



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT, NAPA COUNTY, CALIFORNIA, HELD AND CONVENED VIA ZOOM ON WEDNESDAY, MARCH 31, 2021 CALLED TO ORDER AT 6:00 PM.

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: SCOTT SEDGLEY, Chair; RYAN GREGORY, Vice Chair; DAVID GRAVES, PETE MOTT and MARY LUROS, Directors. ALSO PRESENT: TIM HEALY, General Manager; and JOHN BAKKER, Legal Counsel.

ABSENT: None.

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

4. **SAFETY MOMENT:** Vice-Chair Gregory read the safety topic – A Look at Close Calls.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

- a. **MR 21-031:**  
**APPROVAL OF THE MINUTES FROM THE REGULAR MEETING ON MARCH 3, 2021.**

Motion by LUROS, seconded by GRAVES, by the following roll-call vote:

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

8. **REGULAR CALENDAR:**

- a. **MR 21-032:**  
**CONDUCT SECOND READING OF ORDINANCE 112 AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT, AMENDING THE DISTRICT CODE, TITLE 4, SECTION 4.04 RELATING TO SEWER USE REGULATIONS AND TITLE 5, SECTION 5.01 RELATING TO SEWER SERVICE CHARGES, SECTION 5.02 CAPACITY CHARGES, AND SECTION 5.03 RELATING TO WASTE HAULER FEES, BY TITLE ONLY AND WAIVING FIRST READING.**

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

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

The Chair opened the public hearing after the motion to conduct second reading of the proposed Ordinance. He explained the rules for the public hearing regarding making public comment via zoom. Public comment may be made by typing questions in the Q&A feature on the zoom toolbar or public members may make public comment by raising their virtual hand icon on the toolbar at the bottom of the screen to be placed in a queue to ask a live question during the question and answer portion of the hearing. Chair Sedgley gave instruction on members of the public who may be joining the meet by telephone. He instructed that protests must be submitted in writing by the end of the public comment portion of the hearing in order to be counted. Protests will be accepted via email to [cschuh@napasan.com](mailto:cschuh@napasan.com).

The Chair stated that staff would make a presentation on the proposed fee modifications and their justification. He instructed that Board members may ask clarifying questions either during or after the presentation. After staff's presentation, the hearing will be opened up to members of the public. Public comment will be limited to three minutes per person.

Tim Healy, General Manager, gave a presentation on the proposed rate structure change. He reviewed information on Napa Sanitation District, the goals of the 2016 rate increase and reported that all goals were completed. Healy discussed the goals of the 2021 rate modification and information regarding the costs associated with collecting and treating wastewater, which are covered through rates.

Healy reviewed details of the cost of service rate study and the evaluation of billing methods that were done, based on comments and feedback received from the 2016 Proposition 218 process. Healy explained the proposed changes to the calculation for sewer service fees for the different types of homes and commercial customers and the proposed rate adjustments. He reported that single-family homes would not have a rate increase over the next five years.

Andrew Damron, Technical Services Director, explained the proposed residential rates for different types of homes and non-residential customers. In addition, Damron reviewed the flow assumption changes for a single-family dwelling (EDU), which will decrease from 210 to 117 gallons per day. He reported that staff proposes phasing in the changes to sewer service charges over five years for residential customer and over six years for commercial and industrial customers. In addition, Damron indicated that staff proposes using a three-year average for water usage to allow for more predictable bills for customers and more reliable revenue for NapaSan.

Stephanie Turnipseed, Pollution Prevention and Outreach Specialist, presented information on the numerous outreach efforts made by NapaSan regarding the

proposed rate structure changes. She reviewed the Proposition 218 Public Hearing Notices and brochures that were mailed in English and Spanish.

General Manager Healy reviewed the Proposition 218 process. A rate study is required per the requirements of Proposition 218. NapaSan began the rate study in January 2020. He reported the number of parcels served by NapaSan and the number of required protests needed for a successful protest. He explained that the proposed ordinance sets the upper limit for rates for the next five years. The Board had no questions for staff on the presentation.

Chair Sedgley opened the public comment period. One phone call was received from a member of the public residing on Webber Street. Chair Sedgley and General Manager Healy responded to the public comment. No other public comments were received by phone or hand raising in zoom.

**MR 21-033:**  
**CLOSE THE PUBLIC HEARING.**

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

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

After closing the public hearing, the Board Chair asked the Clerk to report the total number of written protests received. The Clerk reported that 134 written protests have been received. Chair Sedgley asked the Clerk if the number of protests received constituted a majority of the owners of parcels receiving sewer service from NapaSan. The Clerk responded that the number did not constitute a majority. The number of eligible parcels is 24,989, making the number of protests needed for a majority protest 12,495.

**ORD. 112:**  
**ADOPT ORDINANCE NO. 112, AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT, AMENDING THE DISTRICT CODE, TITLE 4, SECTION 4.04 RELATING TO SEWER USE REGULATIONS AND TITLE 5, SECTION 5.01 RELATING TO SEWER SERVICE CHARGES, SECTION 5.02 CAPACITY CHARGES, AND SECTION 5.03 RELATING TO WASTE HAULER FEES.**

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

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

The maximum sewer service charges per EDU were approved at the following amounts for the next five years: Fiscal Year 2021/22 through Fiscal Year 2025/26 - \$738.60.

- b. **RES 21-007:**  
**ADOPT RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT TO AUTHORIZE CONTINUATION OF THE DISTRICT’S LOW INCOME PROPERTY OWNER REBATE PROGRAM.**

Motion by LUROS, seconded by GRAVES, by the following roll-call vote:

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

Cyndi Bolden, Senior Accountant, gave an overview of NapaSan’s low-income property owner sewer service charge program. She explained that the program is funded through lease revenue (not rate revenue) that NapaSan receives. The rebate is \$206.82 per year, which is 28% of the current sewer service charge of \$738.60. Bolden reported the cost of the program in fiscal year 2021/22 is approximately \$165,500.

- 9. **GENERAL MANAGER REPORT:** None.
- 10. **LEGAL COUNSEL REPORT:** None.
- 11. **BOARD OF DIRECTORS REPORTS/GENERAL DISCUSSION:** None.
- 12. **UPCOMING MEETINGS:**
  - a. North Bay Watershed Association meeting – April 2, 2021
  - b. Regular Board meeting – April 7, 2021
  - c. Finance Committee meeting – TBD
  - d. Long Term Planning Committee meeting – TBD
  - e. Regular Board meeting – April 21, 2021
  - f. Regular Board meeting – May 5, 2021
- 13. **ADJOURNMENT (7:03 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on April 7, 2021 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