



City of St. Helena
Ad Hoc Water/Wastewater Exploratory
Committee
Regular Meeting
City Hall Main Conference Room, 1088
College Avenue, St. Helena
Friday, June 28, 2024 @ 4:00 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. Members of the public and other parties are welcome to email their comments to publiccomment@cityofstheleena.org.

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1. CALL TO ORDER
2. ROLL CALL
Chair: Paul Dohring, Mayor
Vice Chair: Billy Summers, Council Member
Members: Gary Matak and Garry Rose
Staff Liaison: April Mitts, Asst. 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 COMMITTEE:
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 Committee.***
5. CONSENT CALENDAR:
Members of the 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. Committee Meeting Minutes of June 7, 2024 3 - 14
[MINUTES 07 June 2024 Ad Hoc Water Wastewater Exploratory Committee](#)
6. SCHEDULED MATTERS:
 - 6.1. Review, discuss and finalize recommendation to City Council. 15 - 16
[DRAFT Committee Recommendation.062824](#)
7. ADJOURNMENT
The next regular Committee meeting is scheduled for TBD at 5:00 pm, City

Hall Main Conference Room, 1088 College Avenue, St. Helena.

This agenda was posted at City Hall, 1088 College Avenue, St. Helena on June 25, 2024.

April Mitts, Asst. City Manager

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 968-2742. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.



City of St. Helena
Ad Hoc Water/Wastewater Exploratory
Committee
Regular Meeting – MINUTES
City Hall Main Conference Room,
1088 College Avenue, St. Helena
Friday, June 7, 2024 @ 3:00 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. Members of the public and other parties are welcome to email their comments to publiccomment@cityofstheleena.org.

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1. CALL TO ORDER 3:05 P.M.
2. ROLL CALL
 Present – Chair: Paul Dohring, Mayor
 Absent – Vice Chair: Billy Summers, Council Member
 Present – Committee Member: Gary Matak
 Present – Committee Member: Garry Rose
 Staff Liaison: April Mitts, Asst. 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 COMMITTEE:
 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 Committee.**

 None
5. CONSENT CALENDAR:
 Members of the 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. Committee Meeting Minutes of May 6, 2024

-

Moved to Approve: Garry Rose
 Second: Gary Matak

Ayes: 3
Nays: None
Absent: 1

6. SCHEDULED MATTERS:

6.1. Review, discuss and finalize recommendation to City Council.

The committee reviewed the documents provided by committee members (Attachments 1 – 4) and came to a consensus on the contents of the recommendation to City Council. Staff liaison Mitts will consolidate the recommendations and present to the committee the draft recommendation for review and approval at its last meeting scheduled for June 28, 2024 at 4:00 p.m.

7. ADJOURNMENT: 4:29 p.m.

The next regular Committee meeting is scheduled for Friday, June 28, 2024 at 4:00 p.m., City Hall Main Conference Room, 1088 College Avenue, St. Helena.



April Mitts, Asst. City Manager

Attachment 1At

Discussion Topics for June 7th Water & Wastewater Exploratory Meeting

- A. Purpose and/or Scope and Duties of the St. Helena Water & Wastewater Committee
1. Added resource to the City Council and City Staff
 2. Provide business, finance and technical breath
 3. Leverage financial and technical expertise of the citizens as it applies to the Water and Wastewater portion of Public Works and the associated enterprises.
 4. Can provide answers to questions that City staff cannot answer, but do not justify immediate involvement of consultants (
 5. Provide insight into the challenges at hand
 6. Improve the effectiveness of the Enterprises
 7. Provide feedback to the community
 8. Provide advisory options for both the City Council and City staff
1. The committee is responsible for matters related to Water and Wastewater Enterprises, present and future, as directed by City Council in accordance with the City Council Adopted Goals and staff Workplan.
 2. Assist City staff in resolving issues as assigned and developed.
 3. Assist in managing outside contractors as an independent assessment technically reporting to the Cit Staff, while also reporting to the City Council.
 4. Evaluate long-term needs and develop plans to assess them i.e. future contracts for Lake Hennessy or other water resources, or water rate assessments.
 5. Increase effectiveness of the Department; meet schedule at or below budget costs.
 6. Assist in rapid problem resolution. Catching the issues early increases efficiency
 7. The Committee would be charged with assisting the City Council in ensuring that the City's residents and businesses are provided with an adequate, economical, and potable supply of water and a stable, economical, and environmentally safe system of wastewater collection and treatment.
 8. The Committee explores matters pertaining to the Water and Wastewater Enterprises
 9. The Committee collaborates with the City Council and City Staff and advises the City Council on decisions regarding the quality, affordability, sustainability of water and wastewater services and related utility matters
 10. The Committee would serve in an advisory capacity to the City Council on matters pertaining to water and wastewater, present and future, as directed by the City Council and aligned with City Council goals and objectives and city staff's workplan and capacity. These matters could include policy formation/updates related to:
 - a. The protection, integrity, use and reuse of the city's water resources;
 - b. The quality, affordability and sustainability of water and wastewater services;

