



AGENDA

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

<u>Chair</u> Jill Techel Mayor City of Napa	<u>Vice-Chair</u> Ryan Gregory Supervisor County of Napa	<u>Director</u> Mary Luros Council Member City of Napa	<u>Director</u> Peter Mott Public Appointee City of Napa	<u>Director</u> David Graves Public Appointee County of Napa
Timothy Healy President	Cheryl Schuh Board Secretary	Vacant Treasurer	John Bakker Legal Counsel	

**NAPA SANITATION DISTRICT
PUBLIC FINANCING CORPORATION MEETING
WEDNESDAY, JULY 15, 2020 at 4:00 P.M.
1515 SOSCOL FERRY ROAD
NAPA, CA**

ANNOUNCEMENT:

IN COMPLIANCE WITH THE DIRECTIVES OF THE COUNTY HEALTH OFFICER, STATE AND CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC), THIS MEETING CAN BE VIEWED LIVE VIA ZOOM. THERE WILL BE LESS THAN FIVE (5) SEATS IN THE MEETING ROOM AT NAPA SANITATION DISTRICT. THE MEETING CAN BE VIEWED VIA ZOOM AT THE FOLLOWING LINK:

Join Zoom Meeting
<https://us02web.zoom.us/j/85936150362>
Meeting ID: 859 3615 0362

Dial by your location
+1 669 900 6833 US (San Jose)
Meeting ID: 859 3615 0362

Members of the public are encouraged to participate in the meeting by submitting written comments electronically. Any member of the public may submit a written comment to the Board Clerk before or during the meeting by sending it to the Board Clerk via email. Comments submitted in-person will be delivered to the Board of Directors by staff. Public comments will be accepted until the

Chair closes public comment for each item during the meeting, distributed to the Board of Directors, and included in the record.

Submit Public Comments Via Email Board Clerk at:

cschuh@napasan.com

1. **ROLL CALL**
2. **PUBLIC COMMENT PERIOD** (three minutes 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: a) items not on the agenda, and b) items on the agenda for which a separate public hearing is neither required nor scheduled.

The Board can take no action unless the item is on the agenda. However, Board members 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.

The public may address the Board on each agenda item during the Board's consideration of that item. Presentation of the item will include, in the following order, introduction by staff, explanation by consultant (if applicable), input by Legal Counsel, **public input and comment (3 minute limitation)**, discussion by Board and decision by Board.

3. **CONSENT CALENDAR:**
 - A. Approval/Correction of Minutes from the Regular Meeting on July 17, 2019. page 5
 - B. Adopt the attached Resolution of the Board of Directors of the Napa Sanitation District Public Financing Corporation Appointing Interim Treasurer of the Corporation. page 7
 - C. Receive Treasurer's Report. page 9

4. **FUTURE AGENDA ITEMS**

5. **ADJOURNMENT**

If a citizen wishes to challenge the nature of the above actions 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, at, or prior to action being taken by the Board. Napa Sanitation District encourages and appreciates interest in their meetings. Assisted listening devices are available for the hearing impaired from the Secretary of the Board. If an ASL interpreter or any other special arrangement is required, please provide the Secretary of the Board with 48 hours notice by calling 258-6000 (253-6088TDD) or writing to Cheryl Schuh at 1515 Soscol Ferry Road, Napa, CA 94558.

Posted: July 10, 2020 at the Napa Sanitation District Administration Office



Cheryl Schuh, Board Secretary

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE NAPA SANITATION DISTRICT PUBLIC FINANCE CORPORATION, NAPA COUNTY, CALIFORNIA, HELD AND CONVENED AT THE SOSCOL RECYCLED WATER FACILITY ADMINISTRATION OFFICE, WEDNESDAY, JULY 17, 2019 CALLED TO ORDER AT 4:00 P.M.

- 1. **OPEN SESSION:**
- 2. **ROLL CALL:**

DRAFT

PRESENT: RYAN GREGORY, Vice-Chair; PETER MOTT, MARY LUROS and DAVID GRAVES, Directors. ALSO PRESENT: JEFF TUCKER, Director of Administrative Services/CFO, and JOHN BAKKER, Legal Counsel.

ABSENT: JILL TECHEL, Chair; and TIM HEALY, General Manager.

- 3. **PUBLIC COMMENT:** None.
- 4. **CONSENT CALENDER:**

- a. **MR 19-001:**
APPROVAL OF MINUTES FROM THE REGULAR MEETING ON JULY 18, 2018.
- b. **MR 19-002:**
RECEIVE ANNUAL TREASURER’S REPORT.

