



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, MARCH 3, 2021 CALLED TO ORDER AT 4:00 PM.

1. **OPEN SESSION:**

2. **ROLL CALL:**

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

ABSENT: DAVID GRAVES, Director.

3. **REVIEW OF AGENDA:** Item 8E will be heard after item 8B as requested by Vice-Chair Gregory.

4. **SAFETY MOMENT:** Director Luros read the safety topic – Sleep Awareness.

5. **PUBLIC COMMENT:** None.

6. **SPECIAL PRESENTATIONS:** None.

7. **CONSENT CALENDAR:**

a. **MR 21-024:**  
**APPROVAL OF THE MINUTES FROM THE REGULAR MEETING ON FEBRUARY 17, 2021.**

b. **Receive County of Napa Voucher Register dated 2/02/20 through 2/15/21.**

c. **MR 21-025:**  
**CANCEL REGULAR BOARD MEETING ON MARCH 17, 2021 DUE TO LACK OF BUSINESS.**

d. **MR 21-026:**  
**ACCEPT THE NAPA VILLAS SANITARY SEWER IMPROVEMENTS FOR MAINTENANCE AND OPERATION, AND RELEASE THE PERFORMANCE BOND IN THE AMOUNT OF \$303,380 FOLLOWING RECEIPT OF A MAINTENANCE BOND IN THE AMOUNT OF \$30,338.**

e. **Receive General Manager's Report for January, 2021.**

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

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

8. **REGULAR CALENDAR:**

- a. **MR 21-027:**  
**INTRODUCE ORDINANCE 112 OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT AMENDING DISTRICT CODE, TITLE 5, SECTION 5.01 RELATING TO SEWER SERVICE CHARGES, SECTION 5.02 CAPACITY CHARGES, AND SECTION 5.03 RELATING TO WASTE HAULER FEES; READING TITLE AND WAIVING FIRST READING.**

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

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

Cyndi Bolden, Senior Accountant, reported the proposed ordinance would amend the District Code relating to sewer service charges, capacity charges and waste hauler fees. The proposed rates are the result of the cost of service rate study performed by Carollo Engineers. She indicated that notices were sent to property owners on February 9, 2021 regarding the proposed rates and the Proposition 218 hearing scheduled on March 31, 2021.

Ms. Bolden indicated the requested Board action is to introduce the proposed ordinance to set the maximum for sewer service charges for the next five years, and conduct first reading of the ordinance, reading title and waiving first reading. Ms. Bolden read the title of the proposed ordinance.

- b. **MR 21-028:**  
**ADOPT NAPASAN POLICY ALLOWING INFLOW/INFILTRATION REDUCTION PROJECTS AS A WET WEATHER FLOW MITIGATION OPTION FOR NEW DEVELOPMENT PROJECTS THAT WERE NOT INCLUDED IN THE 2021 COLLECTION SYSTEM MASTER PLAN.**

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

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

Andrew Damron, Technical Services Director, gave an update on NapaSan’s Policy regarding Inflow/Infiltration reduction projects as a wet weather flow mitigation option for new development projects. He reviewed the purpose and history of the

policy, as well as the development projects that are currently included in the policy. Damron discussed the 2021 Collection System Master Plan completed in February 2021, and rehabilitation projects that will create additional capacity for development projects during wet weather events.

Damon indicated that the 2021 Master Plan does not consider some new projects so the policy should be re-established.

Board and staff held discussion. The Board requested to review the item once the City of Napa adopts their new General Plan.

e. **Receive presentation from staff on rate modification outreach; discuss and provide direction.**

Stephanie Turnipseed, Pollution Prevention & Outreach Specialist, provided an update on the rate modification outreach. She gave an update on stakeholder engagement outreach to community groups and the public. Ms. Turnipseed reported there is a second public information session relating more to commercial customers on March 10, 2021 at 9:00 a.m. via zoom. She also reported on the protests received to date and the percentage of residential versus commercial customers.

Ms. Turnipseed reviewed the next groups of stakeholders that staff will contact. Board and staff held discussion. She reported staff would be holding a practice webinar on March 22, 2021. Any Board members that are interested in participating should notify Ms. Turnipseed.

c. **MR 21-029:  
APPROVAL TO MAINTAIN RECYCLED WATER ALLOCATION POLICY.**

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

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

Andrew Damron, Technical Services Director, gave a presentation on the recycled water allocation policy that the Board established in 2011. Review and evaluation of the policy is included in the Board’s 2019-2021 Strategic Plan. Damron reviewed the history of the Phase 1 recycled water expansion and the allocation of recycled water. He reported the policy was last modified in 2013 to adjust the allocation of recycled water for certain users.

Damron reviewed the recycled water user progress in Las Carneros Water District and MST. He indicated there has been a growing demand for recycled water, which is likely to continue. 2020 was the first year that recycled water distribution (3,051 AF) exceeded Napa River discharge (2,487 AF).

Board and staff held discussion. Staff’s recommendation is to maintain existing allocation policy 11-004, which allows time for MST/LCWD users and NSH/Stanley Ranch Resort to connect to recycled water.

d. **MR 21-030:**  
**ACCEPT THE ANNUAL PERFORMANCE MEASUREMENT REPORT FOR 2020.**

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

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

Cyndi Bolden, Senior Accountant, gave a presentation on the annual performance measurement report. The report is structured around the ten attributes of the Effective Utility Management (EUM) framework. Bolden highlighted NapaSan’s accomplishments and any changes that occurred during the 2020 calendar year. She reported on 63 performance measures, 61 of which met the “satisfactory” rating. Two measurements are on a “watch” category – Asset Inventory and Food Service Establishment Inspections. The inspections to food establishments could not be completed in 2020 due to the Covid-19 pandemic.

Board and staff held discussion. The Board thanked Ms. Bolden for the comprehensive report.

9. **GENERAL MANAGER REPORT:**

- a. General Manager Healy handed out a letter from KNN Public Finance regarding the summary of Post-Pricing Market Movement for Napa Sanitation District Revenue Certificates of Participation, Series 2021A. The bond sale transaction successfully closed on Thursday, February 25, 2021.

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

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

- a. Lands Committee meeting (2/18/21) – Director Luros reported she attended the meeting and a report will be given when more information is available.
- b. NBWRA Board meeting (2/22/21) – Chair Sedgley reported he attended his first meeting of this Board. He reported that the phases seem to be winding down. General Manager Healy indicated there are small projects at NapaSan’s treatment facility that need to be done. In addition, he indicated that he feels it is a good idea to stay in the organization to support other agencies.

12. **UPCOMING MEETINGS:**

- a. North Bay Watershed Association meeting – March 5, 2021
- b. Groundwater Sustainability Plan Advisory Committee – March 11, 2021

- c. Regular Board meeting - Prop. 218 Public Hearing – March 31, 2021
- d. North Bay Watershed Association meeting – April 2, 2021
- e. Regular Board meeting – April 7, 2021

13. **ADJOURNMENT (5:39 P.M.)**

Adjourn to Napa Sanitation District Regular Meeting/Proposition 218 Hearing on March 31, 2021 at 6:00 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