



City of St. Helena
Water and Wastewater Advisory Committee
Regular Meeting
City Hall 1088 College Avenue, St. Helena,
CA 94574
Thursday, August 28, 2025 @ 10:30 AM

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.

Public comment for meetings will be accepted via email to publiccomment@cityofstheleena.gov. All public comments must be emailed at least three hours prior to the meeting. Emailed public comments will not be read out loud but will be publicly available and attached to the on-line agenda.

Page

1. CALL TO ORDER
2. ROLL CALL
Chair: Brent Randol
Vice Chair: Garry Rose
Committee Members: Jay Kouba, Mario Trinchero, Peter White
Alternate Member: Carl Myers
Staff Liaison: Joe Leach, Assistant City Manager/Public Works Director/City Engineer
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 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 July 10, 2025.
[Water and Wastewater Advisory Committee - 10 Jul 2025 - Minutes](#)

5 - 7

6. OLD BUSINESS:
7. NEW BUSINESS:
 - 7.1. Discussion and Consideration of Advancing Water and Wastewater Rate Study Timeline and Committee Input on Timing, Scope of Services, and Schedule 9 - 22
Prepared By: Mandy Kellogg, Administrative Services Director
[Draft Water and Wastewater Rate Study RFP](#)
[Staff Report - Rate Study](#)
 - 7.2. Discussion on Coordination Between Finance Committee and Water/Wastewater Advisory Committee Regarding Enterprise Fund Financial Review and Analysis
 - 7.3. Discussion and Consideration of Either Supporting Staff Seeking Council Authorization for Owner's Representative Services for Delivery of Several Capital Improvement Projects OR Reprioritize (i.e. defer delivery) Various Projects and Determine Options for Delivery. 23 - 26
Prepared By: Joseph Leach, Assistant City Manager/Director of Public Works, City Engineer
[Staff Report - Owner's Representative Services](#)
[High Level Proposal for Owners Rep. Services](#)
8. SUBCOMMITTEE UPDATES
 - 8.1. Factors Contributing to St. Helena's High Utility Rates
Prepared By: Mario Trinchero, Garry Rose
 - 8.2. Water Quality 27 - 31
Prepared By: Peter White, Jay Kouba
[Grapevine Water Quality Submissions](#)
 - 8.3. Storm Incursion
Prepared By: Peter White, Carl Myers
 - 8.4. Capital Project Prioritization
Prepared By: Garry Rose, Jay Kouba
9. FUTURE AGENDA ITEMS
 - 9.1. Review and Discussion of the Water Management Plan and Updated Water Neutrality Implementation Policy: TBD
10. ADJOURNMENT

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

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

Rebecca White, Administrative Assistant

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.

MINUTES
City of St. Helena
Water and Wastewater Advisory Committee
Meeting
Thursday, July 10, 2025 @ 10:30 AM
City Hall 1088 College Avenue, St. Helena, CA
94574

1 CALL TO ORDER

Vice Chair Rose called the meeting to order at 10:32 a.m.

2 ROLL CALL

Present: Vice Chair Garry Rose, Member Jay Kouba, Member Mario Trincherro, Member Carl Myers (10:36 a.m. arrival)

Staff Liaison: Joe Leach

Absent: Chair Brent Randol, Member Peter White

3 PUBLIC FORUM:

Public comment was opened. No comments were received. Public comment was closed.

4 REPORTS BY STAFF AND BOARD

Joe Leach provided an update about the Crinella Pump Station Project.

5 CONSENT CALENDAR:

- a) Water and Wastewater Advisory Committee Meeting Minutes of June 5, 2025.

A motion to approve the June 5, 2025, minutes was made by Member Kouba and seconded by Vice Chair Rose, with the amendment that under New Business, it should be noted that the committee discussed the proper procedure for passing on comments from the public or future agenda items through Chair Brent Randol.

All voted in favor of approving the minutes.

6 OLD BUSINESS:

7 NEW BUSINESS:

- a) Safe Yield Analysis Update
Prepared By: Joseph Leach, Assistant City Manager/Director of Public Works, City Engineer

Elizabeth Drayer from West Yost presented on the Safe Yield Analysis.

- b) Discussion Surrounding Potential of Decommissioning Lower Reservoir

Water and Wastewater Advisory Committee
July 10, 2025

The committee discussed lower reservoir, including its current uses, regulatory maintenance requirements, and potential drawbacks and benefits of decommissioning it.

c) Discussion of Upcoming Water Forum

The committee discussed the Water Forum and the timing of it, as well as how to improve public engagement.

d) Discussion of Potential Solar at the Water and/or Wastewater Treatment Facilities

The committee discussed a partially funded Capital Improvement Program solar microgrid project at the Water Treatment Plant and its potential benefits for energy savings and resilience.

e) Discussion of the Carpenter Contract

The committee discussed the Carpenter Contract confirming that the matter is closed and any public inquiries can be addressed through a Public Records Act request through the City Clerk.

8 Subcommittee Updates

a) Factors Contributing to St. Helena's High Utility Rates
Prepared By: Mario Trinchero, Garry Rose

The subcommittee did not have an update.

b) Water Quality
Prepared By: Peter White, Jay Kouba

The subcommittee prepared a presentation on Grapevine Water Quality Submissions and the committee discussed transparency and how to educate the public.

c) Storm Incursion
Prepared By: Peter White, Carl Myers

The subcommittee did not have an update.

d) Capital Project Prioritization
Prepared By: Garry Rose, Jay Kouba

The committee discussed the water agreement with the City of Napa in relation to the Napa Intertie projects.

