



City of St. Helena
Regular City Council Meeting
Tuesday, November 25, 2025 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena
Remote Participation:
5726 La Jolla Blvd #209, La Jolla, CA
7425 Mt. Baker Highway, Unit 78, Maple
Falls, WA

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

The City Council meeting will be live-streamed on Comcast Channel 28 and on the City's website.

Public comment for City Council meetings will be accepted via email to publiccomment@cityofsthelena.gov. All public comments must be received three hours prior to the meeting. All other public comments received after the deadline will be attached to the item the next business day or soon thereafter. Public comments will not be read out loud but will be publicly available and attached to the on-line City Council agenda.

Simultaneous Spanish interpretation services during meetings can be scheduled upon request. To ensure interpreters are available, requests must be made at least 72 hours in advance by calling the Office of the City Clerk at (707) 968-2640 or emailing cityclerk@cityofsthelena.gov.

The schedule of upcoming meetings and published meeting agendas can be found on the City of St. Helena website at <https://sthelena.civicweb.net/portal/>.

Servicios de interpretación en español durante la reunión pueden ser solicitados por el público. Para asegurar que los intérpretes estén disponibles, los servicios tienen que ser solicitados al menos 72 horas antes de la reunión llamando a la oficina de la Secretaria de la Ciudad al (707) 968-2640 o por correo electrónico a cityclerk@cityofsthelena.gov.

El horario de las reuniones publicadas y próximas puede ser localizado en el sitio de web de la Ciudad en <https://sthelena.civicweb.net/portal/>.

Page

1. CALL TO ORDER
2. ROLL CALL
Mayor: Paul Dohring, Vice Mayor: Michelle Deasy, City Council Members:
Aaron Barak, Kate Spadarotto, Billy Summers
3. PLEDGE OF ALLEGIANCE
4. ADOPTION OF THE AGENDA
5. ADOPTION OF MINUTES
Estimated start time: 6:05 p.m.

- 5.1. Consideration and proposed approval of Regular Meeting Minutes of October 28, 2025 and the Special City Council Meeting minutes of November 10, 2025.

9 - 18

[Draft Regular City Council - 28 Oct 2025 - Minutes](#)
[Draft Special City Council - 10 Nov 2025 - Minutes](#)

6. PUBLIC FORUM:

Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Forum. Each person's comments shall be limited to 4 minutes. Each person is entitled to speak on any non-agendized item only once at any meeting. Brief questions by Council Members for clarifications may be posed and answered, and Council Members may make requests that items be placed on future agendas, but in accordance with state law, no substantive discussion or action may take place unless and until the matter properly appears on the agenda.

Estimated start time: 6:10 p.m.

- 6.1. [Public Comment - Michelle Covell](#)
[Public Comment - Michelle Covell \(2\)](#)

19 - 21

7. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, AND AB 1234 REPORTS:

Reports by staff and/or Council Members on items of general interest. Brief questions for clarification may be posed and answered, and Council Members 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 City Council.

Estimated start time: 6:20 p.m.

8. PRESENTATIONS AND PUBLIC RECOGNITIONS

9. STAFF BRIEFING

- 9.1. 2025 Harvest Festival FlashVote Survey Results

23 - 31

CEQA Determination: Not a CEQA project
Prepared By: Ashley Sylvester, Recreation Manager
[Presentation](#)

10. CONSENT ITEMS

Members of the Council or the public (present at the meeting) 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, one motion may be used to adopt all recommended actions. (Roll Call Vote)

Estimated start time: 6:35 p.m.

- 10.1. Consideration and Proposed Adoption of a Resolution Accepting the Work and Directing the Filing of the Notice of Completion for the Hazard Mitigation Grant Emergency Backup Power Project.

33 - 39

CEQA Determination: Exempt
Prepared By: Mario Traverso, Project Manager
Recommendation:
Staff Recommends Approval of the attached Resolution.
[Staff Report - NOC - HMGP Emergency Back Up Power Project - Pdf](#)

- 10.2. Water Supply and Forecasting - October 2025

41 - 48

CEQA Determination: Not a CEQA project
Prepared By: Ian Dale, Environmental Services Tech
Recommendation:
Receive and file.

[Staff Report - Water Supply and Forecasting - October 2025 - Pdf](#)

- 10.3. Consideration and Proposed Approval of a Resolution Authorizing the City Manager to Execute Amendment No. 2 in the amount of \$50,000 to increase the Professional Services Agreement with Summit Engineering Inc. for a total not-to-exceed amount of \$199,500, for Construction Engineering Services for the D24-01 Oak Avenue Utility Rehabilitation Project. 49 - 56

CEQA Determination: Exempt
Prepared By: Mario Traverso, Project Manager, Stephanie Killingsworth, Public Works Financial Analyst
Recommendation:

Staff recommends approval of the attached Resolution.

[Staff Report - D24-01 Oak Ave Utilities Rehab - Construction Engineering PSA for Summit - Pdf](#)

- 10.4. Consideration and Proposed Approval of a Resolution Authorizing a Professional Services Agreement with Coastland Civil Engineering, LLP for Design Services for the Spring Street/Highway 29 Intersection Project CIP No. R26-04 in an Amount Not-to-Exceed \$58,310. 57 - 107

CEQA Determination: Not a CEQA project
Prepared By: Mario Traverso, Project Manager, Stephanie Killingsworth, Public Works Financial Analyst
Recommendation:

Staff recommends approval of the attached Resolution.

[Staff Report - Spring Street Crossing Improvements Coastland PSA - Pdf](#)

[Staff Report - Spring Street Crossing Improvements Coastland PSA - Html](#)

[Coastland R26-04 Resolution](#)

[PSA Coastland R26-04 CCE Signed](#)

[R26-04 CIP Page](#)

- 10.5. Resolution Authorizing the City Manager to Approve Expenditures in the Amount of \$20,752 for Services Related to the Installation of a New City Hall server and Data Center Relocation. 109 - 118

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:

Staff recommends approval of the attached resolution.

[Staff Report - Authorize Costs Related to on Premise Servers - Pdf](#)

- 10.6. Resolution Authorizing Extending the Red Zone on a Portion of Main Street at the Intersection of Main Street and Elmhurst Avenue, Updating the City's List of Red Zones, and Rescinding Resolution 119 - 161

2025-115.

CEQA Determination: Not a CEQA project

Prepared By: Rebecca White, Administrative Assistant

Recommendation:

Approve the request to extend a section of red curb on the east side of Main Street near the Elmhurst Avenue intersection by an additional 26 feet.

[Staff Report - Extending Red Zone on a Portion of Main Street - Pdf](#)

[Staff Report - Extending Red Zone on a Portion of Main Street - Html](#)

[Resolution](#)

[Red Curb Exhibit](#)

- 10.7. Consideration and Proposed Approval of a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Sherwood Design Engineers for Civil Engineering Services for the Mills Lane and Highway 29 Improvements Project in an amount not-to-exceed \$91,000 and Establishing Capital Improvement Plan Project No. R26-06 - Mills Lane Realignment and Intersection Improvements. 163 - 222

CEQA Determination: Not a CEQA project

Prepared By: Stephanie Killingsworth, Public Works Financial Analyst

Recommendation:

Staff recommends approval of the attached Resolution.

[Staff Report - Mills Lane Realignment PSA - Pdf](#)

[Staff Report - Mills Lane Realignment PSA - Html](#)

[Resolution Mills Lane](#)

[R26-06 CIP Page](#)

[PSA Sherwood Design Engineers](#)

- 10.8. Consider and adopt a Resolution updating the City of St. Helena Design and Construction Standards 223 - 246

CEQA Determination: Exempt

Prepared By: Jose Calderon, Engineering Technician II, Mario Traverso, Project Manager

Recommendation:

Approve the resolution.

[Staff Report - City Design and Construction Standards Update - Pdf](#)

[Staff Report - City Design and Construction Standards Update - Html](#)

[Attachment 1 - Table of Contents and Example](#)

[Attachment 2 - Resolution](#)

- 10.9. Consideration and Proposed Adoption of a Resolution Authorizing a Budget Amendment to Appropriate Water Enterprise Fund Balance for the Stonebridge Well Filter Media Replacement with ERS Industrial Services, Inc. increasing appropriations by \$190,590 using Water Enterprise Fund Balance. 247 - 258

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA

Prepared By: Stephanie Killingsworth, Public Works Financial Analyst

Recommendation:

Staff recommends approval of the attached Resolution.

[Staff Report - ERS Funding Amendment - Pdf](#)

[Staff Report - ERS Funding Amendment - Html](#)

[Resolution ERS Funding Amendment](#)

- 10.10. Consideration and Proposal Approval of Resolutions Authorizing (1) Payment to Larry Walker Associates for Past Wastewater and Groundwater Regulatory Work Efforts in the amount of \$191,209 and Authorizing the Necessary Budget Amendments; and (2) the City Manager to Execute a Professional Services Agreement with Larry Walker Associates for a New Scope of Services and Funding Authorization for Wastewater Regulatory Assistance through June 30, 2027 for a total not-to-exceed \$160,700. 259 - 329

CEQA Determination: Exempt

Prepared By: Stephanie Killingsworth, Public Works Financial Analyst

Recommendation:

Staff recommends approval of the attached Resolution.

[Staff Report - Larry Walker PSA - Pdf](#)

- 10.11. Consideration and Approval of a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Hach Company for the 2026 Service Partnership at the Water Treatment Plant for an Amount Not-to-Exceed \$18,872. 331 - 353

CEQA Determination: Not a CEQA project

Prepared By: Stephanie Killingsworth, Public Works Financial Analyst

Recommendation:

Staff recommends approval of the attached Resolution.

[Staff Report - Hach Service Agreement WTP - Pdf](#)

11. PUBLIC HEARINGS

Estimated start time: 6:50 p.m.

- 11.1. Introduction and waive the first reading of a proposed ordinance amending Sections 1.12.200, 17.05.100, 17.32.010, and 17.32.020 of the St. Helena Municipal Code pertaining to the enforcement regulations for Short-Term Rentals. 355 - 383

CEQA Determination: Exempt from the requirements of CEQA under the "General Rule", Section 15061 (b)(3), in that it can be seen with certainty that the proposed action will have no impact on the environment.

Prepared By: Ethan Walsh, City Attorney

Recommendation:

1. Find that the proposed changes to Chapters 1.12, 17.05, and 17.32 of the St. Helena Municipal Code are exempt from CEQA Guideline 15061 (b)(3); and

2. Introduction and waive the first reading of a proposed ordinance (ZOA 25-004) amending Sections 1.12.200, 17.05.100, 17.32.010, and 17.32.020 of the St. Helena Municipal Code.

[Staff Report - Short Term Rental Zoning Ordinance Amendment \(ZOA 25-004\) - Pdf](#)
[Staff Report - Short Term Rental Zoning Ordinance Amendment \(ZOA 25-004\) - Html](#)
[St. Helena STR Ordinance Revisions](#)
[Public Comment - Laura Keir](#)

12. OLD BUSINESS

NONE

13. NEW BUSINESS

NONE

14. CITY COUNCIL REPORTS:

- 14.1. A. Association of Bay Area Governments (ABAG) - Executive Board
B. Association of Bay Area Governments (ABAG) - General Assembly
C. Napa Valley Tourism Corporation (Umbrella for Napa County)
D. League of California Cities – North Bay Division
E. Napa County City Selection Committee
F. Napa County Flood Control and Water Conservation District
G. Napa County Local Agency Formation Commission (LAFCO)
H. Napa Valley Transportation Authority (NVTa)
I. Napa County Watershed Information Center & Conservancy (WICC)
J. Upper Valley Waste Management Agency
K. Napa County Groundwater Sustainability Plan Advisory Committee
L. Napa County Regional Climate Action Committee
M. Council Ad Hoc and Standing Committee Reports

15. ADJOURNMENT

The next Regular City Council meeting is scheduled for December 9, 2025, at 6:00 p.m.

This agenda was posted at City Hall, 1088 College Avenue, and at Vintage Hall, 465 Main Street, St. Helena, California on November 21, 2025.

Andrew Bradley, 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) 967-2792. 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.

CHALLENGING DECISIONS OF CITY ENTITIES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City of St. Helena is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing.

If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of St. Helena, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the City Clerk's Office located at 1088 College Avenue, St. Helena, California, during normal business hours and by appointment. In addition, such writings or documents will be made available on the City's web site at <https://sthelena.civicweb.net> and will be available for public review at the respective meeting.

MINUTES
City of St. Helena
Regular City Council Meeting
Tuesday, October 28, 2025 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

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) 968-2742. The City Council video is the official record of the Council meeting.

Present: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, Council Member Kate Spadarotto, and Council Member Billy Summers

Absent:

1. CALL TO ORDER

2. ROLL CALL

Mayor Dohring called the meeting to order at 6:00 p.m.

3. PLEDGE OF ALLEGIANCE

Mayor Dohring led the Pledge of Allegiance.

4. ADOPTION OF THE AGENDA

City Clerk, Andrew Bradley provided an update that item 8.5 would be heard out of order after item 8.2. Additionally, Acting City Manager, Maya DeRosa removed item 13.1 from the agenda.

- 4.1 Council Member Kate Spadarotto moved to approve the amended agenda. The motion was seconded by Council Member Aaron Barak and on voice vote carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, Council Member Kate Spadarotto, and Council Member Billy Summers

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

5. APPROVAL OF MINUTES

- 5.1 Consideration and proposed approval of Regular Meeting Minutes of October 14, 2025

Vice Mayor Michelle Deasy moved to approve the Regular Meeting minutes of

Regular City Council
October 28, 2025

October 14, 2025. The motion was seconded by Council Member Aaron Barak and on voice vote carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, Council Member Kate Spadarotto, and Council Member Billy Summers

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

6. PUBLIC FORUM:

Mark Smithers addressed the City Council.

7. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, and AB 1234 REPORTS:

City Attorney, Ethan Walsh reported out on the Special Closed Session meeting of October 15, 2025. There was no reportable action from the labor negotiation with the St. Helena Employees Association (SHEA).

The item concerning negotiations with real property negotiators regarding 1480 Main Street and 1572 Railroad Avenue also resulted in no reportable action; however, as previously noted and made public, the Council determined not to proceed with the sale of these properties at this time and will instead undertake a public process to evaluate options for these and other City-owned properties.

Regarding the public employee performance evaluation, the Council completed its annual evaluation process of the City Manager.

Lastly, on the conference with the City Attorney as labor negotiator regarding the City Manager's agreement, the Council directed the City Attorney to prepare amendments to the City Manager's contract, which will be brought forward for consideration at a future open session meeting

City Clerk Andrew Bradley made announcement about a vacancy on the Active Transportation Advisory Committee to the NVTB.

Acting City Manager, Maya DeRosa made announcement that Police Chief Chris Hartley would be delaying his retirement to June 2026.

8. PRESENTATIONS AND PUBLIC RECOGNITIONS

8.1 Proclaiming October as National Domestic Violence Awareness Month

Mayor Dohring presented Executive Director of NEWS Napa Valley with the proclamation.

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8.2 Proclamation Recognizing the 75th Anniversary of the Kiwanis Club of St. Helena

Mayor Dohring presented St. Helena Kiwanis Club President, Bob Beckstrom with the proclamation.

8.5 St. Helena Historical Society Presentation

This item was heard out of order. Miriam Hansen from the St. Helena Historical society gave presentation.

8.3 Active Transportation Plan Presentation by Napa Valley Transportation Authority

CEQA Determination: Exempt

Prepared By: Eric Janzen, Assistant Public Works Director, Rebecca White, Administrative Assistant

Recommendation:

Receive presentation.

Patrick Band from the Napa County Transportation Authority (NVTa) presented on the item.

Following the presentation on item 8.3, Mayor Dohring recognized the St. Helena Girl Scouts in attendance of the meeting as part of a Citizenship in the Community merit badge work. The troop leader offered a brief comment.

8.4 Report from City Representative of the Groundwater Sustainability Technical Advisory Group

Lester Hardy, St. Helena's representative of the Groundwater Sustainability Technical Advisory Group made report.

9. STAFF BRIEFING

10. CONSENT ITEMS

Members of the Council 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, one motion may be used to adopt all recommended actions. (Roll Call Vote)

10.1 September 2025 Review and Forecasting of City Water Supply Availability

CEQA Determination: Not a CEQA project

Prepared By: Rebecca White, Administrative Assistant

Recommendation:

Receive and file.

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- 10.2 This item was pulled.

~~Consideration and Proposed Adoption of a Resolution Accepting the Work and Directing the Filing of the Notice of Completion for the S18-71 Crinella Pump Station Upgrades Project.~~

- 10.3 This item was pulled.

~~Consideration and proposed adoption of a Resolution (1) Awarding the Oak Avenue Utility Rehabilitation Project to Argonaut Constructors in the amount of \$2,833,095; (2) Authorizing the City Manager to execute the Construction Contract with Argonaut Constructors; (3) Authorizing the Director of Public Works to approve Change Orders not to exceed 25% of the Contract price; and (4) Authorize the Recommended Budget Amendments/Transfers.~~

- 10.4 Approval of a Resolution authorizing the City Manager to enter into an Agreement in a form approved by the City Attorney with Savant Solutions to provide Precision AI Network Security Subscription in an amount not-to-exceed \$17,156.

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Staff recommends approval of the attached resolution.

Council Member Aaron Barak moved to approve items 10.1 and 10.4 of the consent calendar. The motion was seconded by Council Member Kate Spadarotto and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, Council Member Kate Spadarotto, and Council Member Billy Summers
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

- 10.2 Consideration and Proposed Adoption of a Resolution Accepting the Work and Directing the Filing of the Notice of Completion for the S18-71 Crinella Pump Station Upgrades Project.

CEQA Determination: Exempt
Prepared By: Mario Traverso, Project Manager, Stephanie Killingsworth, Public Works Financial Analyst
Recommendation:
Staff Recommends Approval of the attached Resolution.

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Project Manager, Mario Traverso answered brief questions from Council.

No public comment was made.

Council Member Kate Spadarotto moved to approve item 10.2. The motion was seconded by Council Member Aaron Barak and on voice vote carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, Council Member Kate Spadarotto, and Council Member Billy Summers

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

- 10.3 Consideration and proposed adoption of a Resolution (1) Awarding the Oak Avenue Utility Rehabilitation Project to Argonaut Constructors in the amount of \$2,833,095; (2) Authorizing the City Manager to execute the Construction Contract with Argonaut Constructors; (3) Authorizing the Director of Public Works to approve Change Orders not-to-exceed 25% of the Contract price; and (4) Authorize the Recommended Budget Amendments/Transfers.

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA

Prepared By: Mario Traverso, Project Manager, Stephanie Killingsworth, Public Works Financial Analyst

Recommendation:

Staff recommends approval of the attached resolution.

Project Manager, Mario Traverso answered brief questions from the Council.

No public comment was made.

Council Member Aaron Barak moved to approve the resolution with a modification to the resolution of a 15% contingency instead of the original 25% contingency with the acknowledgement that Bid 1 could come back to Council if deemed necessary. The motion was seconded by Council Member Billy Summers and on voice vote carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, Council Member Kate Spadarotto, and Council Member Billy Summers

NOES: None

ABSENT: None

ABSTAIN: None

Regular City Council
October 28, 2025

RECUSE: None

11. PUBLIC HEARINGS

12. OLD BUSINESS

13. NEW BUSINESS

13.1 This item was removed.

~~Authorizing the City Manager to execute a Professional Services Agreement, with Raftelis in an amount not to exceed \$16,500 for the provision of team building services and facilitation.~~

CEQA Determination: Not a CEQA project

Prepared By: Anil Comelo, City Manager

Recommendation:

Authorize the City Manager to execute Professional Services Agreement with Raftelis in an amount not to exceed \$16,500 for the provision of meeting facilitation services.

14. CITY COUNCIL REPORTS:

14.1 A. Association of Bay Area Governments (ABAG) - Executive Board

B. Association of Bay Area Governments (ABAG) - General Assembly

C. Napa Valley Tourism Corporation (Umbrella for Napa County)

D. League of California Cities – North Bay Division

E. Napa County City Selection Committee

F. Napa County Flood Control and Water Conservation District

G. Napa County Local Agency Formation Commission (LAFCO)

H. Napa Valley Transportation Authority (NVTa)

I. Napa County Watershed Information Center & Conservancy (WICC)

J. Upper Valley Waste Management Agency

K. Napa County Groundwater Sustainability Plan Advisory Committee

L. Napa County Regional Climate Action Committee

Regular City Council
October 28, 2025

M. Council Ad Hoc and Standing Committee Reports

15. ADJOURNMENT

Before adjourning, Mayor Dohring announced that the next Regular City Council scheduled for November 11, 2025, will be cancelled in observance of the Veterans Day holiday. A Special Meeting of the City Council will instead be held on Tuesday, November 18, 2025.

Mayor Dohring adjourned the meeting at 7:41 p.m.

CHALLENGING DECISIONS OF CITY ENTITIES

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk

MINUTES
City of St. Helena
Special City Council Meeting
Monday, November 10, 2025 @ 9:00 AM
Main Conference Room - City Hall
465 Main Street, St. Helena

Present: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, Council Member Kate Spadarotto, and Council Member Billy Summers

Absent:

1. CALL TO ORDER

Mayor Dohring called the meeting to order at 9:00 a.m.

2. ROLL CALL

3. ADOPTION OF THE AGENDA

4. PUBLIC COMMENT:

No public comment was received.

5. NEW BUSINESS:

- 5.1 Consideration and Proposed Approval of a Resolution Authorizing the City Manager to Execute a Sole Source Professional Services Agreement with Telstar Instruments, Inc. for Replacement of the City's Water System SCADA Hardware and Software in an Amount Not-to-Exceed \$67,200 (Including 10% Contingency).

CEQA Determination: Not a CEQA project

Prepared By: Stephanie Killingsworth, Public Works Financial Analyst

Recommendation:

Staff Recommends Approval of the attached Resolution.

Assistant City Manager and Public Works Director, Joe Leach made presentations on the item.

Mayor Dohring opened public comment; no public comment was made.

Discussion was turned over to Council where questions and comments were received.

Special City Council
November 10, 2025

Mayor Paul Dohring moved to approve the resolution. The motion was seconded by Council Member Aaron Barak and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, Council Member Kate Spadarotto, and Council Member Billy Summers

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

6. ADJOURNMENT

Mayor Dohring adjourned the meeting at 9:22 a.m.

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk



Public forum comment for agenda 11.25.25

From Michelle Covell <michelle@covellarchitects.com>

Date Tue 11/25/2025 11:16 AM

To Public Comment <publiccomment@cityofsthelena.gov>; Andrew Bradley <abradley@cityofsthelena.gov>

Good evening city council,
I request at (per item 4 in April Mitts memo) to put both topics on future agenda of city council.

Topic 1- Address this process and question:

My understanding as a resident in the city council city manager form of government, I should send my concerns to the city council and not to the staff directly. My understanding is that the City Council would process these concerns, and inform the City Manager.

Then the City Manager, my understanding, is to process and address these concerns with Staff.

And I hope that I, the resident, will get a response – not sure from who, perhaps it goes back up the chain back to the City Council?

[You can see more detail regarding this topic in the public comment I sent in for the 11.18.25 City council]

Topic 2- Water Neutrality Policy – the need to reevaluate and rewrite the policy

[See public comment from 11.18.25 sent in to city council]

We are leaving money on the table in a time the town could use money, especially in upgrading the infrastructure for water.

Based on April Mitts explanation on getting items onto the agenda, I hope the 5 councilmembers who individually and equally represent all of the residents, someone would motion to put this on an agenda, and another would second it.

At a moment where rebuilding trust is much needed, I hope the council sees value in open communication on these two items that are very important to their constituents.

Respectfully, I ask for grace in this request.

Michelle Liu Covell

Architect, Partner, Director of Operations, LEED AP
707.968.9280

COVELL ARCHITECTS

1407 Main St. Suite 102 Saint Helena, CA 94574

www.covellarchitects.com



Comment for Public Forum 11.25.25 CC Regular mtg

From Michelle Covell <michelle@covellarchitects.com>

Date Tue 11/25/2025 11:42 AM

To Public Comment <publiccomment@cityofsthelena.gov>; Andrew Bradley <abradley@cityofsthelena.gov>

November 25, 2025

Dear Mayor Paul Dohring, Vice Mayor Michelle Deasy, and Councilmembers Aaron Barak, Kate Spadarotto, and Billy Summers,

I am requesting a direct address from all of you — not through a St. Helena Star article — regarding the letters submitted on October 14–15, 2025 concerning the conduct of the City Manager. More than sixty residents came forward with deeply personal accounts of poor leadership.

Aside from hearing in the SH Star that the City Manager’s salary is under evaluation, and that an efficiency study has been conducted or completed but not yet made public, the community has not heard any direct response from the Council. I am asking to hear your thoughts on the letters, the concerns raised, and the incidents reported.

In light of the article released today about a neighboring city’s experience, I am reminded not to let the work of more than sixty residents be forgotten. This article highlights potential lessons that deserve careful consideration.

Thank you,
MLC

Michelle Liu Covell

Architect, Partner, Director of Operations, LEED AP
707.968.9280

COVELL ARCHITECTS

1407 Main St. Suite 102 Saint Helena, CA 94574
www.covellarchitects.com

2025 Harvest Festival FlashVote Results

City of St. Helena
City Council Meeting
November 25, 2025

Staff: Ashley Sylvester
Interim Community Services Director



2025 Harvest Festival FlashVote Results

- FlashVote went out in the City Newsletter on October 30th- closed on November 6th
- 156 Total Participants
- 5 questions asked



2025 Harvest Festival FlashVote Results

Q1: The City of St. Helena recently hosted its 39th Annual Harvest Festival on October 18 at a new location this year - Adams Street (east of Railroad Avenue) and Library Lane.

Which of the following best describes your experience with the St. Helena Harvest Festival?

I attended this year's festival and have also attended in the past	59% (91)
I did not attend this year, but have attended in the past	31% (48)
I've never attended the Harvest Festival	7% (11)
I attended this year's festival for the first time	3% (5)
Not Sure	0%



2025 Harvest Festival FlashVote Results

**Q2: How would you rate your overall
experience with the 2025 Harvest
Festival?**

Excellent (5)	40% (38)
Good (4)	38% (36)
OK (3)	18% (17)
Bad (2)	3% (3)
Terrible (1)	1% (1)



2025 Harvest Festival FlashVote Results

Q3: This year's festival was held at a new location. Based on what you know or experienced, which of the following statements best reflects your view?

I prefer the new location over the previous one(s)	43% (65)
I prefer the previous location(s)	25% (37)
I don't have a preference	21% (32)
Not Sure	11% (16)



2025 Harvest Festival FlashVote Results

Q4: Thinking about future Harvest Festivals, which of the following are most important to you, if any? (You can choose up to FOUR, if any)

Shade, seating, and comfort areas	65% (93)
Number and mix of vendors/nonprofit booths	59% (84)
Variety of food options	55% (78)
Music and entertainment	47% (67)
Location	37% (53)
Kids’ activities and family areas	35% (50)
Local wine/beer offerings	22% (31)
Parking and accessibility	17% (24)
Other	11% (16)



2025 Harvest Festival FlashVote Results

Q4: Thinking about future Harvest Festivals, which of the following are most important to you, if any? (You can choose up to FOUR, if any)

Responses for Other:

Back the winery games. forklift, vine pruning, competitions, etc.
Large tent across entire street
Pet Pawrade
Poetry reading and story telling circles
Fun Runs
City manager in “Dunk Booth” to raise funds for street/sidewalk repairs.
All the above!

2025 Harvest Festival FlashVote Results

- “Great new location. Felt like a festival and not a farmers' market / long aisle. Let's build in this success. Well done!”
- “I thought the car show was a nice addition”
- “Move to Adams Street permanently”
- “Great event - keep it going! Great for non-profits in the community”
- “I was skeptical about the venue change but ended up loving it. It was a great layout - great to have the wider street with more wiggle room in between the vendor tents etc. Great job.”
- “Would like to see more art and adult craft making”
- “Loved having local bands”
- “Maps to public on layout”

Q5: Any other comments or suggestions to help improve future Harvest Festivals?

- “Make sure there is sufficient shade and seating/standing eating options”
- “TOO HOT with no shade after 1 pm”
- “Please keep it local”
- “The kids' section was great and well run, enjoyed the options for smaller kids too”
- “If you could get more shade for the rest of the Harvest Fest at the new location would be great.”
- “Felt safer for the kids, maybe because we are further from high traffic roads”
- “Pet parade flow was a little awkward. more seating for eating would be nice, but overall, a good experience.”

Discussion & Questions





Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	November 25, 2025
FROM:	Mario Traverso, Project Manager
SUBJECT:	Consideration and Proposed Adoption of a Resolution Accepting the Work and Directing the Filing of the Notice of Completion for the Hazard Mitigation Grant Emergency Backup Power Project.
RECOMMENDED ACTION:	Staff Recommends Approval of the attached Resolution.
PREVIOUS COUNCIL ACTION:	Project Award to CD & Power on July 25, 2023 per Resolution 2023-093.
STATEMENT OF THE PURPOSE:	To accept the work and direct the filing of the Notice of Completion for the Hazard Mitigation Grant Emergency Backup Power Project.
FINANCIAL IMPACT:	See summary in discussion section.

BACKGROUND:

As part of the response assessment during the aftermath of the 2020 wildfires, the City of St. Helena identified the lack of emergency back up power generation at several key facilities as a significant risk. Additionally, this risk was exacerbated due to the development of the PG&E Public Safety Power Shutoff (PSPS) program. The City did not have back-up power to several critical City facilities that provide essential services to first responders and the citizens of St. Helena. Based on this risk to the City, it was determined it was essential to provide a permanent source of back-up power generation to various facilities to minimize the impacts disasters may have on St. Helena. In response, the City applied for and was awarded a Hazard Mitigation Grant through CalOES/FEMA. The grant award approved the installation of permeant generators at three City facilities which included the Wastewater Treatment Plant, the Corporation Yard, and the sanitary sewer lift station located in the Crinella subdivision.

The project construction documents were developed by City Staff and were posted to the City of St. Helena's website and area construction plan rooms and exchanges on March 30, 2023. Bids were publicly opened on May 11, 2023. The City received three bids for the project. On July 25, 2023, the project was awarded to CD & Power of Martinez California in the amount of \$1,946,638.

DISCUSSION:

The long lead time items were ordered in August 2023. Due to new regulations concerning generator performance and emissions, the generators were first generation models which were developed to meet the new stringent performance and emission

standards. The actual construction and installation of the generators occurred between March 2024 and October 2025. During the course of construction, one change order was issued in the amount of \$163,800 which was due as a result of price fluctuations of copper.

The City was awarded funding through the Hazard Mitigation Grant Program (HMGP) for two critical emergency backup power projects.

1. C23-01 Corporation Yard and Crinella Pump Station Generators.
 - Total Project Award: \$403,908
 - Federal Share (75%): \$302,931
 - City's Required Match (25%): \$100,977
2. S23-02 Wastewater Treatment Plant Emergency Backup Power Project.
 - Total Project Award: \$1,815,390
 - Federal Share (approximately 74.988%): \$1,361,326
 - City's Required Match (approximately 25.011%): \$454,064

Expenditure Summary

Construction Contract awards were issued below the total funding allocated through the Hazard Mitigation Grant Program (HMGP). As a result, the City's required local match will be recalculated in accordance with the proportional share outlined in the Grant Award Document.

Expenditures	Award	Actual
C23-01 Corporation Yard and Crinella Pump Station Generators	\$372,998	\$372,998
Contingency	\$37,300	
Change Orders		None
Total	\$410,298	\$372,998
<i>City's Required Match (rounded to the nearest dollar)</i>		\$93,250

Expenditures	Award	Actual
S23-02 Wastewater Treatment Plant Emergency Backup Power Project	\$1,573,640	\$1,573,640
Contingency	\$157,364	
Change Orders		\$163,800
Total	\$1,731,004	\$1,737,440
<i>City's Required Match (rounded to the nearest dollar)</i>		\$434,568

Expenses for project management performed by the City were also reimbursable up to \$42,490 between the two awards.

CD & Power's final construction contract amount is \$2,110,438 including the release of the retention. Upon approval of the resolution accepting the completion of the project, staff will file the appropriate notifications with the County and closeout the project.

ENVIRONMENTAL REVIEW:

All of the new generators are certified as "Tier 4 final", which conforms to the most stringent performance and emission standards.

GOAL:

Goal 1: Strengthen Financial Sustainability

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 3: Pursue Water Security & Sustainable Management of Water Resources

Goal 5: Enhance Quality of Life

Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[NOC Resolution](#)

[C23-01 CIP Page](#)

[S23-02 CIP Page](#)

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

**RESOLUTION ACCEPTING THE WORK AND DIRECTING THE
FILING OF THE NOTICE OF COMPLETION FOR THE C23-01
EMERGENCY BACK-UP POWER – CORP YARD & CRINELLA
PUMP STATION AND THE S23-02 EMERGENCY BACK-UP POWER
– WWTP HAZARD MITIGATION GRANT PROGRAM PROJECT.**

RECITALS

- A. Pursuant to St. Helena Municipal Code Chapter 3.04; Article 3 public Works Projects; Section 3.04.220 on August 1, 2024, a notice inviting bids was posted; and
- B. On May 11, 2023, three (3) bids were received and opened in accordance with applicable law; and
- C. The lowest responsive and responsible bidder for the Project was CD & Power of Martinez California in the amount of \$1,946,637.85; and
- D. On July 25, 2023 City Council awarded the C23-01 and S23-02 Emergency Back-Up Power projects to CD & Power in the amount of \$1,946,637.85, authorized the City Manager to execute a construction contract in the amount of \$1,946,637.85 with CD & Power for C23-01 and S23-02 projects, and authorized the Director of Public Works to approve change orders not-to-exceed 10% of the contract amount; and
- E. The final construction contract amount is \$2,110,437.85; and
- F. The project has been inspected and commissioned, and CD & Power has completed the work in accordance with the contract documents for the project; and
- G. If no liens or claims have been filed within 35 days of filing the Notice of Completion, the retained payment funds, and any amount due will be released to CD & Power.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. The contract entitled C23-01 and S23-02 Emergency Back-Up Power Project, with the final project construction costs of \$2,110,437.85 is accepted as complete; and
2. The Public Works Director/City Engineer is authorized to release retention and prepare a Notice of Completion and the City Clerk is directed to file a Notice of Completion with the Napa County Recorder; and

Approved at a Regular Meeting of the St. Helena City Council on November 25, 2025, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk

Emergency Back-Up Power - Corp Yard & Crinella Pump Station

Project No: C23-01**Category:** Civic**Project Location:** Corporation Yard and Crinella Pump Station**Responsible Department:** Public Works**EXPENDITURE ACCOUNTS:** 733-5010-**STATUS:** Stable Operations/Complete**PRIORITY:** High**PROJECT PURPOSE & DESCRIPTION:**

This project involves the replacement of outdated emergency generators and associated equipment at the City's Corporation Yard and Crinella Pump Station. The upgrades will enhance generator capacities, ensuring reliable backup power during emergencies and improving overall system resilience. By modernizing critical infrastructure, the project aims to mitigate risks associated with power failures, supporting essential public services and emergency response efforts. Funding for this project is partially provided through the Hazard Mitigation Grant Program (HMGP), secured from the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (Cal OES).

PROJECT NOTES:

- FY25 - A construction contract was awarded through Resolution 2023-093 (July 25,2023).
- Construction is scheduled to begin in FY 2025 Q3 under CIP No. S23-02.
- Additional HMGP funds have been requested to cover a bid overage of \$29,825.
- FY26 - Anticipate completion FY26Q1
- NOC presented to City Council on November 25, 2025.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3160 - Construction Contract	372,998							372,998
3170 - Contingency								0
3180 - CIP Overheads	76							76
EXPENDITURE TOTALS	373,074							373,074
FUNDING SOURCES								
571-Wastewater Rate Revenues	30,557							30,557
733-Civic CIP	62,843							62,843
733-Civic CIP HMGP Funds	279,674							279,674
FUNDING TOTALS	373,074							373,074

Emergency Back-Up Power - WWTP

Project No: S23-02
Category: Wastewater
Project Location: 1 Chaix Ln St. Helena
Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 773-5059-

STATUS: Stable Operations/Complete

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:

The Emergency Back-up Power - WWTP project is a critical infrastructure upgrade to ensure operational continuity of the City's wastewater treatment system during power outages or natural disasters. The Project will replace the aging emergency generator, increase generator capacity, and provide reliable back-up power to this essential City facility, enhancing resilience and disaster preparedness.

PROJECT NOTES:

This project is partially funded by the Hazard Mitigation Grant Program (HMGP), with grant funds secured through FEMA and the California Office of Emergency Services (Cal OES).

- FY25 - Construction contract awarded per Resolution 2023-093 on July 25, 2023
- Construction anticipated to begin in FY25 Q3, coordinated with CIP No. C23-01
- Additional HMGP funds requested to cover a \$602,390 bid overage.
- Continued Appropriation Notes: \$11,500 expended for generator demolition as part of project W21-01 (NOC for W21-01 presented at CC meeting 10/22/2024)
- FY26 - anticipate completion FY25Q4
- Updated funding sources to reflect 25% match from the City & 75% HMGP funds
- NOC presented to City Council on November 25, 2025.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3160 - Construction Contract	1,748,940							1,748,940
3170 - Contingency								0
3180 - CIP Overheads	80							80
EXPENDITURE TOTALS	1,749,020							1,749,020
FUNDING SOURCES								
421-Go Bonds	446,287							446,287
773-Wastewater Capital Improvement - HMGP Funds	1,302,733							1,302,733
FUNDING TOTALS	1,749,020							1,749,020



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	November 25, 2025
FROM:	Ian Dale, Environmental Services Tech
SUBJECT:	Water Supply and Forecasting - October 2025
RECOMMENDED ACTION:	Receive and file.
PREVIOUS COUNCIL ACTION:	Monthly Receive and File reports to City Council.
STATEMENT OF THE PURPOSE:	To provide monthly updates of the amount of water produced at the Louis Stralla Water Treatment Plant, the Stonebridge Potable Water Wells, and potable water delivered from the City of Napa.
FINANCIAL IMPACT:	None.

BACKGROUND:

The City of St. Helena publishes a monthly water report on the City website (www.cityofstheleena.org/publicworks/page/water-reports). The report includes the amount of water produced at the Louis Stralla Water Treatment Plant and the Stonebridge Potable Water Wells, and potable water delivered from the City of Napa. In addition to presenting data on the amount delivered monthly, the report includes year-to-date information and prior year data. Water elevation and capacity at the Bell Canyon Reservoir is included as well as information on rain and temperatures.

At the City Council meeting of May 9, 2023, the City Council adopted Resolution 2023-46 adopting City Council goals for FY 2023-24. Five new City Council Goals for FY 2023-24 which include Goal 1: Financial Sustainability, Goal 2: Infrastructure and Environmental Sustainability, Goal 3: Water Security, Goal 4: Community Information and Engagement, and Goal 5: Quality of Life. City Council has the responsibility of establishing broad goals and the City's leadership has the responsibility to develop a work plan to achieve them.

DISCUSSION:

In connection with City Council Goal 2, City staff has developed a forecasting tool to facilitate its ability to optimize water use and track water availability. Included as Attachment 1 is the Monthly Water Report for October 2025. The water produced for October 2025 is down by -19% when compared to October 2024 and is down by -44% compared to the average of October 2018-2020. Below is a chart summarizing the water produced per source:

Water Produced per Source

Source	Average (2018 - 2020) (Acre-Feet)	October 2024 (Acre-Feet)	October 2025 (Acre-Feet)
Bell Canyon	90	31.14	28.78
Stonebridge Wells	34	44.39	16.76
Napa Water	57	51.59	57.4
Total	182	127.12	102.94

- Percent change from October 2024: -19%
- Percent change from average of October 2018 - 2020: -44%

Bell Canyon Reservoir

The City is no longer in water emergency conditions based upon the Phase I Water Emergency measures being terminated by City Council adopting Resolution No. 2023-94 on July 25, 2023. Bell Canyon Reservoir has adequate water to support the City's needs through this calendar year. The storage in Bell Canyon graph (Attachment 2) has been revised to include historic reservoir supply levels since September 2023. It also shows the water availability forecast through June 2026 based on the highest water usage during a non-drought year (FY 2019/20) and 10 inches of rainfall (lowest recorded).

As of November 1, 2025, Bell Canyon Reservoir elevation was at 412.17 feet representing approximately 1,673.58 acre feet (AF) and 70.21% capacity. Bell Canyon spillway level is 422 feet representing 2,383.69 acre feet in water supply volume. Below is a chart comparing Bell Canyon elevation levels, water supply availability in acre feet, and percent capacity of the reservoir on November 1st in 2023, 2024, and 2025.

