



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, APRIL 15, 2020 CALLED TO ORDER AT 4:01 PM.

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice Chair; PETE MOTT, DAVID GRAVES (via Zoom video conference) and MARY LUROS (via Zoom video conference), Directors. ALSO PRESENT: TIM HEALY, General Manager, and JOHN BAKKER, Legal Counsel.

ABSENT: None.

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

4. **SAFETY MOMENT:** Director Mott read the safety topic – Work Zone Awareness.

5. **PUBLIC COMMENT:** None received.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 20-020:**  
**APPROVAL OF THE MINUTES FROM THE REGULAR MEETING ON MARCH 18, 2020.**
- b. **Receive County of Napa Voucher Register dated 3/03/20 through 3/30/20.**
- c. **MR 20-021:**  
**ACCEPT THE LAUREL PARK SUBDIVISION (RIORDAN SUBDIVISION AND LAUREL STREET SUBDIVISION) SANITARY SEWER IMPROVEMENTS FOR MAINTENANCE AND OPERATION, AND RELEASE PERFORMANCE BOND IN THE AMOUNT OF \$221,020.**
- d. **MR 20-022:**  
**AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE TASK ORDER 31 WITH HDR ENGINEERING, INC. TO PROVIDE PROFESSIONAL SERVICES TO DESIGN THE POND LEVEE MAINTENANCE PROJECT (CIP 20707) IN THE AMOUNT OF \$287,375.37.**

e. **Receive General Manager’s Report for February 2020.**

Motion by GREGORY, seconded by MOTT, by the following roll-call vote:

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

8. **REGULAR CALENDAR:**

a. **Discuss the proposed work plan for the sewer service charge rate study and provide direction to staff.**

Tim Healy, General Manager, introduced Jennifer Ivey, Project Manager, of Carollo Engineers. NapaSan selected Carollo Engineers to conduct a rate study in anticipation of the Proposition 218 rate setting process in the spring of 2021.

Ms. Ivey reviewed the agenda and purpose for the rate study, and named her team members at Carollo and their roles on the project. Ms. Ivey reviewed the scope of the project, cost of service process, priorities and goals, and anticipated schedule and next steps.

Ms. Ivey indicated the next steps in the process are to hold staff workshops and then meet with the Board Finance Committee in late May.

The Board held discussions with Ms. Ivey and staff.

b. **RES 20-003:  
ADOPT RESOLUTION ACCEPTING COMPLETION AND AUTHORIZE THE GENERAL MANAGER TO FILE THE NOTICE OF COMPLETION AT THE NAPA COUNTY OFFICE OF THE RECORDER FOR THE 2019 TREATMENT PLANT IMPROVEMENT PROJECT (CIP 18740).**

Motion by MOTT, seconded by GREGORY, by the following roll-call vote:

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

General Manager Healy introduced Simon Kobayashi, Associate Engineer with NapaSan, who gave a presentation on the 2019 Treatment Plant Improvements Project. Kobayashi reviewed the project scope and actual costs. The total project cost, including \$91,352 for change orders, is \$1,271,721. He reported the total costs are within the budgeted amount for the project. Kobayashi presented before and after photographs of the buildings and improvements included in the project.

- c. **MR 20-023:**  
**MAINTAIN EXISTING RECYCLED WATER ALLOCATION POLICY,  
AND ALLOW TIME FOR MST/LCWD AND NSH/STANLEY RANCH  
RESORT USERS TO CONNECT TO RECYCLED WATER SYSTEM.**

Motion by MOTT, seconded by GREGORY, by the following roll-call vote:

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

Andrew Damron, Technical Services Director, gave a presentation on the Recycled Water Allocation Policy. He noted that review of the policy included in the Board's Strategic Plan, Item 6A – Evaluation Current Recycled Water Allocation Policy.

Damron reviewed the history of the Phase 1 Recycled Water Expansion including approval of Resolution 11-004, which provides policy for future activities associated with recycled water. He noted that this policy was amended in March of 2013.

Damron presented information and charts showing the breakdown of allocation of recycled water to existing users and commitments to potential users. He compared the allocation to the actual usage for each user. Damron also reported the information on number of parcels connected and water used in the Los Carneros Water District and MST area. The recycled water policy will be re-evaluated on a regular basis. The Board and staff held discussion. The Board requested that staff add to future reports the AF of water that is allocated but not used for recycling.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy reported on the Napa County "Shelter-in-Place" Order. Healy reported that operations and collection crews have been split into Team A and Team B with teams working one week on and one week off. The off work team is on call in case they are needed. The front counter continues to be closed to the public for health and safety, but customers may make appointments if needed. Healy reported that administrative and engineering management staff are mostly working from home with rotating in-office work. Administrative staff are rotating shifts to cover telephones, etc.

Healy commented that NapaSan has the ability to pump directly from IPS to the ponds if needed. The ponds have the storage capacity. Healy discussed the issue at the siphon with wipes creating clogs. He reported the Collection crews have been working hard to unclog the wipes and clean out the siphon.

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

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

- a. Finance Committee meeting – April 2, 2020: Vice Chair Gregory and Director Graves reported on the committee meeting.
- b. Long Term Planning Committee meeting – April 9, 2020: Directors Luros and Graves attended the meeting and indicated staff did a great job on the long term planning.

12. **UPCOMING MEETINGS:**

- a. Regular Board meeting – May 6, 2020
- b. Regular Board meeting – May 20, 2020
- c. Regular Board meeting – June 3, 2020
- d. Regular Board meeting – June 17, 2020

General Manager Healy announced that staff plan to cancel the July 1, 2020 Regular meeting unless there is a need to hold it.

13. **ADJOURNMENT TO CLOSED SESSION (4:58 P.M.):**

- a. **CONFERENCE WITH LABOR NEGOTIATORS**  
Agency Designated Representatives: Glenn Berkheimer and Tim Healy  
Unrepresented employee: Director of Administrative Services/Chief Financial Officer
- b. **CONFERENCE WITH LABOR NEGOTIATORS**  
Agency Designated Representative: John Bakker  
Unrepresented employee: General Manager
- c. **CONFERENCE WITH LABOR NEGOTIATORS – Government Code Section 54957.6**  
Agency Designated Representative: Glenn Berkheimer  
Employee Organization: Teamsters Local 315 – Rank & File Unit
- d. **CONFERENCE WITH LABOR NEGOTIATORS – Government Code Section 54957.6**  
Agency Designated Representative: Glenn Berkheimer  
Employee Organization: Teamsters Local 315 – Supervisors Unit
- e. **CONFERENCE WITH LABOR NEGOTIATORS – Government Code Section 54957.6**  
Agency Designated Representative: Glenn Berkheimer  
Employee Organization: Association of Management Professionals of Napa Sanitation District
- f. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**  
Property: APN: 057-010-036 and part of APN# 057-010-037 (Somky Ranch)  
Negotiating parties: Capbridge  
Under negotiation: Price and terms of payment

- g. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:  
One (1) Case

14. **RECONVENE TO OPEN SESSION: (5:45 P.M.)**

15. **REPORT FROM LEGAL COUNSEL ON CLOSED SESSION:**

Legal Counsel Bakker reported there was no reportable action taken in closed session.

16. **ADJOURNMENT (5:45 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on May 6, 2020 at 4:00 P.M. at the Napa Sanitation District Administration Building, 1515 Soscol Ferry Road, Napa, California.

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CHAIR

ATTEST:

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Clerk of the Board