



**City of St. Helena
Water and Wastewater Rate Study Advisory
Committee
Regular Meeting**

Tuesday, June 28, 2022 @ 10:00 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.

This meeting will be conducted pursuant to the provisions of Government Code Section 54953 (as amended by AB 361) which authorizes teleconferenced meetings under the Brown Act during certain proclaimed States of Emergency. The Governor of California proclaimed a State of Emergency related to COVID-19 on March 4, 2020. This teleconferenced meeting is necessary so that the City can conduct essential business and is permitted under Government Code 54953 in order to protect public health and safety of attendees.

Consistent with Government Code Section 54953, this City of St. Helena Water and Wastewater Rate Study Advisory Committee Meeting will be held via teleconference only, and will not be physically open to the public. Water and Wastewater Rate Study Advisory Committee members and staff will teleconference into the meeting by audio and/or video. The meeting will be conducted via Zoom Webinar. Public comment for Water and Wastewater Rate Study Advisory Committee meetings will be accepted via email to publiccomment@cityofsthelelena.org. All public comments must be emailed by 8:00 AM prior to the meeting. Emailed public comments will not be read out loud but will be publicly available and attached to the on-line Water and Wastewater Rate Study Advisory Committee agenda.

In the event a quorum of the Water and Wastewater Rate Study Advisory Committee loses electrical power or suffers an internet connection outage that is not corrected within 10 minutes, the meeting will automatically be adjourned. Any items noticed as public hearings will be continued to the next regularly scheduled meeting of the Water and Wastewater Rate Study Advisory Committee. Any other items on the agenda that the Committee has not taken action on will be placed on a future agenda.

Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions. To learn how to use Zoom, please see the instructions below.

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/84891503413>

Or One tap mobile :

US: +16699006833,,84891503413# or +13462487799,,84891503413#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or
+1 301 715 8592 or +1 312 626 6799

Meeting ID: 848 9150 3413

International numbers available:

<https://us02web.zoom.us/j/84891503413>
<https://us02web.zoom.us/j/84891503413>

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1. CALL TO ORDER
2. ROLL CALL
Chair: Mario Trinchero
Vice Chair: Walter Nirenberg
Committee Members: Arlene Corsetti, Garry Rose, Sean Maher, Mark Smithers and Peter McCrea.
Staff Liaison: Mandy Kellogg, Assistant Administrative Services Director
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 Rate Study 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 Rate Study Advisory Committee Meeting Minutes of June 14, 2022 7 - 9
[06-14-2022 Water and Wastewater Rate Study Advisory Committee - Minutes](#)
6. OLD BUSINESS:
 - 6.1. Discussion regarding goals, expectations and rate study components of the Water and Wastewater Rate Study Advisory Committee 11 - 15
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Receive and file.
[Citizens Advisory Committee Duties](#)
[Citizen Advisory Committee](#)
7. NEW BUSINESS:
 - 7.1. Rate Study Progress update

Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Receive and file.

- 7.2. Preview of Policy Objectives Exercise
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Receive and file.

8. ADJOURNMENT

The next regular Water and Wastewater Rate Study Advisory Committee meeting is scheduled for August 9, 2022 at 10:00 a.m.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on June 24, 2022.

Cindy Tzaferopoulos, City Clerk

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.

THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC PARTICIPATION IN VIRTUAL MEETINGS

St. Helena, CA– The City of St. Helena is committed to public participation in City government in a manner that is consistent with guidance provided by the Napa County Public Health Official and Governor Newsom's Executive Order N-25-20. These guidelines relate to social distancing, and are intended to protect everyone by limiting the spread of COVID-19 in our community. In adherence to these guidelines, the Water and Wastewater Rate Study Advisory Committee will host a Virtual Meetings on Zoom; a free teleconferencing tool that enables users to watch and/or call into the meeting from their computers or phones. This meeting will be open to public and allows for live public comment. The meeting will also be recorded, and posted on the City's website at the conclusion of the meeting: <https://sthelena.civicweb.net/Portal/>

The ZOOM web link, meeting ID, and phone number will be listed at the top of the Meeting Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.

How to Watch or Listen to Meetings:

1. Watch and Listen on Zoom.us by clicking on the link in the Agenda
2. Listen only by calling the Zoom number listed on the Agenda

Watch by Joining the Zoom Meeting:

1. **By Computer, Tablet, or Smart Phone:**

1. Before joining the virtual Meeting, it is highly encouraged that you download the Zoom App. To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.
 2. If you are logged into your account, Enter the **Meeting ID** listed on the Agenda. If you have not created an account go to: <https://zoom.us/join> and enter the **Meeting ID**
 3. Select if you would like to connect audio and/or video and tap **Join Meeting**.
 4. For specific instructions for your device, go to: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
1. **Listen Only by Telephone:**
 1. **Dial** the number listed on the Agenda.
 2. At the prompt, enter the **Meeting ID** provided on the top of the Meeting Agenda and **Press #. A participate ID is not required.**
 3. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Chair will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. **Send a Public Comment in by 8:00 AM Prior to the Meeting to:**
publiccomment@cityofsthelena.org

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthelena.org. Please include in the subject line "COMMENT TO WATER AND WASTEWATER RATE STUDY ADVISORY COMMITTEE and the AGENDA ITEM." Any public comment is required to be submitted no later than 2 hours before the scheduled meeting and will be included as an attachment to the agenda. All public comments will be made publicly available and attached to the agenda item and will not be read out loud. All public comments that are received after 8:00 AM will be attached to the agenda the following day.