Year	2023	2024	2025
Bell Canyon Elevation Level	416.70 Ft.	414.37 Ft.	412.17 Ft.
Acre Feet	1,945.02 AF	1,823.14 AF	1,673.58 AF
Percent Capacity	83.46%	76.48%	70.21%

As a follow up to the May 24, 2022, City Council meeting, staff developed a graph (Attachment 3) highlighting the relationship between the reservoir elevation level and water supply availability in acre feet. The graph shows the current status of the reservoir. Furthermore, the graph also displays the points where City Council decided to declare Phase I and Phase II Water Emergencies in 2020.

Continued Water Conservation

California experienced two consecutive dry years 2020 and 2021. Due to the combination of warmer-than-average temperatures and minimal precipitation in the state, the Department of Water Resources (DWR) declared 2021 as the fourth-driest year on record statewide. The record-breaking dry period in January and February 2022, and the absence of significant rains in March 2022, required DWR to reduce anticipated deliveries from the State Water Project (SWP). However, the reduction at

the time did not affect St. Helena as the City has multiple robust water sources not affected by the executive order. Water availability from the Bell Canyon reservoir is based on the City's State Water Rights permit and not the SWP. The City has not received any curtailment order from DWR nor does the City anticipate receiving one.

It should be noted that on July 25, 2023, the City Council adopted Resolution No. 2023-94 to formally end the Phase I Water Emergency. The projected demand on the system versus the anticipated rainfall over the next year reflects an available supply in Bell Canyon approximately 1,895 acre-feet, significantly above the 1,481 acre-feet standard for declaration of a Phase I Water Emergency. Staff will monitor State-wide and local drought conditions, weather conditions, and provide updates on a monthly basis. The corresponding staff report provided a variety of data to reflect the disposition of the water supply at that time in relation to the Council-adopted Safe Yield Policy.

City of Napa Water Supply

Normal operations continue at Rutherford Pump Station (RPS) and the City is taking delivery of the allotment purchased from City of Napa. During the month of October 2025, Rutherford Pump Station was producing an average of 0.60 MG/day for a total of 57.4 acre feet (AF) for the month.

ENVIRONMENTAL REVIEW: Not applicable.

GOAL:

Goal 1: Strengthen Financial Sustainability

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 3: Pursue Water Security & Sustainable Management of Water Resources

Goal 4: Provide Effective Community Information & Opportunities for Engagement

Goal 5: Enhance Quality of Life

Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Attachment 2 - Bell Canyon Water Storage Forecast](#)

[MWR October 1-31 2025](#)

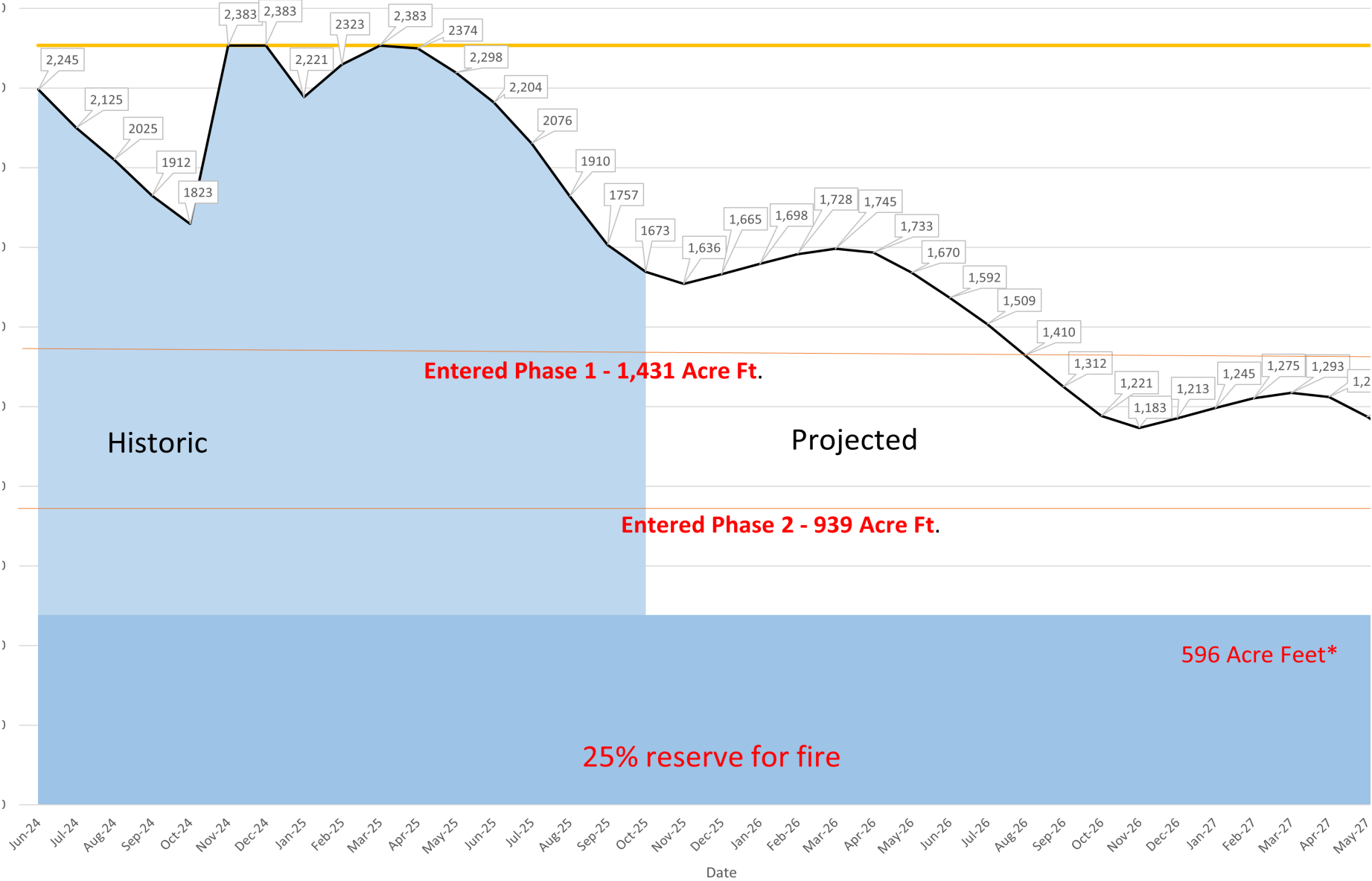
[Attachment 3 - Bell Canyon Reservoir Storage I II](#)

[Attachment 4 -Bell Canyon Reservoir Historical Elevation Levels](#)

[Attachment 5 - Bell Canyon Reservoir Historical Storage Elevation](#)

Bell Canyon Water Storage Forecast

Assumes: (1) Highest usage during non-drought year (FY2019/20)
 (2) 10" of Rainfall (Lowest Recorded)



CITY OF ST. HELENA
MONTHLY WATER REPORT

CC: CC__X__ PC__X__ FILE____
 RECEIVED:____ BY: __

October 1-31, 2025

	LOUIS STRALLA WATER PLANT	STONEBRIDGE POTABLE WELLS	SBW IRRIGATION WATER	NAPA WATER	TK #1 & #2 ADJUST
AMOUNT PRODUCED in AF	28.78	16.76	0.31	57.40	-0.44
AMOUNT PRODUCED in MG	9.37	5.46	0.10	18.70	-0.14
PERCENT	28.1%	16.4%		56.0%	-0.4%

WATER PRODUCED DELIVERY (AGGREGATE)

	THIS YEAR	LAST YEAR
TOTAL PRODUCED THIS PERIOD	33.53 MG	41.41 MG
MAXIMUM DAILY PRODUCED	n/a MG	n/a MG
MINIMUM DAILY PRODUCED	n/a MG	n/a MG
AVERAGE DAILY PRODUCED	1.08 MG	1.33 MG

WATER YEAR TOTALS

	THIS FISCAL YEAR	%	LAST FISCAL YEAR	%
LOUIS STRALLA WATER PLANT	149.93 AF	33.2%	153.71 AF	29.9%
	48.84 MG		50.07 MG	
NAPA WATER	213.85 AF	47.4%	207.81 AF	40.4%
	69.66 MG		67.69 MG	
STONEBRIDGE POTABLE WELLS	87.50 AF	19.4%	152.26 AF	29.6%
	28.50 MG		49.60 MG	
TOTAL WATER PRODUCED DELIVERY (ALL)	451.28 AF	100.0%	513.78 AF	100.0%

SBW IRRIGATION WATER

	THIS MONTH	THIS MONTH, LAST YR.
STONEBRIDGE APARTMENTS	0.03 MG/Oct. 1-31	0.14 MG/Oct. 1-31
NAPA VALLEY COLLEGE	0.07 MG/Oct. 1-31	0.06 MG/Oct. 1-31

WATER ELEVATION, CAPACITY & RAINFALL

	THIS FISCAL YEAR	LAST FISCAL YEAR
ELEVATION BELL CANYON RESERVOIR	412.17 FT.	414.37 FT.
MONTHLY RISE OR DROP	-1.24 FT.	-1.26 FT.
CAPACITY AT END OF PERIOD	1673.58 AF	1823.14 AF
PERCENT OF FULL CAPACITY	70.2 %	76.5 %
RAINFALL IN THIS PERIOD	0.50 IN	0.10 IN
TOTAL RAINFALL SEASON TO DATE	0.61 IN	0.20 IN

TEMPERATURES

	THIS MONTH, THIS YEAR	THIS MONTH, LAST YR.
DEGREES IN FAHRENHEIT	87.5-47.6	99-45.5
AVERAGE	67.55	76

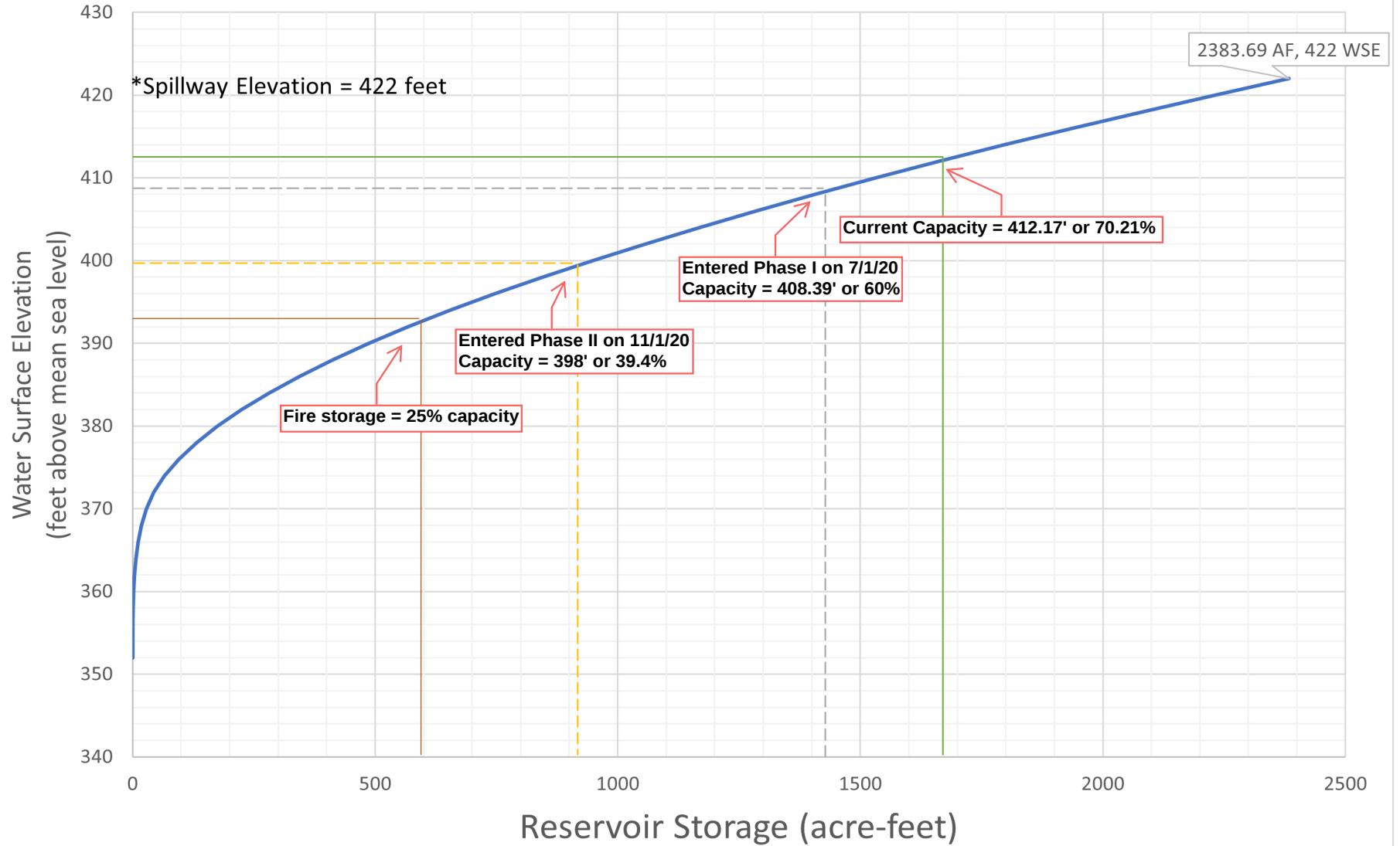
REMARKS

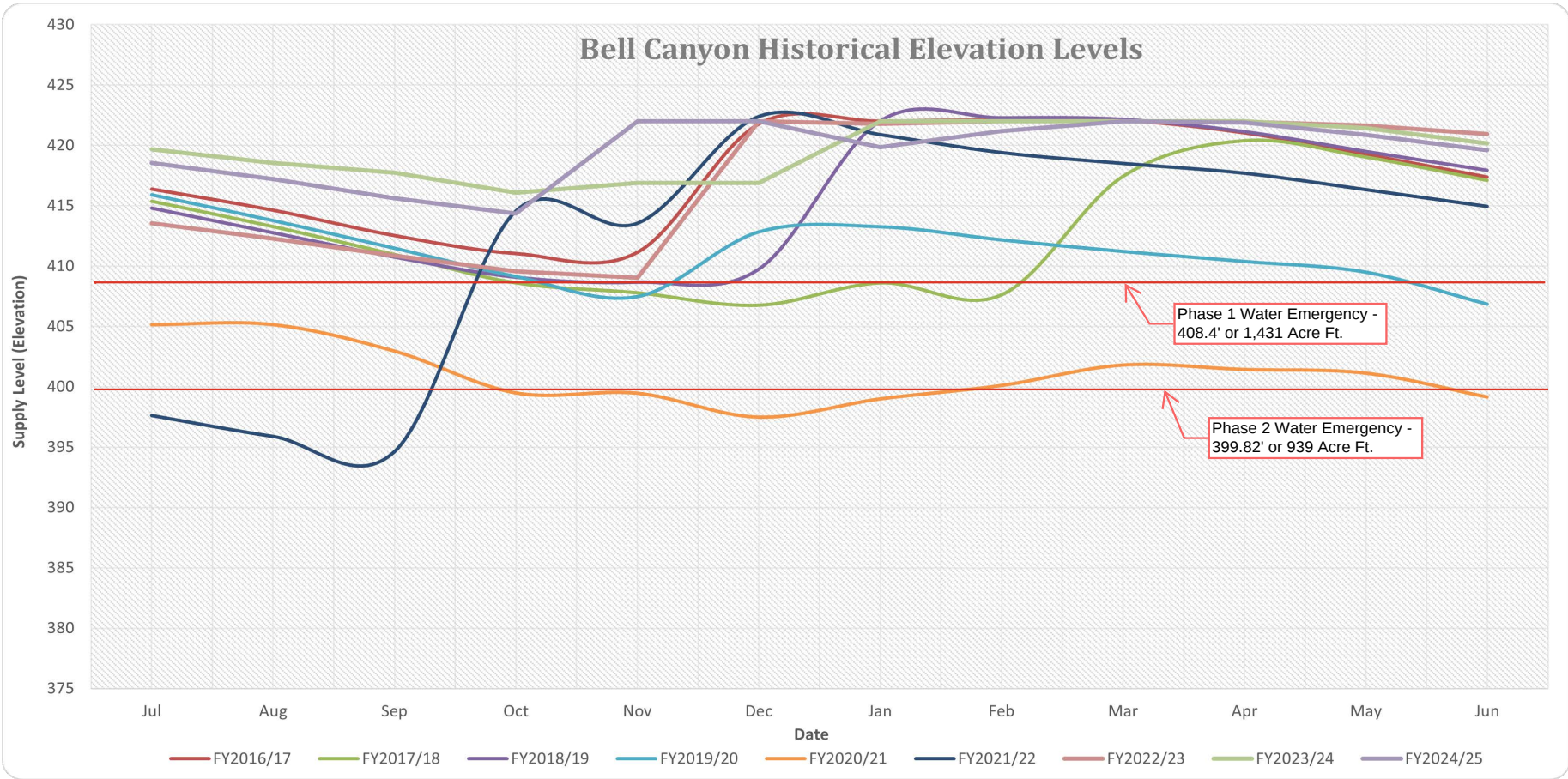
City of Napa Water Delivery: RPS producing an average of 0.60 MG/day during October 2025.

DISCLAIMER: The data presented in this report is approximate and for informational purposes only.

Updates will be provided if any errors are identified.

Bell Canyon Reservoir Stage-Storage Relationship









Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	November 25, 2025
FROM:	Mario Traverso, Project Manager, Stephanie Killingsworth, Public Works Financial Analyst
SUBJECT:	Consideration and Proposed Approval of a Resolution Authorizing the City Manager to Execute Amendment No. 2 in the amount of \$50,000 to increase the Professional Services Agreement with Summit Engineering Inc. for a total not-to-exceed amount of \$199,500, for Construction Engineering Services for the D24-01 Oak Avenue Utility Rehabilitation Project.
RECOMMENDED ACTION:	Staff recommends approval of the attached Resolution.
PREVIOUS COUNCIL ACTION:	Resolution 2023-133, 10/10/23 - Original Professional Services agreement authorization for \$121,500 Resolution 2025-035, 04/22/25 - Amendment 1 for \$28,000 for an updated not-to-exceed amount of \$149,500. The construction contract for the project was awarded to Argonaut Constructors on October 28, 2025.
STATEMENT OF THE PURPOSE:	To authorize the City Manager to execute Amendment No. 2 to the Professional Services Agreement with Summit Engineering, Inc. to continue providing construction engineering support services for the D24-01 Oak Avenue Utility Rehabilitation Project.
FINANCIAL IMPACT:	For Amendment No. 2 the total financial impact is a time and materials, not-to-exceed amount of \$50,000. Sufficient budget is currently available within the D24-01 Oak Avenue Utility Rehabilitation Project in Construction Management.

BACKGROUND:

The upgrade of the utilities and surface conditions of Oak Avenue has been a priority for the City since 2007. The necessity to upgrade the utilities has precluded any significant surface improvements. The utility upgrade design commenced in 2007 but the effort was abandoned for unknown reasons. The design effort was reengaged with Summit Engineering and was completed in early 2025. The project was successfully advertised and awarded to Argonaut Constructors on October 28, 2025, with construction expected to begin in Winter 2025.

Due to the scale and complexity of the utility replacement and related improvements, retaining the design consultant for the construction engineering support is necessary.

The City executed a Professional Services Agreement with Summit Engineering (and Amendment No. 1) for design and pre-construction work. Amendment No. 2 extends and supplements this contract to support the construction phase.

DISCUSSION:

It is customary for projects of this scale and complexity for the engineering design firm to remain engaged and under contract with the City during the construction portion of the project in a consulting capacity. This allows the design engineer to be accessible to provide clarification or resolution for issues in the field during construction. Summit Engineering has provided continuity of service throughout the design process and is best positioned to provide technical support during construction. This ensures:

- Timely responses to Requests for Information (RFIs)
- Design clarifications
- Plan adjustments to field conditions
- Support during construction meetings
- Submittal review
- Field visits as needed

Amendment No. 2 authorizes an additional \$50,000 to ensure continued engineering support on a time-and-materials basis, consistent with the Supplemental Scope of Work November 4, 2025.

ENVIRONMENTAL REVIEW: None

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 3: Pursue Water Security & Sustainable Management of Water Resources

Goal 5: Enhance Quality of Life

Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Resolution Summit D24-01](#)

[Summit PSA Amendment No. 2](#)

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 2 IN THE AMOUNT OF \$50,000 TO THE PROFESSIONAL SERVICES AGREEMENT WITH SUMMIT ENGINEERING INC. FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$199,500 FOR CONSTRUCTION ENGINEERING SERVICES FOR THE D24-01 OAK AVENUE UTILITY REHABILITATION PROJECT.

RECITALS

- A. The Oak Avenue Utility Rehabilitation Project includes installation and replacement of storm drain, sewer, and water infrastructure, including manholes, service laterals, and associated improvements within the Oak Avenue corridor; and
- B. The Oak Avenue Utility Rehabilitation project represents a significant and complex Public Works effort requiring coordination among multiple utility systems and adjacent property owners; and
- C. The City previously executed a Professional Services Agreement with Summit Engineering, Inc. and later approved Amendment No. 1 for design and engineering services; and
- D. On October 28, 2025, the City awarded the construction contract to Argonaut Constructors, with construction commencing in Winter 2025; and
- E. Summit Engineering, Inc. prepared the project design plans and is best positioned to provide timely and accurate technical support during construction, including assistance with RFIs, submittals, site visits, and design clarifications; and
- F. The City has determined that continued availability of the design engineer during construction is necessary to ensure efficient project delivery and resolution of field issues; and
- G. Staff recommends approval of Amendment No. 2 to authorize additional time-and-materials engineering services in an amount not-to-exceed \$50,000; and

- H. Sufficient funds are available in the FY2025-26 Capital Improvement Program for Project D24-01.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Authorizes the City Manager to execute Amendment No. 2 to the Professional Services Agreement with Summit Engineering Inc. for construction engineering services for the Oak Avenue Utility Rehabilitation Project D24-01 in an amount not-to-exceed \$50,000.

2. Funding is as follows:

Description	Fund/Funding Source	Expense GL Account	Amount
D24-01 Construction Management	421 – GO Bonds	741-50-14-31-50	\$50,000

Approved at a Regular Meeting of the St. Helena City Council on November 25, 2025, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk

AMENDMENT NO. 2

TO PROFESSIONAL SERVICES AGREEMENT WITH SUMMIT ENGINEERING, INC; STH CONTRACT NO: FY2024-024 FOR OAK AVENUE UTILITY REHABILITATION PROJECT FOR AN ADDITIONAL \$50,000 FOR A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$199,500.

This Second Amendment to Professional Services Agreement STH Contract: 2024-024 dated October 10, 2023 ("Agreement") is made as of this 25th. day of November, 2025 by and between the City of St. Helena, a municipal corporation ("City"), and Summit Engineering, Inc. ("Consultant").

RECITALS

- A. On October 10, 2023, the City and Summit Engineering, Inc. entered into a Professional Services Agreement for design and engineering services for the Oak Avenue Utility Rehabilitation Project; and
- B. On April 22, 2025, the City approved Amendment No. 1 to incorporate additional design work necessary to complete the Project; and
- C. Summit Engineering subsequently prepared the final design plans for the Project, and on October 2025, the City awarded the construction contract to Argonaut Constructors; and
- D. The City requires the continued availability of Summit Engineering during the construction phase to provide construction engineering support, including response to requests for information, submittal review, participation in construction meetings, field visits, and design clarifications; and
- E. Staff has identified additional construction-phase needs consistent with Summit Engineering's Supplemental Scope of Work dated November 6, 2025, including engineering support on a time-and-materials basis; and
- F. The City now desires to execute Amendment No. 2 to authorize an additional \$50,000 for construction engineering services, for a revised total not-to-exceed contract amount of \$199,500.

AGREEMENT

NOW, THEREFORE, in consideration of the promises and of the mutual covenants and agreements herein contained, for good and valuable consideration, the adequacy of which is hereby acknowledged, the parties agree to amend the Agreement as follows:

- 1. The Scope of Work as attached to the Agreement is hereby amended to include the Additional Scope of Work, attached hereto and incorporated herein as Exhibit A.
- 2. Section 4. A Compensation and Method of Payment, is amended to read as follows:

"Total compensation shall not exceed \$199,500..."

All other terms of the Agreement shall remain in full force and effect.

Entered as of the day and year first above stated.

CONSULTANT:

Signatures of Authorized Persons:

By: _____

Print Name: Jasper Gehring

Title: Principal

CITY OF ST. HELENA

a Municipal Corporation

By: _____

Print Name: Anil Comelo
Title: City Manager APPROVED

AS TO FORM:

Ethan Walsh, City Attorney

Exhibit A – Additional Scope of Work



SUPPLEMENTAL SCOPE OF WORK

CLIENT: **CITY OF ST. HELENA**
1800 College Avenue
St. Helena, CA 94574

PROJECT: **OAK AVENUE UTILITY
REPLACEMENT**

Attn: Mario Traverso

SSOW. No.: **3**

Date: November 6, 2025

Project No.: 2023177

This Supplemental Scope of Work, along with the attached is an addendum to and supplements the original Agreement for Professional Services for **Oak Avenue Utility and Street Improvements** between Summit Engineering, Inc. (hereinafter known as SUMMIT) and CLIENT dated October 10, 2023. The unaltered terms and conditions of that Agreement apply to all the work completed under this Supplemental Scope of Work.

SCOPE OF WORK

The CLIENT intends to award a construction contract for the Oak Avenue Utility and Street Improvements based on engineering drawings prepared by SUMMIT. The CLIENT is anticipated to provide primary construction assistance services and be the primary point of contact for Contractor questions during construction. The CLIENT has requested that SUMMIT be available for questions and engineering support on an as-requested basis during construction.

1. Construction Assistance – Civil (.620)

SUMMIT to provide construction assistance services on an as requested basis.

- A. Attend pre-construction meeting with the CLIENT and Contractors at the site.
- B. Review shop drawings and submittals for compliance with the intent and requirements of the civil portions of the Contract Documents.
- C. Provide, with reasonable promptness, written responses to Requests for Information (RFI), clarification, and interpretation of the requirements of the Contract Documents.
- D. Perform site visits including attendance at construction meetings, at appropriate intervals during construction, to observe the progress of construction and its general conformance to the Contract Documents. Prepare and issue Field Reports.
- E. Perform one site visit to prepare the written notice (punch list) of items to be completed or corrected when the construction is substantially complete.
- F. Prepare written statement of construction general conformance with design intent as required by regulatory agencies.

EXCLUDED ITEMS

- 1. Construction staking
- 2. Geotechnical investigation and materials testing

ASSUMPTIONS

- 1. This Agreement is based on design concepts as depicted on the drawings prepared by SUMMIT dated September 17, 2025, and as discussed in meetings with Mario Traverso prior to the date of this proposal. Revisions to the project concept, location, or specific design features implemented by the CLIENT may require an adjustment in the estimated fees and schedule.
- 2. The CLIENT will be responsible for overseeing the Contractor to execute construction in conformance with the approved Oak Avenue Utility and Street Improvement Plans and applicable agency standards.
- 3. Due to direction of the CLIENT made during the design process, aspects of the proposed improvements may require field adjustment due to unknown or unexplored existing conditions, older topographic mapping, or aerial mapping utilized for updated outlet routing. Field changes to accommodate any unanticipated conditions may require updated design, which would require additional scope of services.

FEES

Task	Fee Basis	Current Approved Fee	Proposed Change	Revised Fee
Construction Assistance - Civil (.620)	T&E (Budget)	\$ 0	\$ 50,000	\$ 50,000
TOTAL FEE CHANGE			\$ 50,000	



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	November 25, 2025
FROM:	Mario Traverso, Project Manager, Stephanie Killingsworth, Public Works Financial Analyst
SUBJECT:	Consideration and Proposed Approval of a Resolution Authorizing a Professional Services Agreement with Coastland Civil Engineering, LLP for Design Services for the Spring Street/Highway 29 Intersection Project CIP No. R26-04 in an Amount Not-to-Exceed \$58,310.
RECOMMENDED ACTION:	Staff recommends approval of the attached Resolution.
PREVIOUS COUNCIL ACTION:	February 27, 2024, the City Council approved Resolution 2024-02, authorizing execution of Administering Agency-State Master Agreements for State and Federal-Aid Funded Projects with the California Department of Transportation (Caltrans) and authorizing staff to create a Capital Improvements Project, establishing a budget of \$500,000. June 11, 2025, the City Council approved Resolution 2025-079, adopting the FY2025-26 through FY2029-30 Capital Improvement Plan (CIP). This action formally accepted and established Project R26-04 Spring Street/Highway 29 Intersection Project within the 5-Year CIP document.
STATEMENT OF THE PURPOSE:	To authorize execution of a Professional Services Agreement (PSA) with Coastland Civil Engineering, LLP for design services associated with the Spring Street/Highway 29 Intersection Project CIP No. R26-04, providing design plans, specifications, cost estimating, and bid-phase support to enhance pedestrian safety at the intersection of Spring Street and Main Street (Highway 29).
FINANCIAL IMPACT:	Funding for this agreement is available within the FY2025-26 Capital Improvement Program for CIP R26-04, Spring Street/Highway 29 Intersection Improvements. The project is grant-funded through the State and Federal-Aid Program administered by Caltrans; therefore, no budget amendment is required.

BACKGROUND:

The Spring Street/ Highway 29 Intersection Project CIP No. R26-04 continues the City's ongoing downtown safety and mobility initiatives by improving pedestrian crossing conditions along Main Street. The project relocates the existing south-side crosswalk to the north side of the intersection and adds bulb-outs, ADA-compliant curb ramps, high-visibility crosswalk striping, pavement markings, and Rectangular Rapid Flashing Beacons (RRFBs).

The City previously completed a topographic survey of the intersection area and will provide that data to Coastland Civil Engineering, LLP for design use. The City will also prepare the front-end bid specifications and Caltrans encroachment permit package, while Coastland will prepare the technical plans and bid schedule for incorporation into the City's documents.

DISCUSSION:

Under the proposed agreement, Coastland Civil Engineering, LLP will provide the following services:

- Project Meetings and Coordination - Conduct kick-off and progress meetings, perform field review, and coordinate with utilities.
- Preliminary Design - Develop conceptual plans and an engineer's estimate based on City provided survey data.
- Plans and Specifications - Incorporate City and Caltrans review comments and update technical documents and cost estimates.
- Final Bid Documents - Prepare stamped plans, technical specifications, and a bid schedule for City use.
- Bid Support - Provide responses to bidder questions and assist with one addendum, if needed.

ENVIRONMENTAL REVIEW: Not a CEQA Project.

GOAL:

Goal 5: Enhance Quality of Life

Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Coastland R26-04 Resolution](#)
[PSA Coastland R26-04 CCE Signed](#)
[R26-04 CIP Page](#)

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE
A PROFESSIONAL SERVICES AGREEMENT WITH COASTLAND
CIVIL ENGINEERING, LLP FOR DESIGN SERVICES FOR THE
SPRING STREET/HIGHWAY 29 INTERSECTION PROJECT CIP NO.
R26-04 IN AN AMOUNT NOT-TO-EXCEED \$58,310.**

RECITALS

- A. On June 11, 2025, the City Council adopted Resolution 2025-79, approving the Fiscal Year 2025-26 through FY2029-30 Capital Improvement Plan (CIP), which formally accepted and established Project No. R26-04 Spring Street/Highway 29 Intersection project; and
- B. The Spring Street/Highway 29 Intersection Project continues the City's Downtown Pedestrian Safety and Mobility Initiatives by relocating the existing south-side crosswalk to the north side of the intersection and adding bulb-outs, ADA-compliant curb ramps, high-visibility crosswalk striping, pavement markings, and Rectangular Rapid Flashing Beacons (RRFBs); and
- C. The City has completed a topographic survey of the intersection and requested proposal from Coastland Civil Engineering, LLP to provide design-phase engineering services for the project, including plans, specifications, cost estimating, and bid-phase support; and
- D. Coastland Civil Engineering, LLP submitted a proposal in the amount of \$58,310, which staff has reviewed and determined to be reasonable and consistent with the scope of services needed to complete the project design.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Authorizes the City Manager to execute a Professional Services Agreement with Coastland Civil Engineering, LLP for engineering design services for the Spring Street/Highway 29 Intersection Project CIP No. R26-04 in an amount not-to-exceed \$58,310.
2. Funding is as follows:

Description	Fund/Funding Source	Expense GL Account	Amount
R26-04 Design	741 – Streets Capital Improvement PLBP	741-50-14-31-10	\$58,310.

Approved at a Regular Meeting of the St. Helena City Council on November 25, 2025,
by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk

**CITY OF ST. HELENA
PROFESSIONAL SERVICES AGREEMENT
SPRING STREET CROSSING IMPROVEMENTS**

This Agreement is made and entered into as of November 25, 2025 by and between the City of St. Helena, a public agency organized and operating under the laws of the State of California ("City"), and Coastland Civil Engineering, LLP with its principal place of business at 1400 Neotomas Avenue, Santa Rosa, CA 95405 (hereinafter referred to as "Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

A. City is a public agency of the State of California and is in need of professional services for the following project:

Spring Street Crossing Improvements (hereinafter referred to as "the Project").

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for City to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the City with the services described in the Scope of Services attached hereto as Exhibit "A."

2. Compensation.

a. Subject to paragraph 2(b) below, the City shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit "A."

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$58,310.00. This amount is to cover all printing and related costs, and the City will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the City, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a

statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the City and executed by both Parties before performance of such services, or the City will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by City.

5. Term.

The term of this Agreement shall be from November 18, 2025 to November 18, 2026 unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Project. Consultant shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

a. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; pandemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the City, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care; Performance of Employees

a. Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

b. Consultant's employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Consultant represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Contract. As provided for in the indemnification provisions of this Contract, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

9. Assignment and Subcontracting

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates and subcontractors as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Contractor

Consultant is retained as an independent contractor and is not an employee of City. No employee or agent of Consultant shall become an employee of City. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from City as herein provided.

11. Insurance. Consultant shall not commence work for the City until it has provided evidence satisfactory to the City it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the City.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Agreement
- (8) Property Damage
- (9) Independent Contractors Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City, and provided that such deductibles shall not apply to the City as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status.

(iv) Subject to written approval by the City, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the City as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the City and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 combined single limit
Employer's Liability	\$1,000,000 per accident or disease
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the City at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the City at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the City or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to provide a waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the City and shall not preclude the City from taking such other actions available to the City under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the City, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(iii) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the City nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the City that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the City as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, City may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify

shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

b. If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

13. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

b. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

c. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

14. Safety.

Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life-saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

15. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

16. INTENTIONALLY DELETED17. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a the Superior Court of California for the County of Napa.

18. Termination or Abandonment

a. City has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, City shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. City shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by City and Consultant of the portion of such task completed but not paid prior to said termination. City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to City only in the event of substantial failure by City to perform in accordance with the terms of this Agreement through no fault of Consultant.

19. Ownership of Documents and Confidential Information.

a. All deliverables and other documents generated by Consultant in the performance of the Services, including all work papers, work-in-progress, designs, drawings, documents, data, computations, specifications, studies and reports prepared by Consultant as a part of the Services or authorized Additional Services ("Consultant Work Product") shall belong to and be subject to the sole ownership and use of City.

b. Except as otherwise provided in "Termination or Abandonment," above, all original field notes, written reports, drawings and specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the City.

c. During the course of the performance of this Agreement, Consultant may receive written or verbal information from City, its representatives or agents, not in the public domain. Such information may include City's know how, trade secrets, and other proprietary and confidential information and Consultant agrees to treat such information as confidential information belonging to City. Consultant agrees that neither it, nor its officers, employees, representatives, agents, successors, or assigns, will disclose such information to any third party or use the same in any manner without the prior written consent of City. Moreover, Consultant agrees to safeguard such proprietary and confidential information from unauthorized disclosure and/or use using the same degree of care it uses to protect its own proprietary and confidential information, but not less than a reasonable standard of care. In the event that disclosure of such information is sought pursuant to any law or regulation, Consultant shall promptly notify City of such fact to allow City to assert whatever exclusions or exemptions may be available to it under applicable law or regulation.

20. Organization

Consultant shall assign Steve Van Saun, PE as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the City.

21. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

22. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

CITY:

City of St. Helena

1088 College Avenue, St. Helena, CA 94574

Attn: Joseph Leach, Public Works Director

CONSULTANT:

Coastland Civil Engineering, LLP

1400 Neotomas Avenue

Santa Rosa, CA 95405

and shall be effective upon receipt thereof.

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Coastland/Spring Street Crossing Improvements

23. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

24. Equal Opportunity Employment

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

25. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of City and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

26. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the remaining provisions unenforceable, invalid or illegal.

27. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of City. Any attempted assignment without such consent shall be invalid and void.

28. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either Party, unless such waiver is specifically specified in writing.

29. Time of Essence

Time is of the essence for each and every provision of this Agreement.

30. City's Right to Employ Other Consultants

City reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

31. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF ST. HELENA
AND COASTLAND CIVIL ENGINEERING, LLP**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY OF ST. HELENA

Coastland Civil Engineering, LLP

By: _____
Anil Comelo
City Manager

By: Heidi E. Utterback
Its: Corp. Secretary

Printed Name: Heidi E. Utterback

By: SV
Its: Vice President
Printed Name: Steven Van Saun

ATTEST:

By: _____
Ethan Walsh, City Attorney

EXHIBIT A
Scope of Services



November 4, 2025

Mario Traverso
City of St. Helena
1088 College Avenue
St. Helena, CA 94574

Subject: Proposal for Main Street Pedestrian Improvements

Dear Mario,

In response to your request, we are pleased to present this letter proposal for professional engineering services associated with providing plans, specifications, and engineer's opinion of probable cost for the Main Street Pedestrian Improvements Project.

PROJECT UNDERSTANDING

The City requested Coastland | DCCM prepare a scope and fee proposal for engineering services for pedestrian improvements along Main Street (State Highway 29) at the Spring Street intersection. At Spring Street the city desires to relocate the southerly crosswalk to the north side of the intersection with additional pedestrian crossing enhancements including bulb outs, curb ramps, RRFBs, and other improvements to improve pedestrian visibility in the intersection. The current intersection configuration is a three-way intersection which is stop-controlled on Spring Street and uncontrolled in both directions along Main Street.

The City has already conducted a topographic survey of the intersection and will provide Coastland | DCCM with the survey data needed for design. Additionally, the City provided a preliminary exhibit outlining the anticipated scope of improvements at the intersection of Spring and Main Street.

The primary objective of the project consists of re-configuring the intersection of Spring Street at Main Street by relocating the crosswalk from the south side of the intersection to the north side of the intersection and adding new concrete bulb outs, curb ramps, hi-visibility crosswalk striping, pavement markings, and conforming improvements needed to properly transition between new and existing infrastructure. Solar-powered RRFBs will be installed at the new crosswalk location. The existing crosswalk on the south side of the intersection will be completely removed and both curb ramps will be replaced with full height curbs and sidewalk meeting current ADA requirements. Minor drainage improvements are also anticipated and include an additional catch basin on the south side and a trench drain on the north side.

Other improvements anticipated as part of the project include two new curb ramps for the Spring Street crossing located on the west side of the intersection, possible drainage modifications, localized pavement resurfacing in the new and existing crosswalk areas, adjustments to existing lane alignments, possible reduction of on-street parking, and relocation of above ground improvements (City bench, mailbox, sign pole) that may impact placement of proposed curb ramps, crosswalks, and other site improvements.

Santa Rosa
1400 Neotomas Avenue
Santa Rosa, CA 95405
Tel: 707.571.8005

Auburn
11641 Blocker Drive, Ste. 170
Auburn, CA 95603
Tel: 530.888.9929

Pleasant Hill
3478 Buskirk Avenue, Ste. 1000
Pleasant Hill, CA 94523
Tel: 925.233.5333

Fairfield
420 Executive Court North, Ste. G
Fairfield, CA 94534
Tel: 707.702.1961

www.coastland.dccm.com

Mario Traverso
Main Street Pedestrian Improvements

The City also desires to replace as much curb, gutter, and sidewalk before and after the new crossing as possible while maintaining the overall project budget.

The City has already conducted a topographic survey of the area and requests Coastland DCCM to use City-provided topographic survey data for preparing the design. We will review the City's topographic survey data and engage the City if any questions or concerns are identified during the review, or if more information is needed for design.

We are assuming the environmental documentation for this project will be a Categorical Exemption under the California Environmental Quality Act (CEQA). The City will be responsible for preparing any necessary environmental clearances.

It is understood that the City will prepare the project front end specifications and necessary encroachment permit submittal to Caltrans. We will prepare the technical specifications and provide the City with the Bid Schedule to be incorporated into the front-end documents.

PROJECT APPROACH

Based on our understanding of the project needs, our approach to the design will involve making the best use of the available project budget while providing the highest quality finished project possible. The City has specified a budget of approximately \$500,000 will be made available for design and construction of the project. As we have extensive experience in design of these types of projects, we can provide cost-efficient and creative ways to re-configure the intersection crossing and install new concrete bulb outs, curb ramps, and related improvements to provide maximum value to the City in accordance with the anticipated budget allocation. Our approach to design will also include considerations for how to minimize impacts to the existing roadway alignment, effective lane widths, and potential loss of on-street parking to the City and surrounding businesses as a result of the proposed intersection improvements.