- c. Development and implementation of programs that achieve City Council goals and objectives relating to water supply management, water demand management, and wastewater management;
- d. The fiscal health of the water and wastewater enterprises; and
- e. Attendance and reports on relevant countywide commissions and committees.

Based on the adopted City Council Goals and current staff workplan, it is anticipated the Committee would focus its initial term in the following areas:

- Water supplies and distribution;
- Water demand and conservation management;
- Wastewater treatment and collection;
- Water quality; and
- Citizen input and education.

11. The view is that this committee is an added resource to the City Staff as well as to the City Council. It is comprised of highly skilled professionals in technical or business disciplines that will provide insight into the challenges at hand. It is expected that these resources will be made available to City Staff and over a trial period will develop detailed task assignments improving effectiveness of the Department and also providing feedback to the community (as directed by the City Council).

B. Composition of the Committee

1. Comprised of highly skilled professionals in technical or business disciplines
2. Composed of five (5) regular voting members and one (1) alternate.
3. Minimum of three (3) regular members shall (be encouraged to) have relevant professional competency and one (1) member shall be a ratepayer residing outside the City limits.
4. The term of a Committee member shall be four (4) years with staggered terms
5. Meet a minimum of 10 times per year (Section E.1. below states the trial term of 20 months meeting a minimum of 10 times over 20 months).

C. Expectations

1. City Council

- i. Annually Set goals and objectives for committee
- ii. Receive reports from Staff on committee directed items, as appropriate.
- iii. Annually evaluate the effectiveness of committee
- iv. Tasks or issues are clearly defined so that they can be resolved with appropriate actions.

2. Staff

- i. Provide technical leadership
- ii. Use committee members as a resource that will improve outcomes

3. Committee

- i. Serve as consultants or mentors
- ii. Serve as a resource to City Council and City Staff
- iii. Follow Council directed goals and objectives
- iv. A set of goals or objectives will evolve, and committee resources will be assigned. In this case one would expect committee members to be assigned to specific tasks with their points of contact with the City Water Department.
- v. Get to know staff and how best to work within their working-day environment.

4. Staff and Committee

- i. Develop the most effective working process for approval by the City Council (based on C.3.v. above)
- ii. Work with each other to develop committee resource allocations

D. Trial Timeframe and Reasoning

1. The initial term of the Committee should be at least twenty (20) months and should meet a minimum of ten times. The Committee will need sufficient time to develop a rapport with staff and the community, to review and understand enterprise operations, staffing, physical assets, and capital improvement plans, and to conduct research as assigned by the City Council and to develop recommendations for staff and City Council review.
2. At least 2 years of a trial period based on the following:
 - i. The committee will need time to get to know the City Staff and how best to work within their working-day environment.
 - ii. The concept is working together using committee members as a resource will improve outcomes.
3. Minimum of 2 years; however, if one of the tasks is in preparation for the next rate study (presumably starting in 2026), that is only 2 years and a few months from now.

E. Judging the Success of the Committee

1. Did the Committee attract enough qualified candidates with a diversity of relevant expertise?
2. Did the Committee advance the current goals and objectives of the City Council?
3. Did the Committee and staff develop a productive working relationship based on mutual respect and trust?
4. Did the Committee assist staff in information gathering?
5. Did the Committee's focus, efforts, productivity and time requirements align well with staffing capacity?
6. Did the work and the contribution of the Committee outweigh the necessary staff time devoted to the Committee?
 - a. Determine cumulative staff time and cumulative committee time – not to exceed percentage?
7. Did the Committee become an accepted vehicle for citizens to provide input regarding the water and wastewater enterprises?

