



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, JUNE 7, 2017 CALLED TO ORDER AT 4:02 PM.

1. **OPEN SESSION:**

2. **ROLL CALL:**

PRESENT: JILL TECHEL, Chair; RYAN GREGORY, Vice-Chair; MARY LUROS and DAVID GRAVES, Directors. ALSO PRESENT: TIMOTHY HEALY, General Manager; and JOHN BAKKER, Legal Counsel.

ABSENT: PETE MOTT, Director.

3. **REVIEW OF AGENDA:** General Manager Healy requested that Item 8C be moved to the beginning of the Regular Calendar due to timing and members of the public wishing to make public comment on this item. Some rearranging of other items may be needed if this item is lengthy in discussion.

4. **SAFETY MOMENT:** National Safety Month.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:**

- a. Recognize Awards from California Water Environment Association (CWEA) to Steven Chavis for Operator of the Year 2016, and NapaSan's Award for Second Place for Outreach Video of the Year – Professional.

The Board commended Steven Chavis on his outstanding accomplishment as Operator of the Year. The short version of the Outreach Video was also shown. The Board thanked Stephanie Turnipseed for her work on the video.

- b. Tim Healy, General Manager, introduced Michael Grimes, Scholarship Committee Co-Chair of the Napa Engineering Society, who addressed the Board and thanked them for participating in the funding of the local engineering scholarship program. Mr. Grimes introduced the recipients of Napa Engineering Society's Adriane Insogna Scholarship in the amount of \$1,000 each. The five recipients were Daniel Eggers, Michael Fitch, Juan Toscano, Anthony Politz and Jacques Core. Each recipient addressed and thanked the Board.

7. **CONSENT CALENDAR:**

- a. **MR 17-055:**  
**APPROVAL/CORRECTION OF MINUTES AS AMENDED FROM THE REGULAR MEETING ON MAY 17, 2017.**
- b. **Receive County of Napa Voucher Register Dated 5/02/17 through 5/22/17.**
- c. **MR 17-056:**  
**CANCEL THE REGULAR BOARD MEETING ON AUGUST 2, 2017 DUE TO LACK OF BUSINESS.**
- d. **MR 17-57:**  
**AUTHORIZE CHAIR TO EXECUTE AN INDEMNIFICATION AGREEMENT WITH NAPA PARK HOMES, INC.**
- e. **MR 17-058:**  
**CONCUR WITH CEQA DETERMINATION IN THE GASSER MASTER PLAN R2006-213, ADOPTED BY THE CITY OF NAPA, LEAD AGENCY UNDER CEQA FOR THE DEVELOPMENT PROJECT; SET BOND AMOUNT AT \$192,000; AND AUTHORIZE CHAIR TO EXECUTE THE IMPROVEMENT AGREEMENT FOR THE GASSER DRIVE EXTENSION PROJECT.**
- f. **MR 17-059:**  
**CONCUR WITH CEQA DETERMINATION IN CITY OF NAPA RESOLUTION R2016-23, PREPARED AND ADOPTED BY THE CITY OF NAPA, LEAD AGENCY UNDER CEQA FOR THE DEVELOPMENT PROJECT; SET BOND AMOUNT AT \$203,450; AND AUTHORIZE CHAIR TO EXECUTE THE IMPROVEMENT AGREEMENT FOR THE HARVEST VILLAGE SUBDIVISION.**
- g. **MR 17-060:**  
**ACCEPT THE GASSER DRIVE EXTENSION SEWER TRUNK MAIN REPLACEMENT PROJECT SANITARY SEWER IMPROVEMENTS FOR MAINTENANCE AND OPERATION AND RELEASE PERFORMANCE BOND IN THE AMOUNT OF \$175,000 FOLLOWING RECEIPT OF MAINTENANCE BOND IN THE AMOUNT OF \$17,500.**
- h. **Receive General Manager's Report for April 2017.**

Motion by GRAVES, seconded by TECHEL, by the following vote:

AYES: GRAVES, GREGORY, LUROS, TECHEL  
NOES: NONE  
ABSENT: MOTT  
ABSTAIN: GREGORY (Items 7A, 7D, 7E and 7G), LUROS (Item 7F)

8. **REGULAR CALENDAR:**

The order of the Agenda items was changed to allow time for the most significant items to be heard first.

a. **Receive presentation and provide direction to staff on policy options for Accessory Dwelling Units.**

Jeff Tucker, Director of Administrative Services/CFO, gave a presentation on options for implementing Accessory Dwelling Unit Fees. He reviewed the current law relating to ADU’s but noted that the law as written applies to cities and counties and not to special districts. The State is currently considering legislation to apply these new rules to special districts.

Tucker reviewed the City Ordinance relating to ADUs and NapaSan’s current Code regarding capacity charges and sewer service charges (SSC). He reported that NapaSan would be doing a SSC and capacity charge study to evaluate methodologies for residential fees. Tucker reviewed several options that Board could consider for ADU fees, including the pros and cons of each option.

Public comment was heard from Saneen Kerson and Bob Frappia.