9 Future Agenda Items

10 ADJOURNMENT

Water and Wastewater Advisory Committee
July 10, 2025

Vice Chair Rose adjourned the meeting at 12:47 p.m.

APPROVED:

ATTEST:

Vice Chair, Garry Rose

Joe Leach, Staff Liaison



REQUEST FOR PROPOSALS:

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

Water and Wastewater Rate Study

DATE ISSUED: [Date]

DATE DUE: [Date] @ 4:00 PM

CONTACT: Mandy Kellogg, Administrative Services Director

mkellogg@cityofstheleena.gov

The City is only accepting proposals electronically via email to mkellogg@cityofstheleena.gov

Only emails sent to mkellogg@cityofstheleena.org will be considered as responsive to the request for proposals. Emails sent to other City emails may be considered as non-responsive and may not be reviewed.

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EXHIBITS

- A. SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
- B. SAMPLE CITY OF ST. HELENA PROFESSIONAL SERVICES CONTRACT

I. INTRODUCTION

Napa Valley was the traditional homeland of several thousand indigenous people preceding incorporation. St. Helena, in the heart of the Napa Valley, is a beautifully historical community located sixty-five miles north of San Francisco. The City hosts some of Napa Valley's oldest wineries, finest shops, and art galleries. St. Helena was incorporated as a City on March 24, 1876, and reincorporated on May 14, 1889. The City is a vibrant and wonderful place to visit, work, and live.

The City, from its inception, has served as a rural agricultural center. Over the years, with the growth and development of the wine industry, the City has become an important business and banking center for the wine industry. The City also receives many visitors as a result of the wine industry and the area's scenic qualities. The City's goal is to maintain a small-town atmosphere and to provide quality services to its citizens.

The estimated population of the City of St. Helena as of 2024 is 5,272 (*CA Department of Finance*), however the population increases daily because of visitation to the numerous hospitality and lodging establishments, and individuals travelling to St. Helena for their occupation.

St. Helena is a full-service city and encompasses an area of five square miles. The City's FY 2025/26 General Fund Budget is approximately \$22.2 million, excluding transfers. The Water Enterprise fund is comprised of three revenue funds: Water Enterprise Utility fund, Water Capital Projects funds, and Water Impact Fees fund. The Water Enterprise Fund has an adopted budget of \$8.8 million, excluding transfers. The Wastewater Enterprise Fund is comprised of three revenue funds: Wastewater Enterprise Utility fund, Wastewater Capital Projects funds, and Wastewater Impact Fees fund. The Wastewater Enterprise Fund has a FY 2024/25 adopted budget of \$5.3 million, excluding transfers. The City also updated its five-year CIP budget, which identifies funded and unfunded capital projects for both utilities.

The City conducted a water and wastewater rate review in 2023 and the City Council adopted its current water and wastewater rates on September 1, 2023. Current rates for both water and wastewater are in effect through July 1, 2027, however the City has proposed conducting the rate study one year earlier in which the study would include new rates effective July 1, 2027.

Both enterprise funds must generate sufficient revenues to cover the costs of system operations and maintenance, replacement of capital improvements, and debt service allocated to the funds. Revenues from development impact fees are to be used for funding future capital improvement and growth-related projects. These revenues cannot be used to cover operating expenses. Both enterprise funds should operate with a balanced budget, maintaining adequate replacement funds, reasonable emergency funds for a major failure or project and maintain 6 – 8 months of annual operating expenditures in cash.

II. GENERAL INFORMATION

The City of St. Helena is requesting proposals from qualified firms for professional services to conduct a cost-of-service rate study for the City's water and wastewater utility and recommend changes to the rate structures and rate adjustments to fully cover the costs of operating, maintaining, and upgrading the water and wastewater systems.

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal.

III. SCOPE OF WORK

The scope of services below includes the major tasks required to complete the study. Proposals should include any recommended additional tasks determined necessary to meet the objective defined above and the reason behind such an approach.

Task 1 – Conduct an in-person kick-off meeting with City staff to discuss project priorities, data needs and the project schedule. The consultant will also need to prepare a data requirements list that will be discussed during the meeting.

Task 2 – Develop a 10-year financial plan model for the potable water and wastewater services that determines the revenue requirements based on projected revenues, operating and maintenance expenditures including capital improvements, debt service coverage and reserve funding policies as well as any other policy consideration that the City determines are priorities.

Task 3 – Prepare a cost-of-service analysis and options that fairly and equitably allocates costs to customer classes while adequately funding revenue requirements including operations and maintenance, capital improvements, and debt service. The analysis must ensure that rates and charges are defensible and comply with the requirements of Proposition 218, Proposition 26, and other regulations.

Task 4 – Provide a comparative analysis that illustrates how the City of St. Helena's rate structure and costs compare to neighboring utilities. At a minimum, this list should include eight nearby cities of comparable size.

Task 5 – Recommend rate and fee structures/options for potable water, raw water, and sewer utilities that will fairly recover allocated costs and adequately fund reserves. Rate structure recommendations should consider the following: current and future operations and maintenance costs, projected demands, water supply, and capital improvement requirements. Recommended rate structures should include water conservation pricing and drought surcharges and methodology.

Task 6 – Review impacts of projected new development and redevelopment rates. As part of this review, the consultant should concentrate on capital costs associated with rehabilitation and replacement of existing utilities and not on the improvements required for the expansion of service as a result of new development.