8. Did the Committee become an accepted vehicle for citizens to receive accurate and useful information regarding the water and wastewater enterprises?
9. Department objectives are met on time and at or below budget.
10. City staff develops a team mentality, using committee members as an assisting resource.
11. Outside contractor performance is improved
12. General department ambiance is improved
13. If a final evaluation poll rating is used, it should be no higher than 25% in developing final assessments
14. Committee members are considered a part of the staff (by City staff) and are regularly asked for insight and support.
15. The general water system improves
16. Public approval increases
17. Improve public confidence

Attachment 2

ANALYSIS

St. Helena is facing:

- Outdated infrastructure
- demands from state and county governments
- threat of water shortages due to
 - potential growth
 - drought
 - prior policy decisions
 - and combinations of the above

These issues are complex, on-going, and not easily solved. Each issue is related to others and solutions subject to unintended consequences. Staff shortages, budget shortfalls, and lack of public confidence puts additional stress on elected officials and city staff.

Establishing a Water and Wastewater Committee would check off bullet point eight of the St. Helena Mission Statement (**Facilitating full civic participation and ongoing communication**) and allow the Committee to provide a resource for and advice to the City Staff and City Council regarding items from the City Council Goals Objectives. A cooperative relationship with City Staff and City Council should also improve public confidence.

The success of a St. Helena Water and Wastewater Committee is dependent on the members of the Committee, but also importantly on support from the city staff and City Council. No matter how well a committee performs or how important the information they provide the staff and City Council, if the staff and Council are not fully supportive it is doomed to failure. Success depends on competence, commitment, and compatibility.

Attachment 3

ST. HELENA WATER AND WASTEWATER COMMITTEE



SUBMITTED BY | W&WW AD HOC COMMITTEE | JULY 1, 2024

ST. HELENA WATER AND WASTEWATER COMMITTEE

The City Council shall establish a St. Helena Water and Wastewater Committee [hereinafter Committee]. The Committee explores matters pertaining to the Water and Wastewater Enterprises. The Committee collaborates with the City Council and City Staff and advises the City Council on decisions regarding the quality, affordability, sustainability of water and wastewater services and related utility matters for the City of St. Helena.

The Committee shall serve as an advisory body reporting directly to the City Council and shall be composed of five (5) regular voting members and one (1) alternate. A minimum of three (3) regular members shall (be encouraged to) have relevant professional competency and one (1) member shall be a ratepayer residing outside of the city limits. The term of a Committee member shall be four (4) years with staggered terms to ensure continuity. The Committee shall meet a minimum of ten times per year.

POSSIBLE TRIAL PERIOD

The length of time for a “trial period” is difficult to establish. Given that the committee is comprised of volunteer citizens, meeting once a month on long-range and on-going issues, a minimum of 2 years would give such a committee the necessary time to establish itself and become comfortable with the tasks at hand. If one of the tasks involves preparation for the next utility rate study, then 2 years is an absolute minimum. It seems as if the current rate study has recently finished, but keep in mind that the process started in 2021. If the next one starts in 2026, that is only 2 years and a few months from now.

SCOPE OF COMMITTEE

This committee will be a resource and offer advisory opinions for both City staff and City Council. The emphasis will be positive leveraging of financial and technical expertise of the citizens of St. Helena as it applies to the Water and Wastewater portion of Public Works and the associated enterprises. This expertise is difficult to provide for full-time city staff employees, but it is possible that this committee or specific committee members can provide answers to questions that city staff cannot answer, but do not justify immediate involvement of consultants.

The scope of the committee can be summarized by portions of the City of St. Helena Mission Statement and appropriate line items from the City of St. Helena City Council Goals Objectives.