Initially, we will walk the site and review the proposed alignment of the new crosswalk on the north side of the intersection, including identifying preliminary locations of placement for new bulb outs, curb ramps, relocated RRFB assemblies, and other conforming improvements that may be needed within the Spring Street / Highway 29 intersection. The existing sidewalk and curb ramps located on the south side of the intersection will also be reviewed for conformance with current ADA standards. Non-conforming areas will be documented for inclusion on the improvement plans. This proposal assumes there won't be significant sidewalk replacement due to excessive cross slope.

Coastland | DCCM understands that the City is looking for creative ways to address some of the challenges expected to be encountered during design and would like to use this project as a framework for approaching other similar intersections along the Downtown corridor, where future improvements (similar in scope) are anticipated. Some of the anticipated challenges include: How to efficiently manage pedestrian traffic and create a more comfortable environment for persons crossing Highway 29 at the Spring Street intersection, how to effectively convey drainage through the improved area with minimal impacts to existing infrastructure, how to reduce the amount transitional elements needed to conform the new pedestrian crossing improvements with existing roadway superelevation and other surfaces, and how to minimize the loss of available on-street parking which is critical, given the location of the project in Downtown St. Helena.

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DCCM

Mario Traverso
Main Street Pedestrian Improvements

SCOPE OF WORK

TASK 1 – PROJECT MEETINGS, PRELIMINARY RESEARCH AND COORDINATION

Meetings with City Representatives

We propose to meet with City staff to discuss project details, establish goals, review the project schedule and coordinate efforts. Included are the project kick-off meeting and two (2) progress design reviews (90%, and 100% submittals).

Background Information & Utility Coordination

We will assemble available City information pertaining to the project including as-built drawings, utility information (including any replacement schedules), base maps, right-of-way data and additional pertinent information for the project.

We propose to coordinate with outside utility companies to ensure that all existing facilities, both underground and overhead, are identified accurately during the design phase. We will write letters to PG&E, AT&T, and Comcast informing them of the project and requesting their facility drawings. We assume that the City will provide available record drawings or other documentation water, sewer, and other City-owned facilities that may be located within the anticipated project area.

Field Review

We will take digital photos of the site and observe existing conditions in the field so we may be able to identify any unusual or special conditions that may affect the project design or construction. We will also note existing obstructions that may impact placement of RRFBs, bulb outs, curb ramps, and other related improvements. We will also visually inspect the condition of roadway surfaces within the new and existing crosswalk areas and note any anticipated improvements that may be needed to ensure compliance with ADA requirements.

Task 1 Deliverables: We will provide the City with electronic copies of formal correspondence and meeting minutes, including photos and documentation obtained during the Field Review.

TASK 2 – PRELIMINARY DESIGN (30%)

Prepare Conceptual Plan

Following our background research, including documentation gathering, utility coordination, review of City-provided topographic surveys, and field review, we will prepare a preliminary design and estimate for the City's review.

The plans will consist of a cover sheet and plan sheet utilizing the topographic survey provided by the City. The preliminary plans will depict the necessary detail for placement of crosswalks, curb ramps, bulb outs, RRFB assemblies, and will show the limits of conforming street and parkway improvements. The plans will also identify impacts to on-street parking, lane widths and alignments, including drainage system and above ground facilities (poles, mailboxes, benches) that may require relocation as a result of the proposed intersection improvements.

Task 2 Deliverables: Electronic files of the preliminary plans and estimate (PDF format).

TASK 3 – 90% IMPROVEMENT PLANS, SPECIFICATIONS AND ESTIMATE

After submitting a obtaining feedback from both the City and State (Caltrans), we will prepare a 90% submittal, which will include 90% drawings, technical specifications, and updated engineer's opinion of probable construction costs. Plan sheets will depict the necessary detail for placement of crosswalks, bulb

Mario Traverso
Main Street Pedestrian Improvements

outs, RRFBs, striping, curb ramp reconstruction, grading, drainage improvements, and other pertinent information such as roadway and parking modifications needed to support the design.

Coastland | DCCM's Construction Manager will perform a review of the 90% documents to ensure constructability. Through this review, we will help minimize claims and potential change orders as well as look for opportunities to save money by using alternate construction methods.

It is assumed the City will provide the 90% plans to Caltrans as part of the encroachment permit application.

Task 3 Deliverables: Electronic files of the 90% plans, technical specifications and estimate (PDF, MS Word and MS Excel formats as appropriate).

TASK 4 – 100% IMPROVEMENT PLANS, SPECIFICATIONS AND ESTIMATE

Following the City's and Caltrans' review of the 90% plans, we will address comments and provide the City with electronic copies of the 100% plans, technical specifications and engineer's opinion of probable construction cost for review to verify all comments have been addressed. Following the City's final review, we will prepare final bid documents, including stamped and signed drawings and technical specifications. We will prepare the Bid Schedule and submit to the City for inclusion with the front-end documents.

Task 4 Deliverables: Electronic files of the 100% plans, technical specifications, cost estimate, and Bid Schedule (PDF, MS Word and MS Excel formats as appropriate). Final drawings will also be provided in electronic CAD format.

TASK 5 – BID ASSISTANCE

During the bidding process, we will provide bid assistance to the City to answer questions that may arise during the bidding phase. This will include assisting the City in preparing up to one (1) addendum that may be necessary. Please note that the time associated with this task does not include any time necessary for bid protests. If a bid protest is issued by any of the bidders, we can provide this as an additional service on a time and materials basis, as the time to process the protest is unknown.

EXCLUSIONS

The following work is not included in our proposal. However, we would be pleased to provide these services if the City desires:

- Environmental assessments or permitting.
- Easements, or preparation of associated documents.
- Public coordination and outreach.
- Utility relocation design or assistance
- Sanitary sewer lateral replacement design
- Construction Management or inspection assistance.
- Topographic or Boundary surveys.
- Caltrans permitting support

PROJECT FEE

As outlined in the attached work estimate, we propose to provide these services on a time and materials basis with a not-to-exceed budget of \$58,310. The total amount we have specified is only for our described scope of work. If the City requests work to be performed outside the scope of work or if the scope of work changes, we reserve the right to renegotiate the cost for the additional work. Please note that we have

Coastland
DCCM

Mario Traverso
Main Street Pedestrian Improvements

estimated a budget of \$200 for reimbursable costs. This amount is included in the above total and is for reimbursable costs that are typically billed on an as-incurred basis plus 15%.

We hope this proposal meets your expectations. If you have any questions regarding this proposal, you can reach me at (707) 636-7021 or svansaun@dccm.com. We thank you for this opportunity and look forward to working with you.

Sincerely,
Coastland Civil Engineering, LLP

A handwritten signature in black ink, appearing to read 'SVS', with a long horizontal flourish extending to the right.

Steve Van Saun, PE
Principal | Director of Engineering

Attachments: Work Estimate

Mario Traverso
Main Street Pedestrian Improvements

Coastland DCCM WORK ESTIMATE						
Main Street Pedestrian Improvements		Engineering Design Services				
Task Information						Hours & Cost
TASK	Principal In Charge	Senior Engineer (PM)	Assistant Engineer	Construction Manager	TOTAL HOURS	TOTAL FEE
	\$255	\$215	\$190	\$235		
1 MEETINGS, PRELIMINARY RESEARCH AND COORDINATION						
1.1 Kick off Meeting and two (2) progress meetings		4	4		8	\$1,620
1.2 Field Review		8	8		16	\$3,240
1.3 Background Information and Utility Coordination		2	4		6	\$1,190
1.4 Project Management		12			12	\$2,580
Subtotal					42	\$8,630
2 PRELIMINARY DESIGN (30%)						
2.1 Plans	4	6	40		50	\$9,910
2.2 Estimate		2	6		8	\$1,570
Subtotal					58	\$11,480
3 PLANS, SPECIFICATIONS AND ESTIMATE (90%)						
3.1 Plans		24	60		84	\$16,560
3.2 Specifications		6	16		22	\$4,330
3.3 Estimate		2	8		10	\$1,950
3.4 QC Review	4			2	6	\$1,490
Subtotal					122	\$24,330
4 PLANS, SPECIFICATIONS AND ESTIMATE (100%)						
4.1 Plans		4	28		32	\$6,180
4.2 Specifications		4	8		12	\$2,380
4.3 Estimate		2	6		8	\$1,570
4.4 QC Review	2			2	4	\$980
Subtotal					56	\$11,110
5 BID SUPPORT						
5.1 Bid RFI's	1	2			3	\$685
5.2 Bid Addenda (1)	1	4	4		9	\$1,875
Subtotal					12	\$2,560
Direct Costs (repro, mileage, etc.)						\$200
Total Cost	12	82	192	4	290	\$58,310

Spring Street/Highway 29 Intersection Project

Project No: R26-04**Category:** Streets**Project Location:** Spring St/Main St (SR29) Intersection**Responsible Department:** Public Works**EXPENDITURE ACCOUNTS:** 741-5014-**STATUS:** In Development**PRIORITY:** High**PROJECT PURPOSE & DESCRIPTION:**

The Spring Street/Highway 29 Intersection Project will rehabilitate the intersection to enhance pedestrian cyclist, and vehicular safety through improved infrastructure and visibility measures. Funded by a \$500,000 Highway Safety Improvement Program (HSIP) grant, the project includes the following safety and accessibility enhancements: -Reconfiguration and restoration of pedestrian paths of travel. -Installation of ADA-compliant curb ramps and curb extensions. -Installation of Rectangular Rapid Flashing Beacons (RRFBs) for pedestrian crossings. -High-visibility crosswalks, updated road striping, and traffic signage. -Replacement of sidewalk, curb, and cutter infrastructure.

Photo credit: Google Maps

PROJECT NOTES:

- FY24 - City Council adopted Resolution 2024-022 on February 27, 2024 to: -Accept \$500,000 in HSIP grant funding. -Authorize execution of a Funds Transfer Agreement with Caltrans.
- FY26 - Project officially added to the CIP
- City staff to develop design and bid documents with issuance anticipated in FY26 Q1.
- Construction will proceed upon completion of the design and competitive bidding process.

EXPENDITURES								PROJECT TOTAL
	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	
3110 - Design			58,310					58,310
3150 - Construction Management								0
3160 - Construction Contract			401,690					401,690
3170 - Contingency			40,000					40,000
3180 - CIP Overheads								0
EXPENDITURE TOTALS			500,000					500,000
FUNDING SOURCES								
741-Streets Capital Improvement - PLBP			500,000					500,000
FUNDING TOTALS			500,000					500,000



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	November 25, 2025
FROM:	Mario Traverso, Project Manager, Stephanie Killingsworth, Public Works Financial Analyst
SUBJECT:	Consideration and Proposed Approval of a Resolution Authorizing a Professional Services Agreement with Coastland Civil Engineering, LLP for Design Services for the Spring Street/Highway 29 Intersection Project CIP No. R26-04 in an Amount Not-to-Exceed \$58,310.
RECOMMENDED ACTION:	Staff recommends approval of the attached Resolution.
PREVIOUS COUNCIL ACTION:	February 27, 2024, the City Council approved Resolution 2024-02, authorizing execution of Administering Agency-State Master Agreements for State and Federal-Aid Funded Projects with the California Department of Transportation (Caltrans) and authorizing staff to create a Capital Improvements Project, establishing a budget of \$500,000. June 11, 2025, the City Council approved Resolution 2025-079, adopting the FY2025-26 through FY2029-30 Capital Improvement Plan (CIP). This action formally accepted and established Project R26-04 Spring Street/Highway 29 Intersection Project within the 5-Year CIP document.
STATEMENT OF THE PURPOSE:	To authorize execution of a Professional Services Agreement (PSA) with Coastland Civil Engineering, LLP for design services associated with the Spring Street/Highway 29 Intersection Project CIP No. R26-04, providing design plans, specifications, cost estimating, and bid-phase support to enhance pedestrian safety at the intersection of Spring Street and Main Street (Highway 29).
FINANCIAL IMPACT:	Funding for this agreement is available within the FY2025-26 Capital Improvement Program for CIP R26-04, Spring Street/Highway 29 Intersection Improvements. The project is grant-funded through the State and Federal-Aid Program administered by Caltrans; therefore, no budget amendment is required.

BACKGROUND:

The Spring Street/ Highway 29 Intersection Project CIP No. R26-04 continues the City's ongoing downtown safety and mobility initiatives by improving pedestrian crossing conditions along Main Street. The project relocates the existing south-side crosswalk to the north side of the intersection and adds bulb-outs, ADA-compliant curb ramps, high-visibility crosswalk striping, pavement markings, and Rectangular Rapid Flashing Beacons (RRFBs).

The City previously completed a topographic survey of the intersection area and will provide that data to Coastland Civil Engineering, LLP for design use. The City will also prepare the front-end bid specifications and Caltrans encroachment permit package, while Coastland will prepare the technical plans and bid schedule for incorporation into the City's documents.

DISCUSSION:

Under the proposed agreement, Coastland Civil Engineering, LLP will provide the following services:

- Project Meetings and Coordination - Conduct kick-off and progress meetings, perform field review, and coordinate with utilities.
- Preliminary Design - Develop conceptual plans and an engineer's estimate based on City provided survey data.
- Plans and Specifications - Incorporate City and Caltrans review comments and update technical documents and cost estimates.
- Final Bid Documents - Prepare stamped plans, technical specifications, and a bid schedule for City use.
- Bid Support - Provide responses to bidder questions and assist with one addendum, if needed.

ENVIRONMENTAL REVIEW: Not a CEQA Project.

GOAL:

Goal 5: Enhance Quality of Life

Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Coastland R26-04 Resolution](#)
[PSA Coastland R26-04 CCE Signed](#)
[R26-04 CIP Page](#)

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE
A PROFESSIONAL SERVICES AGREEMENT WITH COASTLAND
CIVIL ENGINEERING, LLP FOR DESIGN SERVICES FOR THE
SPRING STREET/HIGHWAY 29 INTERSECTION PROJECT CIP NO.
R26-04 IN AN AMOUNT NOT-TO-EXCEED \$58,310.**

RECITALS

- A. On June 11, 2025, the City Council adopted Resolution 2025-79, approving the Fiscal Year 2025-26 through FY2029-30 Capital Improvement Plan (CIP), which formally accepted and established Project No. R26-04 Spring Street/Highway 29 Intersection project; and
- B. The Spring Street/Highway 29 Intersection Project continues the City's Downtown Pedestrian Safety and Mobility Initiatives by relocating the existing south-side crosswalk to the north side of the intersection and adding bulb-outs, ADA-compliant curb ramps, high-visibility crosswalk striping, pavement markings, and Rectangular Rapid Flashing Beacons (RRFBs); and
- C. The City has completed a topographic survey of the intersection and requested proposal from Coastland Civil Engineering, LLP to provide design-phase engineering services for the project, including plans, specifications, cost estimating, and bid-phase support; and
- D. Coastland Civil Engineering, LLP submitted a proposal in the amount of \$58,310, which staff has reviewed and determined to be reasonable and consistent with the scope of services needed to complete the project design.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Authorizes the City Manager to execute a Professional Services Agreement with Coastland Civil Engineering, LLP for engineering design services for the Spring Street/Highway 29 Intersection Project CIP No. R26-04 in an amount not-to-exceed \$58,310.
2. Funding is as follows:

Description	Fund/Funding Source	Expense GL Account	Amount
R26-04 Design	741 – Streets Capital Improvement PLBP	741-50-14-31-10	\$58,310.

Approved at a Regular Meeting of the St. Helena City Council on November 25, 2025,
by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk

**CITY OF ST. HELENA
PROFESSIONAL SERVICES AGREEMENT
SPRING STREET CROSSING IMPROVEMENTS**

This Agreement is made and entered into as of November 25, 2025 by and between the City of St. Helena, a public agency organized and operating under the laws of the State of California ("City"), and Coastland Civil Engineering, LLP with its principal place of business at 1400 Neotomas Avenue, Santa Rosa, CA 95405 (hereinafter referred to as "Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

A. City is a public agency of the State of California and is in need of professional services for the following project:

Spring Street Crossing Improvements (hereinafter referred to as "the Project").

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for City to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the City with the services described in the Scope of Services attached hereto as Exhibit "A."

2. Compensation.

a. Subject to paragraph 2(b) below, the City shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit "A."

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$58,310.00. This amount is to cover all printing and related costs, and the City will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the City, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a

statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the City and executed by both Parties before performance of such services, or the City will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by City.

5. Term.

The term of this Agreement shall be from November 18, 2025 to November 18, 2026 unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Project. Consultant shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

a. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; pandemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the City, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care; Performance of Employees

a. Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

b. Consultant's employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Consultant represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Contract. As provided for in the indemnification provisions of this Contract, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

9. Assignment and Subcontracting

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates and subcontractors as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Contractor

Consultant is retained as an independent contractor and is not an employee of City. No employee or agent of Consultant shall become an employee of City. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from City as herein provided.

11. Insurance. Consultant shall not commence work for the City until it has provided evidence satisfactory to the City it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the City.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Agreement
- (8) Property Damage
- (9) Independent Contractors Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City, and provided that such deductibles shall not apply to the City as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status.

(iv) Subject to written approval by the City, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the City as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the City and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 combined single limit
Employer's Liability	\$1,000,000 per accident or disease
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the City at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the City at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the City or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to provide a waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the City and shall not preclude the City from taking such other actions available to the City under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the City, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(iii) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the City nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the City that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the City as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, City may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify

shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

b. If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

13. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

b. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

c. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

14. Safety.

Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life-saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

15. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

16. INTENTIONALLY DELETED17. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a the Superior Court of California for the County of Napa.

18. Termination or Abandonment

a. City has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, City shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. City shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by City and Consultant of the portion of such task completed but not paid prior to said termination. City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to City only in the event of substantial failure by City to perform in accordance with the terms of this Agreement through no fault of Consultant.

19. Ownership of Documents and Confidential Information.

a. All deliverables and other documents generated by Consultant in the performance of the Services, including all work papers, work-in-progress, designs, drawings, documents, data, computations, specifications, studies and reports prepared by Consultant as a part of the Services or authorized Additional Services ("Consultant Work Product") shall belong to and be subject to the sole ownership and use of City.

b. Except as otherwise provided in "Termination or Abandonment," above, all original field notes, written reports, drawings and specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the City.

c. During the course of the performance of this Agreement, Consultant may receive written or verbal information from City, its representatives or agents, not in the public domain. Such information may include City's know how, trade secrets, and other proprietary and confidential information and Consultant agrees to treat such information as confidential information belonging to City. Consultant agrees that neither it, nor its officers, employees, representatives, agents, successors, or assigns, will disclose such information to any third party or use the same in any manner without the prior written consent of City. Moreover, Consultant agrees to safeguard such proprietary and confidential information from unauthorized disclosure and/or use using the same degree of care it uses to protect its own proprietary and confidential information, but not less than a reasonable standard of care. In the event that disclosure of such information is sought pursuant to any law or regulation, Consultant shall promptly notify City of such fact to allow City to assert whatever exclusions or exemptions may be available to it under applicable law or regulation.

20. Organization

Consultant shall assign Steve Van Saun, PE as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the City.

21. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

22. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

CITY:

City of St. Helena
1088 College Avenue, St. Helena, CA 94574
Attn: Joseph Leach, Public Works Director

CONSULTANT:

Coastland Civil Engineering, LLP
1400 Neotomas Avenue
Santa Rosa, CA 95405

and shall be effective upon receipt thereof.

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Coastland/Spring Street Crossing Improvements

23. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

24. Equal Opportunity Employment

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

25. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of City and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

26. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the remaining provisions unenforceable, invalid or illegal.

27. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of City. Any attempted assignment without such consent shall be invalid and void.

28. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either Party, unless such waiver is specifically specified in writing.

29. Time of Essence

Time is of the essence for each and every provision of this Agreement.

30. City's Right to Employ Other Consultants

City reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

31. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF ST. HELENA
AND COASTLAND CIVIL ENGINEERING, LLP**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY OF ST. HELENA

Coastland Civil Engineering, LLP

By: _____
Anil Comelo
City Manager

By: Heidi E. Utterback
Its: Corp. Secretary

Printed Name: Heidi E. Utterback

By: SV
Its: Vice President
Printed Name: Steven Van Saun

ATTEST:

By: _____
Ethan Walsh, City Attorney

EXHIBIT A

Scope of Services



November 4, 2025

Mario Traverso
City of St. Helena
1088 College Avenue
St. Helena, CA 94574

Subject: Proposal for Main Street Pedestrian Improvements

Dear Mario,

In response to your request, we are pleased to present this letter proposal for professional engineering services associated with providing plans, specifications, and engineer's opinion of probable cost for the Main Street Pedestrian Improvements Project.

PROJECT UNDERSTANDING

The City requested Coastland | DCCM prepare a scope and fee proposal for engineering services for pedestrian improvements along Main Street (State Highway 29) at the Spring Street intersection. At Spring Street the city desires to relocate the southerly crosswalk to the north side of the intersection with additional pedestrian crossing enhancements including bulb outs, curb ramps, RRFBs, and other improvements to improve pedestrian visibility in the intersection. The current intersection configuration is a three-way intersection which is stop-controlled on Spring Street and uncontrolled in both directions along Main Street.

The City has already conducted a topographic survey of the intersection and will provide Coastland | DCCM with the survey data needed for design. Additionally, the City provided a preliminary exhibit outlining the anticipated scope of improvements at the intersection of Spring and Main Street.

The primary objective of the project consists of re-configuring the intersection of Spring Street at Main Street by relocating the crosswalk from the south side of the intersection to the north side of the intersection and adding new concrete bulb outs, curb ramps, hi-visibility crosswalk striping, pavement markings, and conforming improvements needed to properly transition between new and existing infrastructure. Solar-powered RRFBs will be installed at the new crosswalk location. The existing crosswalk on the south side of the intersection will be completely removed and both curb ramps will be replaced with full height curbs and sidewalk meeting current ADA requirements. Minor drainage improvements are also anticipated and include an additional catch basin on the south side and a trench drain on the north side.

Other improvements anticipated as part of the project include two new curb ramps for the Spring Street crossing located on the west side of the intersection, possible drainage modifications, localized pavement resurfacing in the new and existing crosswalk areas, adjustments to existing lane alignments, possible reduction of on-street parking, and relocation of above ground improvements (City bench, mailbox, sign pole) that may impact placement of proposed curb ramps, crosswalks, and other site improvements.

Santa Rosa
1400 Neotomas Avenue
Santa Rosa, CA 95405
Tel: 707.571.8005

Auburn
11641 Blocker Drive, Ste. 170
Auburn, CA 95603
Tel: 530.888.9929

Pleasant Hill
3478 Buskirk Avenue, Ste. 1000
Pleasant Hill, CA 94523
Tel: 925.233.5333

Fairfield
420 Executive Court North, Ste. G
Fairfield, CA 94534
Tel: 707.702.1961

www.coastland.dccm.com

Mario Traverso
Main Street Pedestrian Improvements

The City also desires to replace as much curb, gutter, and sidewalk before and after the new crossing as possible while maintaining the overall project budget.

The City has already conducted a topographic survey of the area and requests Coastland DCCM to use City-provided topographic survey data for preparing the design. We will review the City's topographic survey data and engage the City if any questions or concerns are identified during the review, or if more information is needed for design.

We are assuming the environmental documentation for this project will be a Categorical Exemption under the California Environmental Quality Act (CEQA). The City will be responsible for preparing any necessary environmental clearances.

It is understood that the City will prepare the project front end specifications and necessary encroachment permit submittal to Caltrans. We will prepare the technical specifications and provide the City with the Bid Schedule to be incorporated into the front-end documents.

PROJECT APPROACH

Based on our understanding of the project needs, our approach to the design will involve making the best use of the available project budget while providing the highest quality finished project possible. The City has specified a budget of approximately \$500,000 will be made available for design and construction of the project. As we have extensive experience in design of these types of projects, we can provide cost-efficient and creative ways to re-configure the intersection crossing and install new concrete bulb outs, curb ramps, and related improvements to provide maximum value to the City in accordance with the anticipated budget allocation. Our approach to design will also include considerations for how to minimize impacts to the existing roadway alignment, effective lane widths, and potential loss of on-street parking to the City and surrounding businesses as a result of the proposed intersection improvements.

Initially, we will walk the site and review the proposed alignment of the new crosswalk on the north side of the intersection, including identifying preliminary locations of placement for new bulb outs, curb ramps, relocated RRFB assemblies, and other conforming improvements that may be needed within the Spring Street / Highway 29 intersection. The existing sidewalk and curb ramps located on the south side of the intersection will also be reviewed for conformance with current ADA standards. Non-conforming areas will be documented for inclusion on the improvement plans. This proposal assumes there won't be significant sidewalk replacement due to excessive cross slope.

Coastland | DCCM understands that the City is looking for creative ways to address some of the challenges expected to be encountered during design and would like to use this project as a framework for approaching other similar intersections along the Downtown corridor, where future improvements (similar in scope) are anticipated. Some of the anticipated challenges include: How to efficiently manage pedestrian traffic and create a more comfortable environment for persons crossing Highway 29 at the Spring Street intersection, how to effectively convey drainage through the improved area with minimal impacts to existing infrastructure, how to reduce the amount transitional elements needed to conform the new pedestrian crossing improvements with existing roadway superelevation and other surfaces, and how to minimize the loss of available on-street parking which is critical, given the location of the project in Downtown St. Helena.

Coastland
DCCM

Mario Traverso
Main Street Pedestrian Improvements

SCOPE OF WORK

TASK 1 – PROJECT MEETINGS, PRELIMINARY RESEARCH AND COORDINATION

Meetings with City Representatives

We propose to meet with City staff to discuss project details, establish goals, review the project schedule and coordinate efforts. Included are the project kick-off meeting and two (2) progress design reviews (90%, and 100% submittals).

Background Information & Utility Coordination

We will assemble available City information pertaining to the project including as-built drawings, utility information (including any replacement schedules), base maps, right-of-way data and additional pertinent information for the project.

We propose to coordinate with outside utility companies to ensure that all existing facilities, both underground and overhead, are identified accurately during the design phase. We will write letters to PG&E, AT&T, and Comcast informing them of the project and requesting their facility drawings. We assume that the City will provide available record drawings or other documentation water, sewer, and other City-owned facilities that may be located within the anticipated project area.

Field Review

We will take digital photos of the site and observe existing conditions in the field so we may be able to identify any unusual or special conditions that may affect the project design or construction. We will also note existing obstructions that may impact placement of RRFBs, bulb outs, curb ramps, and other related improvements. We will also visually inspect the condition of roadway surfaces within the new and existing crosswalk areas and note any anticipated improvements that may be needed to ensure compliance with ADA requirements.

Task 1 Deliverables: We will provide the City with electronic copies of formal correspondence and meeting minutes, including photos and documentation obtained during the Field Review.

TASK 2 – PRELIMINARY DESIGN (30%)

Prepare Conceptual Plan

Following our background research, including documentation gathering, utility coordination, review of City-provided topographic surveys, and field review, we will prepare a preliminary design and estimate for the City's review.

The plans will consist of a cover sheet and plan sheet utilizing the topographic survey provided by the City. The preliminary plans will depict the necessary detail for placement of crosswalks, curb ramps, bulb outs, RRFB assemblies, and will show the limits of conforming street and parkway improvements. The plans will also identify impacts to on-street parking, lane widths and alignments, including drainage system and above ground facilities (poles, mailboxes, benches) that may require relocation as a result of the proposed intersection improvements.

Task 2 Deliverables: Electronic files of the preliminary plans and estimate (PDF format).

TASK 3 – 90% IMPROVEMENT PLANS, SPECIFICATIONS AND ESTIMATE

After submitting a obtaining feedback from both the City and State (Caltrans), we will prepare a 90% submittal, which will include 90% drawings, technical specifications, and updated engineer's opinion of probable construction costs. Plan sheets will depict the necessary detail for placement of crosswalks, bulb

Mario Traverso
Main Street Pedestrian Improvements

outs, RRFBs, striping, curb ramp reconstruction, grading, drainage improvements, and other pertinent information such as roadway and parking modifications needed to support the design.

Coastland | DCCM's Construction Manager will perform a review of the 90% documents to ensure constructability. Through this review, we will help minimize claims and potential change orders as well as look for opportunities to save money by using alternate construction methods.

It is assumed the City will provide the 90% plans to Caltrans as part of the encroachment permit application.

Task 3 Deliverables: Electronic files of the 90% plans, technical specifications and estimate (PDF, MS Word and MS Excel formats as appropriate).

TASK 4 – 100% IMPROVEMENT PLANS, SPECIFICATIONS AND ESTIMATE

Following the City's and Caltrans' review of the 90% plans, we will address comments and provide the City with electronic copies of the 100% plans, technical specifications and engineer's opinion of probable construction cost for review to verify all comments have been addressed. Following the City's final review, we will prepare final bid documents, including stamped and signed drawings and technical specifications. We will prepare the Bid Schedule and submit to the City for inclusion with the front-end documents.

Task 4 Deliverables: Electronic files of the 100% plans, technical specifications, cost estimate, and Bid Schedule (PDF, MS Word and MS Excel formats as appropriate). Final drawings will also be provided in electronic CAD format.

TASK 5 – BID ASSISTANCE

During the bidding process, we will provide bid assistance to the City to answer questions that may arise during the bidding phase. This will include assisting the City in preparing up to one (1) addendum that may be necessary. Please note that the time associated with this task does not include any time necessary for bid protests. If a bid protest is issued by any of the bidders, we can provide this as an additional service on a time and materials basis, as the time to process the protest is unknown.

EXCLUSIONS

The following work is not included in our proposal. However, we would be pleased to provide these services if the City desires:

- Environmental assessments or permitting.
- Easements, or preparation of associated documents.
- Public coordination and outreach.
- Utility relocation design or assistance
- Sanitary sewer lateral replacement design
- Construction Management or inspection assistance.
- Topographic or Boundary surveys.
- Caltrans permitting support

PROJECT FEE

As outlined in the attached work estimate, we propose to provide these services on a time and materials basis with a not-to-exceed budget of \$58,310. The total amount we have specified is only for our described scope of work. If the City requests work to be performed outside the scope of work or if the scope of work changes, we reserve the right to renegotiate the cost for the additional work. Please note that we have

Coastland
DCCM

Mario Traverso
Main Street Pedestrian Improvements

estimated a budget of \$200 for reimbursable costs. This amount is included in the above total and is for reimbursable costs that are typically billed on an as-incurred basis plus 15%.

We hope this proposal meets your expectations. If you have any questions regarding this proposal, you can reach me at (707) 636-7021 or svansaun@dccm.com. We thank you for this opportunity and look forward to working with you.

Sincerely,
Coastland Civil Engineering, LLP

A handwritten signature in black ink, appearing to read 'SV' followed by a stylized flourish.

Steve Van Saun, PE
Principal | Director of Engineering

Attachments: Work Estimate

Mario Traverso
Main Street Pedestrian Improvements

Coastland DCCM WORK ESTIMATE						
Main Street Pedestrian Improvements		Engineering Design Services				
Task Information						Hours & Cost
TASK	Principal In Charge	Senior Engineer (PM)	Assistant Engineer	Construction Manager	TOTAL HOURS	TOTAL FEE
	\$255	\$215	\$190	\$235		
1 MEETINGS, PRELIMINARY RESEARCH AND COORDINATION						
1.1 Kick off Meeting and two (2) progress meetings		4	4		8	\$1,620
1.2 Field Review		8	8		16	\$3,240
1.3 Background Information and Utility Coordination		2	4		6	\$1,190
1.4 Project Management		12			12	\$2,580
Subtotal					42	\$8,630
2 PRELIMINARY DESIGN (30%)						
2.1 Plans	4	6	40		50	\$9,910
2.2 Estimate		2	6		8	\$1,570
Subtotal					58	\$11,480
3 PLANS, SPECIFICATIONS AND ESTIMATE (90%)						
3.1 Plans		24	60		84	\$16,560
3.2 Specifications		6	16		22	\$4,330
3.3 Estimate		2	8		10	\$1,950
3.4 QC Review	4			2	6	\$1,490
Subtotal					122	\$24,330
4 PLANS, SPECIFICATIONS AND ESTIMATE (100%)						
4.1 Plans		4	28		32	\$6,180
4.2 Specifications		4	8		12	\$2,380
4.3 Estimate		2	6		8	\$1,570
4.4 QC Review	2			2	4	\$980
Subtotal					56	\$11,110
5 BID SUPPORT						
5.1 Bid RFI's	1	2			3	\$685
5.2 Bid Addenda (1)	1	4	4		9	\$1,875
Subtotal					12	\$2,560
Direct Costs (repro, mileage, etc.)						\$200
Total Cost	12	82	192	4	290	\$58,310

Spring Street/Highway 29 Intersection Project

Project No: R26-04**Category:** Streets**Project Location:** Spring St/Main St (SR29) Intersection**Responsible Department:** Public Works**EXPENDITURE ACCOUNTS:** 741-5014-**STATUS:** In Development**PRIORITY:** High**PROJECT PURPOSE & DESCRIPTION:**

The Spring Street/Highway 29 Intersection Project will rehabilitate the intersection to enhance pedestrian cyclist, and vehicular safety through improved infrastructure and visibility measures. Funded by a \$500,000 Highway Safety Improvement Program (HSIP) grant, the project includes the following safety and accessibility enhancements: -Reconfiguration and restoration of pedestrian paths of travel. -Installation of ADA-compliant curb ramps and curb extensions. -Installation of Rectangular Rapid Flashing Beacons (RRFBs) for pedestrian crossings. -High-visibility crosswalks, updated road striping, and traffic signage. -Replacement of sidewalk, curb, and cutter infrastructure.

Photo credit: Google Maps

PROJECT NOTES:

- FY24 - City Council adopted Resolution 2024-022 on February 27, 2024 to: -Accept \$500,000 in HSIP grant funding. -Authorize execution of a Funds Transfer Agreement with Caltrans.
- FY26 - Project officially added to the CIP
- City staff to develop design and bid documents with issuance anticipated in FY26 Q1.
- Construction will proceed upon completion of the design and competitive bidding process.

EXPENDITURES								PROJECT TOTAL
	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	
3110 - Design			58,310					58,310
3150 - Construction Management								0
3160 - Construction Contract			401,690					401,690
3170 - Contingency			40,000					40,000
3180 - CIP Overheads								0
EXPENDITURE TOTALS			500,000					500,000
FUNDING SOURCES								
741-Streets Capital Improvement - PLBP			500,000					500,000
FUNDING TOTALS			500,000					500,000



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Finance

DATE:	November 25, 2025
FROM:	Mandy Kellogg, Administrative Services Director
SUBJECT:	Resolution Authorizing the City Manager to Approve Expenditures in the Amount of \$20,752 for Services Related to the Installation of a New City Hall server and Data Center Relocation.
RECOMMENDED ACTION:	Staff recommends approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	The purpose is to authorize the City Manager to approve expenditures in the amount of \$20,752 to install a new server at City Hall to migrate City Hall data away from the MarinIT datacenter.
FINANCIAL IMPACT:	The total financial impact is \$20,752, which is available in the existing budget in the Equipment Replacement Fund GL Account 592-43-20-22-12.

BACKGROUND:

The City's current data environment is hosted on infrastructure maintained by the City's former IT services provider. Following the termination of that contract, the City has been working to transition all data and critical systems to a secure and stable environment under the control of the new IT services provider. Rather than migrating the City's systems to the new provider's off-site hosting platform, staff evaluated long-term operational needs and determined that bringing the data environment on-premises at City Hall would provide greater control, flexibility, and cost efficiency.

To support this transition, a new server is required to be installed at City Hall with sufficient capacity to host the City's core systems. The server will also be designed to accommodate future consolidation of the Police Department's data, which is currently stored separately and will be migrated as part of a later phase.

DISCUSSION:

Staff recommends installing the new server and relocating the City's data center to the City Hall facility to ensure continued operational stability, improved security oversight, and enhanced independence from third-party hosting environments. Hosting the data on-premise allows the City and its new IT services provider to maintain direct control over system configurations, backup procedures, and disaster-recovery protocols. It also

positions the City to streamline systems and centralize data storage as part of long-term modernization efforts.

As part of evaluating long-term solutions, staff also considered transitioning to a cloud-based hosting model. While cloud hosting offers scalability and vendor-managed infrastructure, the estimated costs for this option were approximately \$63,000 higher than on-premises installation. Given these additional costs, on-premises hosting was determined to be the most cost-effective and sustainable option at this time.

Adequate cybersecurity safeguards and continuous monitoring will be implemented to protect the on-premises system from potential cyber threats. This includes industry-standard security controls, updated hardware, and proactive monitoring by the City's IT services provider. These measures will ensure that the new environment meets current best practices for municipal data protection.

The total cost for the server installation and data center relocation is \$20,752. Authorization from the City Council will allow the City Manager to proceed with the necessary expenditures to complete the transition. This project will enable the City to eliminate reliance on the prior provider's equipment, improve operational resiliency, and prepare for future integration of the Police Department's systems into a consolidated and more efficient on-premises data environment.

ENVIRONMENTAL REVIEW:

None.

GOAL:

Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Apex Server Resolution](#)

[APXQ32427 - COSH - File Server Migration - Expandable](#)

CITY OF ST. HELENA
RESOLUTION NO. 2025-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA AUTHORIZING THE CITY MANAGER APPROVE EXPENDITURES IN THE AMOUNT OF \$20,752 FOR SERVICES RELATED TO THE INSTALLATION OF A NEW CITY HALL SERVER AND DATA CENTER RELOCATION.

RECITALS

- A.** The City's current data environment is hosted on infrastructure maintained by the City's former IT services provider; and
- B.** Following the termination of that contract, the City has been working to transition all data and critical systems to a secure and stable environment under the control of the new IT services provider; and
- C.** To support this transition, a new server is required to be installed at City Hall with sufficient capacity to host the City's core systems; and
- D.** Authorization from the City Council will allow the City Manager to proceed with the necessary expenditures to complete the transition; and
- E.** The total cost for the server installation and data center relocation is \$20,752.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. **NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of St. Helena hereby authorizes the City Manager to Approve Expenditures in the Amount of \$20,752 for Services Related to the Installation of a New City Hall server and Data Center Relocation.

2. Funding is as follows:

Description	Fund	GL Account	Amount
Included in the Approved FY 2025-26 Operating Budget	Equipment Replacement Fund	592-43-20-22-12	20,752

Approved at a Regular Meeting of the St. Helena City Council on November 25, 2025,
by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk



310 Hemsted Drive
Suite 300
Redding, CA 96002
(530) 248-1000 phone
(530) 243-9184 fax
www.apex.com

Quote #:	APXQ32427
Date:	11/1/2025

Quotes are valid for 30 days

COSH - File Server Migration

Prepared For:

Mandy Kellog

City of St. Helena
1088 College Avenue
St. Helena, CA 94574
United States
Email: mkellogg@cityofsthelena.gov
Phone: (707) 968-2649

Prepared By:

David Kamins

VCIO
530-248-1094
dkamins@apex.com



Qty	Description	Unit Price	Ext. Price
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Project: File Server Migration

1	PowerEdge R450 Server	\$11,538.25	\$11,538.25 T
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*Base PowerEdge R450
Chassis with up to 8x2.5" Drives G6VIQUW
Trusted Platform Module 2.0 V6
2.5" Chassis with up to 8 Hard Drives (SAS/SATA) 1 CPU
Intel® Xeon® Silver 4316 2.3G, 20C/40T, 10.4GT/s, 30M Cache, Turbo, HT (150W)
DDR4-2666 Memory
(2) 16GB RDIMM, 3200MT/s, Dual Rank
Hard Drives (5) 1.92TB SSD SATA Mixed Use 6Gbps 512e 2.5in Hot-plug AG Drive*

5	Eaton Tripp Lite Series Cat6 Gigabit Molded (UTP) Ethernet Cable (RJ45 M/M), PoE, Black, 15 ft. (4.57 m) - 15 ft Category 6 Network Cable for Network Device, Router, Modem, Blu-ray Player, Printer, Computer - First End: 1 x RJ-45 Network - Male - Second End: 1 x RJ-45 Network - Male - 1 Gbit/s - Patch Cable - Gold Plated Contact - 24 AWG - Black	\$5.49	\$27.45 T
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The N200-015-BK Cat6 Gigabit Molded Patch Cable ensures ultra-fast performance throughout your Cat5/5e/6 network application. This 15-foot black cable is designed for 1000Base-T (1 Gbps Ethernet), 10/100Base-T (Ethernet), 100 Mbps TPDDI, 155 Mbps ATM, ISDN, voice, Token Ring Type 3 and EIA/TIA applications. Manufactured from 24 AWG 4-pair stranded UTP with a staggered-pin plug design and male RJ45 connectors, each cable provides high-speed connections up to one Gbps

1	LA CR WIN SRVR 2025 STD - 16 CORE LICENSE PACK	\$1,176.00	\$1,176.00
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Qty	Description	Unit Price	Ext. Price
	Products SubTotal		\$12,741.70

Shipping & Handling

1	Shipping & Handling Charge	\$45.00	\$45.00 T
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Shipping & Handling SubTotal	\$45.00
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Professional Services

1	Professional Services:	\$8,041.00	\$8,041.00
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The City of St Helena is currently hosting a file server and DC in an existing cloud environment. This environment is going away and requires an alternative method for running their servers.