Task 7 – Prepare draft and final reports that summarize the results and recommendations of the study and serve as a document of record in compliance with Proposition 218. Draft and final deliverables shall be made available in Word, Excel, and PDF file formats. Word and Excel formats should be editable by City staff.

Task 8 – Provide "sample bills" for all customer categories illustrating recommended rate increases, which will analyze impacts to the customers.

Task 9 – Conduct minimum of three (3) rate workshops with staff and City Council and three (3) to five (5) community outreach meetings.

Task 10 – In addition to meetings identified in Task 9, Consultant will develop the Proposition 218 notice of public hearing and conduct a minimum of two (2) community meetings to inform the public of proposed rate structure prior to the Proposition 218 hearing.

Task 11 – The scope should include any additional meetings or webinars that the consultant deems necessary to ensure that the City is well informed as to the status of the project and to discuss major milestones of the project.

Timeline Requirements

Consultants shall initiate work by early September 2025 with a projected completion date of Spring 2026. This schedule enables the City to conduct a beneficial community engagement process as well as required public hearings for rate increases. If adopted, rate increases would go into effect in the billing cycle following the completion of the required noticing period.

Reporting and Communication

1. The consultant will meet continuously during the on-site field work process with the City Manager, Administrative Services Director, and Public Works Director/Assistant City Manager to discuss issues, concerns, preliminary findings, and recommendations.
2. The consultant will provide regular updates to the City regarding process on the analyses and recommendations and request any additional information or direct need to complete the project on time and within budget.
3. Prior to the issue of their final report, the consultant will meet with the City Manager, Administrative Services Director, and Public Works Director/Assistant City Manager, to review the draft report and recommendations to be presented to the City Council.

IV. SCHEDULE

Responses to the RFP must be submitted to the City of St. Helena as outlined in this section.

Responses are due no later than
FRIDAY, [Date], AT 4:00 PM
Responses received after this date and time will not be considered.

PROPOSED SCHEDULE FOR THE REVIEW AND SELECTION PROCESS
AND DESIRED TIMELINES FOR DELIVERABLES

MILESTONE	DATE	TIME
Release RFP	[Date], 2025	9:00AM
Question submittal deadline	[Date], 2025	4:00PM
Questions posted on City website (cityofsthenana.gov/rfps)	[Date], 2025	5:00PM
Proposal due date	[Date], 2025	4:00PM
Review and scoring of submittals	Week of [Date], 2025	9:00AM
Interviews w/finalists	[Date], 2025	TBD
Award of Agreement	[Date], 2025	6:00 PM

The schedule may be modified and/or extended if necessary.

V. PROPOSAL SUBMISSION REQUIREMENTS AND FORMAT

If interested in this RFP, please notify Mandy Kellogg by email at mkellogg@cityofsthenana.gov so you may be added to the notification list for addendums. Failure to notify people could result in missing important and required information and could result in disqualification.

Format

All submittals must follow the format described in this section. Respondents are encouraged to submit clear and concise responses to the RFP. The City of St. Helena reserves the right to include or exclude any part of the submittals in the final agreement with the selected consultant.

All submittals must be received by 4:00 PM on [Date], 2025 @ 4:00 p.m. via e-mail as follows:

- 1. Submittals must be e-mailed to: mkellogg@cityofsthenana.gov
- 2. Subject line of e-mail must read: **RFP – Water and Wastewater Rate Study**
- 3. The submittals shall be in PDF format with search capability to endure readability and compatibility. All submitted material will be retained by the City of St. Helena and considered public information.

It is the sole responsibility of the Proposer to ensure timely delivery. Late proposals shall not be considered. Proposals will not be accepted at any other location other than the address specified above. Faxed or emailed proposals will not be accepted.

Content

The content of your proposal should include the following in summary form:

- Part 1: Cover Letter/Executive Summary
- Part 2: Firm Qualifications and Experience
- Part 3: Consultant Identification and Team
- Part 4: Specific Rate Study Approach
- Part 5: Total Cost and Hourly Rates
- TOTAL: 100 points

PART 1 | COVER LETTER/EXECUTIVE SUMMARY

In no more than three (3) pages, the Cover Letter and Executive Summary shall include:

1. The names of the key members of the consultant team.
2. The mailing address, telephone number, and the name of the main point of contact for the consultant team.
3. A summary of the consultant's experience and qualifications and the significant advantages of selecting the consultant.
4. An acknowledgement of receiving any addendum(s) to the RFP document sent out by the City.

PART 2 | FIRM QUALIFICATIONS AND EXPERIENCE

The proposal should state the size of the Firm, the size of the Firm's staff, the location of the office from which the work on this engagement is to be performed.

For the Firm's office assigned responsibility for the rate study, list the most significant engagements (maximum of 5) performed in the last five (5) years that are similar in organizational type, size and complexity to the engagement described in this request for proposal. These engagements should show experience with local governments preparing a water and wastewater rate study. Indicate the scope of work, date engagement partners, total hours, and the name and telephone number of the principal client contact and, if available, a link to the final published report.

PART 3 | CONSULTANT IDENTIFICATION AND TEAM

The Firm shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors, and specialists, who would be assigned to the rate study. The Firm should also provide information on direct rate study experience, including the scope of services requested by the City, of each person, and information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this study.