Motion by MOTT, seconded by LUROS, by the following vote:

AYES: GREGORY, GRAVES, LUROS, MOTT
 NOES: NONE
 ABSENT: TECHEL
 ABSTAIN: NONE

- 5. **FUTURE AGENDA ITEMS:**
 - a. None.

6. **ADJOURNMENT:**

There being no further business, the meeting was adjourned at 4:03 p.m. to meet again when needed.

Respectfully submitted,

Board Secretary

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**NAPA SANITATION DISTRICT
PUBLIC FINANCING CORPORATION
Agenda Summary Report**

Agenda Item No. 3B

Dedicated to Preserving the Napa River for Generations to Come

DATE: July 15, 2020

FROM: Timothy Healy, President

Reviewed: _____

SUBJECT: Appointment of Interim Treasurer to the Napa Sanitation District Public Financing Corporation

RECOMMENDED ACTION:

Adopt Resolution Appointing Cyndi Bolden, Senior Accountant, as Interim Treasurer of the Napa Sanitation District Public Financing Corporation.

FISCAL IMPACT:

None.

DISCUSSION:

The Public Financing Corporation was formed in 2009 to facilitate debt financings of the Napa Sanitation District.

The Bylaws of the NSD Public Financing Corporation identifies the Director of Administrative Services/CFO as the Treasurer of the NSD Public Financing Corporation. Currently, this position is vacant. Resolution PFC11-001 specifically names Jeffery Tucker as Treasurer. This new resolution appoints Cyndi Bolden as Treasurer until the Director of Administrative Services/CFO position is filled.

ATTACHMENTS:

- Resolution – Appointing Interim Treasurer

RESOLUTION NO. PFC20-001

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NAPA SANITATION DISTRICT PUBLIC FINANCING
CORPORATION APPOINTING INTERIM TREASURER.**

The Board of Directors of the Napa Sanitation District Public Financing Corporation does hereby find, order and resolve as follows:

SECTION 1. Cyndi Bolden, Senior Accountant, is hereby appointed to the office of Treasurer of the Corporation until the Director of Administrative Services/Chief Financial Officer position has been filled, and is to serve in accordance with the Bylaws of the Corporation:

PASSES, APPROVED and ADOPTED on the 15th day of July, 2020.

Jill Techel, Chair
Board of Directors

ATTEST:

Cheryl Schuh, Secretary

**NAPA SANITATION DISTRICT
PUBLIC FINANCING CORPORATION
Agenda Summary Report**

Agenda Item No. 3C

Collection • Treatment • Recovery • Reuse

DATE: July 15, 2020

FROM: Cyndi Bolden, Interim Treasurer

Reviewed: CAB

SUBJECT: Receive Treasurer's Report

RECOMMENDED ACTION:

Receive Annual Treasurer's Report

FISCAL IMPACT:

None.

DISCUSSION:

The Public Financing Corporation was formed in 2009 to facilitate debt financings of the Napa Sanitation District. The Bylaws of the NSD Public Financing Corporation require the Treasurer to provide a statement of the financial condition of the Corporation and summary financial report to the Board at least annually.

Treasurer's Report for FY 2019/20

The Series 2012A Revenue Certificates of Participation were issued for \$37,845,000 in December 2012. This financing included the refinancing of the Series 2009A Adjustable Rate Refunding Revenue Certificates of Participation, and also included new debt of \$33 million for new capital projects. Those projects included the Phase 1 Recycled Water Expansion, IPS Replacement, Pond 1 Aerators, and other projects as approved by the Board. Debt service of \$2,652,975 was paid by the Napa Sanitation District in FY 2019/20. The ending principal due as of June 30, 2020, was \$27,860,000.

The Napa Sanitation District is contractually obligated to make all debt service payments associated with the 2012A Revenue Certificates of Participation. In FY 2019/20, the Napa Sanitation District made all principal and interest payments on time, and made all necessary financial disclosures and reports. There were no adverse financial or other material disclosures that affect these issues. The Napa Sanitation District has adopted a budget for FY 2020/21 sufficient to make all debt service payments on the 2012A Refunding Certificates of Participation, and has projected revenues necessary to maintain debt service coverage ratios.

For FY 2019/20 the Public Financing Corporation had no receipts or disbursements, and the Corporation does not maintain any cash deposits.

ATTACHMENTS:

None.