



# AGENDA

1515 Soscol Ferry Road, Napa, CA 94558  
(707) 258-6000

<b><u>Chair</u></b> Jill Techel Mayor City of Napa	<b><u>Vice-Chair</u></b> Ryan Gregory Supervisor County of Napa	<b><u>Director</u></b> Peter Mott Councilmember City of Napa	<b><u>Director</u></b> Mary Luros Public Appointee City of Napa	<b><u>Director</u></b> David Graves Public Appointee County of Napa
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Tim Healy  
General Manager

Cheryl Schuh  
Board Secretary

John Bakker  
Legal Counsel

**REGULAR MEETING**  
**Wednesday, April 05, 2017**  
**1515 SOSCOL FERRY ROAD**

**GENERAL INFORMATION**

The Board of Directors meets the first and third Wednesdays of the month at 4:00 P.M. at 1515 Soscol Ferry Road, Napa, California. Napa Sanitation District encourages and appreciates interest in their meetings.

The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available from the Secretary of the Board. Requests for disability-related modifications or accommodations, aids or other special arrangements or services may be made by contacting the Board Secretary's office no less than 72 hours prior to the meeting date by calling (707) 258-6000 (253-6088TDD), by writing to Cheryl Schuh at 1515 Soscol Ferry Road, Napa, CA 94558, or by email to *cschuh* at *napasan.com*.

Any writing that is a public record relating to a Board open session agenda item which is distributed less than 72 hours prior to the meeting shall be available for public inspection at the District Offices at 1515 Soscol Ferry Road, Napa, CA.

If a citizen wishes to challenge the nature of actions taken by the Board of Directors in court, they may be limited to raising only those issues they or someone else raised at the public discussion of the item, or in written correspondence delivered to the Napa Sanitation District during or prior to the action being taken by the Board.

In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the Chair or Board.

**1. OPEN SESSION - 4:00 PM****2. ROLL CALL****3. REVIEW OF AGENDA****4. SAFETY MOMENT - Safe Driving**

When it comes to driving, it's the little things that often make the biggest difference. Like fastening your seatbelt before you take to the highway. According to the U.S. National Highway Traffic Safety Administration, seat belts reduce serious crash-related injuries and deaths by roughly 50%. That's a huge number for such a simple action. Another smart but simple thing safe drivers practice is reading comprehension. Not just reading every single highway sign, but understanding and acting on them all. Obeying signs saves time and speeding tickets. It also alerts you to dangers that can easily cost you your life.

**District is Lost-Time Accident Free Since April 15, 2015.**

**5. PUBLIC COMMENT PERIOD (three minute per person limitation)**

Pursuant to Section 54954.3 of the Brown Act, this is the time allotted for the public to address the Board on any subject relevant to the District that is not on the agenda. The Board can take no action on your subject, but Boardmembers may briefly respond to statements made or questions posed by the public, ask for clarification from staff, refer the matter to staff, or request staff to report back on the matter.

**6. SPECIAL PRESENTATIONS****7. CONSENT CALENDAR**

- A. Approval/Correction of Minutes from the Regular Meeting on March 15, 2017 and Special Meeting on March 29, 2017.
- B. Receive County of Napa Voucher Register Dated 2/28/17 through 3/20/17.
- C. Approve the proposed changes to the Administrative Services records retention policies.
- D. Authorize out-of-state travel for Senior Accountant, Cyndi Bolden, for the purpose of attending the Government Finance Officers Association (GFOA) Conference in Denver, Colorado from May 21st through May 24th, 2017.
- E. Approve amendment to reimbursement agreement with Napa County for MST Pipeline Extension Project.

- F. Receive General Manager's Report for February, 2017.

## 8. REGULAR CALENDAR

- A. Award construction contract for the MST Recycled Water Expansion Project (CIP 16722) to TerraCon Constructors, Inc. for the bid amount of \$2,285,815 and authorize the General Manager to execute the Agreement with the Contractor and Issue Notice to Proceed, when appropriate.
- B. Authorize the Purchasing Agent to execute a task order with Consolidated CM to provide Construction Management and Inspection Services for the MST Recycled Water Expansion Project (CIP 16722) in the amount of \$417,203.
- C. Authorize the Purchasing Agent to execute a Task Order with Carollo Engineers to provide Engineering Services During Construction for the MST Recycled Water Expansion Project (CIP 16722) in the amount of \$136,404.
- D. Award construction contract for the Soscol/Sousa Trunk Rehabilitation Project (CIP 17705) to Insituform Technologies, LLC. for the bid amount of \$1,088,330 and authorize the General Manager to execute the Agreement with the Contractor and Issue Notice to Proceed, when appropriate.
- E. Authorize the Purchasing Agent to execute a Task Order with Brown and Caldwell to provide Construction Management and Inspection Services for the Soscol/Sousa Trunk Rehabilitation Project (CIP 17705) in the amount of \$97,244.
- F. Receive presentation from staff on future Collection System rehabilitation projects and provide direction.

## 9. GENERAL MANAGER REPORT

## 10. LEGAL COUNSEL REPORT

## 11. BOARD OF DIRECTORS REPORTS/GENERAL DISCUSSION

- A. North Bay Watershed Association (3/03/17)
- B. Personnel Committee meeting (3/09/17)
- C. NBWRA Board Meeting (3/27/17)

**12. UPCOMING MEETINGS**

- | North Bay Watershed Association meeting – April 7, 2017
- | Finance Committee meeting – April 7, 2017
- | Regular Board meeting – April 19, 2017
- | Long Term Planning Committee meeting – April 21, 2107
- | Regular Board meeting – May 3, 2017

**13. ADJOURN TO CLOSED SESSION (If necessary)****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

Facts and circumstances: Correspondence from Michael Durkee to District Counsel, dated March 16, 2016

**B. 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

**C. Public Employee Performance Evaluation**

Title: General Manager

**14. RECONVENE TO OPEN SESSION****15. REPORT FROM LEGAL COUNSEL ON CLOSED SESSION****16. ADJOURNMENT**

**Adjourn to Napa Sanitation District Regular Meeting on Wednesday, April 19, 2017 at 4:00 P.M.**