



City of St. Helena
Water and Wastewater Advisory Committee
Regular Meeting
Main Conference Room, City Hall 1088
College Avenue, St. Helena
Friday, April 11, 2025 @ 1:00 PM

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes.

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Page

1. CALL TO ORDER
2. ROLL CALL
Chair: Brent Randol, Vice Chair: Garry Rose, Committee Members: Jay Kouba, Mario Trincherro, Peter White, Alternate Member: Carl Myers
Staff Liaison: April Mitts, Assistant City Manager
3. PUBLIC FORUM:
An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to four minutes. Because of restrictions imposed by **the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.**
4. REPORTS BY STAFF AND BOARD
Reports by staff and/or Committee on items of general interest. Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, **the Brown Act prohibits any other discussion or action by the Water and Wastewater Advisory Committee.**
5. CONSENT CALENDAR:
Members of the Water and Wastewater Rate Study Advisory Committee or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, on motion may be used to adopt all recommendation actions.
 - 5.1. Water and Wastewater Advisory Committee Meeting Minutes of February 28, March 14, March 28, 2025.
[Water and Wastewater Advisory Committee - 28 Feb 2025 - Minutes](#)
[Water and Wastewater Advisory Committee - 14 Mar 2025 - Minutes](#)
[Water and Wastewater Advisory Committee - 28 Mar 2025 - Minutes](#)

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6. OLD BUSINESS:
 - 6.1. Discuss dates for future meetings
 1. Week of April 21, 2025 - FY26 Review of Capital Projects
 2. Initiate bi-monthly meetings
 - 6.2. Review agenda for upcoming Water Forum
7. NEW BUSINESS:
 - 7.1. Water Audit Informational Discussion
 - 7.2. Work Plan Items (pending City Council approval on 4/8/2025) - Subcommittee Formation and Assignments
 1. Discussion on factors contributing to St. Helena's high utility rates
 2. Water Quality
 3. Storm Incursion
 4. Capital Project Prioritization
8. ADJOURNMENT

The next regular Water and Wastewater Rate Study Advisory Committee meeting is scheduled for TBD date.

This agenda was posted at City Hall, 1088 College Avenue, St. Helena, California on April 7, 2025.

April Mitts, Assistant City Manager

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office (707) 968-2742. Notification 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting.



**City of St. Helena
Water and Wastewater Advisory Committee
Regular Meeting - MINUTES
City Hall 1088 College Avenue,
St. Helena, CA
Main Conference Room
Friday, February 28, 2025 @ 1:00 PM**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes.

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1. CALL TO ORDER – 1:03 p.m.
 2. ROLL CALL
Committee Members:
Present - Jay Kouba, Brent Randol, Garry Rose, Mario Trinchero, Peter White
Absent - Alternate Member: Carl Myers
Staff Liaison: April Mitts, Assistant City Manager
 3. PUBLIC FORUM:
An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to four minutes. Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.

None
 4. REPORTS BY STAFF AND BOARD
Reports by staff and/or Committee on items of general interest. Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the Water and Wastewater Advisory Committee.

The committee discussed and agreed this group would operate under informally addressing each other by name and not title.

The committee made the following requests for information:

1. In-depth presentation by Public Works on the current state of water supply, usage, and current infrastructure issues.
2. Education for the Committee: Overview of the Water/Wastewater

Systems:

- a. Assets
- b. Supply
- c. Customer Base
- d. Cost Structure

- 3. How we will operate under the Brown Act – can we have subcommittees that work on issues between meetings. April responded stating yes, they can have subcommittees of two committee members.

5. CONSENT CALENDAR:

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6. OLD BUSINESS:

None.

7. NEW BUSINESS:

- 7.1. Review of Brown Act, Rules of Procedures and Code of Conduct

April Mitts provided Brown Act training for the Committee.

- 7.2. Selection of Chair and Vice Chair

Brent Randall was selected as the Chair
Garry Rose was selected as the Vice Chair

Ayes: Kuba, Randal, Rose, Trincherro, White.

- 7.3. Selection of regular scheduled meeting dates

The Committee discussed and agreed to set meeting for the 2nd and 4th Friday from 1 – 3 p.m. for the next three months. Once a workplan is in place, the meetings schedule will decrease

- 7.4. Collaborate with staff to develop a work plan for City Council Consideration

It was agreed it is the goal of the committee to present a work plan to City Council on either 4/8 or 4/22. The following topics were discussed as potential work plan items:

- 1. Water Quality – solids
- 2. Water Quality – color, odor
- 3. Stormwater incursion into wastewater
- 4. Potential for reduction in operating costs
- 5. Capital project prioritization

8. ADJOURNMENT – 2:37 p.m.

The next regular Water and Wastewater Rate Study Advisory Committee meeting is scheduled for TBD date.