- Bullet point eight (8) of the city of *St. Helena Mission Statement* reads
 - **Facilitating full civic participation and ongoing communication**
- Following are intersecting bullet points of the *City of St. Helena City Council Goals Objectives* and potential scope for a Water and Wastewater Committee. (see following pages 1 and 2)
 - **Items:**
 - 2.300, 2.600, 2.1100**
 - 3.100, 3.200, 3.300, 3.400, 3.500, 3.600, 3.700, 3.800, 3.900**
 - 7.700**

SUCCESS METRIC

The best metric is if the Committee is useful. To ensure success, the Committee, City Council, and City Staff must collaboratively work to achieve the mutual goals. Without a commitment to success by all parties, success is not possible.

CITY OF ST. HELENA – VISION STATEMENT

The city of St. Helena will strive to be economically sustainable, and continue to be family-friendly, diverse and safe community which prudently manages its financial and human resources, continues to upkeep and improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and embraces and retains its historic, small-town character, beautiful natural environment and high quality of life.

CITY OF ST. HELENA – MISSION STATEMENT

The city of St. Helena is dedicated to serving the needs and desires of our citizens by:

- Maintaining and improving our short and long-term economic stability
- Offering excellent professional services to all customers
- Establishing, improving and maintaining City infrastructure
- Maintaining and encouraging an environmentally sustainable community
- Preserving and embracing the historic, small-town, rural character of St. Helena
- Expanding and improving recreational services and facilities and cultural opportunities
- Encouraging a wide range of innovative, well-designed housing available for residents of all ages and income level
- **Facilitating full civic participation and ongoing communication**
 - Strengthening partnerships with the private, non-profit, and public sectors

Vision and Mission statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.

CITY OF ST. HELENA – CITY COUNCIL GOALS OBJECTIVES

The following City Council Goals Objectives intersect with proposed Water and Wastewater Committee Objectives.

Goal 2: Infrastructure & Environment

- 2.300 Exploration of solar on water/wastewater infrastructure.
- 2.600 PUBLIC WORKS DIVISIONS Projects – sewer, and engineering.
- 2.1100 Explore limits on City's capacity to provide water to City residents beyond the existing RHNA cycle.

Goal 3: Water Security

- 3.100 Update Water Supply Policies.
- 3.200 Water Contract Review.
- 3.300 Commence compliance review of projects with Condition of Approval requiring water neutrality.
- 3.400 Review concrete recommendations from recent county processes related to our water resources (LAFCO, Municipal Service Review, the Groundwater Sustainability Plan Advisory Committee, the Napa County Drought Contingency Plan, etc.) and determine how we can use the information to inform our decision making.
- 3.500 Review current water allocations during Phase II and Phase III water emergencies for any recommended changes.
- 3.600 Review and evaluate current penalty structure for the Phase II and Phase III water emergencies.

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- 3.700 Develop and Refine incentive programs for Leak Repair Program, Gray Water Incentive Program, Customer Assessment Services/Water Audits, and More Rebates/Incentives (enhancements and help for low income and/or seniors)
- 3.800 Regional water strategies.
- 3.900 Investigate feasibility of using recycled/reclaimed wastewater for either groundwater recharge or of mixing with our domestic water supplies.

Goal 7: Organizational Effectiveness & Service Delivery

- 7.700 Adopt outside-in operating mentality (look at it from the customers perspective).

General

Attachment 4

The view is that this committee is an added resource to the City Staff as well as to the City Council. It is comprised of highly skilled professionals in technical or business disciplines that will provide insight into the challenges at hand. It is expected that these resources will be made available to City Staff and over a trial period will develop detailed task assignments improving effectiveness of the Department and also providing feedback to the community (as directed by the City Council).

Time and Trial Reasoning

1. This committee is provided as a resource to the City Staff and City Council providing business, finance and technical breath.
2. The committee will need time to get to know the City Staff and how best to work within their working-day environment. Together with the City Staff, they will develop the most effective working process.
3. A set of goals or objectives will evolve, and committee resources will be assigned. In this case one would expect committee members to be assigned to specific tasks with their points of contact with the City Water Department.
4. The expectation is that the City Staff will provide technical leadership and will develop committee resource allocations. Committee members in this instance may serve as consultants or mentors.
5. The concept is working together using committee members as a resource will improve outcomes.
6. The processes developed shall be approved by the City Council.
7. The process will take at least 2 years for a trial period.