The Firm should provide as much information as possible, including resumes regarding the number, qualifications, experience, and training of the specific staff to be assigned to this agreement. The Firm should also indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff, and specialists may be changed if those personnel leave the Firm, are promoted, or are assigned to another

office. These personnel may also be changed for other reasons with the express prior written permission of the City of St. Helena. However, in either case, the City of St. Helena reserves the right to approve or reject replacements. This shall also apply to consultants and firm specialists mentioned in response to this request for proposal.

Other personnel may be changed at the discretion of the Firm provided that replacements have substantially the same or better qualifications or experience, and there is continuity of key staff to ensure an efficient rate study process.

PART 4 | SPECIFIC RATE STUDY APPROACH

The proposal should set forth a work plan, including an explanation of the rate study methodology to be followed, to perform the services required in Section III of this request for proposal.

PART 5 | TOTAL COST AND HOURLY RATES

The proposal should contain all pricing information relating to performing the rate study as described in this request for proposal. The total all-inclusive maximum cost to be proposed is to contain all direct and indirect costs including all out-of-pocket expenses.

The proposal should include a schedule of professional fees and expenses, as presented in the format shown in Exhibit A, which includes the proposed total all-inclusive maximum cost.

VI. EVALUATION PROCESS

The proposals for the City's rate study will be reviewed by a committee selected by the City Manager and Administrative Services Director. Proposers may be required to make oral presentations as a supplement to their proposals. These presentations would only be held subsequent to the receipt of the proposals and will be part of the evaluation/interview process to determine qualifications of the firm. The City will schedule a time and location for each oral presentation that it requests. Should a proposer refuse to honor the request for a presentation or interview, it may result in the City's rejection of the proposal.

Evaluation considerations may include, by way of illustration and not by limitation, the following:

- a. Responsiveness of the proposal in clearly stating the understanding of the work to be performed and demonstrating the intention and ability to perform the work.
- b. Consultant's experience in conducting rate studies for cities of a similar nature, size, and complexity, and the consultant's commitment to maintaining technical expertise in the municipal financial environment.
- c. Technical experience and professional qualifications of the team. The number of key and supervisory personnel who will directly participate in the rate study.
- d. Size and structure of the Firm's office from which the work is to be done and continuity in staff. The City is looking for a highly qualified team that is able to meet the due dates specified in this document.
- e. Cost. Although a significant factor, cost will not be the primary factor in the selection of a firm.

VII. SPECIAL TERMS AND CONDITIONS

1. EXAMINATION OF PROPOSAL MATERIALS

The submission of a proposal shall be deemed a representation and warranty by the proponent that investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No request for modification of the provisions of the proposal shall be considered after its submission on the grounds that the proponent was not fully informed as to any fact or condition.

2. ADDENDA INTERPRETATIONS

If it becomes necessary to revise any part of this RFP, a written addendum will be provided to each firm that requested to be added to the notification list and said addenda will be uploaded to the City website. The City of St. Helena is not bound by any oral representations, clarifications, or changes made in the RFP by the City or its agents, unless such clarifications or change is provided in written addendum from the City of St. Helena.

3. DESIGNATED CONTACT

For the purposes of this RFP, the Administrative Services Director is designated as the contact person. Any questions concerning the scope of work and the selection process shall be directed to Mandy Kellogg, at mkellogg@cityofsthenana.gov. All questions and responses concerning this RFP will only be accepted in writing, via email. All questions must be received by [Date], 2025, by 4:00PM.

Responses to questions will be posted on the City's website, cityofsthenana.gov/rfps, and will become part of the RFP. It is the consultant's responsibility to check the website for updates.

4. PUBLIC RECORDS

All responses to the RFP shall become the property of the City and a matter of public record. Responders must identify all copyrighted material, trade secrets or other proprietary information that the responder claims are exempt from disclosure by the California Public Records Act. In the event a responder claims such exemption, the responder must state in the response that: "The responder will indemnify the City and hold it harmless from any claim or liability and defend any action brought against the City for its refusal to disclose copyrighted material, trade secrets, or other proprietary information to any person making a request thereof." Failure to include such a statement shall constitute a waiver of the responder's right to exemption from disclosure and authority for the City to provide a copy of the proposal or any part thereof to the requestor.

5. PROPOSAL COSTS

All costs associated with the preparation of RFP submittals shall be borne by the respondent. This RFP does not constitute any form of offer to contract.

6. RESERVATION OF RIGHTS

The City reserves the right, for any reason, to accept or reject any one or more proposals; to negotiate the terms and specifications of the proposal; to modify any part of the RFP; or issue a new RFP.

7. PRODUCT OWNERSHIP

Any documents resulting from the contract will be the property of the City. The proposer selected shall not publish or release any of the results of its examinations without the express written permission of the City of St. Helena Administrative Services Director.

8. ACCEPTANCE OF PROPOSAL CONTENTS

After a Firm is selected by the City, the contents of the submitted proposal shall become part of the resulting Professional Services Agreement. The successful bidder proposer will be required to execute a standard Professional Services Agreement with the City, an example of which is attached as Appendix B. Failure of the Firm to agree to include the proposal as part of the contractual agreement may result in cancellation of the award. The City reserves the right to reject those parts of the proposal that do not meet with the approval of the City. If proposer has any objection to or desired change regarding the form of Agreement ("Requested Change"), proposer shall (1) identify each Requested Change, (2) provide a reasonably detailed explanation for the Requested Change, and (3) provide the proposed change the proposer wishes to see made by identifying the specific language proposed to be deleted and the specific language proposed to be added, if any. A proposer's failure to include a Requested Change with its proposal in the manner set forth above shall be deemed a waiver of its right to require the same in connection with the execution of the Professional Services Agreement, and the City will not entertain objections or proposed changes to the language of its standard Professional Services Agreement.

