

NAPA RIVER RECLAMATION DISTRICT #2109

MINUTES

MEETING OF THE BOARD OF TRUSTEES

Thursday, July 6, 2023 7:00 PM

1598 Milton Road, Napa, CA 94559

I. Call Meeting to Order/Roll Call

The meeting was called to order by Chairman Lagorio at 7:00 PM

Trustees Present: Chretien, Finnegan, Lagorio, Newman, Winters

Trustees Absent: None

II. Approval of Minutes

A motion was made by Tr. Chretien, second by Tr. Winters to approve the minutes of the June 1, 2023 regular meeting. The motion passed.

Aye: AC, JW, MF, FL, RN

III. Public Comment

Steve Finnegan reported that he didn't find anyone who could come out to measure the thickness of the metal on the cage at the dewatering pumps. The district could purchase a machine to do this at a cost of \$400 (four hundred dollars).

IV. Consent Items

1. Claims and payroll paid in June, 2023.

See attached

A motion was made by Tr. Newman, second by Tr. Winters to approve the consent items. The motion passed.

Aye: RN, JW, MF, AC, FL

V. Discussion of Items Removed From the Consent Calendar

None

VI. Old Business

1. Brazos Street and Fire Station Future

Tr. Lagorio recommended that the district hire a real estate attorney to look into what the district can do regarding Brazos Street and the fire station. He requested that the Board approve up to \$1,500 (one thousand five hundred dollars) to have a telephone conversation with an attorney. Tr. Lagorio and Tr. Finnegan will make up the committee to speak with the attorney and report back to the Board.

A motion was made by Tr. Newman, second by Tr. Finnegan to approve up to \$1,500 (one thousand five hundred dollars) to hire an attorney to advise the board on the future of Brazos Street and the Fire Station. The motion passed.

Ayes: RN, MF, JW, FL, AC

VII. Administrative and Other Items

1. Bids for Cleaning the Cistern at the Dewatering Pumps

One bid was received for cleaning the cistern of tules, small trees, etc. from the dewatering pump cistern from Mike Leontini in the amount of \$1,600 (one thousand six hundred dollars). No other bids were received. Tr. Finnegan stated that she would like to look into getting more bids before a decision is made. She had also contacted Steve Stangland at Napa County Roads who said that the pipe under the road leading from the west side ditch to the cistern was the county's responsibility and they would try to get to it by January of next year.

2. Bids for Clearing the Brush and Weeds From The Evaporation Ponds

Bids were received from Mike Leontini in the amount of \$2,000 (two thousand dollars) and from Natural Systems Utilities in the amount of \$900 (nine hundred dollars) for clearing the ponds. The Board would like clarification on what exactly will be done from each bidder due to the large discrepancy in the bids.

3. Waterproofing the Storage Building and Installing a Drainage Pipe at the Sewer Facility

Tr. Finnegan is concerned about the issue of water standing behind the office building during the winter months. A drainage pipe is not advised due to the fact that the water running off the mound could be contaminated and should not be directly sent to the drainage ditch on the west side of Milton Road for removal. This issue could be addressed by filling that area with gravel which could act as a cleaning agent prior to draining into the culvert.

Tr. Finnegan reported that the storage shed needs to be sealed to keep water from getting inside. The storage building was not made to be waterproof when installed but could be sealed out. It was suggested that a roofing company could do this. Tr. Lagorio will contact a roofing company to see if they are interested in doing the work. This item will be continued to the next meeting.

4. Upgrade Estimates for the Sewer Facility from NSU (Natural Systems Utilities)

A bid was received from NSU in the amount of \$9,041.28 (Nine Thousand Forty One Dollars and Twenty Eight Cents) per roadside station to replace the pump, panel, purge, etc. The bid did not include remote monitoring.

A motion was made by Tr. Newman, second by Tr. Winters to approve funds not to exceed \$20,000 (Twenty Thousand Dollars) to replace the pumps, panels, purges, etc. and add remote monitoring for the two stations that have been having purge problems, S-2 and S-8. The motion passed.

Ayes: RN, JW, AC, MF, FL

/

/

/

/

5. Secretarial and Trustee Duties Relating to Wastewater and District Obligations

Tr. Finnegan stated that the Trustees of the District need to be aware of what is happening within the district and how the taxpayers money is being spent. Since the hiring of NSU to maintain and operate the sewer system we are no longer testing and reporting to the Water Quality Control Board on a monthly basis. Therefore she believes there is not as much work to be done at the district office. She asked that the Board reduce the office hours to one day per week. No action was taken by the board at this time.