See "Exhibit A" for full Scope of Work

1	Discount - Active Total Support Agreement - Labor Discount	-\$1,334.00	-\$1,334.00
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1	Travel Expenses (Lodging, Meals, Mileage)	\$300.00	\$300.00
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Professional Services SubTotal	\$7,007.00
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		SubTotal	\$19,793.70
		Tax 8.250 %	\$957.88
Recurring services to be billed upon service activation		TOTAL	\$20,751.58
Monthly:	\$0.00	Annual:	\$0.00

Fixed Price Project: The total project price will be no more or less. Any possible exceptions will be noted. Project change orders will be billed separately above the project amount. This quote is valid for 30 days from date of issue. Advanced payment of all hardware and software greater than \$500 is required before purchase can be made. Check, credit card or electronic funds transfer are acceptable payment types.

We reserve the right to cancel orders arising from pricing or other errors.

Client Signature

Date





Exhibit A – Professional Services Scope of Work

Project Background and Description Statement

The City of St Helena is currently hosting a file server and DC in an existing cloud environment. This environment is going away and requires an alternative method for running their servers.

Project Goals & Deliverables:

This solution will provide the following major deliverables in order to achieve a more stable and secure environment that will aid the organization in their drive for success.

- Installation of new Hyper-V Host at City Hall Building
- Migration of COSH-FS01 to New Host
 - Configure networking to match onsite services
- Decommission COSH-DC02

Scope of Work: Work Breakdown

Phase 1: Staging

- Prep Physical Host
 - Update firmware and Bios
 - Update configurations
- Create Hyper-V server
 - Install Windows 2022
 - Installation of Hyper-V role
 - Install patches and initial software
- Ship Onsite for Justin to Install During Weekly Onsite

Phase 2: Migration

- FS01 Migration
 - Take final backup of FS01
 - Restoring new Hyper-V Host
 - Configure networking on FS01 to match subnet of City Hall
- DC02 Decommission
 - Take backup of server
 - Update DHCP to exclude server from DNS handout
 - Remove roles
 - Shutdown VM

Phase 3: Documentation, Training and Project Closure

- Update Documentation and Configurations

Exhibit A – Professional Services Scope of Work

Project Design and Architecture

- Define impact, requirements, and architecture design.
- Research and compile solution, invasive testing to confirm and validate solution.

Project Management

- Identify dependencies, risks, and resources.
- Create project plan and schedule
- Ongoing monitoring and plan correction
- Manage project and status communications

Project Information:

Project Schedule

This timeline is a generic schedule with estimated periods for the length of time expected to complete the deliverables of this project. Once the schedule is confirmed and agreed upon by client and Apex, any changes to the agreed upon schedule will be considered a change from the original project scope and may lead to additional project costs (labor, shipping, etc). Project estimated start date expectation could be up to 6 weeks after project signature and required hardware/software payment has been received.

Week	Deliverable
Week 1	
Week 2	Phase 1 & Phase 2
Week 3	Phase 3 – Documentation Update
Week 4	
Week 5	
Week 6	
Week 7	Follow up and Project Closure

Project Meetings

Meeting	Attendees	Frequency	Duration
Project Kickoff	Project Manager, Client, Lead Engineer, Sales Engineer	Once, before schedule	15 minutes Review BOM, SOW, set schedule
Status Update	Project Manager, Client, Lead Engineer	Weekly	15 min
Project Close	Project Manager, Client, Lead Engineer	Once, at close of project	.5 hours Review BOM, SOW Outstanding items

Client Responsibilities

- Administrative level credentials required for project-related deliverables
- Building/Site access if after business hours is required as part of project (key or door code)

Exhibit A – Professional Services Scope of Work

- Allocated staff to assist with quality assurance testing during and after cutover periods
- Point of Contact for the organization to coordinate and distribute project related information to the organization
- Provide access to any and all software and licensing necessary to complete the project deliverables

Existing Hardware and Software Dependencies:

- What hardware are we re-using? N/A
- What software are we re-using? N/A
- What licensing are we re-using? N/A

Hardware Decommission:

- N/A

Project Invoicing

Apex reserves the right to invoice for work completed against a project/phase and receive a timely payment IF the project/phase extends beyond the scheduled completion date AND the project/phase delay is caused by the client OR vendor(s) directly or indirectly contracted by the client. An initial payment for any hardware and software required for this project is required before project scheduling can begin.



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	November 25, 2025
FROM:	Rebecca White, Administrative Assistant
SUBJECT:	Resolution Authorizing Extending the Red Zone on a Portion of Main Street at the Intersection of Main Street and Elmhurst Avenue, Updating the City's List of Red Zones, and Rescinding Resolution 2025-115.
RECOMMENDED ACTION:	Approve the request to extend a section of red curb on the east side of Main Street near the Elmhurst Avenue intersection by an additional 26 feet.
PREVIOUS COUNCIL ACTION:	Resolution 2025-115 adopted by the City Council on October 14, 2025.
STATEMENT OF THE PURPOSE:	To extend the red zone at the intersection of Main Street and Elmhurst Avenue.
FINANCIAL IMPACT:	None.

BACKGROUND:

On the east side of Main Street near the Elmhurst Avenue intersection, there is currently approximately 33 feet of red-painted curb indicating a no-parking zone. Between the end of the red curb and existing crosswalk at the intersection, there is an additional 26 feet of unpainted curb.

Effective January 1, 2025, California's Daylighting Law (Assembly Bill 413) prohibits vehicles from parking within 20 feet of a marked or unmarked crosswalk at an intersection to improve visibility for pedestrians and drivers. Despite enforcement efforts by the Police Department, vehicles continue to park in the unpainted section of curb near this intersection. When vehicles occupy this area, they obstruct sightlines for both pedestrians and motorists, reducing visibility and creating unsafe crossing conditions.

DISCUSSION:

Staff is recommending the extension of the existing red curb by an additional 26 feet to the edge of the crosswalk at Main Street and Elmhurst Avenue. The extended red zone would provide a clear, visual indication that parking is prohibited in this area, thereby reinforcing the intent of state law and reducing the need for continual enforcement. Extending the red curb will improve visibility for pedestrians entering the crosswalk and for drivers approaching the intersection, particularly during times of heavy traffic or limited visibility.

No loss of legal parking is expected beyond what is already restricted by law, as parking in this segment is already prohibited under the Daylighting Law. The proposed curb

painting serves primarily as a visual and physical reminder to improve compliance and enhance pedestrian safety.

ENVIRONMENTAL REVIEW: None.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 5: Enhance Quality of Life

DOCUMENTS ATTACHMENTS:

[Resolution](#)

[Red Curb Exhibit](#)

CITY OF ST. HELENA

RESOLUTION NO. 2025-

Resolution Authorizing Extending the Red Zone on a Portion of Main Street at the Intersection of Main Street and Elmhurst Avenue, Updating the City's List of Red Zones, and Rescinding Resolution 2025-115.

RECITALS

The Police Chief, Fire Chief and the Public Works Director have identified certain locations for which no parking is recommended in addition to those already in existence. New locations are identified with an underline in the following resolution. Locations not marked by an underline are locations already designated as no parking zones.

RESOLUTION

1. No parking zones or No stopping zones established within Resolution No. 2023-71 are hereby rescinded except to the extent that they are re-established below in this resolution.

2. For purposes of this resolution:

"Curb" means the concrete curbing installed along the side of the street or roadway or, if there is none, the edge of the traveled portion of the street or roadway.

"Intersection" means the point established by extending curb lines of the designated streets without regard for an arced curb installed to provide a turning radius between roadways.

3. Pursuant to Sections 10.10 and 10.11.1 of the City Code the following locations are designated as no parking or no stopping zones within which parking of vehicles on City streets is prohibited.

4. The new restrictions would not go into effect until the proposed paving and striping improvements for Grayson Avenue and South Crane Avenue are constructed.

A) ADAMS STREET

1. Commencing at the northeast intersection of Adams and Kearney Streets thence 25 feet easterly along the north side of Adams Street.
2. Commencing at the southeast intersection of Adams and Kearney Streets thence 72 feet westerly along the south side of Adams Street.

3. Commencing at the southeast intersection of Adams Street and Money Way thence 30 feet easterly along the south side of Adams Street.
4. Commencing at the southeast intersection of Adams Street and Napa Valley Wine Train Tracks thence easterly 30 feet along the south side of Adams Street.
5. Commencing at the southeast intersection of Adams Street and Main Street 42 feet easterly to the point of beginning, thence 20 feet easterly along the south side of Adams Street.
6. Commencing on the south side of Adams Street 138 feet easterly from Main Street thence 20 feet easterly along the south side of Adams Street.
7. Commencing at the northwest intersection of Adams Street and Railroad Avenue thence westerly 28 feet along the north side of Adams Street.
8. Commencing at a point 65 feet east of Main Street thence easterly 20 feet along the north side of Adams Street.
9. Commencing at the northeast intersection of Adams Street and Oak Avenue thence easterly 20 feet on the north side of Adams Street.
10. Commencing at the southeast intersection of Adams Street and Oak Avenue thence easterly 30 feet along the south side of Adams Street.
11. Commencing at the northeast intersection of Adams Street and Oak Avenue thence easterly 25 feet along the north side of Adams Street.
12. Commencing at the southwest intersection of Adams Street and Main Street thence westerly 31 feet along the south side of Adams Street.
13. Commencing at the westerly edge of the westerly driveway of 899 Adams Street thence westerly 30 feet along the south side of Adams Street.
14. Commencing at the easterly edge of the most easterly driveway of the 1010 Adams Street Bank Building and Pharmacy, thence easterly thirty (30) feet along the south side of Adams.

B) ALEXANDER COURT

1. Commencing at the southerly intersection of Alexander Court and Main Street thence westerly along the north side of Alexander Court 160 feet, thence northerly along a curve to the right 160 feet, thence easterly along the southerly side 160 feet to the northerly intersection of Alexander Court and Main Street.

C) CHARTER OAK

1. Commencing at the northeast intersection of Charter Oak and Wine Train Railroad Tracks thence easterly 180 feet along the north side of Charter Oak.
2. Commencing at the southeast intersection of Charter Oak and Wine Train Railroad Tracks thence easterly 197 feet along the south side of Charter Oak.
3. Commencing at the east intersection of Allison Avenue and Charter Oak thence along both sides of Charter Oak Avenue to the easterly end of the street.

D) CHILES AVENUE

1. Beginning at a point lying 84 feet westerly of the northwest bridge abutment corner at Pope Street crossing Sulphur Creek; thence northwesterly 58 feet along the east curb at Chiles Avenue and Pope Street.
2. Beginning at a point lying 154 feet westerly of the northwest bridge abutment corner at Pope Street crossing Sulphur Creek; thence northerly 84 feet along the west curb at Chiles Avenue and Pope Street.

E) CHURCH STREET

1. Commencing at the southeast intersection of Church Street and Hunt Avenue thence southerly along the east side of Church Street to the northeasterly intersection of Pope Street.
2. West side of Church Street five (5) feet north and five (5) feet south of the entrance and exit driveway of the parking lot of the business located at 1120 Pope Street.

F) COLLEGE AVENUE

1. Twenty feet of red painted curb in front of fire hydrant #870 (hydrant is located on east side of College Avenue, 170 feet south of intersection with Pope Street) per California Vehicle Code 22514. North of the red curb for fire hydrant, will commence 45 feet of "Police Parking Only", designated by two painted parking boxes on the roadway (22.5 feet in length) with diagonal striping and "Police Parking Only" painted within the center of each box. "Police Parking Only." signage adjacent to parking. No parking on east side of College Avenue north of designated Police Parking to intersection with Pope Street. North (approximately 106 feet) of the "Police Parking Only" the east shoulder shall remain and be posted "No Parking", to allow the fluid movement of vehicular traffic.

2. Commencing at the southwest intersection of College Avenue and Pope Street thence southerly 360 feet along the west side of College Avenue.

G) DOWDELL LANE

1. Commencing at the east right-of-way of the Wine Train crossing at Dowdell Lane thence easterly 180 feet along the north and south side of Dowdell Lane.
2. Commencing at the driveway to 899 Dowdell Lane thence 12 feet in both the easterly and westerly direction from the edge of said driveway a distance of 12 feet along the northerly side of Dowdell Lane.

3. DOWDELL AND MCCORMICK

- a. Commencing at the southeast intersection of McCormick Street and Dowdell Lane thence 25 feet northwesterly along the east side of McCormick Street.
- b. Commencing at the southeast intersection of McCormick Street and Dowdell Lane thence 28 feet northeasterly along the south side of Dowdell Lane.

H) EDWARDS STREET

1. Commencing at the southeast corner of Edwards Street and Hunt Avenue thence southerly 20 feet along the east side of Edwards Street.
2. Commencing at the southwest corner of Edwards Street and Hunt Avenue thence southerly 20 feet along the west side of Edwards Street.

I) EL BONITA AVENUE

1. Commencing at a point 35 feet west of Community Drive thence westerly 60 feet along the north side of El Bonita Avenue.
2. Commencing at the intersection of El Bonita Avenue and Community Drive thence easterly 80 feet along the south side of El Bonita Avenue.

J) ELMHURST AVENUE

1. Commencing at the northeast intersection of Elmhurst Avenue and Granger Way thence easterly 30 feet along the north side of Elmhurst Avenue.
2. Commencing at the southeast intersection of Elmhurst Avenue and Spring Mountain Road thence easterly 75 feet along the south side of Elmhurst Avenue.

3. Commencing at the intersection of Elmhurst Avenue and Main Street thence westerly 30 feet along Elmhurst Avenue and thence northerly 60 feet along Main Street.

K) FULTON LANE

1. Commencing at the northeast and southeast intersection of Fulton and Main Streets thence easterly 90 feet along the north and south sides of Fulton Lane.
2. Commencing at the easterly intersection of Fulton Lane and Railroad Avenue thence easterly 120 feet along both the north and south sides of Fulton Lane.

L) GRAYSON AVENUE

1. South side of Grayson Avenue from the southwest intersection of Main Street and Grayson Avenue westerly for a distance of 100 feet.
2. North side of Grayson beginning at a point 665 feet westerly of the westerly line of Main Street then west along the north side of Grayson for a distance of 1,165.6 feet between the hours of 7:30 a.m. and 3:00 p.m., Mon. - Fri.
3. Commencing at the northeast intersection of Grayson Avenue and Crane Avenue thence easterly 50 feet along the north side of Grayson Avenue. This is a 24-hour "No Stopping zone."
4. Commencing at a point 50 feet north of the northeast intersection of Grayson Avenue and Crane Avenue thence 700 feet along the north side of Grayson Avenue. This is a "No Stopping" zone during the hours of 7:30 a.m. – 3:00 p.m. on school days.
5. Commencing at the intersection of the easterly driveway of the Primary School Parking Lot and Grayson Avenue thence westerly along the southerly curb line a distance of 25 feet.
6. Class II Bike lane only, which would require parking to be prohibited along the south side. Commencing at the southeast intersection of Grayson Avenue and South Crane Avenue thence 700 feet easterly along the south side of Grayson Avenue.

M) GROVE COURT

1. Commencing at the northeast intersection of Grove Court and Hunt Avenue thence northerly 205 feet along the east side of Grove Court.
2. Commencing 100 feet northerly of the northwest intersection of Grove Court and Hunt Avenue thence northerly 100 feet along the west side of Grove Court adjacent to the heritage oak tree.

N) HUNT AVENUE

1. Commencing at the northeast intersection of Hunt Avenue and Starr Avenue thence westerly 307 feet along the north side of Hunt Avenue.
2. Commencing at the southwest intersection of Hunt Avenue and Starr Avenue thence westerly 465 feet along south side of Hunt Avenue to 105 feet west of Monte Vista extended center line.
3. Commencing at a point 20' east of the southeast intersection of Hunt Avenue and Monte Vista thence easterly 44' along the south side of Hunt Avenue.
4. Commencing at the southeast corner of Hunt Avenue and Edwards Street thence easterly 40 feet along the south side of Hunt Avenue.
5. Commencing at the southwest corner of Hunt Avenue and Edwards Street thence westerly 30 feet along the south side of Hunt Avenue.
6. Commencing on the north side of Hunt Avenue fifteen (15) feet west and fifteen (15) feet east of the most eastern entrance and exit driveway of the Safeway parking lot. This is a 24-hour "No Stopping Zone".
7. Commencing at a point forty (40) feet east of the most eastern entrance and exit driveway of the Safeway parking lot, thence thirty (30) feet along the north side of Hunt Avenue.

O) JUNE LANE

1. Commencing at a point lying 184 feet north of the intersection of Chiles and June Lane; thence along the east curb to the right a distance of 30 feet to the south curb of Hunt Avenue.
2. Commencing at a point lying 184 feet north of the intersection of Chiles Avenue and June Lane; thence along the west curb to the left a distance of 30 feet to the south curb of Hunt Avenue.

P) KEARNEY STREET

1. Commencing at the northeast intersection of Kearney Street and Spring Street thence northerly along the east side of Kearney Street to Tainter Street.
2. Commencing 143 feet north of the northeast corner of Adams Street and Kearney Street thence northerly a distance of 51 feet along the east side of Kearney Street.

3. Commencing 399 feet north of the northeast corner of Adams Street and Kearney Street thence northerly a distance of 33 feet along the east side of Kearney Street.

Q) LA FATA STREET

1. Commencing 215 feet southerly from the southeast corner of La Fata Street and Dowdell Lane thence 60 feet southerly along the easterly curb of La Fata Street.
2. Commencing 398 feet southerly from the southeast corner of La Fata Street and Dowdell Lane thence 40 feet southerly along the easterly curb of La Fata Street.
3. Commencing at the driveway to 899 Dowdell Lane located on La Fata Street thence 12 feet in both the northerly and southerly direction from the edge of said driveway a distance of 12 feet along the westerly side of La Fata Street.

R) LIBRARY LANE

1. Commencing at the north side of the white painted load zone at the St. Helena Library at 1480 Library lane, then twenty-one (21) feet along the east side of Library Lane.

S) MADRONA AVENUE

1. Commencing at the intersection of Madrona and Oak Avenues thence easterly and westerly along the north and south sides of Madrona Avenue 20 feet from each intersection.
2. Commencing at the northwest and southwest intersections of Madrona Avenue and Main Street thence westerly 90 feet along the north and south side of Madrona Avenue.

T) MAIN STREET

1. Commencing at the intersection of Main Street and Madrona Avenue thence southerly 155 feet along both sides of Main Street.
2. Commencing at the intersection of Main Street and Madrona Avenue thence northerly 155 feet along both sides.
3. Commencing at the southwest intersection of Main Street and Sulphur Springs Avenue thence 310 feet southerly along the west side of Main Street.

4. Commencing at Main Street and the Sulphur Creek bridge thence southerly to Sulphur Springs Avenue along both sides of Main Street and northerly 175 feet to Mitchell Avenue along the west side of Main Street.
5. Commencing at the northwest intersection of Main Street and Mitchell Drive thence northerly 20 feet.
6. Commencing at the intersection of Main Street and Spring Street thence 25 feet southerly along the west side.
7. Commencing at the southeast intersection of Main Street and Adams Street thence southerly 50 feet along the east side.
8. Commencing at the southeast intersection of Main Street and Adams Street 120 feet southerly to the point of beginning thence southerly 37 feet along the east side.
9. Commencing at the intersection of Main Street and Hunt Avenue thence northerly and southerly 30 feet along the east side.
10. Commencing at the intersection of Main Street and Spring Street 145 feet northerly to a point of beginning thence northerly 22 feet along the east side.
11. Commencing at the Main Street crosswalk at the south line of Spring Street thence southerly 24 feet along the east side of Main Street.
12. Commencing at the northwest intersection of Main Street and Adams Street thence northerly 35 feet along the west side.
13. Commencing at the southwest intersection of Main Street and Adams Street thence southerly 40 feet along the west side.
14. Commencing at the northwest intersection of Main Street and Spring Street 540 feet northerly to a point of beginning thence northerly 30 feet along the west side.
15. Commencing at the northwest intersection of Main Street and Spring Street 230 feet northerly to a point of beginning thence northerly 90 feet along the west side.
16. Commencing at the northwest intersection of Main Street and Spring Street thence northerly 40 feet along the west side.
17. Commencing at the northwest intersection of Main Street and Elmhurst 400 feet to a point of beginning thence northerly 330 feet along the west side of Main Street.

18. Commencing at the southeast intersection of Main Street and Pope Street thence southerly 170 feet along the east side of Main Street.
19. Commencing at the southeast intersection of Main Street and Pine Street thence south a distance of 28 feet along the east side of Main Street.
20. Commencing at the southwest intersection of Main Street and Pine Street thence south a distance of 28 feet along the west side of Main Street.
21. West side of Main Street from a point one hundred (100) feet south of Grayson Avenue southerly a distance of one thousand six hundred ninety (1,690) feet.
22. East side of Main Street from the south line of Grayson Avenue southerly a distance of one thousand five hundred eighty-five (1,585) feet.
23. East side of Main Street beginning at a point one thousand five hundred eighty-five (1,585) feet south of the south line of Grayson Avenue, southerly for a distance of two hundred eighteen (218) feet between the hours of 7:30 a.m. and 5:30 p.m.
24. East side of Main Street beginning at a point one thousand eight hundred three (1,803) feet south of the south line of Grayson Avenue, southerly for a distance of two hundred seventy-two (272) feet.
25. West side of Main Street from the northwest corner of Main Street and Grayson Avenue approximately 85 feet across the frontage of A&W Restaurant located at 501 Main Street.
26. Commencing at the southwest corner of Main Street and the York Creek Bridge thence south 360 feet along the west side of Main Street.
27. Commencing at the northeast corner of Pratt Avenue and Main Street thence north along the west side of Main Street to the York Creek Bridge
28. Commencing at a point 45 feet north of the northeast intersection of Main Street and Pope Street thence north 29 feet along the east side of Main Street.
29. Commencing at Deer Park Road south along both sides of Main Street to the York Creek Bridge.*

*The area in the Tunnel of Trees is a "No Stopping" zone on both sides of Main Street.
30. Commencing at a point 99 feet west of the northwest intersection of Main Street and Pine Street thence 22 feet west along the north side of Pine Street.

31. Commencing at the southwest corner of Main Street and Charter Oak extending westerly 50 feet on the south side of Charter Oak. This is a 24 Hour "No Parking" Zone.
32. Commencing at the intersection of Main Street and Elmhurst Avenue thence southerly 30 feet along the west side of Main Street.
33. Commencing at the intersection of Main Street and Elmhurst Avenue thence northerly 60 feet along the west side of Main Street.
34. Commencing at a point 25 feet south of the southeast intersection of Britton Way thence southerly 88 feet along the east side of Main Street. This is a "No Parking" zone and reserved for transit buses.
35. Commencing at the Pedestrian Curb Ramp on west side of Main Street at the intersection of Hunt Avenue extending 25 feet northerly, at which point transitions to a loading zone extending 40 feet northerly.
36. Commencing at the crosswalk on the east side of Main Street at the intersection of Main Street and Elmhurst Avenue extending approximately 60 feet southerly.

U) **McCORMICK AVENUE**

1. Commencing at the southwest intersection of McCormick Street and Dowdell Lane 170 feet southerly to a point of beginning thence southerly 15 feet along the west side of McCormick Street.
2. Commencing at the southwest intersection of McCormick Street and Dowdell Lane 310 feet southerly to a point of beginning thence southerly 30 feet along the west side of McCormick Street.
3. Commencing at the northwest intersection of McCormick and Vintage Streets 320 feet northerly to the point of beginning thence northerly 25 feet along the west side of McCormick Street.
4. Commencing at the southwest intersection of McCormick Street and Dowdell Lane 530 feet southerly to the point of beginning thence 20 feet southerly along the east side of McCormick Street.
5. Commencing at the southwest intersection of McCormick Street and Dowdell Lane 270 feet southerly to the point of beginning thence 50 feet southerly along the east side of McCormick Street.

V) **MITCHELL DRIVE**

1. Commencing at the southwesterly intersection of Mitchell Drive and St. James Drive thence westerly along the south side of Mitchell Drive to the

southeast intersection of North Crane and Mitchell Drive and easterly 300 feet.

2. Commencing at the southwest intersection of Mitchell and Main Street thence 80 feet westerly along the south side of Mitchell Drive.
3. Commencing 230 feet west of the intersection of Main Street and Mitchell Drive thence 88 feet westerly along the south side of Mitchell Drive.
4. Commencing at the northwest intersection of Mitchell Drive and Oak Avenue thence 50 feet westerly along the northerly side of Mitchell Drive.
5. Commencing at the easterly corner of the most easterly intersection of Mitchell Drive and St. James Drive, thence ninety (90) feet along the south side of Mitchell Drive.

W) **MONTE VISTA AVENUE**

1. Commencing at the cul de sac northerly of Hunt Avenue thence around the perimeter of the 25 foot diameter island.

X) **OAK AVENUE**

1. Commencing at the southwest intersection of Oak Avenue and Hillview Place thence southerly 65 feet.
2. Commencing at the northeast, northwest, and southwest intersections of Oak Avenue and Pine Street thence 20 feet northerly and southerly along the east and west sides of Oak Avenue.
3. Commencing at the southwest intersection of Oak Avenue and Pine Street thence 30 feet southerly along the west side of Oak Avenue.
4. Commencing at the northeast intersection of Oak Avenue and Adams Street thence northerly 18 feet.
5. Commencing at the southwest intersection of Oak Avenue and Tainter Street 55 feet southerly to a point of beginning thence southerly 20 feet on the west side of Oak Avenue.
6. Commencing at a point easterly of the southwest intersection of Oak Avenue and Tainter Street thence southerly 22 feet along the east side of Oak Avenue at the crosswalk.
7. Commencing at the northwest intersection of Oak Avenue and Spring Street thence northerly 20 feet along Oak Avenue.

8. Commencing at the point of curvature of the southeasterly curve on the east side of Oak Avenue thence southeasterly 160 feet to the point of tangency with the north side of Mitchell Drive.
9. Beginning at a point 339 feet north of Spring Street extending northerly to a point 419 feet on the east side of Oak Avenue.
10. Beginning at the northwest corner of Oak Avenue and Tainter Street thence extending northerly 35 feet on Oak Avenue.
11. Twenty (20) feet southerly from the driveway at 1255 Oak Avenue.

Y) **PINE STREET**

1. Commencing at the northwest intersection of Pine Street and Main Street thence along the north side of Pine Street to Oak Avenue excepting a 25 foot yellow zone terminating 180 feet from the northeast intersection of Pine Street and Oak Avenue.
2. Commencing at the northwest and southwest intersections of Pine Street and Oak Avenue thence westerly 20 feet.
3. Commencing at the southeast intersection of Pine Street and Oak Avenue thence easterly 20 feet.
4. Commencing at the southwest intersection of Pine Street and Main Street thence westerly ~~40~~ 20 feet.
5. Commencing at the southeast intersection of Pine Street and Main Street thence easterly 115 feet.
6. Commencing at the northeast intersection of Pine Street and Main Street easterly 140 feet.

Z) **PINOT WAY**

1. Commencing at the centerline of the utility and pedestrian access alley that connects Pinot Way to Sylvaner Avenue thence southwesterly 10 feet and northeasterly 10 feet creating a 20 foot long segment centered on the end of the alley.

AA) **POPE STREET**

1. Commencing at the southeast and northeast intersections of Pope Street and Main Street thence east 80 feet to the Wine Train railroad right-of-way.
2. Commencing at the east terminus of Pope Street at the Napa River thence westerly along Stonebridge Park 345 feet on the north side of Pope Street.

3. Commencing at the northeast corner of Paseo Grand Drive and Pope Street then easterly 154 feet on the north side of Pope Street.
4. Commencing at the east terminus of Pope Street at the Napa River thence westerly 400 feet along the south side of Pope Street.
5. Commencing at the southeast intersection of Pope Street and College Avenue thence 340 feet easterly along the south side of Pope Street.
6. Commencing at the southwest intersection of Pope Street and College Avenue thence 680 feet westerly along the south side of Pope Street.
7. Commencing at the intersection of Pope Street and College Avenue thence easterly 680 feet on the north side of Pope Street.
8. Commencing at the northeast intersection of Pope Street and Church Street thence easterly 35 feet along the north side of Pope Street.
9. Commencing at the southeast intersection of Pope Street and the Napa Valley Wine Train Tracks thence easterly 25 feet along the south side of Pope Street.
10. Commencing at the northeast intersection of Pope Street and the Napa Valley Wine Train Tracks thence easterly 145' to the intersection of Pope Street and Church Street.
11. Commencing at the Northeast intersection of Pope Street and Chiles Ave thence easterly 950 feet along the north and south sides of Pope Street.
12. Commencing at the northwest intersection of Pope Street and Starr Avenue thence westerly 392 feet along the north side of Pope Street.

AB) PRATT AVENUE

1. Commencing at the southeastern intersection of Pratt Avenue and the Napa Valley Wine Train and thence easterly a distance of 570 feet along the south shoulder of Pratt Avenue.
2. Commencing at the northeastern intersection of Pratt Avenue and Main Street and thence easterly a distance of 300 feet along the north shoulder of Pratt Avenue.

AC) RAILROAD AVENUE

1. Commencing at the northwest intersection of Railroad Avenue and Adams Street thence 31 feet north along the west side of Railroad Avenue.

2. Commencing at a portion 400 feet north of the northeast corner of the intersection of Adams Street and Railroad Avenue thence north a distance of 50 feet along the east side of Railroad Avenue.
3. Commencing at the south exit of the City Parking lot on Railroad Avenue thence south a distance of 16 feet.
4. Commencing at the north side of the south exit of the City Parking lot on Railroad Avenue thence north a distance of 24 feet.
5. Commencing at the north exit of the City Parking lot on Railroad Avenue thence north a distance of 20 feet.
6. Commencing at the north exit of the City Parking lot on Railroad Avenue thence south a distance of 15 feet.
7. Commencing at the curb beginning at the Napa Valley Wine Train tracks at the northeast corner of the intersection of Adams Street and Railroad Avenue northward through the curb return and thence northerly a distance of 281 feet along the east side of Railroad Avenue.

AD) SILVERADO TRAIL

1. Commencing at the southeast intersection of Howell Mountain Road and Silverado Trail thence south 400 feet along the east side of Silverado Trail.

AE) SOUTH CRANE AVENUE

1. Commencing at the southeast intersection of South Crane Avenue and Grayson Avenue thence southerly 50 feet along the east side of South Crane Avenue. This is a 24-hour "No Stopping" zone.
2. Commencing at a point 433 feet south of the southeast intersection of South Crane Avenue and Grayson Avenue thence southerly 30 feet along the east side of South Crane Avenue. This is a "No Stopping" zone during the hours of 7:30 a.m. – 3:00 p.m. on school days.
3. Commencing at the northeast intersection of South Crane Avenue and Grayson Avenue thence northerly 50 feet along the east side of South Crane Avenue. This is a 24-hour "No Stopping" zone.
4. Commencing at a point 50 feet north of the northeast intersection of South Crane Avenue and Grayson Avenue thence northerly 450 feet along the east side of South Crane Avenue to the bridge. This is a "No Stopping" zone during the hours of 7:30 a.m. – 3:00 p.m. on school days.
5. Class II Bike lanes only, which would require parking to be prohibited along the east side. Commencing at the southeast intersection of Grayson

Avenue and South Crane Avenue thence 800 feet southerly along the east side of South Crane Avenue.

6. Class II Bike Lanes only, which would require parking to be prohibited along the west side. Commencing at the southwest intersection of Grayson Avenue and South Crane Avenue thence 800 feet southerly along the west side of South Crane Avenue.

AF) **SPRING STREET**

1. Commencing at the northwest intersection of Spring Street and Main Street thence westerly 35 feet along the north side of Spring Street.
2. Commencing at the northwest intersection of Spring Street and Main Street westerly 120 feet to a point of beginning thence westerly 30 feet along the north side of Spring Street.
3. Commencing at the shopping center driveway at the intersection of Spring Street and Money Way thence 15 feet westerly and 65 feet easterly along the south side of Spring Street.
4. Commencing at the northeast and the southeast intersections of Spring Street and Oak Avenue thence 33 feet easterly along Spring Street.
5. Commencing at the northwest and southwest intersections of Spring Street and Oak Avenue thence 33 feet westerly along Spring Street.
6. Commencing at the southwest intersection of Spring Street and Oak Avenue westerly 70 feet to a point of beginning thence westerly 70 feet along the south
7. Commencing at the southwest intersection of Spring Street and Oak Avenue westerly 25 feet to a point of beginning thence westerly 50 feet along the south side.
8. Commencing at the intersection of Spring Street and Kearney Street thence easterly 60 feet along the south side.
9. Commencing at the northwest intersection of Spring Street and Kearney Street 70 feet westerly to a point of beginning thence 60 feet westerly along Spring Street.
10. Commencing at the northwest intersection of Spring Street and East Sylvaner 135 feet westerly to a point of beginning thence 70 feet westerly along Spring Street.
11. Twenty (20) feet on both sides of driveway at 2322 Spring Street.

12. Twenty (20) feet on west side of driveway and that strip on the easterly side to adjacent driveway at 1428 Spring Street.
13. Twenty (20) feet east from the west driveway and twenty (20) feet from both sides of the east driveway at 1343 Spring Street.
14. Ten (10) feet from both sides of the driveway to the parking lot east of the building at 1313 Spring Street.
15. Commencing on the southwest intersection of Spring Street and Valley View thence southwesterly along the south side of Spring Street to the southeast intersection of West Sylvaner Avenue.
16. Class II Bike lanes only, which would require parking to be prohibited along the south side. The vehicle travelway (centerlane) would not be striped.

AG) SPRING MOUNTAIN ROAD

1. Commencing at the southeast corner of Spring Mountain Road and Elmhurst Avenue thence 75 feet southerly along the east side of Spring Mountain Road.

AH) STARR AVENUE

1. Commencing at the northwest intersection of Starr Avenue and Harvest Lane thence 285 feet northerly along the west side of Starr Avenue.
2. Commencing at the northwest intersection of Harvest Lane and Starr Ave. northerly 45 feet to a point of beginning thence northerly 150 feet to the southeast corner of Meadowcreek Circle along the east side of Starr Avenue.
3. Commencing at the extended center line of Meadowcreek Circle (north) thence 22 feet south along the west side of Starr Avenue.
4. Commencing at the northeast intersection of Meadowcreek Circle (south) and Starr Avenue 83 feet northerly to a point of beginning thence northerly 32 feet to the south side of Hunt Avenue.

AI) STOCKTON STREET

1. Commencing at the northwest intersection of Stockton Street and Spring Street thence northerly along the west side of Stockton Street to the Madrona Street and Stockton Street intersection.

AJ) SULPHUR SPRINGS AVENUE

1. Commencing at the southwest intersection of Main Street and Sulphur Springs Avenue thence 50 feet westerly along the south side of Sulphur Springs Avenue.
2. Commencing at the northwest intersection of Main Street and Sulphur Springs westerly 253 feet to a point of beginning thence westerly 23 feet along the north side of Sulphur Springs Avenue.
3. Commencing at the northwest intersection of Main Street and Sulphur Springs westerly 289 feet to a point of beginning thence westerly 15 feet along the north side of Sulphur Springs Avenue.

AK) SYLVANER AVENUE

1. Commencing at the centerline of the utility and pedestrian access alley that connects Sylvaner Avenue to Pinot Way thence southwesterly 10 feet and northeasterly 10 feet creating a 20 foot long segment centered on the end of the alley.

AL) TAINTER STREET

1. Commencing at the intersection of Tainter Street and Kearney thence easterly along the south side of Tainter Street to the intersection of Oak Avenue and Tainter Street except Mon.-Fri. 7:30 a.m. - 9:00 a.m. and 2:00 p.m. - 4:00 p.m.
2. Commencing at the northwest intersection of Tainter Street and Kearney Street thence 80 feet easterly along the north side of Tainter Street.
3. South side of Tainter Street between Stockton Street and Kearney Street.

AM) VINTAGE AVENUE

1. Commencing at the northwest intersection of Vintage Avenue and McCormick Street westerly 228 feet to a point of beginning thence 12 feet west of said driveway 168 feet along the north side to the Napa Valley Wine Train right-of-way.
2. Commencing at the intersection of Vintage Avenue and McCormick Street westerly 250 feet to a point of beginning thence westerly 180 feet along the south side.

AN) VOORHEES CIRCLE

1. Commencing at the westerly intersection of Voorhees Circle and Mitchell Avenue south of Mitchell and west of Voorhees Circle thence southerly along the west side, easterly along the south side and northerly along the east side a distance of 1100 feet to the easterly intersection of Voorhees Circle and Mitchell Avenue.

AO) **MCCORKLE AVENUE**

1. Commencing at the southwest driveway entrance, 5 feet of red curb at 710 McCorkle Avenue.
2. Commencing at the northeast driveway entrance, 5 feet of red curb at 710 McCorkle Avenue.

Approved at a Regular Meeting of the St. Helena City Council on November 25, 2025,
by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk





Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	November 25, 2025
FROM:	Rebecca White, Administrative Assistant
SUBJECT:	Resolution Authorizing Extending the Red Zone on a Portion of Main Street at the Intersection of Main Street and Elmhurst Avenue, Updating the City's List of Red Zones, and Rescinding Resolution 2025-115.
RECOMMENDED ACTION:	Approve the request to extend a section of red curb on the east side of Main Street near the Elmhurst Avenue intersection by an additional 26 feet.
PREVIOUS COUNCIL ACTION:	Resolution 2025-115 adopted by the City Council on October 14, 2025.
STATEMENT OF THE PURPOSE:	To extend the red zone at the intersection of Main Street and Elmhurst Avenue.
FINANCIAL IMPACT:	None.

BACKGROUND:

On the east side of Main Street near the Elmhurst Avenue intersection, there is currently approximately 33 feet of red-painted curb indicating a no-parking zone. Between the end of the red curb and existing crosswalk at the intersection, there is an additional 26 feet of unpainted curb.

Effective January 1, 2025, California's Daylighting Law (Assembly Bill 413) prohibits vehicles from parking within 20 feet of a marked or unmarked crosswalk at an intersection to improve visibility for pedestrians and drivers. Despite enforcement efforts by the Police Department, vehicles continue to park in the unpainted section of curb near this intersection. When vehicles occupy this area, they obstruct sightlines for both pedestrians and motorists, reducing visibility and creating unsafe crossing conditions.

DISCUSSION:

Staff is recommending the extension of the existing red curb by an additional 26 feet to the edge of the crosswalk at Main Street and Elmhurst Avenue. The extended red zone would provide a clear, visual indication that parking is prohibited in this area, thereby reinforcing the intent of state law and reducing the need for continual enforcement. Extending the red curb will improve visibility for pedestrians entering the crosswalk and for drivers approaching the intersection, particularly during times of heavy traffic or limited visibility.

No loss of legal parking is expected beyond what is already restricted by law, as parking in this segment is already prohibited under the Daylighting Law. The proposed curb

painting serves primarily as a visual and physical reminder to improve compliance and enhance pedestrian safety.

ENVIRONMENTAL REVIEW: None.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 5: Enhance Quality of Life

DOCUMENTS ATTACHMENTS:

[Resolution](#)

[Red Curb Exhibit](#)

CITY OF ST. HELENA

RESOLUTION NO. 2025-

Resolution Authorizing Extending the Red Zone on a Portion of Main Street at the Intersection of Main Street and Elmhurst Avenue, Updating the City's List of Red Zones, and Rescinding Resolution 2025-115.

RECITALS

The Police Chief, Fire Chief and the Public Works Director have identified certain locations for which no parking is recommended in addition to those already in existence. New locations are identified with an underline in the following resolution. Locations not marked by an underline are locations already designated as no parking zones.

RESOLUTION

1. No parking zones or No stopping zones established within Resolution No. 2023-71 are hereby rescinded except to the extent that they are re-established below in this resolution.

2. For purposes of this resolution:

"Curb" means the concrete curbing installed along the side of the street or roadway or, if there is none, the edge of the traveled portion of the street or roadway.

"Intersection" means the point established by extending curb lines of the designated streets without regard for an arced curb installed to provide a turning radius between roadways.

3. Pursuant to Sections 10.10 and 10.11.1 of the City Code the following locations are designated as no parking or no stopping zones within which parking of vehicles on City streets is prohibited.

4. The new restrictions would not go into effect until the proposed paving and striping improvements for Grayson Avenue and South Crane Avenue are constructed.

A) ADAMS STREET

1. Commencing at the northeast intersection of Adams and Kearney Streets thence 25 feet easterly along the north side of Adams Street.
2. Commencing at the southeast intersection of Adams and Kearney Streets thence 72 feet westerly along the south side of Adams Street.