9. PROFESSIONAL SERVICES AGREEMENT

All Proposers must identify in their proposal any terms and conditions of the sample Professional Service Agreement (Exhibit B) that they wish to negotiate. Insurance is required as outlined in Section 7 of the sample agreement.

10. COMPENSATION

The City will pay the consultant for the services described in Section III (Scope of Work) that do not exceed the amount contained within the Professional Services Agreement executed between the City and the Firm. For additional services required after the inception of the Agreement, written approval by the City shall be required in advance of such services being rendered. The fee for such services shall be paid based on the consultant's quoted hourly rates.

Invoices received from the Firm will be approved by the Administrative Services Director and processed within thirty (30) days of receipt.

11. CAUSES FOR DISQUALIFICATION

Any of the following may be considered cause to disqualify a proponent without further consideration:

- Evidence of collusion among proponents;
- Any attempt to improperly influence any member of the evaluation panel;
- A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.

APPENDIX A

Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Cost				
Description	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partner		\$	\$	\$
Manager		\$	\$	\$
Supervisory Staff		\$	\$	\$
Other (Specify)		\$	\$	\$
Sub-Total				\$
Out-of-Pocket Expenses				\$
All-Inclusive Maximum Total Cost				\$



Agenda Report to the Water and Wastewater Advisory Committee

DATE:	August 28, 2025
SUBJECT:	Consideration of Advancing Water & Wastewater Rate Study to commence in 2025 from the scheduled 2026 timeline.
RECOMMENDED ACTION:	Staff recommend advancing the Water & Wastewater Rate Study to commence in 2025.
STATEMENT OF THE PURPOSE:	To seek committee direction on whether to initiate an updated Water and Wastewater Rate Study in 2025, one year earlier than originally scheduled, and to request feedback on the draft Request for Proposals (RFP).
FINANCIAL IMPACT:	This study is currently unbudgeted in the FY25/26 budget.

BACKGROUND:

The City conducted its most recent water and wastewater rate review and update in 2023, culminating in the adoption of updated rates by the City Council on September 1, 2023. These rates are currently in effect through July 1, 2027. At the time of adoption, the rate structure was designed to support the City's ongoing operations, capital needs, and financial policies over a four-year period.

Although the current rate schedule extends through mid-2027, the City is proposing to initiate the next rate study one year earlier than originally planned, with the intention of establishing updated rates that would take effect on July 1, 2026. Advancing the study to commence in 2025 allows for sufficient time to evaluate and adjust rates in alignment with long-range financial planning and capital investment schedules. Recent updates to the City's five-year Capital Improvement Program (CIP), which identifies both funded and unfunded projects, have prompted staff to revisit the timeline for the next rate review. Both the water and wastewater enterprise funds are required to generate sufficient revenue to fully cover the costs of operations and maintenance, capital replacement, and debt service.

DISCUSSION:

The proposed advancement of the rate study to commence in 2025 is intended to proactively align revenue forecasts with the extensive capital improvement plan needs, ensuring that the City's water and wastewater enterprise funds maintain financial stability while delivering essential infrastructure investments. A key consideration is ensuring that sufficient cash flow and reserve levels are available to support timely delivery of capital projects, avoid deferred maintenance, and minimize reliance on short-term or external financing mechanisms.

Given the scale and timing of upcoming infrastructure investments, a 2025 rate study commencement will allow the City to assess whether the existing rate structure adequately supports future expenditures, and to make any necessary adjustments before the current rates expire. This approach supports prudent fiscal management and positions the City to maintain long-term financial sustainability for both enterprise funds. If the rate study is not initiated in 2025, the City may face limited flexibility in adjusting rates to meet capital and operating demands by July 2027, increasing the risk of cash flow



shortfalls, deferred projects, or the need for interim financing, especially in the Wastewater Enterprise Fund.

Staff has developed a draft Request for Proposals for consultant services to conduct the 2025 Water and Wastewater Rate Study. The scope of work includes evaluating the current rate structure, assessing revenue sufficiency in light of planned expenditures, and proposing updated rates to take effect on the current timeline of July 1, 2027. The RFP emphasizes compliance with financial policy goals, including reserve targets, debt coverage requirements, and fair and equitable rate design.

Staff is requesting feedback from the Water and Wastewater Advisory Committee on both the proposed timeline adjustment and the draft RFP. Should the committee support the advancement of the study to 2025, staff anticipates issuing the RFP in September 2025 to allow sufficient time for consultant selection, public engagement, and adoption of updated rates prior to their effective date.



Agenda Report to the Water and Wastewater Advisory Committee

DATE:	August 28, 2025
SUBJECT:	Discussion and Consideration of Either Supporting Staff Seeking Council Authorization for Owner's Representative Services for Delivery of Several Capital Improvement Program (CIP) Projects or Reprioritize Various Projects and Discuss Options for Delivery.
RECOMMENDED ACTION:	It is recommended that the committee support staff seeking Council authorization for Owner's Representative services.
STATEMENT OF THE PURPOSE:	To provide the committee with options for advancing key CIP projects through the engagement of an Owner's Representative, or alternatively, to reprioritize projects and determine options for delivery.
FINANCIAL IMPACT:	The total not-to-exceed amount for engaging Haley & Aldrich, Inc for owner's representation services is spread among various CIP projects totaling \$235,000. Proposed funding sources related to the respective projects include Water Bonds (\$185,000) and GO Bonds (\$50,000).

