



# 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, June 21, 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 - Critical Days of Summer**

Memorial Day weekend kicked off the “101 Critical Days of Summer”, frequently referred to as the “101 deadliest days of the year”. This is the time between Memorial Day and Labor Day when we see an increase in vehicle accidents/fatalities and recreational mishaps. Summer brings about many opportunities for fun as we begin doing more activities outdoors. As we prepare for summer fun, please take a minute to think about the risks involved in your choice of activities (personal risk management). Have fun this summer, but please remember to be safe.

**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. CONSENT CALENDAR**

- A. Approval/Correction of Minutes from the Regular Meeting on June 7, 2017.
- B. Receive County of Napa Voucher Register Dated 5/23/17 through 6/5/17.
- C. Adopt Proclamation honoring Frank Ziliotto, the District's Operations Supervisor, for his dedication and service to the District.
- D. Authorize out-of-state travel for Human Resources Officer/Clerk of the Board for the purpose of attending the annual International Public Management Association for Human Resources (IPMA-HR) International Training Conference & Expo in San Antonio, Texas from September 16th - 20th, 2017.
- E. Authorize out-of-state travel to Chicago, Illinois for General Manager Tim Healy, Director of Operations Jim Keller, Technical Services Director/District Engineer Andrew Damron, Senior Civil Engineer/Capital Program Manager Kyle Broughton, and Asset Manager Robin Gamble Holley for the purpose of attending the 90th Annual Water Environment Federation Technical Exhibition and Conference (WEFTEC) from September 29 to October 4, 2017.

- F. Adopt resolution directing preparation and filing of written report to collect sewer service charges on the tax roll for FY 2017-18.
- G. Award construction contract for the 2017 Sanitary Sewer Manhole Adjustment Project, Phase VI (CIP 13702) to H&R Plumbing and Drain Cleaning, Inc. for the amount of \$145,500 and; Authorize the General Manager to execute the Agreement with the contractor and issue the notice to proceed, when appropriate.
- H. Approve the Project, concur with Staff's CEQA determination that the Project is categorically exempt, and authorize the General Manager to issue Notice Inviting Bids for the Manhole Rehabilitation Basin H Project (CIP 18704)
- I. Authorize the Technical Services Director to execute an Industrial User Permit and authorize the General Manager to execute a Payment Plan Agreement for Sewer Service Charges with Mi Sueno Winery.

## 7. SPECIAL PRESENTATIONS

### A. 4:05 PM

Present Proclamation to Frank Ziliotto Recognizing his Dedication and Service to the Napa Sanitation District.

### B. 4:05 PM

Introduction of New Operations Supervisor, Daniel Fritz.

## 8. REGULAR CALENDAR

- A. Receive presentation and provide direction to staff on policy options for Accessory Dwelling Units.
- B. Authorize the Purchasing Agent to execute Task Order No. 27 with HDR Engineering, Inc. to provide engineering design services for the Headworks Equipment Replacement Project (CIP 17726) in the amount of \$261,808.
- C. Receive presentation from Staff on chloride levels and discuss. The presentation will include updated information on research efforts.

- D. Consider Attendance at the CASA Conference to be held in San Diego, CA August 22-24, 2017.

**9. GENERAL MANAGER REPORT**

**10. LEGAL COUNSEL REPORT**

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

**12. UPCOMING MEETINGS**

- | North Bay Watershed Association meeting - July 7, 2017
- | Regular Board meeting - July 19, 2017
- | NBWRA Board meeting - July 24, 2017
- | Regular Board meeting - August 16, 2017

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

- A. CONFERENCE WITH LABOR NEGOTIATORS  
Agency designated representatives: John Bakker, District Counsel  
Unrepresented employee: 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, July 19, 2017 at 4:00 P.M.**