3. Commencing at the southeast intersection of Adams Street and Money Way thence 30 feet easterly along the south side of Adams Street.
4. Commencing at the southeast intersection of Adams Street and Napa Valley Wine Train Tracks thence easterly 30 feet along the south side of Adams Street.
5. Commencing at the southeast intersection of Adams Street and Main Street 42 feet easterly to the point of beginning, thence 20 feet easterly along the south side of Adams Street.
6. Commencing on the south side of Adams Street 138 feet easterly from Main Street thence 20 feet easterly along the south side of Adams Street.
7. Commencing at the northwest intersection of Adams Street and Railroad Avenue thence westerly 28 feet along the north side of Adams Street.
8. Commencing at a point 65 feet east of Main Street thence easterly 20 feet along the north side of Adams Street.
9. Commencing at the northeast intersection of Adams Street and Oak Avenue thence easterly 20 feet on the north side of Adams Street.
10. Commencing at the southeast intersection of Adams Street and Oak Avenue thence easterly 30 feet along the south side of Adams Street.
11. Commencing at the northeast intersection of Adams Street and Oak Avenue thence easterly 25 feet along the north side of Adams Street.
12. Commencing at the southwest intersection of Adams Street and Main Street thence westerly 31 feet along the south side of Adams Street.
13. Commencing at the westerly edge of the westerly driveway of 899 Adams Street thence westerly 30 feet along the south side of Adams Street.
14. Commencing at the easterly edge of the most easterly driveway of the 1010 Adams Street Bank Building and Pharmacy, thence easterly thirty (30) feet along the south side of Adams.

B) ALEXANDER COURT

1. Commencing at the southerly intersection of Alexander Court and Main Street thence westerly along the north side of Alexander Court 160 feet, thence northerly along a curve to the right 160 feet, thence easterly along the southerly side 160 feet to the northerly intersection of Alexander Court and Main Street.

C) CHARTER OAK

1. Commencing at the northeast intersection of Charter Oak and Wine Train Railroad Tracks thence easterly 180 feet along the north side of Charter Oak.
2. Commencing at the southeast intersection of Charter Oak and Wine Train Railroad Tracks thence easterly 197 feet along the south side of Charter Oak.
3. Commencing at the east intersection of Allison Avenue and Charter Oak thence along both sides of Charter Oak Avenue to the easterly end of the street.

D) CHILES AVENUE

1. Beginning at a point lying 84 feet westerly of the northwest bridge abutment corner at Pope Street crossing Sulphur Creek; thence northwesterly 58 feet along the east curb at Chiles Avenue and Pope Street.
2. Beginning at a point lying 154 feet westerly of the northwest bridge abutment corner at Pope Street crossing Sulphur Creek; thence northerly 84 feet along the west curb at Chiles Avenue and Pope Street.

E) CHURCH STREET

1. Commencing at the southeast intersection of Church Street and Hunt Avenue thence southerly along the east side of Church Street to the northeasterly intersection of Pope Street.
2. West side of Church Street five (5) feet north and five (5) feet south of the entrance and exit driveway of the parking lot of the business located at 1120 Pope Street.

F) COLLEGE AVENUE

1. Twenty feet of red painted curb in front of fire hydrant #870 (hydrant is located on east side of College Avenue, 170 feet south of intersection with Pope Street) per California Vehicle Code 22514. North of the red curb for fire hydrant, will commence 45 feet of "Police Parking Only", designated by two painted parking boxes on the roadway (22.5 feet in length) with diagonal striping and "Police Parking Only" painted within the center of each box. "Police Parking Only." signage adjacent to parking. No parking on east side of College Avenue north of designated Police Parking to intersection with Pope Street. North (approximately 106 feet) of the "Police Parking Only" the east shoulder shall remain and be posted "No Parking", to allow the fluid movement of vehicular traffic.

2. Commencing at the southwest intersection of College Avenue and Pope Street thence southerly 360 feet along the west side of College Avenue.

G) DOWDELL LANE

1. Commencing at the east right-of-way of the Wine Train crossing at Dowdell Lane thence easterly 180 feet along the north and south side of Dowdell Lane.
2. Commencing at the driveway to 899 Dowdell Lane thence 12 feet in both the easterly and westerly direction from the edge of said driveway a distance of 12 feet along the northerly side of Dowdell Lane.

3. DOWDELL AND MCCORMICK

- a. Commencing at the southeast intersection of McCormick Street and Dowdell Lane thence 25 feet northwesterly along the east side of McCormick Street.
- b. Commencing at the southeast intersection of McCormick Street and Dowdell Lane thence 28 feet northeasterly along the south side of Dowdell Lane.

H) EDWARDS STREET

1. Commencing at the southeast corner of Edwards Street and Hunt Avenue thence southerly 20 feet along the east side of Edwards Street.
2. Commencing at the southwest corner of Edwards Street and Hunt Avenue thence southerly 20 feet along the west side of Edwards Street.

I) EL BONITA AVENUE

1. Commencing at a point 35 feet west of Community Drive thence westerly 60 feet along the north side of El Bonita Avenue.
2. Commencing at the intersection of El Bonita Avenue and Community Drive thence easterly 80 feet along the south side of El Bonita Avenue.

J) ELMHURST AVENUE

1. Commencing at the northeast intersection of Elmhurst Avenue and Granger Way thence easterly 30 feet along the north side of Elmhurst Avenue.
2. Commencing at the southeast intersection of Elmhurst Avenue and Spring Mountain Road thence easterly 75 feet along the south side of Elmhurst Avenue.

3. Commencing at the intersection of Elmhurst Avenue and Main Street thence westerly 30 feet along Elmhurst Avenue and thence northerly 60 feet along Main Street.

K) FULTON LANE

1. Commencing at the northeast and southeast intersection of Fulton and Main Streets thence easterly 90 feet along the north and south sides of Fulton Lane.
2. Commencing at the easterly intersection of Fulton Lane and Railroad Avenue thence easterly 120 feet along both the north and south sides of Fulton Lane.

L) GRAYSON AVENUE

1. South side of Grayson Avenue from the southwest intersection of Main Street and Grayson Avenue westerly for a distance of 100 feet.
2. North side of Grayson beginning at a point 665 feet westerly of the westerly line of Main Street then west along the north side of Grayson for a distance of 1,165.6 feet between the hours of 7:30 a.m. and 3:00 p.m., Mon. - Fri.
3. Commencing at the northeast intersection of Grayson Avenue and Crane Avenue thence easterly 50 feet along the north side of Grayson Avenue. This is a 24-hour "No Stopping zone."
4. Commencing at a point 50 feet north of the northeast intersection of Grayson Avenue and Crane Avenue thence 700 feet along the north side of Grayson Avenue. This is a "No Stopping" zone during the hours of 7:30 a.m. – 3:00 p.m. on school days.
5. Commencing at the intersection of the easterly driveway of the Primary School Parking Lot and Grayson Avenue thence westerly along the southerly curb line a distance of 25 feet.
6. Class II Bike lane only, which would require parking to be prohibited along the south side. Commencing at the southeast intersection of Grayson Avenue and South Crane Avenue thence 700 feet easterly along the south side of Grayson Avenue.

M) GROVE COURT

1. Commencing at the northeast intersection of Grove Court and Hunt Avenue thence northerly 205 feet along the east side of Grove Court.
2. Commencing 100 feet northerly of the northwest intersection of Grove Court and Hunt Avenue thence northerly 100 feet along the west side of Grove Court adjacent to the heritage oak tree.

N) HUNT AVENUE

1. Commencing at the northeast intersection of Hunt Avenue and Starr Avenue thence westerly 307 feet along the north side of Hunt Avenue.
2. Commencing at the southwest intersection of Hunt Avenue and Starr Avenue thence westerly 465 feet along south side of Hunt Avenue to 105 feet west of Monte Vista extended center line.
3. Commencing at a point 20' east of the southeast intersection of Hunt Avenue and Monte Vista thence easterly 44' along the south side of Hunt Avenue.
4. Commencing at the southeast corner of Hunt Avenue and Edwards Street thence easterly 40 feet along the south side of Hunt Avenue.
5. Commencing at the southwest corner of Hunt Avenue and Edwards Street thence westerly 30 feet along the south side of Hunt Avenue.
6. Commencing on the north side of Hunt Avenue fifteen (15) feet west and fifteen (15) feet east of the most eastern entrance and exit driveway of the Safeway parking lot. This is a 24-hour "No Stopping Zone".
7. Commencing at a point forty (40) feet east of the most eastern entrance and exit driveway of the Safeway parking lot, thence thirty (30) feet along the north side of Hunt Avenue.

O) JUNE LANE

1. Commencing at a point lying 184 feet north of the intersection of Chiles and June Lane; thence along the east curb to the right a distance of 30 feet to the south curb of Hunt Avenue.
2. Commencing at a point lying 184 feet north of the intersection of Chiles Avenue and June Lane; thence along the west curb to the left a distance of 30 feet to the south curb of Hunt Avenue.

P) KEARNEY STREET

1. Commencing at the northeast intersection of Kearney Street and Spring Street thence northerly along the east side of Kearney Street to Tainter Street.
2. Commencing 143 feet north of the northeast corner of Adams Street and Kearney Street thence northerly a distance of 51 feet along the east side of Kearney Street.

3. Commencing 399 feet north of the northeast corner of Adams Street and Kearney Street thence northerly a distance of 33 feet along the east side of Kearney Street.

Q) LA FATA STREET

1. Commencing 215 feet southerly from the southeast corner of La Fata Street and Dowdell Lane thence 60 feet southerly along the easterly curb of La Fata Street.
2. Commencing 398 feet southerly from the southeast corner of La Fata Street and Dowdell Lane thence 40 feet southerly along the easterly curb of La Fata Street.
3. Commencing at the driveway to 899 Dowdell Lane located on La Fata Street thence 12 feet in both the northerly and southerly direction from the edge of said driveway a distance of 12 feet along the westerly side of La Fata Street.

R) LIBRARY LANE

1. Commencing at the north side of the white painted load zone at the St. Helena Library at 1480 Library lane, then twenty-one (21) feet along the east side of Library Lane.

S) MADRONA AVENUE

1. Commencing at the intersection of Madrona and Oak Avenues thence easterly and westerly along the north and south sides of Madrona Avenue 20 feet from each intersection.
2. Commencing at the northwest and southwest intersections of Madrona Avenue and Main Street thence westerly 90 feet along the north and south side of Madrona Avenue.

T) MAIN STREET

1. Commencing at the intersection of Main Street and Madrona Avenue thence southerly 155 feet along both sides of Main Street.
2. Commencing at the intersection of Main Street and Madrona Avenue thence northerly 155 feet along both sides.
3. Commencing at the southwest intersection of Main Street and Sulphur Springs Avenue thence 310 feet southerly along the west side of Main Street.

4. Commencing at Main Street and the Sulphur Creek bridge thence southerly to Sulphur Springs Avenue along both sides of Main Street and northerly 175 feet to Mitchell Avenue along the west side of Main Street.
5. Commencing at the northwest intersection of Main Street and Mitchell Drive thence northerly 20 feet.
6. Commencing at the intersection of Main Street and Spring Street thence 25 feet southerly along the west side.
7. Commencing at the southeast intersection of Main Street and Adams Street thence southerly 50 feet along the east side.
8. Commencing at the southeast intersection of Main Street and Adams Street 120 feet southerly to the point of beginning thence southerly 37 feet along the east side.
9. Commencing at the intersection of Main Street and Hunt Avenue thence northerly and southerly 30 feet along the east side.
10. Commencing at the intersection of Main Street and Spring Street 145 feet northerly to a point of beginning thence northerly 22 feet along the east side.
11. Commencing at the Main Street crosswalk at the south line of Spring Street thence southerly 24 feet along the east side of Main Street.
12. Commencing at the northwest intersection of Main Street and Adams Street thence northerly 35 feet along the west side.
13. Commencing at the southwest intersection of Main Street and Adams Street thence southerly 40 feet along the west side.
14. Commencing at the northwest intersection of Main Street and Spring Street 540 feet northerly to a point of beginning thence northerly 30 feet along the west side.
15. Commencing at the northwest intersection of Main Street and Spring Street 230 feet northerly to a point of beginning thence northerly 90 feet along the west side.
16. Commencing at the northwest intersection of Main Street and Spring Street thence northerly 40 feet along the west side.
17. Commencing at the northwest intersection of Main Street and Elmhurst 400 feet to a point of beginning thence northerly 330 feet along the west side of Main Street.

18. Commencing at the southeast intersection of Main Street and Pope Street thence southerly 170 feet along the east side of Main Street.
 19. Commencing at the southeast intersection of Main Street and Pine Street thence south a distance of 28 feet along the east side of Main Street.
 20. Commencing at the southwest intersection of Main Street and Pine Street thence south a distance of 28 feet along the west side of Main Street.
 21. West side of Main Street from a point one hundred (100) feet south of Grayson Avenue southerly a distance of one thousand six hundred ninety (1,690) feet.
 22. East side of Main Street from the south line of Grayson Avenue southerly a distance of one thousand five hundred eighty-five (1,585) feet.
 23. East side of Main Street beginning at a point one thousand five hundred eighty-five (1,585) feet south of the south line of Grayson Avenue, southerly for a distance of two hundred eighteen (218) feet between the hours of 7:30 a.m. and 5:30 p.m.
 24. East side of Main Street beginning at a point one thousand eight hundred three (1,803) feet south of the south line of Grayson Avenue, southerly for a distance of two hundred seventy-two (272) feet.
 25. West side of Main Street from the northwest corner of Main Street and Grayson Avenue approximately 85 feet across the frontage of A&W Restaurant located at 501 Main Street.
 26. Commencing at the southwest corner of Main Street and the York Creek Bridge thence south 360 feet along the west side of Main Street.
 27. Commencing at the northeast corner of Pratt Avenue and Main Street thence north along the west side of Main Street to the York Creek Bridge
 28. Commencing at a point 45 feet north of the northeast intersection of Main Street and Pope Street thence north 29 feet along the east side of Main Street.
 29. Commencing at Deer Park Road south along both sides of Main Street to the York Creek Bridge.*
- *The area in the Tunnel of Trees is a "No Stopping" zone on both sides of Main Street.
30. Commencing at a point 99 feet west of the northwest intersection of Main Street and Pine Street thence 22 feet west along the north side of Pine Street.

31. Commencing at the southwest corner of Main Street and Charter Oak extending westerly 50 feet on the south side of Charter Oak. This is a 24 Hour "No Parking" Zone.
32. Commencing at the intersection of Main Street and Elmhurst Avenue thence southerly 30 feet along the west side of Main Street.
33. Commencing at the intersection of Main Street and Elmhurst Avenue thence northerly 60 feet along the west side of Main Street.
34. Commencing at a point 25 feet south of the southeast intersection of Britton Way thence southerly 88 feet along the east side of Main Street. This is a "No Parking" zone and reserved for transit buses.
35. Commencing at the Pedestrian Curb Ramp on west side of Main Street at the intersection of Hunt Avenue extending 25 feet northerly, at which point transitions to a loading zone extending 40 feet northerly.
36. Commencing at the crosswalk on the east side of Main Street at the intersection of Main Street and Elmhurst Avenue extending approximately 60 feet southerly.

U) McCORMICK AVENUE

1. Commencing at the southwest intersection of McCormick Street and Dowdell Lane 170 feet southerly to a point of beginning thence southerly 15 feet along the west side of McCormick Street.
2. Commencing at the southwest intersection of McCormick Street and Dowdell Lane 310 feet southerly to a point of beginning thence southerly 30 feet along the west side of McCormick Street.
3. Commencing at the northwest intersection of McCormick and Vintage Streets 320 feet northerly to the point of beginning thence northerly 25 feet along the west side of McCormick Street.
4. Commencing at the southwest intersection of McCormick Street and Dowdell Lane 530 feet southerly to the point of beginning thence 20 feet southerly along the east side of McCormick Street.
5. Commencing at the southwest intersection of McCormick Street and Dowdell Lane 270 feet southerly to the point of beginning thence 50 feet southerly along the east side of McCormick Street.

V) MITCHELL DRIVE

1. Commencing at the southwesterly intersection of Mitchell Drive and St. James Drive thence westerly along the south side of Mitchell Drive to the

southeast intersection of North Crane and Mitchell Drive and easterly 300 feet.

2. Commencing at the southwest intersection of Mitchell and Main Street thence 80 feet westerly along the south side of Mitchell Drive.
3. Commencing 230 feet west of the intersection of Main Street and Mitchell Drive thence 88 feet westerly along the south side of Mitchell Drive.
4. Commencing at the northwest intersection of Mitchell Drive and Oak Avenue thence 50 feet westerly along the northerly side of Mitchell Drive.
5. Commencing at the easterly corner of the most easterly intersection of Mitchell Drive and St. James Drive, thence ninety (90) feet along the south side of Mitchell Drive.

W) MONTE VISTA AVENUE

1. Commencing at the cul de sac northerly of Hunt Avenue thence around the perimeter of the 25 foot diameter island.

X) OAK AVENUE

1. Commencing at the southwest intersection of Oak Avenue and Hillview Place thence southerly 65 feet.
2. Commencing at the northeast, northwest, and southwest intersections of Oak Avenue and Pine Street thence 20 feet northerly and southerly along the east and west sides of Oak Avenue.
3. Commencing at the southwest intersection of Oak Avenue and Pine Street thence 30 feet southerly along the west side of Oak Avenue.
4. Commencing at the northeast intersection of Oak Avenue and Adams Street thence northerly 18 feet.
5. Commencing at the southwest intersection of Oak Avenue and Tainter Street 55 feet southerly to a point of beginning thence southerly 20 feet on the west side of Oak Avenue.
6. Commencing at a point easterly of the southwest intersection of Oak Avenue and Tainter Street thence southerly 22 feet along the east side of Oak Avenue at the crosswalk.
7. Commencing at the northwest intersection of Oak Avenue and Spring Street thence northerly 20 feet along Oak Avenue.

8. Commencing at the point of curvature of the southeasterly curve on the east side of Oak Avenue thence southeasterly 160 feet to the point of tangency with the north side of Mitchell Drive.
9. Beginning at a point 339 feet north of Spring Street extending northerly to a point 419 feet on the east side of Oak Avenue.
10. Beginning at the northwest corner of Oak Avenue and Tainter Street thence extending northerly 35 feet on Oak Avenue.
11. Twenty (20) feet southerly from the driveway at 1255 Oak Avenue.

Y) **PINE STREET**

1. Commencing at the northwest intersection of Pine Street and Main Street thence along the north side of Pine Street to Oak Avenue excepting a 25 foot yellow zone terminating 180 feet from the northeast intersection of Pine Street and Oak Avenue.
2. Commencing at the northwest and southwest intersections of Pine Street and Oak Avenue thence westerly 20 feet.
3. Commencing at the southeast intersection of Pine Street and Oak Avenue thence easterly 20 feet.
4. Commencing at the southwest intersection of Pine Street and Main Street thence westerly ~~40~~ 20 feet.
5. Commencing at the southeast intersection of Pine Street and Main Street thence easterly 115 feet.
6. Commencing at the northeast intersection of Pine Street and Main Street easterly 140 feet.

Z) **PINOT WAY**

1. Commencing at the centerline of the utility and pedestrian access alley that connects Pinot Way to Sylvaner Avenue thence southwesterly 10 feet and northeasterly 10 feet creating a 20 foot long segment centered on the end of the alley.

AA) **POPE STREET**

1. Commencing at the southeast and northeast intersections of Pope Street and Main Street thence east 80 feet to the Wine Train railroad right-of-way.
2. Commencing at the east terminus of Pope Street at the Napa River thence westerly along Stonebridge Park 345 feet on the north side of Pope Street.

3. Commencing at the northeast corner of Paseo Grand Drive and Pope Street then easterly 154 feet on the north side of Pope Street.
4. Commencing at the east terminus of Pope Street at the Napa River thence westerly 400 feet along the south side of Pope Street.
5. Commencing at the southeast intersection of Pope Street and College Avenue thence 340 feet easterly along the south side of Pope Street.
6. Commencing at the southwest intersection of Pope Street and College Avenue thence 680 feet westerly along the south side of Pope Street.
7. Commencing at the intersection of Pope Street and College Avenue thence easterly 680 feet on the north side of Pope Street.
8. Commencing at the northeast intersection of Pope Street and Church Street thence easterly 35 feet along the north side of Pope Street.
9. Commencing at the southeast intersection of Pope Street and the Napa Valley Wine Train Tracks thence easterly 25 feet along the south side of Pope Street.
10. Commencing at the northeast intersection of Pope Street and the Napa Valley Wine Train Tracks thence easterly 145' to the intersection of Pope Street and Church Street.
11. Commencing at the Northeast intersection of Pope Street and Chiles Ave thence easterly 950 feet along the north and south sides of Pope Street.
12. Commencing at the northwest intersection of Pope Street and Starr Avenue thence westerly 392 feet along the north side of Pope Street.

AB) PRATT AVENUE

1. Commencing at the southeastern intersection of Pratt Avenue and the Napa Valley Wine Train and thence easterly a distance of 570 feet along the south shoulder of Pratt Avenue.
2. Commencing at the northeastern intersection of Pratt Avenue and Main Street and thence easterly a distance of 300 feet along the north shoulder of Pratt Avenue.

AC) RAILROAD AVENUE

1. Commencing at the northwest intersection of Railroad Avenue and Adams Street thence 31 feet north along the west side of Railroad Avenue.

2. Commencing at a portion 400 feet north of the northeast corner of the intersection of Adams Street and Railroad Avenue thence north a distance of 50 feet along the east side of Railroad Avenue.
3. Commencing at the south exit of the City Parking lot on Railroad Avenue thence south a distance of 16 feet.
4. Commencing at the north side of the south exit of the City Parking lot on Railroad Avenue thence north a distance of 24 feet.
5. Commencing at the north exit of the City Parking lot on Railroad Avenue thence north a distance of 20 feet.
6. Commencing at the north exit of the City Parking lot on Railroad Avenue thence south a distance of 15 feet.
7. Commencing at the curb beginning at the Napa Valley Wine Train tracks at the northeast corner of the intersection of Adams Street and Railroad Avenue northward through the curb return and thence northerly a distance of 281 feet along the east side of Railroad Avenue.

AD) SILVERADO TRAIL

1. Commencing at the southeast intersection of Howell Mountain Road and Silverado Trail thence south 400 feet along the east side of Silverado Trail.

AE) SOUTH CRANE AVENUE

1. Commencing at the southeast intersection of South Crane Avenue and Grayson Avenue thence southerly 50 feet along the east side of South Crane Avenue. This is a 24-hour "No Stopping" zone.
2. Commencing at a point 433 feet south of the southeast intersection of South Crane Avenue and Grayson Avenue thence southerly 30 feet along the east side of South Crane Avenue. This is a "No Stopping" zone during the hours of 7:30 a.m. – 3:00 p.m. on school days.
3. Commencing at the northeast intersection of South Crane Avenue and Grayson Avenue thence northerly 50 feet along the east side of South Crane Avenue. This is a 24-hour "No Stopping" zone.
4. Commencing at a point 50 feet north of the northeast intersection of South Crane Avenue and Grayson Avenue thence northerly 450 feet along the east side of South Crane Avenue to the bridge. This is a "No Stopping" zone during the hours of 7:30 a.m. – 3:00 p.m. on school days.
5. Class II Bike lanes only, which would require parking to be prohibited along the east side. Commencing at the southeast intersection of Grayson

Avenue and South Crane Avenue thence 800 feet southerly along the east side of South Crane Avenue.

6. Class II Bike Lanes only, which would require parking to be prohibited along the west side. Commencing at the southwest intersection of Grayson Avenue and South Crane Avenue thence 800 feet southerly along the west side of South Crane Avenue.

AF) **SPRING STREET**

1. Commencing at the northwest intersection of Spring Street and Main Street thence westerly 35 feet along the north side of Spring Street.
2. Commencing at the northwest intersection of Spring Street and Main Street westerly 120 feet to a point of beginning thence westerly 30 feet along the north side of Spring Street.
3. Commencing at the shopping center driveway at the intersection of Spring Street and Money Way thence 15 feet westerly and 65 feet easterly along the south side of Spring Street.
4. Commencing at the northeast and the southeast intersections of Spring Street and Oak Avenue thence 33 feet easterly along Spring Street.
5. Commencing at the northwest and southwest intersections of Spring Street and Oak Avenue thence 33 feet westerly along Spring Street.
6. Commencing at the southwest intersection of Spring Street and Oak Avenue westerly 70 feet to a point of beginning thence westerly 70 feet along the south
7. Commencing at the southwest intersection of Spring Street and Oak Avenue westerly 25 feet to a point of beginning thence westerly 50 feet along the south side.
8. Commencing at the intersection of Spring Street and Kearney Street thence easterly 60 feet along the south side.
9. Commencing at the northwest intersection of Spring Street and Kearney Street 70 feet westerly to a point of beginning thence 60 feet westerly along Spring Street.
10. Commencing at the northwest intersection of Spring Street and East Sylvaner 135 feet westerly to a point of beginning thence 70 feet westerly along Spring Street.
11. Twenty (20) feet on both sides of driveway at 2322 Spring Street.

12. Twenty (20) feet on west side of driveway and that strip on the easterly side to adjacent driveway at 1428 Spring Street.
13. Twenty (20) feet east from the west driveway and twenty (20) feet from both sides of the east driveway at 1343 Spring Street.
14. Ten (10) feet from both sides of the driveway to the parking lot east of the building at 1313 Spring Street.
15. Commencing on the southwest intersection of Spring Street and Valley View thence southwesterly along the south side of Spring Street to the southeast intersection of West Sylvaner Avenue.
16. Class II Bike lanes only, which would require parking to be prohibited along the south side. The vehicle travelway (centerlane) would not be striped.

AG) SPRING MOUNTAIN ROAD

1. Commencing at the southeast corner of Spring Mountain Road and Elmhurst Avenue thence 75 feet southerly along the east side of Spring Mountain Road.

AH) STARR AVENUE

1. Commencing at the northwest intersection of Starr Avenue and Harvest Lane thence 285 feet northerly along the west side of Starr Avenue.
2. Commencing at the northwest intersection of Harvest Lane and Starr Ave. northerly 45 feet to a point of beginning thence northerly 150 feet to the southeast corner of Meadowcreek Circle along the east side of Starr Avenue.
3. Commencing at the extended center line of Meadowcreek Circle (north) thence 22 feet south along the west side of Starr Avenue.
4. Commencing at the northeast intersection of Meadowcreek Circle (south) and Starr Avenue 83 feet northerly to a point of beginning thence northerly 32 feet to the south side of Hunt Avenue.

AI) STOCKTON STREET

1. Commencing at the northwest intersection of Stockton Street and Spring Street thence northerly along the west side of Stockton Street to the Madrona Street and Stockton Street intersection.

AJ) SULPHUR SPRINGS AVENUE

1. Commencing at the southwest intersection of Main Street and Sulphur Springs Avenue thence 50 feet westerly along the south side of Sulphur Springs Avenue.
2. Commencing at the northwest intersection of Main Street and Sulphur Springs westerly 253 feet to a point of beginning thence westerly 23 feet along the north side of Sulphur Springs Avenue.
3. Commencing at the northwest intersection of Main Street and Sulphur Springs westerly 289 feet to a point of beginning thence westerly 15 feet along the north side of Sulphur Springs Avenue.

AK) SYLVANER AVENUE

1. Commencing at the centerline of the utility and pedestrian access alley that connects Sylvaner Avenue to Pinot Way thence southwesterly 10 feet and northeasterly 10 feet creating a 20 foot long segment centered on the end of the alley.

AL) TAINTER STREET

1. Commencing at the intersection of Tainter Street and Kearney thence easterly along the south side of Tainter Street to the intersection of Oak Avenue and Tainter Street except Mon.-Fri. 7:30 a.m. - 9:00 a.m. and 2:00 p.m. - 4:00 p.m.
2. Commencing at the northwest intersection of Tainter Street and Kearney Street thence 80 feet easterly along the north side of Tainter Street.
3. South side of Tainter Street between Stockton Street and Kearney Street.

AM) VINTAGE AVENUE

1. Commencing at the northwest intersection of Vintage Avenue and McCormick Street westerly 228 feet to a point of beginning thence 12 feet west of said driveway 168 feet along the north side to the Napa Valley Wine Train right-of-way.
2. Commencing at the intersection of Vintage Avenue and McCormick Street westerly 250 feet to a point of beginning thence westerly 180 feet along the south side.

AN) VOORHEES CIRCLE

1. Commencing at the westerly intersection of Voorhees Circle and Mitchell Avenue south of Mitchell and west of Voorhees Circle thence southerly along the west side, easterly along the south side and northerly along the east side a distance of 1100 feet to the easterly intersection of Voorhees Circle and Mitchell Avenue.

AO) **MCCORKLE AVENUE**

1. Commencing at the southwest driveway entrance, 5 feet of red curb at 710 McCorkle Avenue.
2. Commencing at the northeast driveway entrance, 5 feet of red curb at 710 McCorkle Avenue.

Approved at a Regular Meeting of the St. Helena City Council on November 25, 2025,
by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk





Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	November 25, 2025
FROM:	Stephanie Killingsworth, Public Works Financial Analyst
SUBJECT:	Consideration and Proposed Approval of a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Sherwood Design Engineers for Civil Engineering Services for the Mills Lane and Highway 29 Improvements Project in an amount not-to-exceed \$91,000 and Establishing Capital Improvement Plan Project No. R26-06 - Mills Lane Realignment and Intersection Improvements.
RECOMMENDED ACTION:	Staff recommends approval of the attached Resolution.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	To authorize design services related to the Mills Lane Realignment and Intersection Improvements.
FINANCIAL IMPACT:	The total financial impact is an amount not-to-exceed \$91,000, to be funded from Traffic Mitigation Impact Fees (Fund 740).

BACKGROUND:

The proposed project advances long-planned right-of-way improvements at the intersection of Mills Lane, Grayson Avenue, and Highway 29.

These improvements were originally part of the Farmstead Lodging Project's conditions of approval and have been on hold since the private project's deferral. To address existing traffic safety and access deficiencies, the City now intends to move forward with design and permitting for these public improvements independent of the private development.

It should be noted that the Farmstead development will still be obligated to compensate the City for their proportionate share of the project costs as delineated in the Development Agreement.

Sherwood Design Engineers was previously the engineer for the record for these plans and possesses the relevant background materials and agency coordination experience. Re-engaging Sherwood Design Engineers will allow the City to efficiently update existing design documents and resume permitting with Caltrans, the California Public Utilities Commission, and other stakeholders without re-starting the process.

DISCUSSION:

Sherwood's proposal outlines engineering services for:

- Intersection Improvements - Permit documents, permitting support, and construction documents for the revised intersection at Highway 29 and Grayson Avenue, including railroad crossing coordination.
- Mills Lane Realignment - Design and permitting for the realignment connecting to Highway 29 consistent with the previous Farmstead Development Agreement.
- Stormwater Control and Storm Water Pollution Prevention Plan Preparation.
- Project Management and Construction Administration support on a time-and-materials basis during construction.

Staff has reviewed the proposal and determined that the scope of services is consistent with the City's project needs and industry standards. The proposed fee is reasonable for the scope and timeline of work.

Approval of this agreement will enable design work to commence immediately, allowing staff to proceed with Caltrans and the California Public Utilities Commission permitting. Following completion of design and permitting, staff will return to Council for authorization to bid construction.

ENVIRONMENTAL REVIEW: Not a CEQA Project.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 5: Enhance Quality of Life

Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Resolution Mills Lane](#)

[R26-06 CIP Page](#)

[PSA Sherwood Design Engineers](#)

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

RESOLUTION AUTHORIZING (1) THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH SHERWOOD DESIGN ENGINEERS FOR CIVIL ENGINEERING SERVICES FOR THE MILLS LANE AND HIGHWAY 29 IMPROVEMENTS PROJECT IN AN AMOUNT NOT-TO-EXCEED \$91,000, AND (2) ESTABLISHING CAPITAL IMPROVEMENT PROJECT R26-06 – MILLS LANE REALIGNMENT AND INTERSECTION IMPROVEMENTS.

RECITALS

- A. The City of St. Helena seeks to advance long-planned public right-of-way improvements to improve traffic safety, access, and connectivity; and
- B. These improvements were originally conditioned under the Farmstead Lodging Project, which has been on hold, and the City now desires to proceed independently with these public improvements; and
- C. Sherwood Design Engineers previously served as the engineer of record for the project and has the background materials and permitting experience necessary to efficiently resume and complete the work; and
- D. Sherwood's proposal includes design, permitting, and construction-support services for intersection improvements, roadway realignment, and stormwater compliance planning, for a total not-to-exceed \$91,000; and
- E. Funding for this work is available from Traffic Mitigation Impact Fees (Fund 740), and it is appropriate to establish a new Capital Improvement Project R26-06 Mills Lane Realignment and Intersection Improvements to manage this effort.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Authorizes the City Manager to execute a Professional Services Agreement with Sherwood Design Engineers for civil engineering services for the Mills Lane and Highway 29 Improvements Project in an amount not-to-exceed \$91,000.

2. Authorizes an establishment of a new Capital Improvement Project, R26-06 Mills Lane Realignment and Intersection Improvements funded from Traffic Mitigation Impact Fees (Fund 740).

3. Budget Amendments are as follows:

Description	Fund	GL Account	Amount
Budget Increase Transfer to Other Funds	740 – Traffic Mitigation Impact Fees	740-40-00-29-99	\$91,000
Budget Increase Operating Transfers In	741 – Streets Capital Improvement	741-39-98-00-00	\$91,000

4. Funding is as follows:

Description	Fund/Funding Source	Expense GL Account	Amount
R26-06 Design	740 – Traffic Mitigation Impact Fees	741-5014-3110	\$91,000

Approved at a Regular Meeting of the St. Helena City Council on November 25, 2025, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk

Mills Lane Realignment and Intersection Improvements

Project No: R26-06**Category** Streets**Project Location:** Mills Lane**Responsible Department:** Public Works**EXPENDITURE ACCOUNTS:** 741-5014-**STATUS:** Design PSA**PRIORITY:** Medium**PROJECT PURPOSE & DESCRIPTION:**

To design and permit long-planned roadway improvements that will realign Mills Lane and improve the intersection. The project enhances traffic safety, access, and connectivity along this key corridor, addressing long-standing deficiencies in circulation and sight distance near the Highway 29 corridor and adjacent development area.

PROJECT NOTES:

FY26 -New CIP Project created with Resolution at November 25, 2025 City Council Meeting.

-Future construction funding to be determined following completion of design and permitting.

EXPENDITURES								PROJECT TOTAL
	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	
3110 - Design			91,000					91,000
EXPENDITURE TOTALS			91,000					91,000
FUNDING SOURCES								
740-Traffic Mitigation Impact Fees			91,000					91,000
FUNDING TOTALS			91,000					91,000

**CITY OF ST. HELENA
PROFESSIONAL SERVICES AGREEMENT
MILLS LANE AND HIGHWAY 29 INTERSECTION IMPROVEMENTS**

This Agreement is made and entered into as of November 25, 2025 by and between the City of St. Helena, a public agency organized and operating under the laws of the State of California ("City"), and Sherwood Design Engineers, Ltd., a Corporation with its principal place of business at 2548 Mission Street, San Francisco, CA 94110 (hereinafter referred to as "Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

A. City is a public agency of the State of California and is in need of professional services for the following project:

Mills Lane and Highway 29 Intersection Improvements (hereinafter referred to as "the Project").

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for City to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the City with the services described in the Scope of Services attached hereto as Exhibit "A."

2. Compensation.

a. Subject to paragraph 2(b) below, the City shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit "A."

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$91,000.00. This amount is to cover all printing and related costs, and the City will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the City, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a

statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the City and executed by both Parties before performance of such services, or the City will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by City.

5. Term.

The term of this Agreement shall be from **November 18, 2025 to November 18, 2026** unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Project. Consultant shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

a. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; pandemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the City, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care; Performance of Employees

a. Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

b. Consultant's employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Consultant represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Contract. As provided for in the indemnification provisions of this Contract, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

9. Assignment and Subcontracting

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates and subcontractors as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Contractor

Consultant is retained as an independent contractor and is not an employee of City. No employee or agent of Consultant shall become an employee of City. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from City as herein provided.

11. Insurance. Consultant shall not commence work for the City until it has provided evidence satisfactory to the City it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the City.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Agreement
- (8) Property Damage
- (9) Independent Contractors Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City, and provided that such deductibles shall not apply to the City as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status.

(iv) Subject to written approval by the City, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the City as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the City and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 combined single limit
Employer's Liability	\$1,000,000 per accident or disease
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the City at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the City at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the City or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to provide a waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the City and shall not preclude the City from taking such other actions available to the City under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the City, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(iii) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the City nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the City that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the City as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, City may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify

shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

b. If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

13. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

b. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

c. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

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Sherwood Design Engineers/Mills Lane and Highway 29
Intersection Improvements

14. Safety.

Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life-saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

15. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

16. INTENTIONALLY DELETED17. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a the Superior Court of California for the County of Napa.

18. Termination or Abandonment

a. City has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, City shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. City shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by City and Consultant of the portion of such task completed but not paid prior to said termination. City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to City only in the event of substantial failure by City to perform in accordance with the terms of this Agreement through no fault of Consultant.

19. Ownership of Documents and Confidential Information.

a. All deliverables and other documents generated by Consultant in the performance of the Services, including all work papers, work-in-progress, designs, drawings, documents, data, computations, specifications, studies and reports prepared by Consultant as a part of the Services or authorized Additional Services ("Consultant Work Product") shall belong to and be subject to the sole ownership and use of City.

b. Except as otherwise provided in "Termination or Abandonment," above, all original field notes, written reports, drawings and specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the City.

c. During the course of the performance of this Agreement, Consultant may receive written or verbal information from City, its representatives or agents, not in the public domain. Such information may include City's know how, trade secrets, and other proprietary and confidential information and Consultant agrees to treat such information as confidential information belonging to City. Consultant agrees that neither it, nor its officers, employees, representatives, agents, successors, or assigns, will disclose such information to any third party or use the same in any manner without the prior written consent of City. Moreover, Consultant agrees to safeguard such proprietary and confidential information from unauthorized disclosure and/or use using the same degree of care it uses to protect its own proprietary and confidential information, but not less than a reasonable standard of care. In the event that disclosure of such information is sought pursuant to any law or regulation, Consultant shall promptly notify City of such fact to allow City to assert whatever exclusions or exemptions may be available to it under applicable law or regulation.

20. Organization

Consultant shall assign Cody Anderson as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the City.

21. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

22. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

CITY:

City of St. Helena

1088 College Avenue, St. Helena, CA 94574

Attn: Joseph Leach, Public Works Director

CONSULTANT:

Sherwood Design Engineers, Ltd.

PO Box 849598

Los Angeles, CA 90087-9598

and shall be effective upon receipt thereof.

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Sherwood Design Engineers/Mills Lane and Highway 29
Intersection Improvements

23. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

24. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

25. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of City and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

26. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the remaining provisions unenforceable, invalid or illegal.

27. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of City. Any attempted assignment without such consent shall be invalid and void.

28. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either Party, unless such waiver is specifically specified in writing.

29. Time of Essence

Time is of the essence for each and every provision of this Agreement.

30. City's Right to Employ Other Consultants

City reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

31. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF ST. HELENA
AND SHERWOOD DESIGN ENGINEERS LTD.**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY OF ST. HELENA

Sherwood Design Engineers, Ltd.

By: _____
Anil Comelo
City Manager

By: _____
Its: _____
Printed Name: _____

ATTEST:

By: _____
Ethan Walsh, City Attorney

EXHIBIT A

Scope of Services

Hwy 29 & Mills Lane Improvements St. Helena, CA

Scope and Fee Proposal for Civil Engineering Services

Permitting Documents

**Sherwood Design Engineers
September 8, 2025**





2548 MISSION STREET, SAN FRANCISCO, CA 94110
+1 (415) 677-7300 | WWW.SHERWOODENGINEERS.COM

Scope and Fee Proposal

September 8, 2025

City of St. Helena

Attn: Mario Traverso

City of St. Helena | Public Works

1088 College Avenue | St. Helena, CA 94574

(707) 204-9084 | mtraverso@cityofstheleena.gov

**RE: Scope and Fee Proposal for Civil Engineering Services
Mills Lane & Hwy 29 Improvements
Permit and Construction Documents**

Mr. Traverso,

In response to your request, Sherwood Design Engineers ("Sherwood" hereinafter) is pleased to submit this proposal to the City of St. Helena (the "Client" hereinafter) for engineering services for improvements to Mills Lane and Hwy 29 in the City of St. Helena, CA. This proposal describes professional civil engineering services to be performed by Sherwood in collaboration, as appropriate, with the Client's other design team members and their consultants (the "Design Team" hereinafter).

We will initiate proposed services upon the approval of this proposal.

1.0 PROJECT UNDERSTANDING

This phase of work includes public right of way improvements previously associated with the Farmstead Lodging project, which has been on indefinite hold. As requested by the City, Sherwood will update our design documents and resume the permitting process in collaboration with the City.