BACKGROUND:

The City is currently managing a significant number of CIP projects within the Water and Wastewater Divisions. These include high-priority projects such as pipeline replacements, pump station upgrades, tank rehabilitation, Supervisory Control and Data Acquisition ("SCADA") improvements, and annual sewer line replacement efforts. Due to the volume and complexity of these projects, existing City staffing levels are insufficient to provide the necessary project management, oversight, and coordination required throughout the design, bidding, and contract award phases.

To address this staffing limitation, Haley & Aldrich, Inc. has submitted a high-level proposal to serve as the City's Owner's Representative on a time and materials, not-to-exceed basis. Their scope would include facilitating the selection of engineering design firms, managing design processes, overseeing bidding and contract award activities, and ensuring compliance with City standards and schedules for the following projects:

- W-101:** Tank #2 Rehabilitation
- W18-113:** Water System SCADA Improvements
- W24-02:** Napa Intertie Pump Station (Rutherford) Replacement
- W25-01:** Napa Intertie Pipeline Replacement
- W25-02:** Water Treatment Plant Transmission Main Replacement
- S18-70:** Replace 1 % of Sewer Mains Annually
- S24-02:** High Priority Pipeline (sewer) Replacement

DISCUSSION:

The proposal from Haley & Aldrich presents a strategic solution to current staffing challenges. The firm would augment City resources by taking on essential responsibilities to keep these projects on track,

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including coordination with stakeholders, regulatory bodies, and design consultants. Their involvement would promote schedule adherence, cost control, and alignment with City objectives throughout the pre-construction phases.

If the Committee does not recommend approval of the Owner's Representative engagement, the City will need to defer some of the listed capital projects due to insufficient staff capacity. Delaying these critical infrastructure improvements may lead to higher costs, scheduling disruptions, and deferred maintenance of vital facilities.

Staff recommend the Committee support the proposed engagement of Haley & Aldrich, Inc. for owner's representation services to ensure the continued progress of these vital CIP projects.



HALEY & ALDRICH, INC.
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Walnut Creek, CA 94596
925.393.3092 Cell
925.433.2321 Teams
salman@haleyaldrich.com

August 20, 2025

Mr. Joseph Leach, PE, Assistant City Manager/Director
City of St. Helena
Public Works Department
1088 College Avenue
St. Helena, CA 94574

Subject: High level proposal for professional engineering services to be performed on a time and materials, not-to-exceed, basis to provide owner's representation services during selection of design firms, design process, bidding, and contract award for multiple projects as listed below:

Dear Joe,

Haley & Aldrich, Inc. (Haley & Aldrich) submits this preliminary and high level proposal to provide professional engineering services on a time and materials, not-to-exceed, basis as the City's owner's representative to provide project ownership and management of the following projects:

- CIP Project No. W25-01, Napa Intertie Pipeline Replacement;
- CIP Project No. W25-02, Water Treatment Plant Transmission Main Replacement;
- CIP Project No. W24-02, Rutherford Pump Station;
- CIP Project No. W101, Tank #2 Rehabilitation.
- CIP Project No. W18-113, SCADA;
- CIP Project No. S18-70, (1%) Annual Sewer Line Replacement; and,
- CIP Project No. S24-02 High Priority Sewer Line Replacement.

General Scope- As the Owners' Representative during the design and project approvals phase, we will serve as the city's liaison between project stakeholders and all design, engineering, and regulatory teams. Our responsibilities will include facilitating the selection of a qualified engineering design firm, who will be providing professional engineering services and preparing design, bid, and construction documents. Haley & Aldrich will oversee the entire design process, construction bidding and contract award augmenting city staff. Additionally, Haley & Aldrich will coordinate project communications and ensure the city's vision, budget, and schedule are upheld throughout the project. We will review and comment on all design submittals, verify compliance with city requirements, and advocate for best practices in sustainability, constructability, and value engineering. We will facilitate timely decision-making, track issues and resolutions, and support public agency approvals. Additionally, we will represent ownership in meetings with municipal, county, and state authorities, proactively flagging risks and monitoring progress against milestone dates. Our engagement will ensure stakeholder alignment, transparent reporting, and elevated project outcomes.

www.haleyaldrich.com



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CIP Project No. W25-01, Napa Intertie Pipeline Replacement - \$2,286,000. Construction Cost

Time & Material with Not to Exceed budget of \$ 31,000.

CIP Project No. W25-02, Water Treatment Plant Transmission Main Replacement - \$3,181,000. Construction Cost

Time & Material with Not to Exceed budget of \$96,000.

CIP Project No. W24-02, Rutterford Pump Station - \$100,000 Engineering, Construction cost TBD

Time & Material with Not to Exceed budget of \$10,000.

CIP Project No. W101, Tank #2 Rehabilitation - \$940,000. Construction Cost

Time & Material with Not to Exceed budget of \$18,000.

CIP Project No. W18-113, SCADA - \$300,000. Construction

Time & Material with Not to Exceed budget of \$30,000.

CIP Project No. S18-70, (1%) Annual Sewer Line Replacement - \$520,000. Per year Construction

Time & Material with Not to Exceed budget of \$25,000.