VIII. Public Hearings

None

IX. Staff Reports

See attached

X. Board Member Reports and Announcements

. 1). Tr. Newman reported that he is still working on getting the owl boxes.

2). Tr. Newman reported that due to the long response time from the fire department due to the distance from town, the volunteer fire company will be providing a mobile defibrillator and first aid kit at their expense which will be available to the public. Training sessions will be offered.

XI. Board of Trustees Members Future Agenda Items

XII. Adjournment

A motion was made by Tr. Winters, second by Tr. Newman to adjourn the meeting. The motion passed.

Aye: RN, AC, FL, ME, JW

Frank Lagorio, Chair

ATTEST:

SECRETARY TO THE BOARD

Penny Wilson, Secretary to the Board

Members: **AC** = Ana Chretien; **MF** = Mary Finnegan; **FL** = Frank Lagorio; **RN**= Richard Newman; **JW** = Jim Winters

Notations Under Vote: **Aye** = Yes; **N** = No; **X** = Excused/Absent; **A** = Abstained

The making of the motion and second are reflected respectively in the order of the recorded vote

	Napa River Reclamation District #2109		
	Invoices Paid - JUNE 2023	FY 2022/23	
1-Jun	DON'S SWIMMING POOL CENTER	CHLORINE	124.99
1-Jun	CALTEST ANALYTICAL LABORATORY	MAY TESTING	430.00
1-Jun	NAPANET INTERNET SERVICE	JUNE SERVICES	54.33
6-Jun	NAPA VALLEY PUBLISHING COMPANY	2 PUBLIC NOTICES (BUDGET & SEWER FEES)	317.08
6-Jun	AT&T	MAY SERVICES	37.68
6-Jun	NAPA COUNTY RECYCLING & WASTE	MAY SERVICES	50.14
6-Jun	STATE COMPENSATION INSURANCE FUND	JUNE PREMIUM	415.83
13-Jun	MIKE LEONTINI	FIRST MOWING - JUNE	600.00
13-Jun	NATURAL SYSTEMS UTILITIES	JUNE SEWER SYSTEM MONITORING	2,470.00
13-Jun	PETTY CASH	DOOR KEYS (3), POSTAGE STAMPS, CLOCK	27.14
27-Jun	PG&E	MAY SERVICES	332.19
27-Jun	MIKE LEONTINI	SECOND MOWING - JUNE	600.00

	Total Expenses		5,459.38
	Payroll Reports		
	Pay Date 6-9-2023	113 HOURS PLUS STANDBY	4,398.93
	Medicare		63.78
	Unemployment		0.00
	Pay Date 6-23-2023	75 HOURS PLUS STANDBY	3,093.63
	Medicare		44.86
	Unemployment		0.00
	Total Payroll		7,601.20

STAFF REPORT

July, 2023

1. Bi-Annual Audit Dates Set

The dates for our bi-annual audits covering fiscal years ending June 30, 2022 and June 30, 2023 has been scheduled to begin on September 6th with the Napa County Auditor-Controllers office and continuing on September 7th and 8th at the district office.

2. Operations of Sewer Facility

Danny from NSU has been coming to the District's sewer facility on Thursday of each week. He is here for approximately one hour.

NRRD staff has noticed that there has been quite a bit of ponding of untreated sewer water at the treatment plant during the past month. This could be due to the fact that the lateral valves are not rotated

often enough while the mound is still saturated. Also, the panel for Pump #1, where the processed water is pumped into the evaporation ponds, has not been working for the last month leaving only one (1) pump to carry the entire load. Office staff spoke with Danny regarding the issues at the facility. He then related this to Brandon, regional manager of NSU, and he will follow up with a plan.

NSU came out on Wednesday, July 5 to assess the problems. They will submit a bid for cleaning the laterals and under drain of the system.

3. Resignation of Office Staff

Assistant Manager/District Secretary/Secretary to the Board/Bookkeeper, Penny Wilson, submitted her two week notice and will be retiring after 37 years of service to the district. She has provided a list of the required job duties to assist in the search of a replacement.

4. Counsel on Maternity Leave

District counsel, Corey Utsurogi, reported that she will be out for maternity leave beginning August 3 and she believes that Wendy Dau will once again be our interim counsel.

5. Monthly Written Reports from NSU

Tr. Lagorio stated that he would like to see written reports on the sewer system's condition and progress on a monthly basis.