- Design, permitting, and construction of Mills Lane realignment (does not include relocation of PG&E power lines)
- Design, permitting, and construction of revised Hwy 29 intersection

Sherwood Design Engineers will work collaboratively with the City and other governing agencies to complete the contracted civil engineering services in accordance with appropriate requirements of the governing agencies. The understood scope of work has been established by the City and consists of civil engineering services for the required improvements.

This proposal is valid for 60 days from date submitted to [Insert Full Client Name]. Any proposed project or portion thereof not accepted during this timeframe, will become void and will require a new proposal if requested in the future.

Sherwood will initiate proposed services upon the written approval of these terms and conditions or upon receipt of a written Notice to Proceed that identifies that a formal signed contract will be forthcoming from the client.

2.0 PROJECT UNDERSTANDING

The project includes public right of way improvements previously associated with the Farmstead Lodging project, which has been on indefinite hold. As requested by the City, Sherwood will update our design documents and support the City of St. Helena in resuming the permitting process for public improvements to Mills Lane and an improved intersection at Hwy 29 and Grayson Ave.



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Sherwood will work closely in a collaborative manner with the Design Team to complete the contracted civil engineering services in accordance with appropriate requirements of the governing agencies. The understood scope of work has been established by the City of St. Helena and consists of civil engineering services as described below.

Every project is subject to specific requirements and conditions that cannot be fully anticipated and may require additional documentation and support not covered in the original scope. If additional scope items are identified, outside those listed within this proposal Sherwood will work with the Client to develop an Additional Services agreement for approval prior to advancing the work.

2.1 Limits of Work

The Limits of Work for this project encompasses the area(s) bounded in Exhibit A. Any additional work not included herein may be scoped in a separate contract.

3.0 PROJECT PHASING AND DELIVERABLES

Sherwood proposes the following design phases relative to the anticipated permit approvals process, planning documents, and construction documents production. Each phase is intended to enhance the design upon successive approvals to help the project realize the intended design upon completion.

The proposed design phases for this project are:

1. Intersection Improvements
 - a. Permit Documents
 - b. Permitting Support
 - c. Construction Documents
 - d. Construction Administration
2. Mills Lane Realignment
 - a. Permit Documents
 - b. Construction Documents
 - c. Construction Administration
3. Stormwater Pollution Prevention Plan (SWPPP)

It is understood that Sherwood will provide electronic files to the Client for submittal to the appropriate stakeholders and design review committee. Refer to phase(s) below for specific deliverables.

3.1 Intersection Improvements

Upon authorization, Sherwood will restart the design and permitting effort of the improved intersection of Hwy 29, Grayson Ave, and Mills Lane. Improvements will be consistent with the Hwy 29 Specific Plan and Development Agreement for the project with the assumptions listed in Section 5.0 in this agreement. Intersection plans will include a new at-grade crossing of the existing train tracks and relocation of railroad equipment as directed by the railroad operator. The plans prepared in this phase will be used for coordination with the Town and Caltrans, permitting, cost estimation, and construction. There will be two (2) milestones during this phase of the project: 50%, 90% and 100% CD. This scope includes the following services and deliverables:

1. General Initiation/Coordination/Meeting(s)
2. Site Visit(s)
3. Demolition Plan
4. Grading & Drainage Plan
5. Striping Plan
6. Temporary Traffic Control Plan



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7. Signal Plan including: detector loops, hand holes, detector lead in cable, pull boxes, conduit and conductors, and traffic signal improvements.
8. Utility Plan (showing existing to remain, new recycled water line, and revised drainage)
9. Stormwater Control Plan
10. Detail Sheets
11. Specifications (Caltrans Standard Specifications)

Deliverables include:

1. Attend two (2) Design Team coordination meeting(s) (local).
2. One (1) Site Visit.
3. Four (4) Agency Coordination meetings.
4. One (1) Submittal to Client of the 90% Civil Engineering Construction Document package for Permit submittal.
5. One (1) Submittal to Client of 100% Civil Engineering Construction Document package stamped and signed for Permit re-submittal, addressing plan check comments.
6. Issue (1) Submittal of the Stormwater Control Plan

3.2 Mills Lane Realignment

Upon authorization, Sherwood will prepare permit and construction documents for the realignment of Mills Lane. Improvements will be consistent with the approved Farmstead Development Agreement and will include the new alignment from Hwy 29 to the nearest tie in point along the existing section of Mills that does not require relocation of existing utility poles. Plans will also include a new driveway connection to the Gold property to the north of Mills Lane. Sherwood anticipates that the plans delivered in this phase will be used for City and agency reviews, cost estimations, obtaining the building permit, bidding and for the purpose of construction. There will be two (2) milestones during this phase of the project: 90% and 100% CD. This scope includes the following services and deliverables:

1. General Initiation/Coordination/Meeting(s)
2. Site Visit(s)
3. Erosion Control Plan
4. Demolition Plan
5. Grading Plan with Road Profiles
6. Drainage Plan
7. Utility Plan
8. Stormwater Control Plan
9. Detail Sheets
10. Specifications

Deliverables include:

1. Attend two (2) Design Team coordination meeting(s) (local).
2. One (1) Site Visit.
3. Four (4) Agency Coordination meetings.
4. One (1) Submittal to Client of the 90% Civil Engineering Construction Document package for Permit submittal.
5. One (1) Submittal to Client of 100% Civil Engineering Construction Document package stamped and signed for Permit re-submittal, addressing plan check comments.
6. Issue (1) Submittal of the Stormwater Control Plan

3.3 Management & Coordination

Upon authorization, Sherwood will assist the Owner with overall project management and coordination. Management assistance will be provided on a time & materials as-requested basis in order to best supporting an efficient process of coordinated design with the Town of St Helena. This phase is intended to allow for additional management work not included in the design phases above. Anticipated efforts include but are not limited to:

1. Preparation and maintenance of project schedule
2. Meetings with City and their consultants beyond what is included in design phases



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3. Management of permitting process with City
4. Assist Owner with engagement of contractor, surveyor, or others
5. Assist Owner with preparation of completed permit applications to City, Caltrans, and CA PUC.

3.4 Construction Administration

Upon agreement with the Client, Sherwood will perform typical Construction Administration (CA) services during this phase of the project related to designs based on information available during final Construction Document submittal. The actual effort required by Sherwood during Construction Administration is highly dependent on field conditions encountered, contractor scheduling/sequencing, and contractor means and methods. Assumed fees for this phase are based on typical conditions and processes and may vary based on conditions outside of Sherwood's control. Anticipated scope of services to provide general support to the Client during the construction schedule include:

1. Attend one (1) on site pre-construction conference / kick-off meeting.
2. Attend site visits during construction for observation of available work in terms of general conformance to construction documents.
3. Civil CA efforts in this phase include the following standard civil engineering services:
 - a. Review of civil related Submittals and Shop Drawings.
 - b. RFI Response / Design Clarifications.
 - c. Attend final punch list site visit

4.0 ADDITIONAL PROJECT SCOPE & SERVICES (NOT INCLUDED IN PROPOSED FEE)

The following are some services that are not included in this proposal. Sherwood would be pleased to provide these and other additional services that may become necessary as the project proceeds. Additional services will be provided for additional mutually satisfactory compensation.

1. Separate project specifications (CSI format) not included in Section 2.0.
2. Preparation of traffic studies or other unanticipated deliverables associated with Caltrans permitting
3. Agency Submittals due to unanticipated permit staging of full permits.
4. More than one (1) Agency plan check comments and requested plan set resubmittal (not including previously addresses issues).
5. Major utility repair or realignment.
6. Construction routing and Traffic Control Plan.
7. Operation and Maintenance Plans.
8. Revisions to/or subsequent iterations of plans due to changes in agency requirements, design review or client.
9. Review/Respond to any issues related to unforeseen complications not known during initiation of agreement; including but not limited to utility and other subsurface conflicts and circulation changes.
10. Contractor and client initiated design revisions.
11. Additional Meeting(s).
12. Construction Staging Plan.
13. Clarifying Studies
14. Exhibits or other unanticipated agency requirements.

5.0 ASSUMPTIONS

The following items, if applicable, are to be provided by the Client prior to commencement of work:

1. Design will be based upon the Client's approved site plan layout and provided to Sherwood in AutoCAD.
2. Design level Site Survey and all available line work of existing conditions in AutoCAD format.
3. Available site utility information, record documents, existing engineering and utility analysis.
4. Building finish floor elevations.
5. Historical project information.



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6. Environmental Assessments Reports.
7. Geotechnical Engineering Report.
8. Arborist Reports.

Additional Assumptions:

1. Phase durations will generally correspond to those shown in section 5.0. Extensions to the project schedule and associated engineering efforts will be addressed by contract addendum.
2. Should value engineering or incorporation of addenda and other modifications be required after completion of the 100% CDs/ Bid Documents/Permit Set, Sherwood Design Engineers will complete necessary changes (on a Time and Material (T&M) Basis, with a stipulated cap), agreed upon by the Client, prior to commencing our work.
3. This scope/fee is based on the discussion with the City of St. Helena in June 2025 in which the desire to complete Mills Lane and Hwy 29 improvements was discussed. Changes to the scope or schedule as described may result in additional civil engineering efforts that will be addressed by contract addendum.
4. The City of St. Helena will provide a stormwater management connection location within the project footprint. Sherwood has identified that a permanent conveyance of stormwater does not currently exist within this stretch of Mills Lane. Sherwood will not be responsible for designing or permitting a new storm drain outfall as part of this project.
5. If necessary, an updated signed and stamped survey of the project site will be provided by the client prior to the commencement of the design phase.
6. Sherwood is not responsible for any inconsistencies with the survey identified in the field that affect civil engineering and/or landscape design drawings. Sherwood would be prepared to modify design drawings to remedy unforeseen site conditions based upon an agreed upon additional scope and fee.
7. Structural design, including site elements associated with earthwork retention and sign/lighting footing design, is not included in this scope of work unless specifically identified in Section 2.0.
8. Unless specifically identified in the RFP, it is assumed that Sherwood and the Design Team will deliver plans and supporting documents consistent with Sherwood Design Engineers standard styles in keeping with accepted standards of care. Changes to presentation formats, including additional plan sheets, use of specific fonts, note and keynotes usage, CAD layers, sheets size, or other styles introduced during the design process and resulting in additional unanticipated efforts will be addressed by contract addendum.
9. If this contract were to be placed on hold for more than thirty days, Sherwood reserves the right to redistribute staff to other projects and would require a two-week remobilization effort and a renegotiation of our terms of service to restart the effort.
10. The client may not copy, republish or use any imagery provided by Sherwood as part of any submissions as this imagery may be subject to copyright infringement. Sherwood relinquishes all responsibility for use of any copy-righted image that is furnished to the client as part of any submission.

6.0 BASIC AND ADDITIONAL FEES FOR SERVICES

Fixed Fee: Fees below will be billed on a fixed fee basis in accordance with **Attachment I**. Fee estimates are based on the schedule below and are subject to revision based on changes to this schedule. Additional services can be provided upon written request and will be billed on a Time and Materials basis or by contract addendum.

A. BASIC SERVICES	Schedule	Fee Estimate	Estimated Reimbursable Expenses
2.0 Project Scope and Fees			



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A. BASIC SERVICES	Schedule	Fee Estimate	Estimated Reimbursable Expenses
Mills Lane Improvements	16 weeks	\$45,000	
Hwy 29 Intersection Improvements	16 weeks	\$35,000	
Project Management & Coordination	16 weeks	\$10,000	
Total Fee Estimate		\$90,000	\$1,000

**Duration is defined as elapsed time from initiation of phase or scope of work upon our receipt of your written authorization to proceed.*

7.0 EXCLUSIONS

Sherwood shall not be required to provide the following services:

- Agency Fees
- Geotechnical Report
- Legal Descriptions
- Foundation/ Structural Design
- Construction Staking Site Cleanup
- Mitigation of contaminants resulting from unidentified leaking above ground or underground storage tanks
- Soils testing, remediation, removal, or cathodic protection design
- Percolation tests
- MEP Design Service
- Hazardous Waste Remediation
- Materials Testing and Inspection reports.
- O&M plans for Mechanical systems
- Building Waterproofing – other than items in scope
- Utility demand engineering for electrical service, gas services, telecommunication service, streetlights and sidewalk lights
- Connection location for buildings by others; electric meter and gas meter layout by MEP consultant
- Traffic Engineering and Traffic Studies
- Verification or inspection of construction activities in the field.
- Flow/pressure or hydrant flow test

8.0 REIMBURSABLE EXPENSES

Reimbursable costs as defined in the schedule will be billed in accordance with Sherwood Design Engineers' Fee Schedule – see **Attachment II**. Ordinary expenses of approximately 10 percent of the labor budget should be anticipated.

9.0 INITIATION

For your reference, copies of our current fee schedule and our Standard Terms and Conditions have been included with this proposal and will be part of this agreement. Should you find the terms of this proposal acceptable, please sign and return via email to **Cody Anderson** at **canderson@sherwoodengineers.com**.

Sherwood Design Engineers thanks you for this opportunity to submit this proposal and look forward to beginning work with you on this exciting project!

Sincerely,

Cody Anderson, PE
Managing Principal



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EXHIBIT A – LIMIT OF WORK





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ATTACHMENT II

PROFESSIONAL PERSONNEL SERVICE FEES

JANUARY 1, 2025 – DECEMBER 31, 2025

<u>Personnel</u>	<u>Rate</u>
Associate Principal	\$ 260
Senior Engineer	\$ 250
Senior Project Manager	\$ 250
Director of Technology	\$ 240
Project Manager	\$ 240
Senior Project Engineer / Strategist	\$ 240
Project Engineer / Strategist	\$ 220
Design Engineer III	\$ 205
Designer III	\$ 200
CAD Manager	\$ 195
Design Engineer II / Designer II	\$ 195
Senior CAD Technician	\$ 195
Design Engineer I / Designer I	\$ 185
CAD Technician	\$ 165
Graphic Designer	\$ 165
Project Assistant	\$ 145

Principals', Managing Principals' and Design Principals' time on projects is chargeable at \$ 285 to \$ 350 per hour.

Charges for outside services, equipment, and facilities not furnished directly by Sherwood Design Engineers will be billed at cost plus 10%. Such charges may include, but shall not be limited to, printing reproduction services; shipping, delivery, and courier charges; sub-consultant fees and expenses; special fees, permits and insurance; transportation on public carriers, and consumable materials. Mileage will be charged at the prevailing IRS rate per mile.

These rates apply to the current period and are subject to increase by SDE each January 1 and July 1 or when foreign exchange rates cause the hourly rates to decrease in relation to the USD by more than 5% from the rate at the date of this Proposal.



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ACKNOWLEDGEMENT

The respective obligations of the parties are set forth in the Proposal, including any schedules or exhibits referred to therein, and in the **ATTACHMENT I - STANDARD TERMS AND CONDITIONS** which is attached to the Proposal and made a part thereof. If both the Client and Owner have signed this Acknowledgement, both shall be responsible jointly and severally to pay amounts invoiced and due to Sherwood Design Engineers.

Proposal:

Letter dated _____ for the _____

Billing: Preferred Billing Method: ☐ US Mail ☐ Email ☐ Both

Billing contact name: _____

Billing contact email: _____

Special Instructions: _____

Client Full Legal Name: _____ Attention: _____ Address: _____ _____ _____ Federal Tax ID: _____	Owner Full Legal Name: _____ Attention: _____ Address: _____ _____ _____ Federal Tax ID: _____
---	--

x	x
Agreed For Client	Agreed For Owner
Title	Title
Date	Date

Sherwood Design Engineers:

This agreement is with only the following identified entity which is solely responsible to provide the Service:

Sherwood Design Engineers, Ltd - 2548 Mission Street, San Francisco, CA 94110, USA

x	_____
Agreed For Sherwood Design Engineers	Title
	Date

Remittance Address: Sherwood Design Engineers, P.O. Box 849598, Los Angeles, CA 90084-9598



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	November 25, 2025
FROM:	Stephanie Killingsworth, Public Works Financial Analyst
SUBJECT:	Consideration and Proposed Approval of a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Sherwood Design Engineers for Civil Engineering Services for the Mills Lane and Highway 29 Improvements Project in an amount not-to-exceed \$91,000 and Establishing Capital Improvement Plan Project No. R26-06 - Mills Lane Realignment and Intersection Improvements.
RECOMMENDED ACTION:	Staff recommends approval of the attached Resolution.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	To authorize design services related to the Mills Lane Realignment and Intersection Improvements.
FINANCIAL IMPACT:	The total financial impact is an amount not-to-exceed \$91,000, to be funded from Traffic Mitigation Impact Fees (Fund 740).

BACKGROUND:

The proposed project advances long-planned right-of-way improvements at the intersection of Mills Lane, Grayson Avenue, and Highway 29.

These improvements were originally part of the Farmstead Lodging Project's conditions of approval and have been on hold since the private project's deferral. To address existing traffic safety and access deficiencies, the City now intends to move forward with design and permitting for these public improvements independent of the private development.

It should be noted that the Farmstead development will still be obligated to compensate the City for their proportionate share of the project costs as delineated in the Development Agreement.

Sherwood Design Engineers was previously the engineer for the record for these plans and possesses the relevant background materials and agency coordination experience. Re-engaging Sherwood Design Engineers will allow the City to efficiently update existing design documents and resume permitting with Caltrans, the California Public Utilities Commission, and other stakeholders without re-starting the process.

DISCUSSION:

Sherwood's proposal outlines engineering services for:

- Intersection Improvements - Permit documents, permitting support, and construction documents for the revised intersection at Highway 29 and Grayson Avenue, including railroad crossing coordination.
- Mills Lane Realignment - Design and permitting for the realignment connecting to Highway 29 consistent with the previous Farmstead Development Agreement.
- Stormwater Control and Storm Water Pollution Prevention Plan Preparation.
- Project Management and Construction Administration support on a time-and-materials basis during construction.

Staff has reviewed the proposal and determined that the scope of services is consistent with the City's project needs and industry standards. The proposed fee is reasonable for the scope and timeline of work.

Approval of this agreement will enable design work to commence immediately, allowing staff to proceed with Caltrans and the California Public Utilities Commission permitting. Following completion of design and permitting, staff will return to Council for authorization to bid construction.

ENVIRONMENTAL REVIEW: Not a CEQA Project.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 5: Enhance Quality of Life

Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Resolution Mills Lane](#)

[R26-06 CIP Page](#)

[PSA Sherwood Design Engineers](#)

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

RESOLUTION AUTHORIZING (1) THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH SHERWOOD DESIGN ENGINEERS FOR CIVIL ENGINEERING SERVICES FOR THE MILLS LANE AND HIGHWAY 29 IMPROVEMENTS PROJECT IN AN AMOUNT NOT-TO-EXCEED \$91,000, AND (2) ESTABLISHING CAPITAL IMPROVEMENT PROJECT R26-06 – MILLS LANE REALIGNMENT AND INTERSECTION IMPROVEMENTS.

RECITALS

- A. The City of St. Helena seeks to advance long-planned public right-of-way improvements to improve traffic safety, access, and connectivity; and
- B. These improvements were originally conditioned under the Farmstead Lodging Project, which has been on hold, and the City now desires to proceed independently with these public improvements; and
- C. Sherwood Design Engineers previously served as the engineer of record for the project and has the background materials and permitting experience necessary to efficiently resume and complete the work; and
- D. Sherwood's proposal includes design, permitting, and construction-support services for intersection improvements, roadway realignment, and stormwater compliance planning, for a total not-to-exceed \$91,000; and
- E. Funding for this work is available from Traffic Mitigation Impact Fees (Fund 740), and it is appropriate to establish a new Capital Improvement Project R26-06 Mills Lane Realignment and Intersection Improvements to manage this effort.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Authorizes the City Manager to execute a Professional Services Agreement with Sherwood Design Engineers for civil engineering services for the Mills Lane and Highway 29 Improvements Project in an amount not-to-exceed \$91,000.

2. Authorizes an establishment of a new Capital Improvement Project, R26-06 Mills Lane Realignment and Intersection Improvements funded from Traffic Mitigation Impact Fees (Fund 740).

3. Budget Amendments are as follows:

Description	Fund	GL Account	Amount
Budget Increase Transfer to Other Funds	740 – Traffic Mitigation Impact Fees	740-40-00-29-99	\$91,000
Budget Increase Operating Transfers In	741 – Streets Capital Improvement	741-39-98-00-00	\$91,000

4. Funding is as follows:

Description	Fund/Funding Source	Expense GL Account	Amount
R26-06 Design	740 – Traffic Mitigation Impact Fees	741-5014-3110	\$91,000

Approved at a Regular Meeting of the St. Helena City Council on November 25, 2025, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk

Mills Lane Realignment and Intersection Improvements

Project No: R26-06**Category** Streets**Project Location:** Mills Lane**Responsible Department:** Public Works**EXPENDITURE ACCOUNTS:** 741-5014-**STATUS:** Design PSA**PRIORITY:** Medium**PROJECT PURPOSE & DESCRIPTION:**

To design and permit long-planned roadway improvements that will realign Mills Lane and improve the intersection. The project enhances traffic safety, access, and connectivity along this key corridor, addressing long-standing deficiencies in circulation and sight distance near the Highway 29 corridor and adjacent development area.

PROJECT NOTES:

FY26 -New CIP Project created with Resolution at November 25, 2025 City Council Meeting.

-Future construction funding to be determined following completion of design and permitting.

EXPENDITURES								PROJECT TOTAL
	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	
3110 - Design			91,000					91,000
EXPENDITURE TOTALS			91,000					91,000
FUNDING SOURCES								
740-Traffic Mitigation Impact Fees			91,000					91,000
FUNDING TOTALS			91,000					91,000

**CITY OF ST. HELENA
PROFESSIONAL SERVICES AGREEMENT
MILLS LANE AND HIGHWAY 29 INTERSECTION IMPROVEMENTS**

This Agreement is made and entered into as of November 25, 2025 by and between the City of St. Helena, a public agency organized and operating under the laws of the State of California ("City"), and Sherwood Design Engineers, Ltd., a Corporation with its principal place of business at 2548 Mission Street, San Francisco, CA 94110 (hereinafter referred to as "Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

A. City is a public agency of the State of California and is in need of professional services for the following project:

Mills Lane and Highway 29 Intersection Improvements (hereinafter referred to as "the Project").

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for City to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the City with the services described in the Scope of Services attached hereto as Exhibit "A."

2. Compensation.

a. Subject to paragraph 2(b) below, the City shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit "A."

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$91,000.00. This amount is to cover all printing and related costs, and the City will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the City, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a

statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the City and executed by both Parties before performance of such services, or the City will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by City.

5. Term.

The term of this Agreement shall be from **November 18, 2025 to November 18, 2026** unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Project. Consultant shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

a. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; pandemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the City, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care; Performance of Employees

a. Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

b. Consultant's employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Consultant represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Contract. As provided for in the indemnification provisions of this Contract, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

9. Assignment and Subcontracting

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates and subcontractors as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Contractor

Consultant is retained as an independent contractor and is not an employee of City. No employee or agent of Consultant shall become an employee of City. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from City as herein provided.

11. Insurance. Consultant shall not commence work for the City until it has provided evidence satisfactory to the City it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the City.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Agreement
- (8) Property Damage
- (9) Independent Contractors Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City, and provided that such deductibles shall not apply to the City as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status.

(iv) Subject to written approval by the City, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the City as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the City and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 combined single limit
Employer's Liability	\$1,000,000 per accident or disease
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the City at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the City at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the City or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to provide a waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the City and shall not preclude the City from taking such other actions available to the City under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the City, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(iii) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the City nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the City that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the City as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, City may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify

shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

b. If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

13. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

b. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

c. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

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Sherwood Design Engineers/Mills Lane and Highway 29
Intersection Improvements

14. Safety.

Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life-saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

15. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

16. INTENTIONALLY DELETED17. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a the Superior Court of California for the County of Napa.

18. Termination or Abandonment

a. City has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, City shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. City shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by City and Consultant of the portion of such task completed but not paid prior to said termination. City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to City only in the event of substantial failure by City to perform in accordance with the terms of this Agreement through no fault of Consultant.

19. Ownership of Documents and Confidential Information.

a. All deliverables and other documents generated by Consultant in the performance of the Services, including all work papers, work-in-progress, designs, drawings, documents, data, computations, specifications, studies and reports prepared by Consultant as a part of the Services or authorized Additional Services ("Consultant Work Product") shall belong to and be subject to the sole ownership and use of City.

b. Except as otherwise provided in "Termination or Abandonment," above, all original field notes, written reports, drawings and specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the City.

c. During the course of the performance of this Agreement, Consultant may receive written or verbal information from City, its representatives or agents, not in the public domain. Such information may include City's know how, trade secrets, and other proprietary and confidential information and Consultant agrees to treat such information as confidential information belonging to City. Consultant agrees that neither it, nor its officers, employees, representatives, agents, successors, or assigns, will disclose such information to any third party or use the same in any manner without the prior written consent of City. Moreover, Consultant agrees to safeguard such proprietary and confidential information from unauthorized disclosure and/or use using the same degree of care it uses to protect its own proprietary and confidential information, but not less than a reasonable standard of care. In the event that disclosure of such information is sought pursuant to any law or regulation, Consultant shall promptly notify City of such fact to allow City to assert whatever exclusions or exemptions may be available to it under applicable law or regulation.

20. Organization

Consultant shall assign Cody Anderson as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the City.

21. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

22. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

CITY:

City of St. Helena
1088 College Avenue, St. Helena, CA 94574
Attn: Joseph Leach, Public Works Director

CONSULTANT:

Sherwood Design Engineers, Ltd.
PO Box 849598
Los Angeles, CA 90087-9598

and shall be effective upon receipt thereof.

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Sherwood Design Engineers/Mills Lane and Highway 29
Intersection Improvements

23. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

24. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

25. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of City and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

26. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the remaining provisions unenforceable, invalid or illegal.

27. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of City. Any attempted assignment without such consent shall be invalid and void.

28. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either Party, unless such waiver is specifically specified in writing.

29. Time of Essence

Time is of the essence for each and every provision of this Agreement.

30. City's Right to Employ Other Consultants

City reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

31. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF ST. HELENA
AND SHERWOOD DESIGN ENGINEERS LTD.**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY OF ST. HELENA

Sherwood Design Engineers, Ltd.

By: _____
Anil Comelo
City Manager

By: _____
Its: _____
Printed Name: _____

ATTEST:

By: _____
Ethan Walsh, City Attorney

EXHIBIT A

Scope of Services

Hwy 29 & Mills Lane Improvements St. Helena, CA

Scope and Fee Proposal for Civil Engineering Services

Permitting Documents

**Sherwood Design Engineers
September 8, 2025**





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Scope and Fee Proposal

September 8, 2025

City of St. Helena

Attn: Mario Traverso

City of St. Helena | Public Works

1088 College Avenue | St. Helena, CA 94574

(707) 204-9084 | mtraverso@cityofstheleena.gov

**RE: Scope and Fee Proposal for Civil Engineering Services
Mills Lane & Hwy 29 Improvements
Permit and Construction Documents**

Mr. Traverso,

In response to your request, Sherwood Design Engineers ("Sherwood" hereinafter) is pleased to submit this proposal to the City of St. Helena (the "Client" hereinafter) for engineering services for improvements to Mills Lane and Hwy 29 in the City of St. Helena, CA. This proposal describes professional civil engineering services to be performed by Sherwood in collaboration, as appropriate, with the Client's other design team members and their consultants (the "Design Team" hereinafter).

We will initiate proposed services upon the approval of this proposal.

1.0 PROJECT UNDERSTANDING

This phase of work includes public right of way improvements previously associated with the Farmstead Lodging project, which has been on indefinite hold. As requested by the City, Sherwood will update our design documents and resume the permitting process in collaboration with the City.

- Design, permitting, and construction of Mills Lane realignment (does not include relocation of PG&E power lines)
- Design, permitting, and construction of revised Hwy 29 intersection

Sherwood Design Engineers will work collaboratively with the City and other governing agencies to complete the contracted civil engineering services in accordance with appropriate requirements of the governing agencies. The understood scope of work has been established by the City and consists of civil engineering services for the required improvements.

This proposal is valid for 60 days from date submitted to [Insert Full Client Name]. Any proposed project or portion thereof not accepted during this timeframe, will become void and will require a new proposal if requested in the future.

Sherwood will initiate proposed services upon the written approval of these terms and conditions or upon receipt of a written Notice to Proceed that identifies that a formal signed contract will be forthcoming from the client.

2.0 PROJECT UNDERSTANDING

The project includes public right of way improvements previously associated with the Farmstead Lodging project, which has been on indefinite hold. As requested by the City, Sherwood will update our design documents and support the City of St. Helena in resuming the permitting process for public improvements to Mills Lane and an improved intersection at Hwy 29 and Grayson Ave.



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Sherwood will work closely in a collaborative manner with the Design Team to complete the contracted civil engineering services in accordance with appropriate requirements of the governing agencies. The understood scope of work has been established by the City of St. Helena and consists of civil engineering services as described below.

Every project is subject to specific requirements and conditions that cannot be fully anticipated and may require additional documentation and support not covered in the original scope. If additional scope items are identified, outside those listed within this proposal Sherwood will work with the Client to develop an Additional Services agreement for approval prior to advancing the work.

2.1 Limits of Work

The Limits of Work for this project encompasses the area(s) bounded in Exhibit A. Any additional work not included herein may be scoped in a separate contract.

3.0 PROJECT PHASING AND DELIVERABLES

Sherwood proposes the following design phases relative to the anticipated permit approvals process, planning documents, and construction documents production. Each phase is intended to enhance the design upon successive approvals to help the project realize the intended design upon completion.

The proposed design phases for this project are:

1. Intersection Improvements
 - a. Permit Documents
 - b. Permitting Support
 - c. Construction Documents
 - d. Construction Administration
2. Mills Lane Realignment
 - a. Permit Documents
 - b. Construction Documents
 - c. Construction Administration
3. Stormwater Pollution Prevention Plan (SWPPP)

It is understood that Sherwood will provide electronic files to the Client for submittal to the appropriate stakeholders and design review committee. Refer to phase(s) below for specific deliverables.

3.1 Intersection Improvements

Upon authorization, Sherwood will restart the design and permitting effort of the improved intersection of Hwy 29, Grayson Ave, and Mills Lane. Improvements will be consistent with the Hwy 29 Specific Plan and Development Agreement for the project with the assumptions listed in Section 5.0 in this agreement. Intersection plans will include a new at-grade crossing of the existing train tracks and relocation of railroad equipment as directed by the railroad operator. The plans prepared in this phase will be used for coordination with the Town and Caltrans, permitting, cost estimation, and construction. There will be two (2) milestones during this phase of the project: 50%, 90% and 100% CD. This scope includes the following services and deliverables:

1. General Initiation/Coordination/Meeting(s)
2. Site Visit(s)
3. Demolition Plan
4. Grading & Drainage Plan
5. Striping Plan
6. Temporary Traffic Control Plan



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7. Signal Plan including: detector loops, hand holes, detector lead in cable, pull boxes, conduit and conductors, and traffic signal improvements.
8. Utility Plan (showing existing to remain, new recycled water line, and revised drainage)
9. Stormwater Control Plan
10. Detail Sheets
11. Specifications (Caltrans Standard Specifications)

Deliverables include:

1. Attend two (2) Design Team coordination meeting(s) (local).
2. One (1) Site Visit.
3. Four (4) Agency Coordination meetings.
4. One (1) Submittal to Client of the 90% Civil Engineering Construction Document package for Permit submittal.
5. One (1) Submittal to Client of 100% Civil Engineering Construction Document package stamped and signed for Permit re-submittal, addressing plan check comments.
6. Issue (1) Submittal of the Stormwater Control Plan

3.2 Mills Lane Realignment

Upon authorization, Sherwood will prepare permit and construction documents for the realignment of Mills Lane. Improvements will be consistent with the approved Farmstead Development Agreement and will include the new alignment from Hwy 29 to the nearest tie in point along the existing section of Mills that does not require relocation of existing utility poles. Plans will also include a new driveway connection to the Gold property to the north of Mills Lane. Sherwood anticipates that the plans delivered in this phase will be used for City and agency reviews, cost estimations, obtaining the building permit, bidding and for the purpose of construction. There will be two (2) milestones during this phase of the project: 90% and 100% CD. This scope includes the following services and deliverables:

1. General Initiation/Coordination/Meeting(s)
2. Site Visit(s)
3. Erosion Control Plan
4. Demolition Plan
5. Grading Plan with Road Profiles
6. Drainage Plan
7. Utility Plan
8. Stormwater Control Plan
9. Detail Sheets
10. Specifications

Deliverables include:

1. Attend two (2) Design Team coordination meeting(s) (local).
2. One (1) Site Visit.
3. Four (4) Agency Coordination meetings.
4. One (1) Submittal to Client of the 90% Civil Engineering Construction Document package for Permit submittal.
5. One (1) Submittal to Client of 100% Civil Engineering Construction Document package stamped and signed for Permit re-submittal, addressing plan check comments.
6. Issue (1) Submittal of the Stormwater Control Plan

3.3 Management & Coordination

Upon authorization, Sherwood will assist the Owner with overall project management and coordination. Management assistance will be provided on a time & materials as-requested basis in order to best supporting an efficient process of coordinated design with the Town of St Helena. This phase is intended to allow for additional management work not included in the design phases above. Anticipated efforts include but are not limited to:

1. Preparation and maintenance of project schedule
2. Meetings with City and their consultants beyond what is included in design phases



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3. Management of permitting process with City
4. Assist Owner with engagement of contractor, surveyor, or others
5. Assist Owner with preparation of completed permit applications to City, Caltrans, and CA PUC.

3.4 Construction Administration

Upon agreement with the Client, Sherwood will perform typical Construction Administration (CA) services during this phase of the project related to designs based on information available during final Construction Document submittal. The actual effort required by Sherwood during Construction Administration is highly dependent on field conditions encountered, contractor scheduling/sequencing, and contractor means and methods. Assumed fees for this phase are based on typical conditions and processes and may vary based on conditions outside of Sherwood's control. Anticipated scope of services to provide general support to the Client during the construction schedule include:

1. Attend one (1) on site pre-construction conference / kick-off meeting.
2. Attend site visits during construction for observation of available work in terms of general conformance to construction documents.
3. Civil CA efforts in this phase include the following standard civil engineering services:
 - a. Review of civil related Submittals and Shop Drawings.
 - b. RFI Response / Design Clarifications.
 - c. Attend final punch list site visit

4.0 ADDITIONAL PROJECT SCOPE & SERVICES (NOT INCLUDED IN PROPOSED FEE)

The following are some services that are not included in this proposal. Sherwood would be pleased to provide these and other additional services that may become necessary as the project proceeds. Additional services will be provided for additional mutually satisfactory compensation.

1. Separate project specifications (CSI format) not included in Section 2.0.
2. Preparation of traffic studies or other unanticipated deliverables associated with Caltrans permitting
3. Agency Submittals due to unanticipated permit staging of full permits.
4. More than one (1) Agency plan check comments and requested plan set resubmittal (not including previously addresses issues).
5. Major utility repair or realignment.
6. Construction routing and Traffic Control Plan.
7. Operation and Maintenance Plans.
8. Revisions to/or subsequent iterations of plans due to changes in agency requirements, design review or client.
9. Review/Respond to any issues related to unforeseen complications not known during initiation of agreement; including but not limited to utility and other subsurface conflicts and circulation changes.
10. Contractor and client initiated design revisions.
11. Additional Meeting(s).
12. Construction Staging Plan.
13. Clarifying Studies
14. Exhibits or other unanticipated agency requirements.

5.0 ASSUMPTIONS

The following items, if applicable, are to be provided by the Client prior to commencement of work:

1. Design will be based upon the Client's approved site plan layout and provided to Sherwood in AutoCAD.
2. Design level Site Survey and all available line work of existing conditions in AutoCAD format.
3. Available site utility information, record documents, existing engineering and utility analysis.
4. Building finish floor elevations.
5. Historical project information.



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6. Environmental Assessments Reports.
7. Geotechnical Engineering Report.
8. Arborist Reports.

Additional Assumptions:

1. Phase durations will generally correspond to those shown in section 5.0. Extensions to the project schedule and associated engineering efforts will be addressed by contract addendum.
2. Should value engineering or incorporation of addenda and other modifications be required after completion of the 100% CDs/ Bid Documents/Permit Set, Sherwood Design Engineers will complete necessary changes (on a Time and Material (T&M) Basis, with a stipulated cap), agreed upon by the Client, prior to commencing our work.
3. This scope/fee is based on the discussion with the City of St. Helena in June 2025 in which the desire to complete Mills Lane and Hwy 29 improvements was discussed. Changes to the scope or schedule as described may result in additional civil engineering efforts that will be addressed by contract addendum.
4. The City of St. Helena will provide a stormwater management connection location within the project footprint. Sherwood has identified that a permanent conveyance of stormwater does not currently exist within this stretch of Mills Lane. Sherwood will not be responsible for designing or permitting a new storm drain outfall as part of this project.
5. If necessary, an updated signed and stamped survey of the project site will be provided by the client prior to the commencement of the design phase.
6. Sherwood is not responsible for any inconsistencies with the survey identified in the field that affect civil engineering and/or landscape design drawings. Sherwood would be prepared to modify design drawings to remedy unforeseen site conditions based upon an agreed upon additional scope and fee.
7. Structural design, including site elements associated with earthwork retention and sign/lighting footing design, is not included in this scope of work unless specifically identified in Section 2.0.
8. Unless specifically identified in the RFP, it is assumed that Sherwood and the Design Team will deliver plans and supporting documents consistent with Sherwood Design Engineers standard styles in keeping with accepted standards of care. Changes to presentation formats, including additional plan sheets, use of specific fonts, note and keynotes usage, CAD layers, sheets size, or other styles introduced during the design process and resulting in additional unanticipated efforts will be addressed by contract addendum.
9. If this contract were to be placed on hold for more than thirty days, Sherwood reserves the right to redistribute staff to other projects and would require a two-week remobilization effort and a renegotiation of our terms of service to restart the effort.
10. The client may not copy, republish or use any imagery provided by Sherwood as part of any submissions as this imagery may be subject to copyright infringement. Sherwood relinquishes all responsibility for use of any copy-righted image that is furnished to the client as part of any submission.

6.0 BASIC AND ADDITIONAL FEES FOR SERVICES

Fixed Fee: Fees below will be billed on a fixed fee basis in accordance with **Attachment I**. Fee estimates are based on the schedule below and are subject to revision based on changes to this schedule. Additional services can be provided upon written request and will be billed on a Time and Materials basis or by contract addendum.

A. BASIC SERVICES	Schedule	Fee Estimate	Estimated Reimbursable Expenses
2.0 Project Scope and Fees			



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A. BASIC SERVICES	Schedule	Fee Estimate	Estimated Reimbursable Expenses
Mills Lane Improvements	16 weeks	\$45,000	
Hwy 29 Intersection Improvements	16 weeks	\$35,000	
Project Management & Coordination	16 weeks	\$10,000	
Total Fee Estimate		\$90,000	\$1,000

**Duration is defined as elapsed time from initiation of phase or scope of work upon our receipt of your written authorization to proceed.*

7.0 EXCLUSIONS

Sherwood shall not be required to provide the following services:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Agency Fees 2. Geotechnical Report 3. Legal Descriptions 4. Foundation/ Structural Design 5. Construction Staking Site Cleanup 6. Mitigation of contaminants resulting from unidentified leaking above ground or underground storage tanks 7. Soils testing, remediation, removal, or cathodic protection design 8. Percolation tests 9. MEP Design Service 10. Hazardous Waste Remediation 11. Materials Testing and Inspection reports. | <ol style="list-style-type: none"> 12. O&M plans for Mechanical systems 13. Building Waterproofing – other than items in scope 14. Utility demand engineering for electrical service, gas services, telecommunication service, streetlights and sidewalk lights 15. Connection location for buildings by others; electric meter and gas meter layout by MEP consultant 16. Traffic Engineering and Traffic Studies 17. Verification or inspection of construction activities in the field. 18. Flow/pressure or hydrant flow test |
|--|--|

8.0 REIMBURSABLE EXPENSES

Reimbursable costs as defined in the schedule will be billed in accordance with Sherwood Design Engineers' Fee Schedule – see **Attachment II**. Ordinary expenses of approximately 10 percent of the labor budget should be anticipated.

9.0 INITIATION

For your reference, copies of our current fee schedule and our Standard Terms and Conditions have been included with this proposal and will be part of this agreement. Should you find the terms of this proposal acceptable, please sign and return via email to **Cody Anderson** at **canderson@sherwoodengineers.com**.

Sherwood Design Engineers thanks you for this opportunity to submit this proposal and look forward to beginning work with you on this exciting project!