CIP Project No. S24-02 High Priority Sewer Line Replacement - \$225,000. Per year Construction

Time & Material with Not to Exceed budget of \$25,000.

Based on our conversation with Joe on Monday, August 18th, we trust that this high level proposal is acceptable to the city. Please reach out to me on 925.393.3092 cell, 925.433.2321 Teams, or salman@haleyaldrich.com with any questions or concerns.

Thank you,

A handwritten signature in blue ink that reads "Scott Alman".

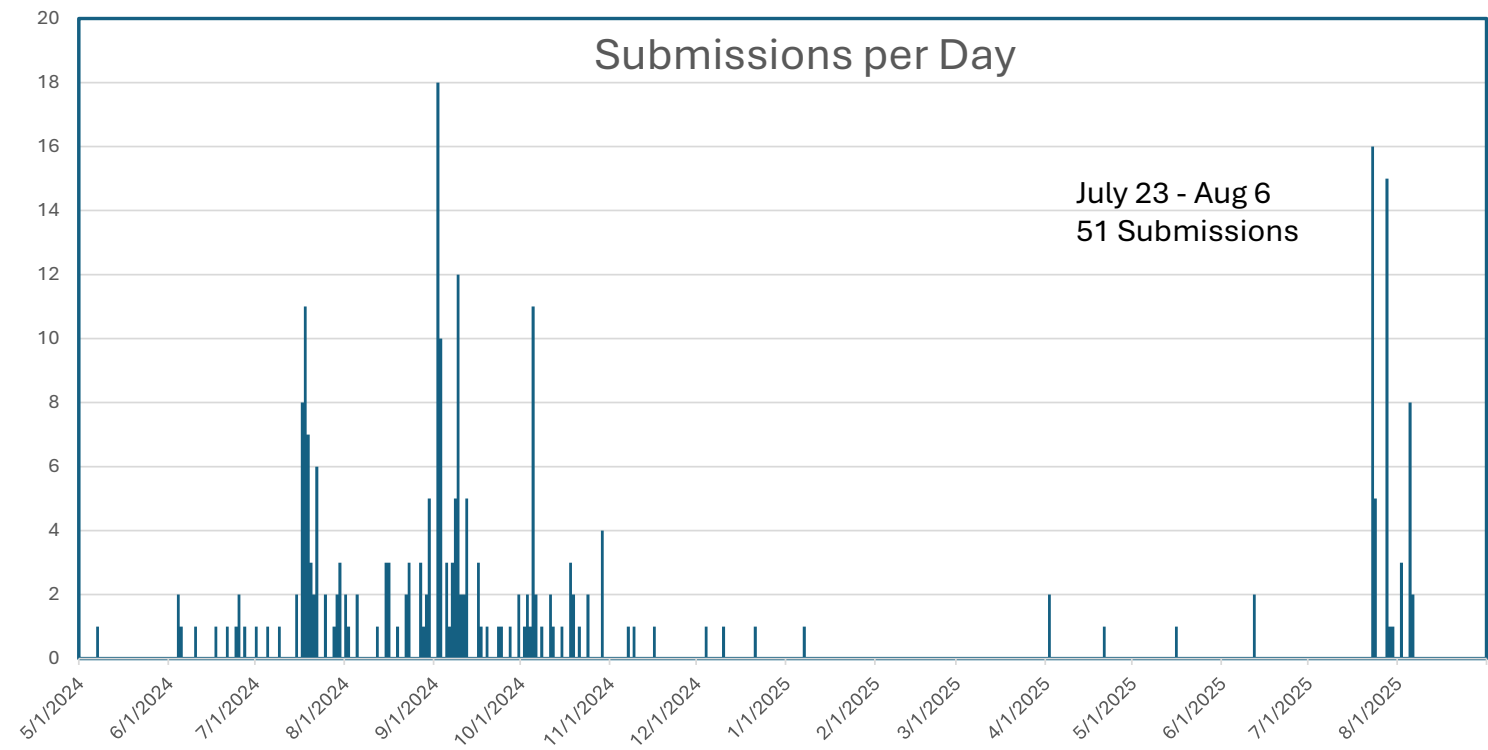
Scott Alman, P.E.
Principal Engineer

Analysis of Grapevine Water Quality Submissions

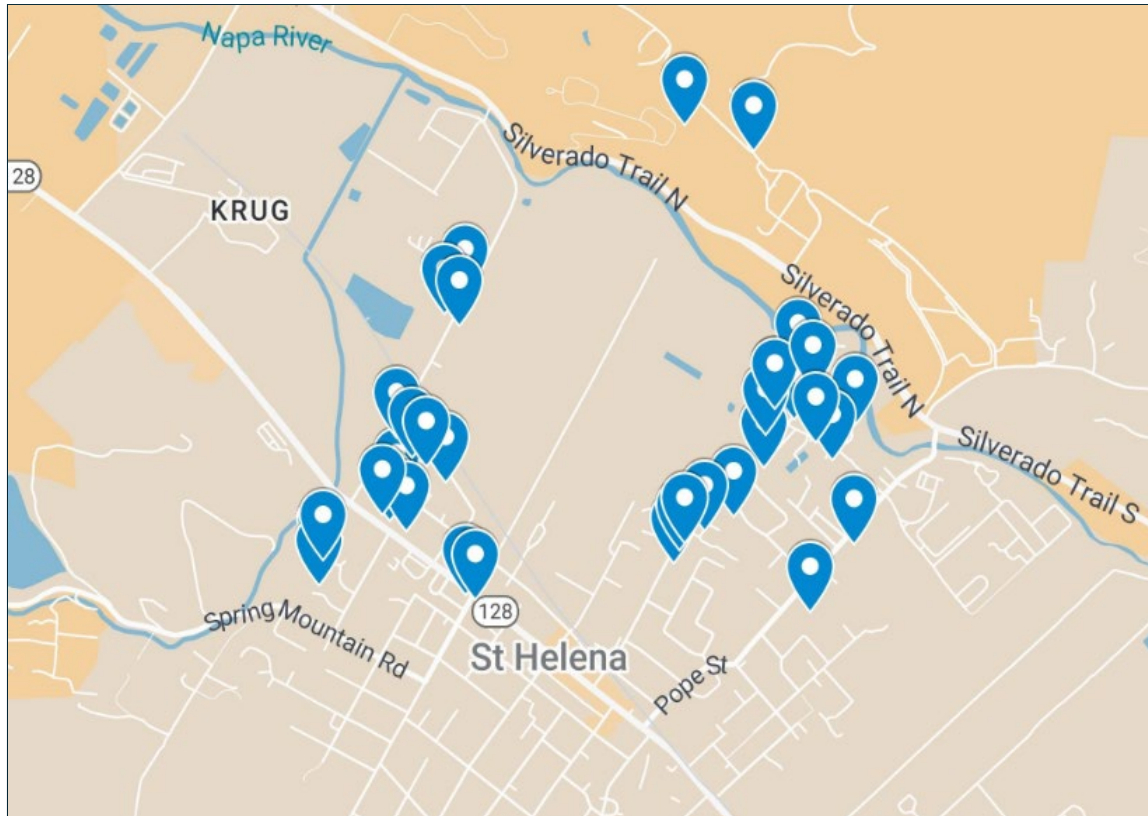
August 2025

Grapevine Submissions – Water Quality