2. **Provide Comment through Zoom meeting from a computer, tablet, or smart phone**

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the "**raise hand**" feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests. When it is your turn to speak, you will be

notified that the host has unmuted you. To be removed from the queue, just click the **'raise hand'** button again.

3. Call in to the ZOOM meeting from a cell phone or landline phone only

This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial ***9** on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press ***9** again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.

MINUTES
City of St. Helena
Water and Wastewater Rate Study Advisory
Committee Meeting
Tuesday, June 14, 2022 @ 10:00 AM

A complete video recording of this meeting, except for closed session, can be found at <https://sthelena.civicweb.net/Portal/> or by calling the City Clerk at (707) 967-2792. The City Council video is the official record of the Council meeting.

Present: Garry Rose, Mario Trinchero, Mark Smithers, Peter McCrea, Sean Maher, and Walter Nirenberg

Absent: Arlene Corsetti

1 CALL TO ORDER

2 ROLL CALL

3 PUBLIC FORUM:

No public comment was received.

Walter Nirenberg joined the meeting.

4 REPORTS BY STAFF AND BOARD

No reports were received.

5 NEW BUSINESS:

- a) Brown Act Training
Prepared By: Cindy Tzaopoulos, City Clerk

Administrative Records Assistant Kami Garcia reported on the item.

No public comment was received.

The Brown Act Training was received and filed.

- b) Chair and Vice Chair appointments
Prepared By: Cindy Tzaopoulos, City Clerk

Administrative Records Assistant Kami Garcia reported on the item.

No public comment was received.

Garry Rose motioned to nominate Mark Smithers for the position of Chair.

Water and Wastewater Rate Study Advisory Committee
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Mark Smithers addressed the Committee.

The nomination failed without a second.

No public comment was received.

Garry Rose moved to nominate Mario Trincherro for the position of Chair. The motion was seconded by Walter Nirenberg and on roll call carried by the following vote:

AYES: Garry Rose, Mario Trincherro, Mark Smithers, Peter McCrea, Sean Maher, and Walter Nirenberg

NOES: None

ABSENT: Arlene Corsetti

ABSTAIN: None

RECUSE: None

Garry Rose moved to nominate Walter Nirenberg for the position of Vice Chair. The motion was seconded by Mark Smithers and on roll call carried by the following vote:

AYES: Garry Rose, Mario Trincherro, Mark Smithers, Peter McCrea, Sean Maher, and Walter Nirenberg

NOES: None

ABSENT: Arlene Corsetti

ABSTAIN: None

RECUSE: None

- c) Presentation from Raftelis on Water and Wastewater rate setting, review of different rate structures, and outline of the proposed rate study process and schedule.
Prepared By: Mandy Kellogg, Administrative Services Director

Assistant Administrative Services Director Mandy Kellogg introduced the item.

Raftelis representative Kevin Kostiuk presented on the item.

No public comment was received.

The report was received and filed.

6 ADJOURNMENT

Chair Trincherro adjourned the meeting at 11:55 a.m.

The regular Water and Wastewater Rate Study Advisory Committee meeting minutes

Water and Wastewater Rate Study Advisory Committee
June 14, 2022

of June 14, 2022 was adopted at the regular Water and Wastewater Rate Study
Advisory Committee meeting of June 28, 2022.

APPROVED:

ATTEST:

Mario Trincherro, Chair

Cindy Tzaopoulos, City Clerk



Report to the City Council
Regular City Council - 10 May 2022

Agenda Section: OLD BUSINESS

Subject: City Council discussion and direction of proposed responsibilities and criteria for the Citizen Advisory Committee related to the Water and Wastewater Rate Study.

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Asst. Administrative Services Director

Reviewed By: April Mitts, Administrative Services Director

Approved By: James C. McCann, Interim City Manager

BACKGROUND

On December 3, 2021, the City released a Request for Proposals (RFP) for professional services to complete an updated Water and Wastewater Rate study. The City received a total of eight proposals. Based on the proposal, consultant's relevant experience, capacity for public engagement, references and interview, staff selected Raftelis.

On March 25, 2022, the City Council awarded a Professional Services Agreement to Raftelis to engage in the activities outlined in the proposal. During the meeting, City Council recommended the formation of a Citizens Advisory Committee to provide feedback on the draft rate study.