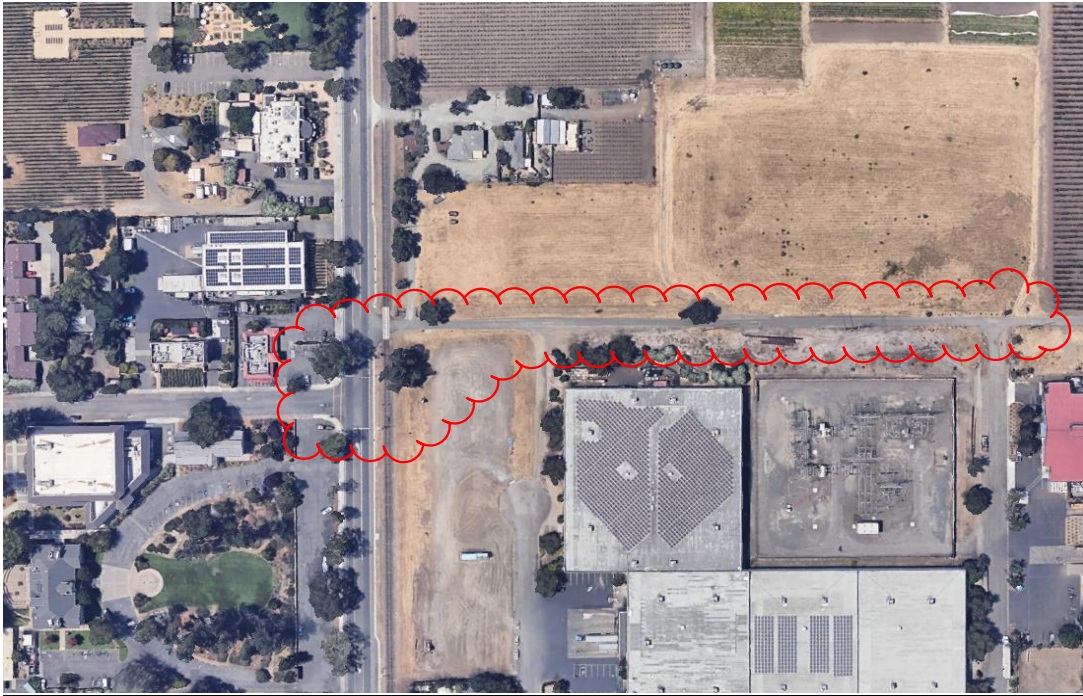
Sincerely,

Cody Anderson, PE
Managing Principal



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EXHIBIT A – LIMIT OF WORK





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ATTACHMENT II

PROFESSIONAL PERSONNEL SERVICE FEES

JANUARY 1, 2025 – DECEMBER 31, 2025

<u>Personnel</u>	<u>Rate</u>
Associate Principal	\$ 260
Senior Engineer	\$ 250
Senior Project Manager	\$ 250
Director of Technology	\$ 240
Project Manager	\$ 240
Senior Project Engineer / Strategist	\$ 240
Project Engineer / Strategist	\$ 220
Design Engineer III	\$ 205
Designer III	\$ 200
CAD Manager	\$ 195
Design Engineer II / Designer II	\$ 195
Senior CAD Technician	\$ 195
Design Engineer I / Designer I	\$ 185
CAD Technician	\$ 165
Graphic Designer	\$ 165
Project Assistant	\$ 145

Principals', Managing Principals' and Design Principals' time on projects is chargeable at \$ 285 to \$ 350 per hour.

Charges for outside services, equipment, and facilities not furnished directly by Sherwood Design Engineers will be billed at cost plus 10%. Such charges may include, but shall not be limited to, printing reproduction services; shipping, delivery, and courier charges; sub-consultant fees and expenses; special fees, permits and insurance; transportation on public carriers, and consumable materials. Mileage will be charged at the prevailing IRS rate per mile.

These rates apply to the current period and are subject to increase by SDE each January 1 and July 1 or when foreign exchange rates cause the hourly rates to decrease in relation to the USD by more than 5% from the rate at the date of this Proposal.



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ACKNOWLEDGEMENT

The respective obligations of the parties are set forth in the Proposal, including any schedules or exhibits referred to therein, and in the **ATTACHMENT I - STANDARD TERMS AND CONDITIONS** which is attached to the Proposal and made a part thereof. If both the Client and Owner have signed this Acknowledgement, both shall be responsible jointly and severally to pay amounts invoiced and due to Sherwood Design Engineers.

Proposal:

Letter dated _____ for the _____

Billing: Preferred Billing Method: ☐ US Mail ☐ Email ☐ Both

Billing contact name: _____

Billing contact email: _____

Special Instructions: _____

Client Full Legal Name: _____ Attention: _____ Address: _____ _____ _____ Federal Tax ID: _____	Owner Full Legal Name: _____ Attention: _____ Address: _____ _____ _____ Federal Tax ID: _____
---	--

x	x
Agreed For Client	Agreed For Owner
Title	Title
Date	Date

Sherwood Design Engineers:

This agreement is with only the following identified entity which is solely responsible to provide the Service:

Sherwood Design Engineers, Ltd - 2548 Mission Street, San Francisco, CA 94110, USA

x	_____
Agreed For Sherwood Design Engineers	Title
	Date

Remittance Address: Sherwood Design Engineers, P.O. Box 849598, Los Angeles, CA 90084-9598



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	November 25, 2025
FROM:	Jose Calderon, Engineering Technician II, Mario Traverso, Project Manager
SUBJECT:	Consider and adopt a Resolution updating the City of St. Helena Design and Construction Standards
RECOMMENDED ACTION:	Approve the resolution.
PREVIOUS COUNCIL ACTION:	6/22/1993 Resolution No. 93-58 - Adoption of Water and Sewer Technical Standards 11/23/1993 Resolution No. 93-134 - Adoption of Streets, Storm and Sidewalk Technical Standards 6/23/1998 Resolution No. 98-57 - Revision of Streets, Storm and Sidewalk Standards 11/27/2015 Resolution No. 2015-132 - Revision of Trench Standards
STATEMENT OF THE PURPOSE:	The purpose of this action is to approve an update to the City of St. Helena Design and Construction Standards.
FINANCIAL IMPACT:	None

BACKGROUND:

The City Design and Construction Standards are a collection of graphical exhibits and instructions which define the means, methods, configurations and products to be used by contractors who perform work within the City Right-of-Way and on City infrastructure. All contractors performing work within the City are required to adhere to these standards to ensure consistency, safety, and quality of the public infrastructure. The Design and Construction Standards specify a wide variety of public infrastructure ranging from the widths of streets and sidewalks to detailed instructions regarding the installation of water pipelines.

The current collection of Design and Construction Standards were developed and approved in 1993 and 1998 with revisions in 2015. The Standards are due to be updated to reflect updates in products, materials, methods and construction practices. In 2019, Staff initiated an update to its existing City Design and Construction Standards.

DISCUSSION:

The 2019 update effort stalled for a variety of reasons and in 2024 Staff reinitiated the update effort. City Engineering and Operations Staff conducted a comprehensive review of the City's Design and Construction Standards. The review and update to the standards has been completed, which have been modified to reflect current industry

practices, updated materials, configurations and construction methods. The table of contents of the updated standards and an example of an updated standard is found in Attachment 1.

There are two major categories of content which has been updated. The first are updates that include revisions to products and materials which now align with technological and industry advances. This includes items such as pipe materials, pipe systems, concrete and asphalt concrete mix designs, materials, and safety devices. The second are updates that include revisions to design standards and methods. This includes items such as pedestrian facilities, roadway striping, trenching methods and surface restoration, utility layouts and separations, inspection and disinfection procedures. These updates are essential to ensure the continued safety, reliability, and efficiency of the City's public infrastructure.

The updated standards are posted on the City's website and can be viewed at <https://cityofsthelena.gov/921/7636/Public-Works-Standards?activeLiveTab=widgets>. Upon approval by the City Council, the City will officially transition to distribution and use of the updated City Standards.

ENVIRONMENTAL REVIEW: None

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability
 Goal 3: Pursue Water Security & Sustainable Management of Water Resources
 Goal 5: Enhance Quality of Life
 Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Attachment 1 - Table of Contents and Example](#)
[Attachment 2 - Resolution](#)

CITY OF ST. HELENA



STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS

ADOPTED NOVEMBER 25, 2025

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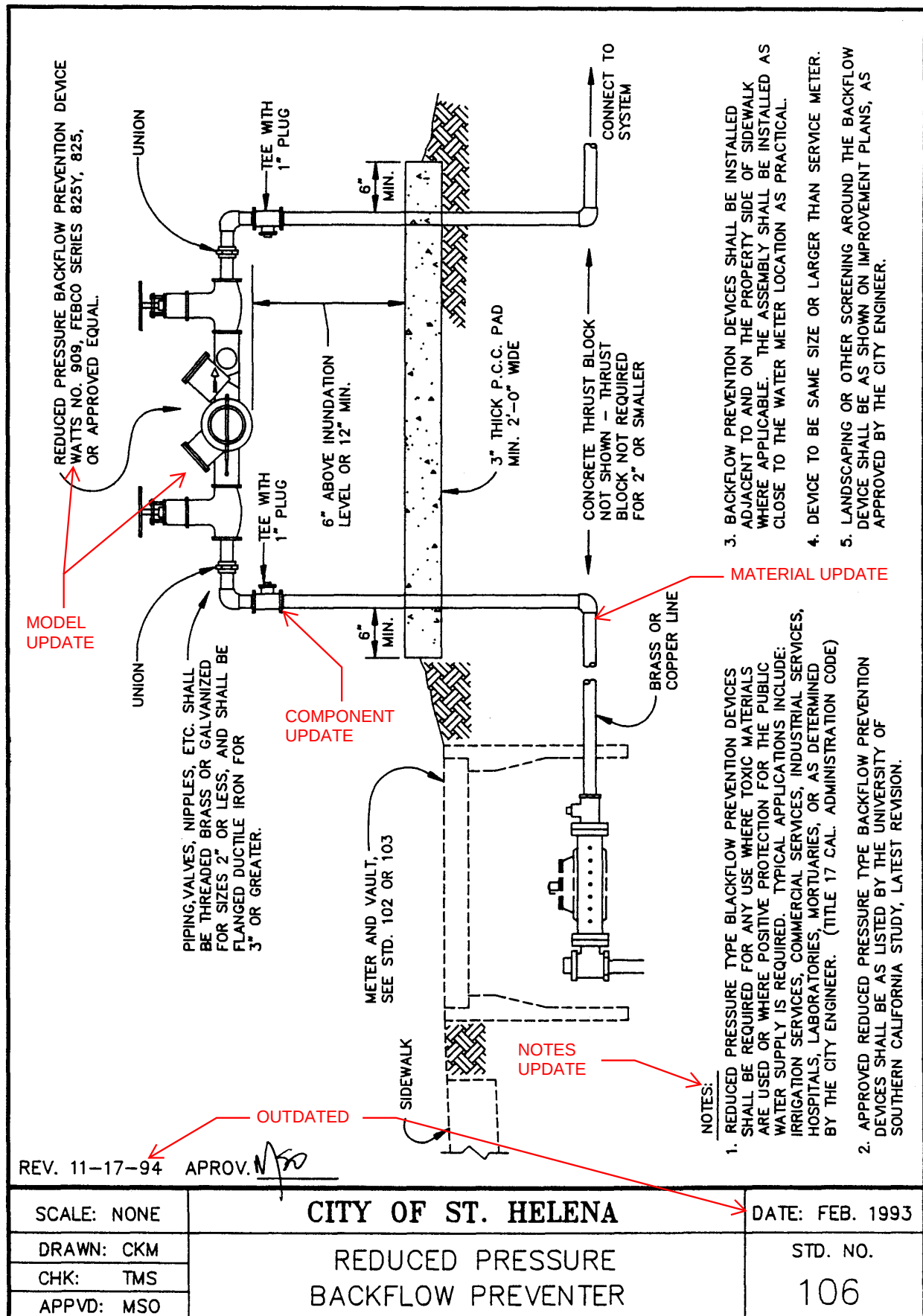
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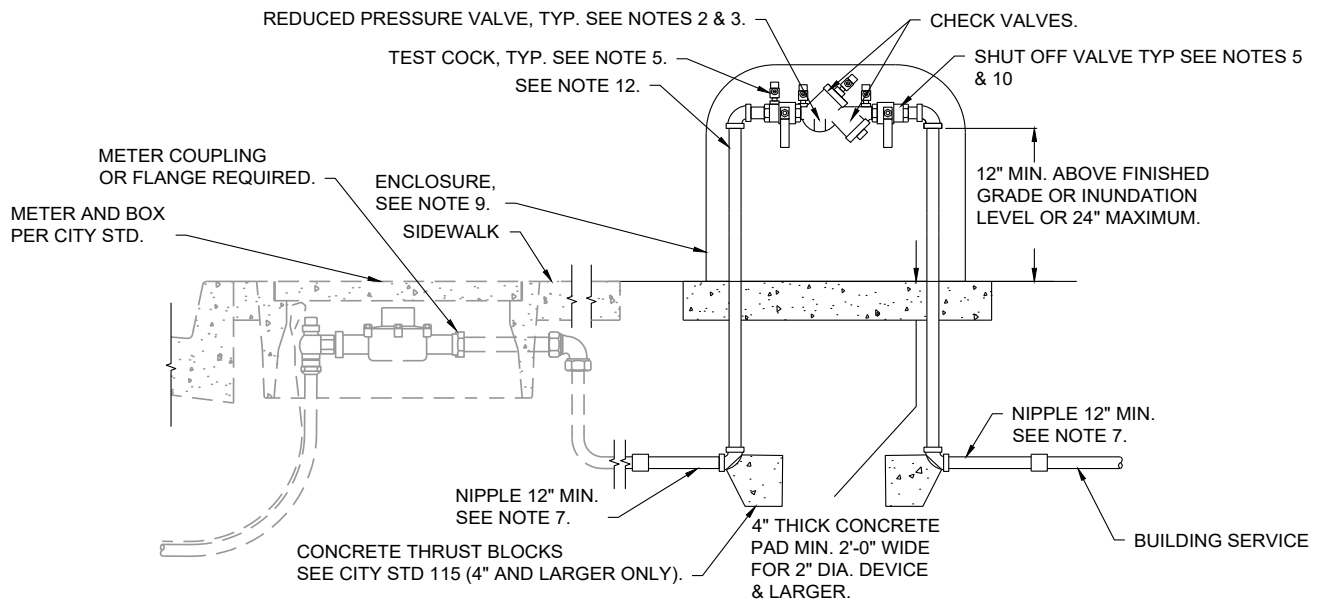
3. BACKFLOW PREVENTION DEVICES SHALL BE INSTALLED ADJACENT TO AND ON THE PROPERTY SIDE OF SIDEWALK WHERE APPLICABLE. THE ASSEMBLY SHALL BE INSTALLED CLOSE TO THE WATER METER LOCATION AS PRACTICAL.
4. DEVICE TO BE SAME SIZE OR LARGER THAN SERVICE METER.
5. LANDSCAPING OR OTHER SCREENING AROUND THE BACKFLOW DEVICE SHALL BE AS SHOWN ON IMPROVEMENT PLANS, AS APPROVED BY THE CITY ENGINEER.

MATERIAL UPDATE

- NOTES:
1. REDUCED PRESSURE TYPE BACKFLOW PREVENTION DEVICES SHALL BE REQUIRED FOR ANY USE WHERE TOXIC MATERIALS ARE USED OR WHERE POSITIVE PROTECTION FOR THE PUBLIC WATER SUPPLY IS REQUIRED. TYPICAL APPLICATIONS INCLUDE: IRRIGATION SERVICES, COMMERCIAL SERVICES, INDUSTRIAL SERVICES, HOSPITALS, LABORATORIES, MORTUARIES, OR AS DETERMINED BY THE CITY ENGINEER. (TITLE 17 CAL. ADMINISTRATION CODE)
 2. APPROVED REDUCED PRESSURE TYPE BACKFLOW PREVENTION DEVICES SHALL BE AS LISTED BY THE UNIVERSITY OF SOUTHERN CALIFORNIA STUDY, LATEST REVISION.

NOTES UPDATE

OUTDATED



NOTES:

1. SEE WATER SYSTEM DESIGN GUIDELINES.
2. REDUCED PRESSURE BACKFLOW ASSEMBLIES SHALL BE REQUIRED FOR ALL NEW DOMESTIC SERVICES AND ANY USE WHERE TOXIC MATERIALS ARE USED OR WHERE POSITIVE PROTECTION OF THE PUBLIC WATER SUPPLY IS REQUIRED. TYPICAL APPLICATIONS INCLUDE, ALL INDUSTRIAL AND IRRIGATION SERVICES, PARKS, HOSPITALS, MEDICAL AND DENTAL LABORATORIES, MORTUARIES, INDUSTRIAL PLANTS AND DRY CLEANERS OR AS DETERMINED BY THE CITY ENGINEER.
3. REDUCED PRESSURE BACKFLOW ASSEMBLIES SHALL BE INSTALLED ADJACENT TO AND ON THE PROPERTY SIDE OF SIDEWALK WHERE APPLICABLE. WHERE NO SIDEWALK EXISTS, THE REDUCED PRESSURE BACKFLOW ASSEMBLY SHALL BE INSTALLED AS CLOSE AS POSSIBLE TO THE WATER METER LOCATION. THERE SHALL BE NO TEE OR BRANCH LINES BETWEEN THE WATER METER AND ASSEMBLY LOCATION. ANY CONFLICTS SHALL BE RESOLVED BY CONTRACTOR TO THE CITY ENGINEER'S APPROVAL.
4. APPROVED REDUCED PRESSURE BACKFLOW ASSEMBLIES SHALL BE AS SHOWN ON "LIST OF APPROVED BACKFLOW PREVENTION ASSEMBLIES" (LATEST REVISION) BY THE STATE OF CALIFORNIA WATER RESOURCE CONTROL BOARD, DIVISION OF DRINKING WATER, INFORMATION FOR PUBLIC DRINKING WATER SYSTEMS
5. ALL REDUCED PRESSURE BACKFLOW ASSEMBLIES SHALL BE PROVIDED WITH A MINIMUM OF FOUR (4) TEST COCKS. AND TWO (2) SHUT OFF VALVES.
6. THE PIPING FROM THE METER AND THE REDUCED PRESSURE BACKFLOW ASSEMBLY ITSELF, MUST BE THE SAME SIZE AS THE METER UNLESS OTHERWISE APPROVED BY THE CITY ENGINEER.
7. FOR 2" PIPE DIAMETER OR LESS, A 12" LONG MINIMUM BRASS NIPPLE OR TYPE " L " HARD TEMPER COPPER PIPE IS REQUIRED AT BOTH UNDERGROUND ELBOWS.
8. A THERMAL EXPANSION TANK WHEN USED ON A DOMESTIC SERVICE SHALL BE SIZED AND INSTALLED PER MANUFACTURES RECOMMENDATION ON THE COLD WATER SUPPLY LINE TO THE WATER HEATER.
9. AN ENCLOSURE IS RECOMMENDED FOR PROTECTION FROM FREEZING AND VANDALISM.
10. SHUT OFF VALVES:
 - 10.1. 3" AND LESS SHALL BE BALL VALVE
 - 10.2. 4" AND GREATER SHALL BE RESILIENT SEAT GATE VALVE.
11. ALL PIPING, VALVES, NIPPLES, ETC. SHALL BE THREADED BRASS.
 - 11.1. 3" AND LESS SHALL BE TYPE "L" HARD-TEMPER COPPER.
 - 11.2. 4" AND GREATER SHALL BE FLANGED DUCTILE IRON.
12. PVC PIPE OR FITTINGS SHALL NOT BE USED.
13. IF PROPOSING TO INSTALL THIS DEVICE IN A FLOOD ZONE, CONTACT THE CITY ENGINEER FOR APPROVAL.
14. REDUCE PRESSURE BACKFLOW DEVICE MANUFACTURE FROM APPROVED MATERIALS LIST.



CITY OF ST. HELENA

SCALE: NONE	$\frac{3}{4}$ " THRU 4" REDUCED PRESSURE PRINCIPLE BACKFLOW ASSEMBLY	APPROVED BY:	DATE: JAN 2025
DRAWN: PL		 JOSEPH LEACH, P.E. PUBLIC WORKS DIRECTOR	STD. NO.
CHK: MT			106
APPVD: JL			

CITY OF ST. HELENA

RESOLUTION No. 2025 -

**A RESOLUTION ADOPTING UPDATED CITY DESIGN
AND CONSTRUCTION STANDARDS**

RECITALS

- A. Construction in the City occurs on a regular basis; and
- B. Design and Construction Standards promote consistency and prescribe expectations concerning the maintenance and improvement of City infrastructure; and
- C. The current City Design and Construction Standards were developed and adopted in 1993 and 1998 and last updated in 2015; and
- D. The Design and Construction Standards have been updated to incorporate local, state and federal best practices; and
- E. The Design and Construction Standards will continue to be updated to incorporate changes in best practices, products, construction means and methods; and
- F. The Design and Construction Standards will be kept on file at City Hall, available on the City's website and distributed in association with construction within the City.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

- 1. The updated City Design and Construction Standards are approved; and
- 2. Staff shall publish and distribute the updated City Design and Construction Standards in association with construction within the City; and
- 3. The Public Works Director/City Engineer is authorized to modify the City Design and Construction Standards to reflect changes in best practices, products and construction means and methods.

Approved at a Regular Meeting of the St. Helena City Council on November 25, 2025,
by the following vote:

Mayor Dohring:	_____
Vice Mayor Deasy:	_____
Council Member Barak:	_____
Council Member Spadarotto:	_____
Council Member Summers:	_____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	November 25, 2025
FROM:	Jose Calderon, Engineering Technician II, Mario Traverso, Project Manager
SUBJECT:	Consider and adopt a Resolution updating the City of St. Helena Design and Construction Standards
RECOMMENDED ACTION:	Approve the resolution.
PREVIOUS COUNCIL ACTION:	6/22/1993 Resolution No. 93-58 - Adoption of Water and Sewer Technical Standards 11/23/1993 Resolution No. 93-134 - Adoption of Streets, Storm and Sidewalk Technical Standards 6/23/1998 Resolution No. 98-57 - Revision of Streets, Storm and Sidewalk Standards 11/27/2015 Resolution No. 2015-132 - Revision of Trench Standards
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FINANCIAL IMPACT:	None

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DISCUSSION:

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practices, updated materials, configurations and construction methods. The table of contents of the updated standards and an example of an updated standard is found in Attachment 1.

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ENVIRONMENTAL REVIEW: None

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability
 Goal 3: Pursue Water Security & Sustainable Management of Water Resources
 Goal 5: Enhance Quality of Life
 Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Attachment 1 - Table of Contents and Example](#)
[Attachment 2 - Resolution](#)

CITY OF ST. HELENA



STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS

ADOPTED NOVEMBER 25, 2025

TABLE OF CONTENTS

WATER

101	WATER MAIN CONSTRUCTION NOTES
101A	WATER MAIN CONSTRUCTION NOTES CONTINUED
102	FIRE HYDRANT INSTALLATION
102A	FIRE HYDRANT LOCATION
102B	FIRE HYDRANT MARKER LOCATION
103	1" WATER SERVICE
103A	2" WATER SERVICE
103B	2" MANIFOLD MULTIPLE SERVICES
103C	2" MANIFOLD MULTIPLE SERVICES NOTES
103D	4" DUCTILE IRON MANIFOLD MULTI – SERVICES
103E	4" DUCTILE IRON MANIFOLD MULTIPLE SERVICES NOTES
104	4" WATER SERVICE FOR 3" METER
104A	4" WATER SERVICE FOR 3" METER NOTES AND PARTS LIST
104B	4" WATER SERVICE FOR 4" METER
104C	4" WATER SERVICE FOR 4" METER NOTES AND PARTS LIST
104D	6" WATER SERVICE FOR 6" METER
104E	6" WATER SERVICE FOR 6" METER NOTES AND PARTS LIST
106	¾" THRU 4" REDUCED PRESSURE PRINCIPAL BACKFLOW ASSEMBLY
106A	4" THRU 10" DOUBLE DETECTOR FIRE LINE BACKFLOW ASSEMBLY
106B	4" THRU 10" DOUBLE DETECTOR FIRE LINE BACKFLOW ASSEMBLY NOTES
108	TAPPING SADDLE 4" AND OVER
108A	TAPPING SADDLE 4" AND OVER
109	COMBINATION FIRE & DOMESTIC SERVICE MASTER METER ASSEMBLY
109A	COMBINATION FIRE & DOMESTIC SERVICE MASTER METER ASSEMBLY NOTES
110	COMBINATION SERVICE STUB COMMERCIAL & MULTI-RESIDENTIAL
110A	COMBINATION SERVICE STUB COMMERCIAL & MULTI-RESIDENTIAL
111	GATE VALVE, STEM EXTENSION AND BOX WITH RISER
111A	VALVE STEM EXTENSION ASSEMBLY
111B	BUTTERFLY VALVE INSTALLATION
111C	VALVE, ANCHOR, TIE DOWN
112	6" AND 8" BLOW-OFF
112A	END OF LINE DETAIL BLOW-OFF APPLICATION
112B	TEMPORARY BLOWOFF AND/OR METERED CONNECTION – MAINS UNDER CONSTRUCTION
112C	TIE DOWN CONNECTION AND PIPE CONNECTIONS
112D	TYPICAL SYSTEM RESTRAINT LENGTHS

113	WATER SAMPLING STATION
115	CONCRETE ANCHOR BLOCKS: VERTICAL AND COMBINATION BEND APPLICATIONS
115A	CONCRETE THRUST BLOCKS: HORIZONTAL APPLICATIONS
115B	CONCRETE THRUST BLOCKS: HORIZONTAL APPLICATIONS NOTES
116	HARNESS INSTALLATION FOR FLANGE FITTINGS
117	WATER MAIN UNDER STRUCTURE LOWERING
118	WATERMAIN OVER STRUCTURE
122	WATER MAIN AND MAIN LINE VALVE ALIGNMENT
123	BORE, AND JACK CASING, SPACER AND END SEAL
127	PRESSURE REDUCING VALVE
127A	SURGE ANTICIPATOR VALVE OR PRESSURE RELIEF VALVE NOTES
127B	SURGE ANTICIPATOR VALVE
128	AIR AND VACUUM / AIR RELEASE VALVE
128A	1" MANUAL AIR RELEASE VALVE CONNECTION
129	WATER SEPARATION REQUIREMENTS
129A	PIPE TO PIPE CROSSING REQUIREMENTS
129B	PIPE TO PIPE CROSSING REQUIREMENTS NOTES
130	EXTERIOR REDUCED PRESSURE BACKFLOW DEVICE INSTALLATION FOR 3" TO 8" WATER SERVICES

SANITARY SEWER

201	48" PRECAST MANHOLE SANITARY SEWER
202	60" PRECAST MANHOLE SANITARY SEWER
203	INSIDE DROP IN SANITARY SEWER MANHOLE
207	ABANDON PIPE PLUG DETAIL
208	ABANDON MANHOLE / VAULT
209	PRECAST CONCRETE MANHOLES REDUCER SLAB
210	STANDARD MANHOLE FRAME AND COVER
211	SEWER SERVICE LATERAL
211A	BACKWATER CHECK VALVE INSTALLATION
212	SEWER SERVICE LATERAL CROSSING DETAILS
213	PIPE STRUCTURE CROSSING DETAILS
214	PLASTIC SEWER PIPE DEFLECTION MANDREL
215	PRECAST GREASE INTERCEPTOR
219	CLEANOUT DETAIL AT BUILDING
220	TYPICAL SERVICE CONNECTION DETAILS
221	SEWAGE BACKEATER VALVE ASSEMBLY
222	SEWER SEPARATION REQUIREMENTS
223	PIPE STRUCTURE CROSSING

STREETS

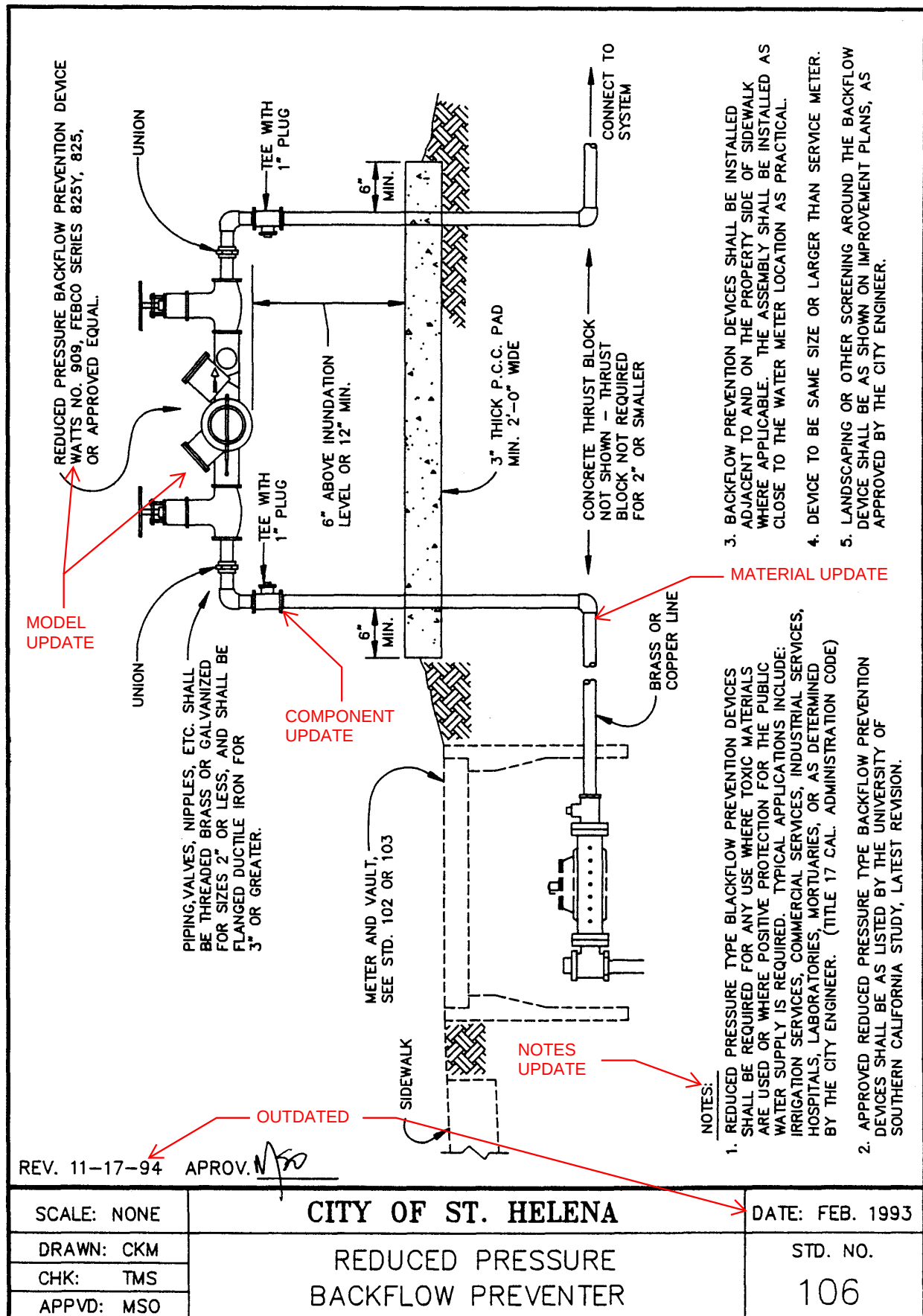
301	STANDARD HALF STREET SECTIONS
302	STRUCTURAL DESIGN CHART FOR FLEXIBLE PAVEMENTS
303	TRAFFIC CHART FOR FLEXIBLE PAVEMENTS
304	TYPICAL CUL-DE-SACS
305	STANDARD STREET KNUCKLE RESIDENTIAL & MINOR STREETS
306	HAMMERHEAD TURN AROUND RESIDENTIAL PRIVATE STREETS AND ACCESS WAYS
307	EMERGENCY VEHICLE TURNOUT
308	SIDE STREET, END OF OVERLAY AND LIP OF GUTTER CONFORM
310	STANDARD CURB AND GUTTER
313	STANDARD P.C.C. CROSS GUTTER
314	STANDARD DRIVEWAY APPROACH
314A	STANDARD DRIVEWAY APPROACH DETACHED SIDEWALK
316	STANDARD CURB RETURN CURB GUTTER & SIDEWALK
316A	STANDARD DETAILS SIDEWALK SECTIONS
317	ADA CURB RAMPS
319	TYPICAL SIDEWALK OBSTRUCTION TRANSITION
320	STREET WIDENING / PAVEOUT DETAIL
324	VISIBILITY AND FENCING REQUIREMENTS
325	REMOVABLE TRAFFIC BOLLARD DETAIL
326	STANDARD PERMENANT MONUMENT
327	TYPICAL METHODS FOR SETTING APPURTENANCES
328	STANDARD BARRICADE
328A	SIDEWALK BARRICADE
329	STANDARD WOODS TYPE GUAD RAIL
331A	STREET NAME SIGN INSTALLATION
331B	STREET NAME SIGN INSTALLATION PRIVATE STREETS
332	STANDARD STREET SIGN
333	ADDRESS PAINTING ON CURB FACE
334A	STANDARD RESIDENTIAL STREET LIGHT
334B	STANDARD RESIDENTIAL STREET LIGHT
334C	STANDARD RESIDENTIAL STREET LIGHT
335	PAVEMENT MARKINGS
336A	TRAFFIC CONTROL REQUIREMENTS

EARTHWORK

400	STANDARD TRENCH DETAILS
400A	STANDARD BACKFILL DETAILS

STORMWATER

500	EROSION CONTROL
501	SIDEWALK UNDERDRAIN STORM DRAIN
502	48" CONCRETE MANHOLE STORM DRAIN UNDER 7'
502A	60" CONCRETE MANHOLE STORM DRAIN OVER 7'
503	STORM DRAIN PRESSURE MANHOLES – CONCRETE COLLARS
504	PRECAST CONCRETE MANHOLE REDUCER SLAB
507	SPECIAL APRONS FOR CATCH BASINS
508	CONCRETE V DITCH
509	CURB OPENING CATCH BASIN
509A	MODIFICATIONS OF EXISTING CATCH BASIN TO ACCOMIDATE NEW CURB RAMP
510	PRECAST CATCH BASIN COVER STORM DRAIN
510A	CATCH BASIN AND DROP INCLET NOTES
511	CATCH BASIN STANDARD TYPE "E"
511A	TYPE "E" CATCH BASIN DETAIL
511B	STORM DRAIN TYPE "A" CATCH BASIN OVER C.I.P.P.
511C	STORM DRAIN MANHOLE OVER C.I.P.P.
512	STROM DRAIN GALLERY
513	STORM DRAIN INLET
513B	FIELD DRAIN
514	STORM DRAIN LABELS
515	TYPICAL BIO-RETENTION UNIT 1
515A	TYPICAL BIO-RETENTION UNIT 2



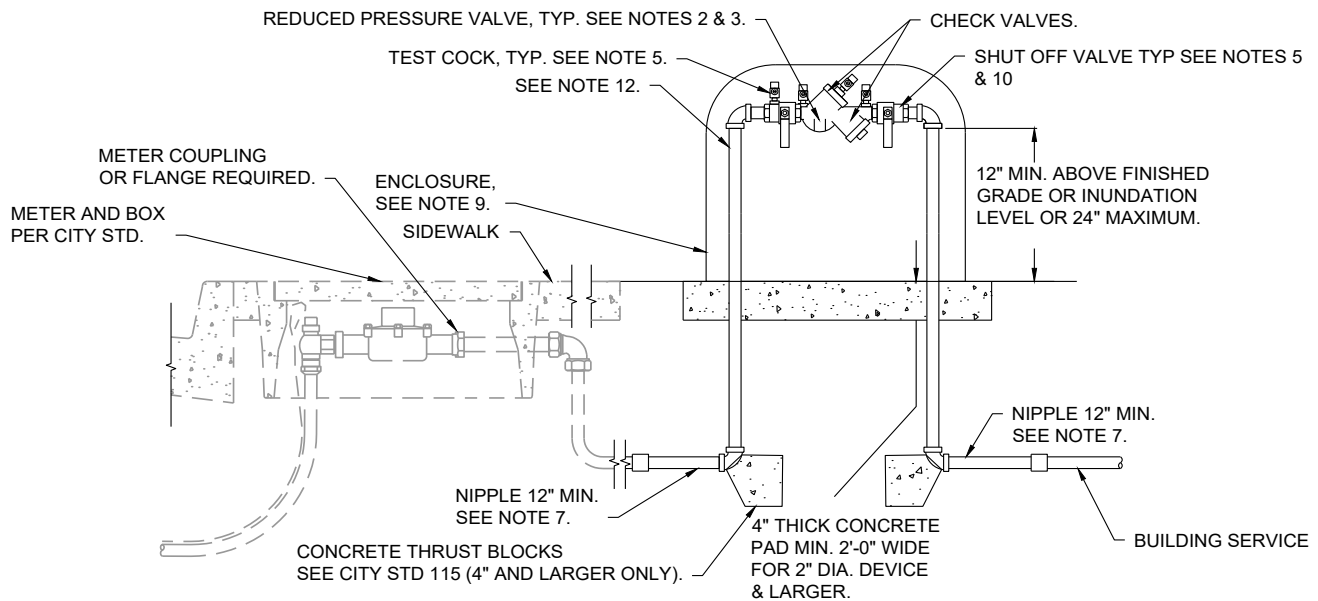
3. BACKFLOW PREVENTION DEVICES SHALL BE INSTALLED ADJACENT TO AND ON THE PROPERTY SIDE OF SIDEWALK WHERE APPLICABLE. THE ASSEMBLY SHALL BE INSTALLED AS CLOSE TO THE WATER METER LOCATION AS PRACTICAL.
4. DEVICE TO BE SAME SIZE OR LARGER THAN SERVICE METER.
5. LANDSCAPING OR OTHER SCREENING AROUND THE BACKFLOW DEVICE SHALL BE AS SHOWN ON IMPROVEMENT PLANS, AS APPROVED BY THE CITY ENGINEER.

MATERIAL UPDATE

- NOTES:
1. REDUCED PRESSURE TYPE BACKFLOW PREVENTION DEVICES SHALL BE REQUIRED FOR ANY USE WHERE TOXIC MATERIALS ARE USED OR WHERE POSITIVE PROTECTION FOR THE PUBLIC WATER SUPPLY IS REQUIRED. TYPICAL APPLICATIONS INCLUDE: IRRIGATION SERVICES, COMMERCIAL SERVICES, INDUSTRIAL SERVICES, HOSPITALS, LABORATORIES, MORTUARIES, OR AS DETERMINED BY THE CITY ENGINEER. (TITLE 17 CAL. ADMINISTRATION CODE)
 2. APPROVED REDUCED PRESSURE TYPE BACKFLOW PREVENTION DEVICES SHALL BE AS LISTED BY THE UNIVERSITY OF SOUTHERN CALIFORNIA STUDY, LATEST REVISION.

NOTES UPDATE

OUTDATED



NOTES:

1. SEE WATER SYSTEM DESIGN GUIDELINES.
2. REDUCED PRESSURE BACKFLOW ASSEMBLIES SHALL BE REQUIRED FOR ALL NEW DOMESTIC SERVICES AND ANY USE WHERE TOXIC MATERIALS ARE USED OR WHERE POSITIVE PROTECTION OF THE PUBLIC WATER SUPPLY IS REQUIRED. TYPICAL APPLICATIONS INCLUDE, ALL INDUSTRIAL AND IRRIGATION SERVICES, PARKS, HOSPITALS, MEDICAL AND DENTAL LABORATORIES, MORTUARIES, INDUSTRIAL PLANTS AND DRY CLEANERS OR AS DETERMINED BY THE CITY ENGINEER.
3. REDUCED PRESSURE BACKFLOW ASSEMBLIES SHALL BE INSTALLED ADJACENT TO AND ON THE PROPERTY SIDE OF SIDEWALK WHERE APPLICABLE. WHERE NO SIDEWALK EXISTS, THE REDUCED PRESSURE BACKFLOW ASSEMBLY SHALL BE INSTALLED AS CLOSE AS POSSIBLE TO THE WATER METER LOCATION. THERE SHALL BE NO TEE OR BRANCH LINES BETWEEN THE WATER METER AND ASSEMBLY LOCATION. ANY CONFLICTS SHALL BE RESOLVED BY CONTRACTOR TO THE CITY ENGINEER'S APPROVAL.
4. APPROVED REDUCED PRESSURE BACKFLOW ASSEMBLIES SHALL BE AS SHOWN ON "LIST OF APPROVED BACKFLOW PREVENTION ASSEMBLIES" (LATEST REVISION) BY THE STATE OF CALIFORNIA WATER RESOURCE CONTROL BOARD, DIVISION OF DRINKING WATER, INFORMATION FOR PUBLIC DRINKING WATER SYSTEMS
5. ALL REDUCED PRESSURE BACKFLOW ASSEMBLIES SHALL BE PROVIDED WITH A MINIMUM OF FOUR (4) TEST COCKS. AND TWO (2) SHUT OFF VALVES.
6. THE PIPING FROM THE METER AND THE REDUCED PRESSURE BACKFLOW ASSEMBLY ITSELF, MUST BE THE SAME SIZE AS THE METER UNLESS OTHERWISE APPROVED BY THE CITY ENGINEER.
7. FOR 2" PIPE DIAMETER OR LESS, A 12" LONG MINIMUM BRASS NIPPLE OR TYPE " L " HARD TEMPER COPPER PIPE IS REQUIRED AT BOTH UNDERGROUND ELBOWS.
8. A THERMAL EXPANSION TANK WHEN USED ON A DOMESTIC SERVICE SHALL BE SIZED AND INSTALLED PER MANUFACTURES RECOMMENDATION ON THE COLD WATER SUPPLY LINE TO THE WATER HEATER.
9. AN ENCLOSURE IS RECOMMENDED FOR PROTECTION FROM FREEZING AND VANDALISM.
10. SHUT OFF VALVES:
 - 10.1. 3" AND LESS SHALL BE BALL VALVE
 - 10.2. 4" AND GREATER SHALL BE RESILIENT SEAT GATE VALVE.
11. ALL PIPING, VALVES, NIPPLES, ETC. SHALL BE THREADED BRASS.
 - 11.1. 3" AND LESS SHALL BE TYPE "L" HARD-TEMPER COPPER.
 - 11.2. 4" AND GREATER SHALL BE FLANGED DUCTILE IRON.
12. PVC PIPE OR FITTINGS SHALL NOT BE USED.
13. IF PROPOSING TO INSTALL THIS DEVICE IN A FLOOD ZONE, CONTACT THE CITY ENGINEER FOR APPROVAL.
14. REDUCE PRESSURE BACKFLOW DEVICE MANUFACTURE FROM APPROVED MATERIALS LIST.



