

NAPA RIVER RECLAMATION DISTRICT #2109

MINUTES

MEETING OF THE BOARD OF TRUSTEES

Thursday, June 1, 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. Newman to approve the minutes of the May 4, 2023 regular meeting and the May 8, 2023 special meeting. The motion passed.

Aye: AC, RN, MF, FL, JW

III. Public Comment

Steve Finnegan, 1804 Milton Road, stated that rather than having to pull the cage to have it inspected at the dewatering pump, they could hire a company with a machine that measures the thickness of the metal. He will look into this and get a bid. He also mentioned that the large culvert under the road leading from the west ditch to the dewatering cistern and the cistern itself need to be cleaned out.

IV. Consent Items

1. Claims and payroll paid in May, 2023.

See attached

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

Aye: AC, JW, MF, RN, FL

V. Discussion of Items Removed From the Consent Calendar

None

VI. Old Business

1. Confirming the Signing of the Natural Systems Utilities Contract

Confirmation was given by staff that both the Reclamation District Chair, Frank Lagorio, and the representative of Natural Systems Utilities, Brandon Jacka, have signed the contract for the operation and maintenance of the wastewater system and it has been implemented.

2. Possible Abandonment of Brazos Street Easement by Napa County

After some discussion, this item has been postponed until the next regular meeting.

VII. Administrative and Other Items

1. Cost of Living Increase for Office Staff

Office staff has asked for a 3% COLA increase in wages for fiscal year 2023-24.

A motion was made by Tr. Newman, second by Tr. Winters to approve a 3% COLA increase for office staff. The motion passed.

Aye: RN, JW, AC N: MF, FL

2. Excess ERAF Funds to Reserve Account

The board discussed directing the Napa County Auditor to transfer any excess Educational Revenue Augmentation Funds (ERAF) received in fiscal year 2022-23 to the District's reserve account.

A motion was made by Tr. Chretien, second by Tr. Winters to authorize the Auditor-controller to transfer any ERAF received in fiscal year 2022-23 to the District's reserve account. The motion passed.

Aye: AC, JW, RN, FL, MF

3. Contract from Charlie Pillon, CPA for the 2022-23 Audits

A contract was received from CPA, Charlie Pillon, to conduct the District's bi-annual audits for fiscal years ending June 30, 2022 and 2023 for a sum not to exceed Seven Thousand Five Hundred Dollars (\$7,500).

A motion was made by Tr. Winters, second by Tr. Chretien to accept the contract with Charlie Pillon, CPA for the bi-annual audits of fiscal years 2022 and 2023. The motion passed.

Aye: JW, AC, MF, RN, FL

4. Final Date of Employment for Backup Operators and Chief Plant Operator

Discussion was held regarding the final day of employment of the backup operators and the Chief Plant operator due to the hiring of Natural Systems Utilities for the operation of the wastewater facility.

A motion was made by Tr. Winters, second by Tr. Chretien to declare that the last day of employment for backup operators R. Loveless and J. Wilson will be May 31, 2023. The Chief Plant Operator, M. Wilson, will remain on call until June 30, 2023. The motion passed.

Aye: JW, AC, MF, FL, RN

5. Purchase of Owl Boxes for the Wastewater Facility

Tr. Newman reported that we can buy owl boxes including instillation from the local Wildlife Rescue Center for six hundred dollars (\$600.00) each. This should help with the gopher issue at the wastewater facility.

A motion was made by Tr. Winters, second by Tr. Finnegan to purchase two (2) owl boxes. The motion passed.

Aye: JW, MF, FL, AC, RN

VIII. Public Hearings

1. Confirming the Report on Sewer Service Charges for FY 2023-24

Chairman Lagorio opened the public hearing. Napa County Auditor-Controller, Tracy Schulze, presented the final budget for fiscal year 2023-24. There was no public testimony. The public hearing was closed. Discussion was held by the board on the 3% increase included in the fees for fiscal year 2023-24. The increase was approved by the public in 2019 when a 30% increase was implemented with a 3% increase over the next consecutive five years which will end in Fiscal year 2024-25.

A motion was made by Tr. Winters, second by Tr. Newman to approve the report on sewer service charges as written by resolution. The motion passed.

Aye: JW, RN, AC, FL A: MF

2. Presentation of Final Budget for FY 2023-24

The chairman opened the public hearing. Napa County Auditor-Controller, Tracy Schulze, presented the final budget for fiscal year 2023-24 to the Board. There were no subcommittee presentations or public testimony. The public hearing was closed. No further discussion took place.

A motion was made by Tr. Winters, second by Tr. Chretien to adopt the budget for fiscal year 2023-24 as presented by resolution. The motion passed.

Aye: JW, AC, RN, FL, MF

IX. Staff Reports

See attached

X. Board Member Reports and Announcements

. None

XI. Board of Trustees Members Future Agenda Items

1. Tr. Finnegan asked that the cleaning of the cistern and under drain at the dewatering pumps be put on the next agenda.

XII. Adjournment

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

Aye: JW, RN, AC, FL, MF

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 - MAY 2023	FY 2022/23	
4-May	NAPANET INTERNET SERVICES	MAY SERVICES	54.33
4-May	MIKE LEONTINI	MOWING DISTRICT PROPERTY	600.00
4-May	AT&T	APRIL SERVICES	30.03
4-May	NAPA VALLEY PUBLISHING COMPANY	PUBLIC NOTICE RE: FY 2023/24 BUDGET	171.04
4-May	MEYERS WATER COMPNAY	MAY/JUNE WATER SERVICE	185.49
9-May	CALTEST ANALYTICAL LABORATORY	APRIL TESTING	430.00
9-May	IMPREST CASH	COPY PAPER - 10 REAMS	62.15
9-May	NAPA COUNTY RECYCLING & WASTE	APRIL SERVICES	50.14
9-May	STATE COMPENSATION INSURANCE FUND	MAY PREMIUM	415.83
23-May	PG&E	APRIL SERVICES	383.10
	Total Expenses		2,382.11

	Payroll Reports		
	Pay Date 5/12/2023	107 HOURS + STANDBY	4,192.83
	Medicare		60.80
	Unemployment		0.00
	Pay Date 5/26/2023	107 HOURS + STANDBY	4,192.83
	Medicare		60.79
	Unemployment		0.00
	Total Payroll		8,507.25

STAFF REPORT

June, 2023

1. Mound Pump Failure

Mike and Ralph replaced the number two 2 HP pump in the mound that failed.

2. Natural Systems Utilities First Day At The Sewer Facility

Brandon Jacka, area forman Manual and operator Danny came to the sewer facility today and obtained keys to the office and padlocks. They inspected the stations and mound and got familiar with the system.

3. Asking Roads to Clean Under Drain and Ditch Between 1820 & 1824 Milton Road

Tr. Finnegan asked that we contact Napa County Roads Dept. requesting that they clean the under drain to the flood pump cistern and the ditch between 1820 and 1824 of the tree debris left by Fish and Wildlife when they cut down the trees earlier this year. Due to the fact that the weeds will grow back, this should wait until August or September before the winter rains begin.

4. Sewer Mound Needs To Be Mowed More Often

The weeds on the sewer mound have grown tremendously over the past month. It needs to be kept low so the mound can dry out by evaporation from the sun and wind. There has been some ponding on the mound caused by this issue. Staff suggests that the Board allow Mike Leonitin, who we currently have an agreement with to mow once a month, to mow twice a month during the spring and summer season.