Few Submissions in 2025

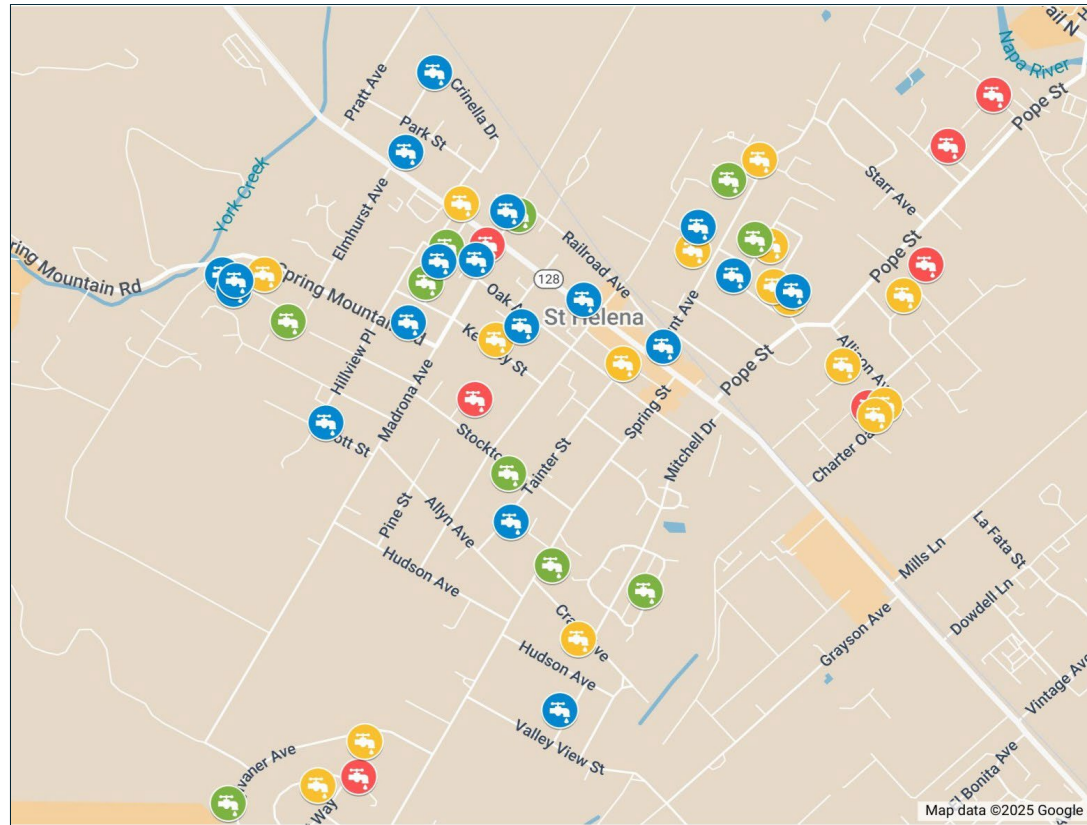


Grapevine Submissions – July/August 2025



Localized impact
Close to supply mains

Grapevine Submissions – September 2024



Blue to Red time progression
August 30 – September 12

Maybe a pattern from NW to SE

Water Quality Notifications

July 13, 2025

Disinfectant levels dropped below required levels for 8 hours

Corrective action

- Recalibration of monitors

- Addressed (?) alarm system

- Tested for coliform bacteria

Three sampling quarters

HAA5 concentration exceeded permissible levels

Corrective action

- More frequent testing, revised testing protocol

- Hiring of water quality consultant