Breath of the committee – Achievements

1. Successfully assist the City Staff in resolving issues as assigned and developed.
2. Assist in managing outside contractors as an independent assessment technically reporting to the City Staff, while also reporting to the City Council.
3. Evaluate long-term needs and develop plans to assess them. For example, future contracts for Lake Hennessy or other water sources, or water rate assessments.
4. Assist in rapid problem resolution. Catching the issues early increases efficiency (better solutions at far lower costs).
5. Become a trusted resource to City Staff and the City Council.
6. Provide solution excellence.
7. Increase effectiveness of the Department; Meet schedule at or below cost budgets.

Success criterion

1. Department objectives are met on time and at or below budget.
2. City Staff develops a team mentality, using committee members as an assisting resource.
3. Tasks or issues are clearly defined so that they can be resolved with appropriate actions.
4. Outside contractor performance is improved.
5. General Department ambiance is improved.
6. If a final evaluation pole rating is used, it should be no higher than 25% in developing final assessments (I don't like poles!)
7. Committee members are considered a part of the staff (by the City Staff) and are regularly asked for insight and support. As an example, committee member are assigned supporting tasks by the city staff leadership. Clearly these assignments are approved by the City Council.
8. The general water system improves.
9. Public approval increases.

Water/Wastewater Committee ("Committee") – DRAFT Recommendation

As with other Council appointed committees, this Committee will serve at the will of the City Council.

Purpose:

The purpose of the Committee is to be an added resource to City Council and City staff by being available to provide technical assistance, evaluate long-term needs and develop plans to address those needs, and to serve as a trusted resource as staff manages various projects, as assigned by City Council.

Philosophy:

The philosophy of the Committee is to look ahead and to build a culture where members of the Committee can collaborate with and be supportive of staff in a collegial, respectful manner. It will not be a forum to override council priorities or seek to manage staff or projects. The Committee will be forward-thinking in nature, with a focus on current policy issues and long-term planning through policy development.

Trial Period and Reasoning:

A trial period of 24 months is being recommended with regularly scheduled meetings every two months, meeting a minimum of 10 times during the trial period. The trial period is intended to allow rapport to be built with the Committee members, City Council, and City staff, and for the Committee to gain a better understanding of Enterprise needs and how this Committee can be utilized as a valuable and trusted resource for the City.

Composition, Structure, and Term:

As with other Committees of the City Council, this Committee will be Brown Act compliant with the following composition: (1) comprised of highly skilled professionals in technical or business disciplines, (2) composed of five regular voting members and one alternate, (3) a minimum of three regular members shall (be encourage to) have relevant professional competency, and (4) one member may be a ratepayer residing outside the City limits.

If the Committee is deemed to be an effective resource worthy of continuance past the trial period, City Council will be asked to take action to extend the existence of the committee and/or convert it to a standing committee. The term of a Committee member shall be four years with staggered terms.

Duties:

Members of the Committee and the Committee as an entity serve in an advisory capacity to the City Council on matters pertaining to the Water and Wastewater

Enterprises (“Enterprises”), present and future, as directed by the City Council and aligned with City Council goals and objectives, and City staff’s workplan and capacity. These matters could include policy formation/updates related to:

1. The protection, integrity, use and reuse of the City’s water resources.
2. Development and implementation of programs that achieve City Council goals and objectives related to water supply management, water conservation, water reuse, water demand management, and wastewater management.
3. Attendance and reports on relevant countywide commissions and committees.

Based on the adopted City Council goals and current staff workplan, it is anticipated the Committee would focus its initial term in the following areas:

- Water supplies and distribution.
- Water demand and conservation management.
- Wastewater treatment and collection.
- Water conservation/consumption/reuse
- Water quality.
- Citizen input and education.

Evaluation of Trial Period

At the end of the 24-month trial period, City Council will seek input from City staff, and members of the Committee in order to evaluate the efficacy and effectiveness of the Committee. The City Council at its sole discretion will determine if this Committee continues to exist. The evaluation will be subjective and utilizing, as a starting point, to determine if the Committee met its purpose. Additional considerations of the success of the committee includes but is not limited to: (1) staff considers the Committee was beneficial to their work product, (2) the Committee’s focus, efforts, productivity, and time requirements aligned well with staffing capacity, and (3) the Committee advanced the goals and objectives of the City Council.