The citizen advisory committee would consist of representative group of stakeholders from the community appointed to provide comments and advice on the elements of the study and resulting rate structure. The committee will meet on a regular schedule during the rate study to develop a detailed knowledge of the project and to share their relative perspectives, ideas, concerns, and interests. The committee will work to identify areas of common ground and/or consensus to develop recommendations.

DISCUSSION

During the 2016 and 2017 Water and Wastewater Rate study, the City Council recommended the formation of an Ad Hoc Utility Committee. The Committee reviewed analysis related to the Water and Wastewater Study, and made recommendations to the Council for revisions to the Study and potential adjustments to the rates adopted by the City Council on November 29, 2016. The 2016/17 Ad Hoc Utility Committee was very helpful during the study and a similar group is desired to inform our current water and wastewater rate analysis effort. We recommend a group consisting of five members to serve on the committee.

Recommended responsibilities include:

- Reviewing and confirming financing assumptions and options presented by staff and the consultant for CIP projects in the first five years of the Rate Study, giving due consideration to project prioritization (immediate need, number, and estimated cost) and the proper balance of using cash versus debt.
- Reviewing and confirming significant financial assumptions in the Study, such as reserves, adequacy of sinking funds, and designated and undesignated fund balances in accordance with generally accepted municipal financial principles.
- Review findings and recommendations to ensure equitable allocation of costs related to industrial, commercial, and residential users, rate models, and recommend appropriate rates and changes with consideration given to location, setting, special demands or unique conditions.

In its work the Citizen Advisory Committee shall give due consideration to the following:

1. Bond covenants contained in outstanding bonds of the Water and Wastewater Enterprises and compliance requirements.
2. Any water or wastewater project not included in the Rate Study that the committee believe should be considered for financing in the next five years.
3. Findings, advice, and recommendations provided by City staff and the consultant.

Proposed Membership Criteria:

1. One City Council member appointed by the City Council.
2. At least three of the members shall reside, own properties, or own businesses within the St. Helena city limits.
3. All members must reside, own properties, or own businesses within the boundaries of St. Helena's water and wastewater service area.

Preferred Membership Composition:

1. One member of the City Council.
2. One member at-large representing general residential customer interests.
3. One member representing the lodging industry.
4. One member with demonstrated knowledge and/or expertise in financing, accounting, or engineering.
5. One member representing the agricultural or winery industry.

Staff is seeking Council direction regarding any potential amendments to the responsibilities outlined above and the criteria for committee membership. Staff will immediately update the responsibilities based on Council direction and will open the application period for the advisory committee on May 11, 2022 and close the application period May 20, 2022. Appointments will be completed at the May 24th Council meeting along with approval of related materials.

FISCAL IMPACT

There is no fiscal impact associated with this report.

RECOMMENDED ACTION

Provide direction for proposed responsibilities and criteria for the Citizen Advisory Committee related to the Water and Wastewater Rate Study.

ATTACHMENTS

[Citizen Advisory Committee Tentative Meeting Schedule](#)



CITY OF ST. HELENA CITIZEN ADVISORY COMMITTEE

SAVE THE DATE!



Tentative Special Meeting Dates:

- Tuesday, June 14th | 10am - 12pm
- Tuesday, June 28th | 10am - 12pm
- Tuesday, August 9th | 10am - 12pm
- Tuesday, September 7th | 10am - 12pm

*Locations are to be determined. Be on the lookout for
your e-agenda for the noticed meeting date, time & site!*

www.cityofsthelena.org



CITY OF ST. HELENA UTILITY CUSTOMER ADVISORY COMMITTEE

Participation in local government plays an important and active role in the City of St. Helena. The City Council is seeking participation from its utility customers by submitting an application to serve on the Utility Customer Advisory Committee.

Responsibilities include:

- ✓ Reviewing and confirming financing assumptions and options presented by staff and the consultant for CIP projects in the first five years of the Rate Study, giving due consideration to project prioritization (immediate need, number, and estimated cost) and the proper balance of using cash versus debt.
- ✓ Reviewing and confirming significant financial assumptions in the Study, such as reserves, adequacy of sinking funds, and designated and undesignated fund balances in accordance with generally accepted municipal financial principles.
- ✓ Review findings and recommendations to ensure equitable allocation of costs related to industrial, commercial, and residential users, rate models, and recommend appropriate rates and changes with consideration given to location, setting, special demands or unique conditions.

Recruitment closes on Friday, May 20, 2022 at 5:00 p.m.

Submit your application here: <https://sthelena.civicweb.net/Portal/BoardApplication/>

The interviews will take place at a special City Council meeting on May 24, 2022, and appointments will be made that evening at the regular City Council meeting. For additional information, please contact City Clerk Cindy Tzaopoulos at 707-968-2742 or by email at ctzaopoulos@cityofsthelena.org.

Save the Date! Tentative Special Meeting Dates:

- Tuesday, June 14th | 10am - 12pm
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Locations are to be determined. Be on the lookout for your e-agenda for the noticed meeting date, time & site!

www.cityofsthelena.org