Agent to execute Task Order 6 with Woodard & Curran to prepare a Climate Change Plan in the amount of \$141,151.

EXECUTIVE SUMMARY

NapaSan's Strategic Plan (Goal 3C) prioritizes studying the impacts of climate change on NapaSan facilities and operations. Staff selected Woodard & Curran to assist in the assessment of short-term and long-term impacts of climate change. Woodard & Curran will prepare a report as part of the project to document findings and recommend actions.

At the July 21, 2021 Board meeting, staff and Woodard & Curran presented the proposed scope of work for the Climate Change Plan for review, discussion, and input from the Board. The attached scope of work is based on the Board's input.

The project scope includes three more presentations to the Board to provide a status of findings and obtain further direction. The project is expected to be finished in June 2022.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes

Where is it budgeted?	The FY 21/22 operations budget includes \$150,000 for preparation of the Climate Change Plan.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The 2021 Strategic Plan includes Goal 3C which includes preparing a Climate Change Plan. Evaluating the potential short-term and long-term impacts of climate change on operations will help NapaSan with future planning.
Is the general fund affected?	Yes
Future fiscal impact:	The Climate Change Plan is expected to be completed this fiscal year.
Consequences if not approved:	NapaSan will not study climate change impacts, adaptation strategies, or mitigation efforts.
Additional Information:	None.

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

In May 2021, NapaSan sent a formal Request for Qualifications to 14 consultants, including local engineering firms. Staff received qualification statements from six teams and interviewed two teams during the week of June 21, 2021. Woodard & Curran was selected as the most qualified team.

SUPPORTING DOCUMENTS

A . Task Order 6

Napa Sanitation District: Approve

Reviewed By: Timothy Healy