

**Minutes of Regular Meeting**  
**Meeting, February 9th, 2021 - 6:00 PM**  
**Live Stream via Zoom**  
<https://countyofnapa.zoom.us/j/97388002084>

1. Roll Call: Directors Deyermond, Drayton, Jones, Lincoln, Mueller, Walker, Wilkinson present.
2. Public Comment: No Public Comment received
3. Approve Minutes of the Regular Meeting of December 8, 2020  
Minutes approved by President of the Board, Deyermond. No motion required
4. Discussion and possible action regarding Claims List 020921  
Claims list was presented. No action taken.
5. Discussion and possible action on financial statements for second quarter of fiscal year 2020-21.  
Commentary by Ms. Schulze that all delinquent property tax assessments and payments have now been received since the beginning of the assessment collection in the district.  
Director Jones raised a question about the difference between the budgeted interest and the actual interest accrual. Ms. Schulze responded that the Boards prior decision to use additional monies to pay down the debt service balance meant that there was less interest accrued.  
Further commentary was provided that the reason for the legal services being higher than budgeted relates to the extra time required to deal with the penalty assessment that was recently raised against a parcel for non-permitted use of water in outside of the district. Director Drayton commented that the additional legal costs incurred should be considered as part of the total penalty assessed next time it occurs, otherwise the true cost to the district of the unpermitted water use is not reflected. General agreement from other Board Members.
6. Report on the Recycled Waterline Project and Summer Operations Update by Andrew Damron, or Robin Gamble, NSD.
  - a. Update on general allocation of water and whether members of the district were abiding by the limits that were placed upon their parcels for optimal operation/system design  
Update was provided as per the "Napa San January 2021 Board Memo". Additionally, only 21 of 54 connected and "active" meters have requested water allocations for this year with only 129 a.f. in total. This compares to the 636 total usage or 436 summer usage in 2019. Director Wilkinson commented that we are already almost at capacity for the design based on what was delivered last year.
  - b. A follow up on the appropriate formula to assess if the water use on a parcel is reasonable given the planted acreage  
Mr. Damron shared that the average use per planted acre of active parcels was about 0.4 a.f./ac but this ranged from 0 to 0.9 a.f./ac. In this list there are a few outliers that are at the much higher end of the range that would need to be investigated. Director Lincoln commented that the original design was about 0.3 a.f./*parcel* acre.
7. Progress update on upgrading the LCWD website to meet ADA compliance  
Director Drayton updated the board on the progress so far. The website provider "Streamline" had been engaged and the new site was in the process of being built. Director Jones agreed to provide history of the district for use on the site and the Board agreed that Directors Wilkinson and Drayton were empowered to move documents across. District Counsel Apallas reminded the Board about document

retention policies and agreed to provide records retention guidance to Directors Drayton and Wilkinson. A short conversation was held about the acquisition of Adobe Pro software to make sure the documents are accessible and readable by the public. The Board agreed that the monies set aside in the budget for Website and Software would cover this expense and that there was no need for further approval.

Additional training will be required for Board Members intending to keep the website up to date and the website will be available to “go-live” once Directors Drayton and Wilkinson have completed it. Director Wilkinson requested that we “just get on with it” and have it completed before the next Board Meeting.

8. Legislative Update by Outreach Committee Chair Lincoln regarding matters of interest if an.  
There were no updates from Director Lincoln
9. Discussion of Winter Water Request by Residents outside of District.  
The Board agreed that there is no practical difference in granting access to winter water than to the summer allocation and that the current policy of water only being available to members of the district will still apply.
10. Comments from Board Members regarding District related items; meetings attended; discussion with Staff and Elected Officials of other Agencies, or Members of the Public; or points raised at other meetings; and review of any correspondence received, and actions taken.  
District Counsel Apallas reminded the Board about the guidance on Social Media Usage with respect to the Brown Act and agreed to share information/guidance with the Board via a subsequent email.  
Ms. Schulze reminded the Board that Form 700 was due by April 1<sup>st</sup> and that Board Members should print it as text gets erased from the online form. Further information is available on the FCCP website <https://www.fppc.ca.gov/Form700.html>.  
No other comments were raised
11. Future Agenda Items.  
No future agenda items were raised.
12. Adjourn to the Regular Meeting of May 11, 2021.  
Motion moved by Director Wilkinson, seconded by Director Lincoln, motion passed 7-0-0

Submitted by Secretary William M Drayton

Approved date