The Board, legal counsel and staff held discussion on the proposed options for ADU fees, including possibly Junior ADU fees. Consensus from the Board was Option 2 – set fees based on square footage on ADUs which are both within the existing footprint of the property and those outside of the existing footprint. The Board requested staff revise the square footage table to include ranges below 60% of current annual SSC for ADUs with 0-699 square feet. Chair Techel requested that staff inquire with City of Napa staff on the number and types of planning referrals received.

Tucker reviewed the timeline for changing the District Code relating to ADU fees. Discussion was also held regarding making the fee structure change retroactive for members of the public who have already paid fees for ADUs and for those who requested permits for ADUs prior to the Code revisions. Staff will bring this topic back at the June 21, 2017 Board meeting for further discussion.

b. **RES 17-010:**  
**ADOPT RESOLUTION OF THE NAPA SANITATION DISTRICT**  
**ADOPTING BUDGET AND CAPITAL IMPROVEMENT PROGRAM FOR**  
**FISCAL YEAR 2017/18.**

Motion by GREGORY, seconded by LUROS, by the following vote:

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

Jeff Tucker, Director of Administrative Services/CFO, presented the F/Y 2017-18 Operating and Capital Budget. He reviewed the budget development process and highlights of the budget, which includes the levels of service, limited growth in operating budget of only a 0.1% increase in operating expenses, the addition of strategic plan directives, continued partnership projects, a balanced long-range forecast and maintaining NapaSan's required reserves. Tucker thanked Cyndi Bolden and NapaSan supervisors for their work on the budget preparation.

- c. **MR 17-061:**  
**AUTHORIZE CLERK OF THE BOARD TO SUBMIT THE BALLOT ON NAPASAN'S BEHALF VOTING YES ON THE ASSESSMENT BALLOT MEASURE REGARDING FARMWORKER HOUSING ASSESSMENT DISTRICT.**

Motion by LUROS, seconded by GRAVES, by the following vote:

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

The Board held discussion and gave authority to vote Yes on the Assessment Ballot Measure.

- d. **Receive presentation from staff on Interagency GIS Project Forecasting Tool.**

Kyle Broughton, Senior Civil Engineer, gave a presentation on the Interagency GIS Project Forecasting Tool. The tool is a more efficient way to coordinate projects to avoid conflicts and notifies other agencies of upcoming work, as well as assists in identifying partnering opportunities. The agencies include Napa Water Division, PG&E, AT&T, Comcast, NapaSan and others.

Broughton demonstrated the online GIS-based project-forecasting tool. Each agency has the ability to input planned project locations graphically and include other pertinent information like scope of work, implementation date, agency contact information, etc. He reported that the City of Napa hosts the online system and NapaSan staff has their own log-ins.

- e. **MR 17-062:**  
**APPROVE UPDATES TO NAPASAN'S SANITARY SEWER AND RECYCLED WATER STANDARDS.**

Motion by GREGORY, seconded by GRAVES, by the following vote:

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

Andrew Damron, Technical Services Director, gave a presentation on the revisions to NapaSan's Sanitary Sewer & Recycled Water Standards. NapaSan's Code requires "minimum standards for the design and construction of sewers within the District shall be in accordance with the District Standard Specifications adopted by the Board". These specifications and details are required for development construction, repair/rehabilitation of private sewer systems, and modifications to NapaSan facilities by other parties.

He reported the Board last approved an update to the Standards in 2012. In January 2016, staff updated the specifications with clarifications and to be consistent with field practices. The current changes to the specifications and details would address changes in materials and consistency issues between field practice and the written document. Damron indicated staff would distribute the updated documents online at NapaSan's website and via email to a distribution list with the effective date of June 12, 2017.

9. **GENERAL MANAGER REPORT:**

- a. None

10. **LEGAL COUNSEL REPORT:**

- a. None.

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

- a. NBWRA Board meeting (5/22/17): Chair Techel attended the meeting.
- b. North Bay Watershed Association (6/02/17): Vice-Chair Gregory reported he did not attend the meeting.
- c. Vice-Chair Gregory reported that he was invited to watch the Collection Department perform a sewer lateral lining repair. He thanked staff for the opportunity.

12. **UPCOMING MEETINGS:**

- a. Regular Board meeting - June 21, 2017
- b. North Bay Watershed Association meeting – July 7, 2017
- c. Regular Board meeting – July 19, 2017
- d. NBWRA Board meeting – July 24, 2017
- e. Regular Board meeting – August 2, 2017 – meeting is canceled

13. **ADJOURNMENT TO CLOSED SESSION: (5:41 P.M.)**

- a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One (1) Case

- b. CONFERENCE WITH LABOR NEGOTIATORS  
Agency designated representatives: John Bakker, District Counsel  
Unrepresented employee: General Manager

14. **RECONVENE TO OPEN SESSION: (6:20 P.M.)**

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

Legal Counsel reported the Board took no reportable action in Closed Session.

16. **ADJOURNMENT: (6:20 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting on Wednesday, June 21, 2017 at 4:00 p.m. for a Regular Meeting to be held 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