This agenda was posted at City Hall, 1088 College Avenue, St. Helena, California on February 25, 2025.

April Mitts, Assistant City Manager

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MINUTES
City of St. Helena
Water and Wastewater Advisory Committee
Meeting
Friday, March 14, 2025 @ 1:00 PM
City Hall - Main Conference Room 1088 College
Avenue, St. Helena, CA 94574

1 CALL TO ORDER

Chair Randol called the meeting to order at 1:02 p.m.

2 ROLL CALL

Present: Chair Brent Randol, Vice Chair Garry Rose, Member Jay Kouba, Member Mario Trinchero
Council Liaison: Michelle Deasy
Staff Liaison: Joe Leach

Absent: Member Peter White, Member Carl Myers

3 PUBLIC FORUM:

No public comments were received.

4 REPORTS BY STAFF AND BOARD

No reports from staff or committee.

5 CONSENT CALENDAR:

None.

6 NEW BUSINESS:

- a) Overview on Water and Wastewater Enterprise
- Water System Configuration including Sources of Water, Distribution System, Pressure Zones
 - Wastewater Collection System highlights
 - FY25-29 Water/Wastewater Capital Improvement Program
 - Overview of Water/Wastewater Operating Budgets from FY23/24 - FY24/25 mid-year budget presentation

Public Works Director Joe Leach presented.

- b) Preliminary discussion of Water System "White Paper"

Committee discussed the idea of a "White Paper" to distribute.

- c) Discussion regarding upcoming Water Forum on April 14 at 6:30 PM at Cameo Theater.

Water and Wastewater Advisory Committee
March 14, 2025

Committee discussed the upcoming Water Forum.

- d) Review possible Future Agenda Items (pending Council direction at March 11, 2025 meeting)
- Re-prioritization of Capital Improvement Program projects to respond to reduced revenue in Water Fund (i.e. suspending scheduled rate increases or reducing rates)
 - Evaluation of various options and their implications to effectuate a Water Rate reduction

7 ADJOURNMENT

The meeting was adjourned at 3:06 p.m.

APPROVED:

ATTEST:

Brent Randol, Chair

April Mitts, Staff Liaison



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Regular Meeting - MINUTES
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1. CALL TO ORDER – 1:01 p.m.
2. ROLL CALL
 Present: Chair: Brent Randol, Vice Chair: Garry Rose Committee Members: Jay Kouba, Mario Trinchero, Peter White
 Absent: Alternate Member: Carl Myers
 Staff Liaison: April Mitts, Assistant City Manager
 Council Liaison: Vice Mayor Deasy

3. PUBLIC FORUM:
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Public Comment was made by Tom Belt.

4. REPORTS BY STAFF AND BOARD
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Staff Liaison Mitts reported on the following:

1. Due to April's resignation, Joe will be the liaison for the committee.
2. Council Member Deasy reported on an opportunity for the City to be part of a study on how cities are dealing with drought and rate structure and investments.
3. The Water/Wastewater Advisory Committee is invited to a tour of City

Facilities which will also include tours of the water and wastewater facilities. The tour will be on 4/21/25, look for an invite from Erika.

4. Committee members requested an item be placed on a future agenda regarding Water Audit.

5. OLD BUSINESS:

- 5.1. Committee Information Requests from March 14, 2025 meeting
[Information Requests](#)

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The committee reviewed the information provided by Staff Liaison Mitts and requested the following information for the next meeting:

1. Breakdown of the Water and Wastewater Operations Budget by Object Code
2. Link to 2025 Cost Allocation Plan Presentation (Provided via email to committee on 3/28): [Microsoft Word - Cover - FRONT.docx](#)
3. 2018 Riverwatch Settlement: Agreement provided via email to committee on 3/28.

6. NEW BUSINESS:

- 6.1. Water Community Forum Information - April 14, 2025 at Cameo Theatre

Staff liaison Mitts provided information to the committee on the Community Forum. The committee provided the following feedback to Vice Mayor Deasy:

1. Do not be too technical during the forum but be ready to answer technical questions if necessary.
2. Make sure there is enough time for attendees to ask questions and express concerns.

- 6.2. Development of Work Plan for City Council Consideration

The committee unanimously agreed to present the following to City Council as their workplan:

The committee will look at the following areas:

1. Water quality
2. Why we have fundamentally high rates
3. Stormwater incursion
4. Capital project prioritization

7. ADJOURNMENT

The next regular Water and Wastewater Rate Study Advisory Committee meeting is scheduled for April 11, 2025 at 1:00 p.m.

This agenda was posted at City Hall, 1088 College Avenue, St. Helena, California on March 25, 2025.

April Mitts, Assistant City Manager

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April 11, 2025 Agenda Items

1. Discuss dates for future meetings
2. Agenda for Water Forum
3. Water Audit discussion
4. Brainstorm to see why St. Helena has fundamentally high utility rates