CITY OF ST. HELENA

SCALE: NONE	$\frac{3}{4}$ " THRU 4" REDUCED PRESSURE PRINCIPLE BACKFLOW ASSEMBLY	APPROVED BY:	DATE: JAN 2025
DRAWN: PL		 JOSEPH LEACH, P.E. PUBLIC WORKS DIRECTOR	STD. NO.
CHK: MT			106
APPVD: JL			

CITY OF ST. HELENA

RESOLUTION No. 2025 -

**A RESOLUTION ADOPTING UPDATED CITY DESIGN
AND CONSTRUCTION STANDARDS**

RECITALS

- A. Construction in the City occurs on a regular basis; and
- B. Design and Construction Standards promote consistency and prescribe expectations concerning the maintenance and improvement of City infrastructure; and
- C. The current City Design and Construction Standards were developed and adopted in 1993 and 1998 and last updated in 2015; and
- D. The Design and Construction Standards have been updated to incorporate local, state and federal best practices; and
- E. The Design and Construction Standards will continue to be updated to incorporate changes in best practices, products, construction means and methods; and
- F. The Design and Construction Standards will be kept on file at City Hall, available on the City's website and distributed in association with construction within the City.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

- 1. The updated City Design and Construction Standards are approved; and
- 2. Staff shall publish and distribute the updated City Design and Construction Standards in association with construction within the City; and
- 3. The Public Works Director/City Engineer is authorized to modify the City Design and Construction Standards to reflect changes in best practices, products and construction means and methods.

Approved at a Regular Meeting of the St. Helena City Council on November 25, 2025,
by the following vote:

Mayor Dohring:	_____
Vice Mayor Deasy:	_____
Council Member Barak:	_____
Council Member Spadarotto:	_____
Council Member Summers:	_____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	November 25, 2025
FROM:	Stephanie Killingsworth, Public Works Financial Analyst
SUBJECT:	Consideration and Proposed Adoption of a Resolution Authorizing a Budget Amendment to Appropriate Water Enterprise Fund Balance for the Stonebridge Well Filter Media Replacement with ERS Industrial Services, Inc. increasing appropriations by \$190,590 using Water Enterprise Fund Balance.
RECOMMENDED ACTION:	Staff recommends approval of the attached Resolution.
PREVIOUS COUNCIL ACTION:	Resolution 2025-111 - City Council approved a Construction Contract with ERS Industrial Services, Inc. with an authorized total project budget of \$190,590 to be paid with FY2025/26 Water Enterprise Operating Budget.
STATEMENT OF THE PURPOSE:	This item seeks City Councils approval of a budget amendment only. During implementation, staff determined that sufficient appropriations were not available within the FY25/26 Water Enterprise Operating Budget to support the approved Project. Therefore, City Council authorization is required to appropriate use of Water Enterprise Fund Balance to fund the project.
FINANCIAL IMPACT:	The previously approved project cost of \$190,590 was not included in the adopted FY25/26 Water Enterprise Fund Operating Budget. The prior staff report anticipated that a mid-year budget adjustment may be required to maintain adequate operational capacity. Upon further review, staff has determined that no appropriated funds are currently available within the current Operating Budget to support this project. As a result, a budget adjustment is required now, rather than at mid-year, to ensure the project can proceed. Staff recommends increasing appropriations for 561-5034-2670 by \$190,590 using Water Enterprise Fund Balance. This action will ensure that sufficient funding is available while maintaining continuity of operations.

BACKGROUND:

The Stonebridge Wells play a critical role in supplementing the City's water supply during high-demand months. In recent years, the City has received periodic customer complaints related to discoloration and aesthetic quality of water, which can partially be attributed to this site. Although the water remains safe and compliant with regulatory standards, staff has been actively working with consultants and treatment specialists to identify operational improvements.

An evaluation of the Stonebridge Well Filter System determined that the filter media, which is responsible for removing naturally occurring constituents such as iron and manganese, has reached the end of its useful life and is no longer performing efficiently. Replacing the media is necessary to maintain water quality and system reliability.

As part of the City's ongoing efforts to address seasonal water quality issues, staff had an evaluation performed on the condition of the filter media at the Stonebridge Wells. The existing media has been in place for several years and has shown signs of reduced effectiveness in removing iron, manganese, and other naturally occurring constituents that can contribute to water discoloration, taste, and odor concerns.

ERS Industrial Services, Inc., a specialized environmental remediation contractor, has provided a proposal to remove and replace the aging filter media with new, higher-performance material that is expected to enhance treatment efficiency and improve water quality. The scope of work includes removal and disposal of the existing media, cleaning and inspection of the vessels, supply and installation of a new filter gravel, greensand, provided a proposal to remove and replace the aging filter media with new, higher-performance material that is expected to enhance treatment efficiency and improve water quality. The scope of work includes removal and disposal of the existing media, cleaning and inspection of the vessels, supply and installation of a new filter gravel, greensand, and anthracite, and testing to ensure system optimization following installation.

DISCUSSION:

On September 23, 2025 the City Council approved a Construction Contract with ERS Industrial Services, Inc. for replacement of the media requiring a total budget of \$190,590. The scope of work includes removal and disposal of existing media, vessel cleaning and inspection, installation of new filter gravel, greensand, and anthracite, and post-installation testing. The contract terms and scope remain unchanged.

The initial approval assumed that sufficient appropriations were in place within the FY2025/26 Water Enterprise Operating Budget, subject to a possible mid-year budget adjustment. However, during implementation, staff confirmed that current-year operating appropriations cannot support this cost, and the fund does not contain available savings or unused capacity to absorb the expense.

Although the current FY25/26 Water Enterprise Fund Operating Budget does not have adequate appropriated funds, the fund does have sufficient Fund Balance to complete

this one-time expense. To proceed with the project, an immediate budget amendment is necessary. This action allows the project to move forward immediately and removes a fiscal constraint identified after the original approval.

ENVIRONMENTAL REVIEW: The project is exempt from CEQA under Section 15301, Class 1 (Existing Facilities), as it involves repair and maintenance of existing public utility systems without expansion of capacity or use.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 3: Pursue Water Security & Sustainable Management of Water Resources

DOCUMENTS ATTACHMENTS:

[Resolution ERS Funding Amendment](#)

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

**RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO
APPROPRIATE WATER ENTERPRISE FUND BALANCE FOR THE
STONEBRIDGE WELL FILTER MEDIA REPLACEMENT WITH ERS
INDUSTRIAL SERVICES, INC.**

RECITALS

- A. The City Council previously approved a Construction Contract with ERS Industrial Services, Inc. on September 23, 2025 via Resolution 2021-111, authorizing a total project budget of \$190,590 for the Stonebridge Well Filter Media Replacement Project; and
- B. The initial approval assumed that sufficient appropriations were in place within the FY2025/2 Water Enterprise Operating Budget, with the possibility that a mid-year budget adjustment might later be required ; and
- C. Upon further review during implementation, staff has determined that no appropriated funds are available within the FY2025/26 Water Enterprise Operating Budget to cover the previously approved project costs; and
- D. The Water Enterprise Fund has adequate Fund Balance available to fully support this one-time project expense without affecting ongoing operational needs or regulatory requirements; and
- E. A budget amendment is required now rather than mid-year, to appropriate the necessary funds and allow the project to proceed as previously authorized.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Authorizes a budget amendment to increase appropriations in the Water Enterprise Operating Budget, by \$190,590 for the Stonebridge Well Filter Media Replacement.
2. The City Council authorizes the use of Water Enterprise Fund Balance as the funding source for this appropriation.

3. Funding is as follows:

Description	Fund/Funding Source	Expense GL Account	Amount
Increase to Budget Capital Improvement Equipment	561 – Water Enterprise Fund	561-5034-2670	\$190,590

Approved at a Regular Meeting of the St. Helena City Council on November 25, 2025, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	November 25, 2025
FROM:	Stephanie Killingsworth, Public Works Financial Analyst
SUBJECT:	Consideration and Proposed Adoption of a Resolution Authorizing a Budget Amendment to Appropriate Water Enterprise Fund Balance for the Stonebridge Well Filter Media Replacement with ERS Industrial Services, Inc. increasing appropriations by \$190,590 using Water Enterprise Fund Balance.
RECOMMENDED ACTION:	Staff recommends approval of the attached Resolution.
PREVIOUS COUNCIL ACTION:	Resolution 2025-111 - City Council approved a Construction Contract with ERS Industrial Services, Inc. with an authorized total project budget of \$190,590 to be paid with FY2025/26 Water Enterprise Operating Budget.
STATEMENT OF THE PURPOSE:	This item seeks City Councils approval of a budget amendment only. During implementation, staff determined that sufficient appropriations were not available within the FY25/26 Water Enterprise Operating Budget to support the approved Project. Therefore, City Council authorization is required to appropriate use of Water Enterprise Fund Balance to fund the project.
FINANCIAL IMPACT:	The previously approved project cost of \$190,590 was not included in the adopted FY25/26 Water Enterprise Fund Operating Budget. The prior staff report anticipated that a mid-year budget adjustment may be required to maintain adequate operational capacity. Upon further review, staff has determined that no appropriated funds are currently available within the current Operating Budget to support this project. As a result, a budget adjustment is required now, rather than at mid-year, to ensure the project can proceed. Staff recommends increasing appropriations for 561-5034-2670 by \$190,590 using Water Enterprise Fund Balance. This action will ensure that sufficient funding is available while maintaining continuity of operations.

BACKGROUND:

The Stonebridge Wells play a critical role in supplementing the City's water supply during high-demand months. In recent years, the City has received periodic customer complaints related to discoloration and aesthetic quality of water, which can partially be attributed to this site. Although the water remains safe and compliant with regulatory standards, staff has been actively working with consultants and treatment specialists to identify operational improvements.

An evaluation of the Stonebridge Well Filter System determined that the filter media, which is responsible for removing naturally occurring constituents such as iron and manganese, has reached the end of its useful life and is no longer performing efficiently. Replacing the media is necessary to maintain water quality and system reliability.

As part of the City's ongoing efforts to address seasonal water quality issues, staff had an evaluation performed on the condition of the filter media at the Stonebridge Wells. The existing media has been in place for several years and has shown signs of reduced effectiveness in removing iron, manganese, and other naturally occurring constituents that can contribute to water discoloration, taste, and odor concerns.

ERS Industrial Services, Inc., a specialized environmental remediation contractor, has provided a proposal to remove and replace the aging filter media with new, higher-performance material that is expected to enhance treatment efficiency and improve water quality. The scope of work includes removal and disposal of the existing media, cleaning and inspection of the vessels, supply and installation of a new filter gravel, greensand, provided a proposal to remove and replace the aging filter media with new, higher-performance material that is expected to enhance treatment efficiency and improve water quality. The scope of work includes removal and disposal of the existing media, cleaning and inspection of the vessels, supply and installation of a new filter gravel, greensand, and anthracite, and testing to ensure system optimization following installation.

DISCUSSION:

On September 23, 2025 the City Council approved a Construction Contract with ERS Industrial Services, Inc. for replacement of the media requiring a total budget of \$190,590. The scope of work includes removal and disposal of existing media, vessel cleaning and inspection, installation of new filter gravel, greensand, and anthracite, and post-installation testing. The contract terms and scope remain unchanged.

The initial approval assumed that sufficient appropriations were in place within the FY2025/26 Water Enterprise Operating Budget, subject to a possible mid-year budget adjustment. However, during implementation, staff confirmed that current-year operating appropriations cannot support this cost, and the fund does not contain available savings or unused capacity to absorb the expense.

Although the current FY25/26 Water Enterprise Fund Operating Budget does not have adequate appropriated funds, the fund does have sufficient Fund Balance to complete

this one-time expense. To proceed with the project, an immediate budget amendment is necessary. This action allows the project to move forward immediately and removes a fiscal constraint identified after the original approval.

ENVIRONMENTAL REVIEW: The project is exempt from CEQA under Section 15301, Class 1 (Existing Facilities), as it involves repair and maintenance of existing public utility systems without expansion of capacity or use.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 3: Pursue Water Security & Sustainable Management of Water Resources

DOCUMENTS ATTACHMENTS:

[Resolution ERS Funding Amendment](#)

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

**RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO
APPROPRIATE WATER ENTERPRISE FUND BALANCE FOR THE
STONEBRIDGE WELL FILTER MEDIA REPLACEMENT WITH ERS
INDUSTRIAL SERVICES, INC.**

RECITALS

- A. The City Council previously approved a Construction Contract with ERS Industrial Services, Inc. on September 23, 2025 via Resolution 2021-111, authorizing a total project budget of \$190,590 for the Stonebridge Well Filter Media Replacement Project; and
- B. The initial approval assumed that sufficient appropriations were in place within the FY2025/2 Water Enterprise Operating Budget, with the possibility that a mid-year budget adjustment might later be required ; and
- C. Upon further review during implementation, staff has determined that no appropriated funds are available within the FY2025/26 Water Enterprise Operating Budget to cover the previously approved project costs; and
- D. The Water Enterprise Fund has adequate Fund Balance available to fully support this one-time project expense without affecting ongoing operational needs or regulatory requirements; and
- E. A budget amendment is required now rather than mid-year, to appropriate the necessary funds and allow the project to proceed as previously authorized.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

- 1. Authorizes a budget amendment to increase appropriations in the Water Enterprise Operating Budget, by \$190,590 for the Stonebridge Well Filter Media Replacement.
- 2. The City Council authorizes the use of Water Enterprise Fund Balance as the funding source for this appropriation.

3. Funding is as follows:

Description	Fund/Funding Source	Expense GL Account	Amount
Increase to Budget Capital Improvement Equipment	561 – Water Enterprise Fund	561-5034-2670	\$190,590

Approved at a Regular Meeting of the St. Helena City Council on November 25, 2025, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	November 25, 2025
FROM:	Stephanie Killingsworth, Public Works Financial Analyst
SUBJECT:	Consideration and Proposal Approval of Resolutions Authorizing (1) Payment to Larry Walker Associates for Past Wastewater and Groundwater Regulatory Work Efforts in the amount of \$191,209 and Authorizing the Necessary Budget Amendments; and (2) the City Manager to Execute a Professional Services Agreement with Larry Walker Associates for a New Scope of Services and Funding Authorization for Wastewater Regulatory Assistance through June 30, 2027 for a total not-to-exceed \$160,700.
RECOMMENDED ACTION:	Staff recommends approval of the attached Resolution.
PREVIOUS COUNCIL ACTION:	February 14, 2017 - Resolution 2017-15 Approval of a Professional Services Agreement in the amount of \$35,100 for groundwater quality monitoring and reporting at the WWTP. June 13, 2017 - Resolution 2017-77 Approval of a Professional Services Agreement in the amount of \$610,276 for groundwater quality monitoring and reporting at the WWTP. November 28, 2017 - Resolution 2017-154 Approval of Amendment No. 1 to the Professional Services Agreement for an amount of \$25,000. August 14, 2018 - Resolution 2018-018 Approval of a Professional Services Agreement in the amount of \$47,838 to provide Regulatory Assistance for the WWTP. November 9, 2021 - Resolution 2021-140 Approval of a Professional Services Agreement in the amount of \$65,371 to provide Regulatory Assistance for the WWTP.
STATEMENT OF THE PURPOSE:	Obtain City Council authorization to (1) cover past regulatory compliance work completed by Larry Walker Associates (LWA) under expired agreements and authorize the necessary budget amendments, and (2) execution of a new Professional Services Agreement (PSA) with LWA to continue essential wastewater and

	groundwater regulatory services through June 30, 2027.
FINANCIAL IMPACT:	Past Work Payment for the past regulatory work completed by Larry Walker Associates in the amount of \$191,209 is not appropriated in the FY25-26 Wastewater Enterprise Fund Operating Budget. Staff recommends using Wastewater Enterprise Fund Balance to fully fund this outstanding obligation. These monies include accumulated savings from prior-year Public Works Administration operating budgets, which were returned to fund balance at year-end. New Scope of Services Funding for the new Professional Services Agreement not-to-exceed \$160,700 through June 30, 2027 is available within the Public Works Administration operating budget for FY2025-26 and FY2026-27, and no budget adjustment is required for the new contract at this time.

BACKGROUND:

Larry Walker Associates (LWA) has provided regulatory compliance assistance to the City of St. Helena's Wastewater Treatment and Reclamation Facility (WWTP) since 2017. Their work supports the City's compliance with the San Francisco Bay Regional Water Quality Control Board (RWQCB) permits, Water Reclamation Requirements, Sanitary Sewer System Waste Discharge Requirements (WDRs), and various monitoring and reporting mandates.

The City has historically relied on LWA for wastewater regulatory assistance, groundwater monitoring, NPDES compliance reporting, and specialized technical support. Over the past several years, LWA's services have been essential in maintaining the City's compliance with complex and evolving State and regional regulatory requirements.

Past Work

Larry Walker Associates experienced staff turnover and delays in invoicing; however, they continued providing regulatory assistance beyond the expiration of the prior agreement to ensure that the City remained compliant. LWA subsequently submitted four outstanding invoices totaling \$191,209.24 (rounded to \$191,209 for City Council authorization). LWA's November 13, 2025 cover letter provides itemized past-work totals and a reconciliation of hours, tasks, and deliverables completed.

New Scope of Services

To maintain continuity in regulatory compliance, LWA submitted a new proposed Scope of Services through June 30, 2027, with a total not-to-exceed cost of \$160,700. The proposed scope includes ongoing SMRs, pollution prevention reporting, annual reports,

groundwater monitoring, mixing zone study updates, assistance with the NPDES permit renewal process, and SSMP updates, among other regulatory requirements.

DISCUSSION:

Past Work Payment Authorization

The past work performed by Larry Walker Associates between February 2023 and October 2025 was necessary to ensure the City remained in compliance. Work performed included:

- Monthly and annual Self-Monitoring Reports (SMRs)
- NPDES permit renewal application support (ROWD)
- Groundwater sampling, lab coordination, and reporting
- Pollution Prevention Program compliance
- Regulatory correspondence and technical support
- SSMP audit and update preparation
- Operational assistance during staffing shortages and equipment failures

These efforts ensured uninterrupted compliance and prevented potential enforcement actions or penalties. Payment authorization is now requested to reconcile the outstanding balance of \$191,209 for these completed services.

New Professional Services Agreement

The City continues to face significant and ongoing wastewater regulatory requirements, including anticipated updates to NPDES permit conditions, groundwater monitoring obligations, and mandatory SSMP updates. LWA's 2025-2027 Scope of Services provides comprehensive technical, regulatory, and reporting support needed to maintain compliance. Key components of the new scope include:

- Preparation of SMRs, annual reports, and compliance certifications
- Updates to the Pollution Prevention Program
- Support through the NPDES permit reissuance and ROWD process
- Groundwater monitoring, sampling, and analysis
- Mixing zone study coordination and regulatory review
- Technical assistance for emerging regulatory issues and RWQCB directives
- SSMP update and recertification before May 2026 deadline

The new PSA establishes a not-to-exceed cost of \$160,700 through June 30, 2027. This agreement formalizes ongoing services and ensures adequate technical support for the City's complex regulatory environment.

ENVIRONMENTAL REVIEW: Not a CEQA Project.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability
Goal 3: Pursue Water Security & Sustainable Management of Water Resources
Goal 7: Enhance Organizational Effectiveness

DOCUMENTS ATTACHMENTS:

[Resolution A](#)

[LWA St Helena Past Work Effort Cover Letter](#)

[Resolution B](#)

[Larry Walker FY26-27 PSA](#)

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

RESOLUTION AUTHORIZING PAYMENT TO LARRY WALKER ASSOCIATES FOR PAST WASTEWATER AND GROUNDWATER REGULATORY WORK EFFORTS IN THE AMOUNT OF \$191,209 AND AUTHORIZING THE NECESSARY BUDGET AMENDMENTS.

RECITALS

- A. Larry Walker Associates (LWA) has provided regulatory compliance services to ensure the City's adherence to State and regional wastewater and groundwater regulatory requirements; and
- B. LWA continued providing essential regulatory support beyond the expiration of the prior agreement. Due to LWA's internal staffing turnover and delays in invoicing, the City did not receive timely invoices for work performed between February 2023 and October 2025; and
- C. As a result of these delays, the City now has outstanding invoices totaling \$191,209 requiring Council authorization for payment; and
- D. Payment for these past services was not appropriated in the FY2025-26 Wastewater Enterprise Fund Operating Budget; and
- E. Sufficient funding is available within the Wastewater Enterprise Fund Balance, including accumulated savings from prior-year Public Works Administration operating budgets that reverted to fund balance at year-end; and
- F. A budget amendment is required to appropriate these funds for payment.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Authorizes payment to Larry Walker Associates in the amount of \$191,209 for past wastewater and groundwater regulatory work efforts.
2. Authorizes a budget amendment appropriating \$191,209 from the Wastewater Enterprise Fund Balance to the applicable operating expenditure account to fund this payment.

3. Funding is as follows:

Description	Fund/Funding Source	Expense GL Account	Amount
PW Admin Professional Contracts	571 – Wastewater Enterprise	571-5000-2130	\$191,209

Approved at a Regular Meeting of the St. Helena City Council on November 25, 2025,
by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk



2246 Sixth Street
Berkeley, CA 94710

510. 883. 9873
info@lwa.com
www.lwa.com

November 13, 2025

Joseph Leach
City of St. Helena
1088 College Avenue
St. Helena, CA 95574
jleach@cityofsthelena.gov

Subject: Wastewater and Groundwater Regulatory Services: Progress Report and Contracting

Dear Mr. Leach,

Larry Walker Associates (LWA) has been providing regulatory assistance to the City of St. Helena (City) since 2005. Most recently, we have been assisting with wastewater compliance for the City's wastewater treatment plant (WWTRP) under contract 2022-031 and with groundwater monitoring under P.O. 14117.

In the time since these contracts have started, the LWA management team for the City's contract has undergone staffing changes. Although the initial contract periods have expired, work continued as LWA was committed to ensure the City continued environmental compliance. Invoices for these services were delayed but are now enclosed for your review. Enclosed, please find four invoices covering work efforts for February 2023 to October 2025 for wastewater regulatory assistance (invoices 00110.24-17 and 00110.24-18) and for October 2024 to October 2025 for groundwater monitoring and reporting (invoices 00110.19-80 and 00110.19-81). In total, the compensation amount for this past work effort is \$191,208.24.

The enclosed invoices include detailed information on personnel, hours, and task descriptions on a monthly basis. The work effort completed has always been at the direction of City staff, and has ensured the City's compliance with requirements mandated by the Regional and State Water Resources Control Boards.

In the period covered by these work efforts, LWA has assisted the WWTRP team through several staffing transitions, helped staff navigate complex regulatory requirements, prepared monthly and annual self-monitoring reports for the WWTRP, completed the WWTRP National Pollutant Discharge Elimination System (NPDES) permit renewal application, updated the City's Sewer System Management Plan, and performed groundwater sampling required by the City's 2016 Cease and Desist Order.

We appreciate your assistance in this matter. Our efforts have ensured uninterrupted compliance and supported the City through critical regulatory transitions. It has always been a pleasure to work with City of St. Helena staff and support the City's continued commitment to protecting the environment. We look forward to continuing this work and have completed a proposal and scope of services to continue this assistance through June 30, 2027 (submitted separately).

Please let me know if you have any questions. I can be reached at 415-378-2780 or alinac@lwa.com.

Sincerely,

Alina Constantinescu, Senior Engineer
Larry Walker Associates, Inc.

LARRY WALKER ASSOCIATES
WASTEWATER AND GROUNDWATER REGULATORY SERVICES: PROGRESS REPORT AND CONTRACTING

1



1480 Drew Avenue
Suite 100
Davis, CA 95618

530.753.6400
ar@lwa.com
lwa.com

City of St. Helena
Attn: Accounts Payable
1088 College Ave.
St. Helena, CA 94574

November 10, 2025
Project No. - Invoice No: 00110.19-80

CITY OF ST. HELENA GROUNDWATER MONITORING AND REPORTING	
Project: 00110.19	
PO 14117	
For Services Rendered Through 7/31/2025	

TOTAL PER TASK SUMMARY	
001 - Development of Monitoring Well Network and Monitoring Well Installation	\$.00
002 - Prepare a Sampling and Analysis Plan	\$.00
003 - Monitoring Preparation	\$7,926.40
004 - Perform Monitoring	\$10,521.41
005 - Review and Compile Analytical Data	\$359.50
006 - Groundwater Fate and Transport Modelling	\$.00
007 - Interim Groundwater Monitoring Report	\$5,467.00
008 - Bi-Annual Groundwater Monitoring Report	\$.00
009 - Project Management	\$470.75
TOTAL AMOUNT DUE THIS INVOICE	\$24,745.06

Please remit payment to
Larry Walker Associates, Inc.
1480 Drew Avenue, Suite 100
Davis, CA 95618

Project 00110.19 CITY OF ST. HELENA GROUNDWATER MONITORING AND REPORTING

Invoice 00110.19-80



1480 Drew Avenue
Suite 100
Davis, CA 95618
530.753.6400
ar@lwa.com
lwa.com

City of St. Helena
Attn: Accounts Payable
1088 College Ave.
St. Helena, CA 94574

November 10, 2025
Project No. - Invoice No: 00110.19-80

CITY OF ST. HELENA GROUNDWATER MONITORING AND REPORTING
Project: 00110.19
PO 14117
For Services Rendered Through 7/31/2025

003 - Monitoring Preparation

LWA Professional Services

Employee	Title	Hours	Rate	Amount
Constantinescu, Alina	Senior I	.50	269.00	\$134.50
Diaz Casanueva, Jose	Project Level II-B	3.50	221.00	\$773.50
Kornegay, Travis	Project Level I-C	16.25	150.00	\$2,437.50
Lee, Brandon Tze-Hung	Project Level I-B	25.50	176.00	\$4,488.00
McFadin, Sophie	Project Level II-B	.25	221.00	\$55.25
Total Professional Services for 003				\$7,888.75

Reimbursables

Payee	Expense Code	Comment	Date	Qty	Unit Rate	Amount
Lee, Brandon Tze-Hung	Meals	Lunch - St. Helena	11/12/2024	1.00	21.72	\$21.72
Lee, Brandon Tze-Hung	Supplies & Materials	Ice	6/2/2025	1.00	15.93	\$15.93
Total Reimbursable for 003						\$37.65

Total Charges for 003 \$7,926.40

004 - Perform Monitoring

LWA Professional Services

Employee	Title	Hours	Rate	Amount
Diaz Casanueva, Jose	Project Level II-B	.50	221.00	\$110.50
Kornegay, Travis	Project Level I-C	11.25	150.00	\$1,687.50
Total Professional Services for 004				\$1,798.00

Project 00110.19 CITY OF ST. HELENA GROUNDWATER MONITORING AND REPORTING

Invoice 00110.19-80

Reimbursables

Payee	Expense Code	Comment	Date	Qty	Unit Rate	Amount
Equipment Rental	Equipment Rental	Field Rig (field vehicle and all equipment) 1 day used @ \$200/day	11/25/2024	1.00	200.00	\$200.00
Kornegay, Travis	Supplies & Materials	Ice	11/11/2024	1.00	15.13	\$15.13
Laurenson, Brian	Taxi/Limo/Bus/Auto Rental	Enterprise 8G3TXK	6/6/2025	1.00	162.58	\$162.58
Total Reimbursable for 004						\$377.71

Outside Services

Payee	Invoice	Date	Invoice Total	Markup	Amount
Caltest Analytical Laboratory	725146	12/11/2024	3,540.60	1.10	\$3,894.66
Caltest Analytical Laboratory	731023	6/23/2025	4,046.40	1.10	\$4,451.04
Total Outside Services for 004					\$8,345.70
Total Charges for 004					\$10,521.41

005 - Review and Compile Analytical Data**LWA Professional Services**

Employee	Title	Hours	Rate	Amount
Constantinescu, Alina	Senior I	.50	269.00	\$134.50
Kornegay, Travis	Project Level I-C	1.50	150.00	\$225.00
Total Professional Services for 005				\$359.50
Total Charges for 005				\$359.50

007 - Interim Groundwater Monitoring Report**LWA Professional Services**

Employee	Title	Hours	Rate	Amount
Constantinescu, Alina	Senior I	8.00	269.00	\$2,152.00
Diaz Casanueva, Jose	Project Level II-B	15.00	221.00	\$3,315.00
Total Professional Services for 007				\$5,467.00
Total Charges for 007				\$5,467.00

009 - Project Management**LWA Professional Services**

Employee	Title	Hours	Rate	Amount
Constantinescu, Alina	Senior I	1.75	269.00	\$470.75
Total Professional Services for 009				\$470.75
Total Charges for 009				\$470.75

Invoice Amount**\$24,745.06**

Billing Limits				
Current Invoice	Previously Invoiced	Total Invoiced	Budget	Remaining Budget
\$24,745.06	\$612,779.61	\$637,524.67	\$610,376.00	(\$27,148.67)

Project 110.19 Groundwater Monitoring and Reporting**Invoice 00110.19-80 for October 2024 to July 2025 Work Effort**

Key for cost tables shown below:					
Date	Employee Name	Employee Title	Hours	Hourly Rat	Cost
10/29/2024	Diaz Casanueva, Jose	Project Level II-B	0.25	\$ 221.00	\$ 55.25
October 2024					
Task 3: Monitoring Preparation					
Prepare for 4th Quarter 2024 monitoring event (completed 11/12/24): scheduling and team coordination, reserving rental car, coordinating with Caltest, preparing sample bottles and equipment					
10/29/2024	Diaz Casanueva, Jose	Project Level II-B	0.25	\$ 221.00	\$ 55.25
10/29/2024	Kornegay, Travis	Project Level I-C	0.50	\$ 150.00	\$ 75.00
10/29/2024	McFadin, Sophie	Project Level II-B	0.25	\$ 221.00	\$ 55.25
10/30/2024	Diaz Casanueva, Jose	Project Level II-B	0.50	\$ 221.00	\$ 110.50
10/30/2024	Kornegay, Travis	Project Level I-C	0.50	\$ 150.00	\$ 75.00
10/31/2024	Kornegay, Travis	Project Level I-C	0.25	\$ 150.00	\$ 37.50
<i>Task 3 subtotal</i>					\$ 408.50
Task 7: Interim Groundwater Monitoring Report					
Team discussion and review of requirements for 4th Quarter 2024 monitoring report.					
10/1/2024	Constantinescu, Alina	Senior I	2.50	\$ 269.00	\$ 672.50
10/1/2024	Diaz Casanueva, Jose	Project Level II-B	0.75	\$ 269.00	\$ 165.75
<i>Task 7 subtotal</i>					\$ 838.25
Task 9: Project Management					
Project team coordination, timesheets and expense reviews for invoicing.					
10/24/2024	Constantinescu, Alina	Senior I	0.50	\$ 269.00	\$ 134.50
10/30/2024	Constantinescu, Alina	Senior I	1.00	\$ 269.00	\$ 269.00
<i>Task 9 subtotal</i>					\$ 403.50
October 2024 Work Effort Total					\$ 1,650.25
November 2024					
Task 3: Monitoring Preparation					
Prepare for 4th Quarter 2024 monitoring event (completed 11/12/24): scheduling and team coordination, coordinating with Caltest, preparing sample bottles and equipment					
11/4/2024	Kornegay, Travis	Project Level I-C	0.75	\$ 150.00	\$ 112.50
11/8/2024	Kornegay, Travis	Project Level I-C	0.75	\$ 150.00	\$ 112.50
11/11/2024	Kornegay, Travis	Project Level I-C	0.75	\$ 150.00	\$ 112.50
11/11/2024	Lee, Brandon Tze-Hung	Project Level I-B	1.75	\$ 176.00	\$ 308.00
11/12/2024	Kornegay, Travis	Project Level I-C	9.75	\$ 150.00	\$ 1,462.50
11/12/2024	Lee, Brandon Tze-Hung	Project Level I-B	10.50	\$ 176.00	\$ 1,848.00
11/18/2024	Kornegay, Travis	Project Level I-C	0.25	\$ 150.00	\$ 37.50
11/18/2024	Lee, Brandon Tze-Hung	Project Level I-B	0.25	\$ 176.00	\$ 44.00
11/21/2024	Kornegay, Travis	Project Level I-C	0.25	\$ 150.00	\$ 37.50
11/12/2024	Reimbursable:	Field expenses (meals)			\$ 21.72
<i>Task 3 subtotal</i>					\$ 4,096.72
Task 4: Perform Monitoring					
Conduct 4th Quarter 2024 monitoring event (completed 11/12/24): team coordination, travel and site visit at St. Helena WWTRP, monitoring paperwork					
11/1/2024	Diaz Casanueva, Jose	Project Level II-B	0.25	\$ 221.00	\$ 55.25
11/4/2024	Diaz Casanueva, Jose	Project Level II-B	0.25	\$ 221.00	\$ 55.25
11/25/2024	Reimbursable:	Rent field vehicle and equip	1.00	\$ 200.00	\$ 200.00
11/11/2024	Reimbursable:	Ice for sample preservation			\$ 15.13
<i>Task 4 subtotal</i>					\$ 325.63
November 2024 Work Effort Total					\$ 4,422.35

Project 110.19 Groundwater Monitoring and Reporting**Invoice 00110.19-80 for October 2024 to July 2025 Work Effort**

Key for cost tables shown below:					
Date	Employee Name	Employee Title	Hours	Hourly Rat	Cost
↓	↓	↓	↓	↓	↓
10/29/2024	Diaz Casanueva, Jose	Project Level II-B	0.25	\$ 221.00	\$ 55.25
December 2024					
Task 7: Interim Groundwater Monitoring Report					
Review Caltest Lab Report and draft 4th Quarter 2024 monitoring report.					
12/20/2024	Diaz Casanueva, Jose	Project Level II-B	1.75	\$ 221.00	\$ 386.75
12/23/2024	Diaz Casanueva, Jose	Project Level II-B	7.50	\$ 221.00	\$ 1,657.50
12/11/2024	Outside Services:	Caltest Analytical Laborator	10% markup	\$ 3,540.60	\$ 3,894.66
<i>Task 7 subtotal</i>					\$ 5,938.91
December 2024 Work Effort Total					\$ 5,938.91
January 2025					
Task 7: Interim Groundwater Monitoring Report					
Review and finalize 4th Quarter 2024 monitoring report.					
1/2/2025	Diaz Casanueva, Jose	Project Level II-B	1.25	\$ 221.00	\$ 276.25
1/3/2025	Constantinescu, Alina	Senior I	1.00	\$ 269.00	\$ 269.00
1/31/2025	Constantinescu, Alina	Senior I	0.25	\$ 269.00	\$ 67.25
<i>Task 7 subtotal</i>					\$ 612.50
Task 9: Project Management					
Project team coordination, timesheets and expense reviews for invoicing.					
1/7/2025	Constantinescu, Alina	Senior I	0.25	\$ 269.00	\$ 67.25
<i>Task 9 subtotal</i>					\$ 67.25
January 2025 Work Effort Total					\$ 679.75
April 2025					
Task 3: Monitoring Preparation					
Prepare for 1st Semi-Annual 2025 monitoring event (completed 6/3/25): scheduling and team coordination, review of requirements for monitoring report.					
4/2/2025	Constantinescu, Alina	Senior I	0.25	\$ 269.00	\$ 67.25
4/23/2025	Diaz Casanueva, Jose	Project Level II-B	2.75	\$ 221.00	\$ 607.75
4/28/2025	Constantinescu, Alina	Senior I	0.25	\$ 269.00	\$ 67.25
<i>Task 3 subtotal</i>					\$ 742.25
April 2025 Work Effort Total					\$ 742.25
May 2025					
Task 3: Monitoring Preparation					
Prepare for 1st Semi-Annual 2025 monitoring event (completed 6/3/25): scheduling and team coordination					
5/14/2025	Kornegay, Travis	Project Level I-C	0.25	\$ 150.00	\$ 37.50
<i>Task 3 subtotal</i>					\$ 37.50
May 2025 Work Effort Total					\$ 37.50

Project 110.19 Groundwater Monitoring and Reporting**Invoice 00110.19-80 for October 2024 to July 2025 Work Effort**

Key for cost tables shown below:					
Date	Employee Name	Employee Title	Hours	Hourly Rat	Cost
↓	↓	↓	↓	↓	↓
10/29/2024	Diaz Casanueva, Jose	Project Level II-B	0.25	\$ 221.00	\$ 55.25
June 2025					
Task 3: Monitoring Preparation					
Prepare for 1st Semi-Annual 2025 monitoring event (completed 6/3/25): scheduling and team coordination, coordinating with Caltest, preparing sample bottles and equipment					
6/2/2025	Kornegay, Travis	Project Level I-C	2.25	\$ 150.00	\$ 337.50
6/2/2025	Lee, Brandon Tze-Hung	Project Level I-B	0.75	\$ 176.00	\$ 132.00
6/3/2025	Lee, Brandon Tze-Hung	Project Level I-B	12.00	\$ 176.00	\$ 2,112.00
6/8/2025	Lee, Brandon Tze-Hung	Project Level I-B	0.25	\$ 176.00	\$ 44.00
6/2/2025	Reimbursables:	Ice for sample preservation			\$ 15.93
<i>Task 3 subtotal</i>					<i>\$ 2,641.43</i>
Task 4: Perform Monitoring					
Conduct 1st Semi-Annual 2025 monitoring event (completed 6/3/25): team coordination, travel and site visit at St. Helena WWTRP, monitoring paperwork					
6/3/2025	Kornegay, Travis	Project Level I-C	10.50	\$ 150.00	\$ 1,575.00
6/4/2025	Kornegay, Travis	Project Level I-C	0.75	\$ 150.00	\$ 112.50
6/6/2025	Reimbursable:	Rent field vehicle	1.00	\$ 162.58	\$ 162.58
6/23/2025	Outside Services:	Caltest Analytical Laborator	10% markup	\$ 4,046.40	\$ 4,451.04
<i>Task 4 subtotal</i>					<i>\$ 6,301.12</i>
Task 5: Review and Compile Analytical Data					
Review Caltest Lab Report and prepare data analysis for 1st Semi-Annual 2025 monitoring report.					
6/23/2025	Constantinescu, Alina	Senior I	0.50	\$ 269.00	\$ 134.50
6/5/2025	Kornegay, Travis	Project Level I-C	1.00	\$ 150.00	\$ 150.00
6/9/2025	Kornegay, Travis	Project Level I-C	0.50	\$ 150.00	\$ 75.00
<i>Task 5 subtotal</i>					<i>\$ 359.50</i>
Task 7: Interim Groundwater Monitoring Report					
Draft, review, and finalize 1st Semi-Annual 2025 monitoring report.					
6/30/2025	Constantinescu, Alina	Senior I	4.00	\$ 269.00	\$ 1,076.00
6/30/2025	Diaz Casanueva, Jose	Project Level II-B	3.75	\$ 221.00	\$ 828.75
<i>Task 7 subtotal</i>					<i>\$ 1,904.75</i>
June 2025 Work Effort Total					\$ 11,206.80
July 2025					
Task 7: Interim Groundwater Monitoring Report					
Finalize and submit 1st Semi-Annual 2025 monitoring report.					
7/1/2025	Constantinescu, Alina	Senior I	0.25	\$ 269.00	\$ 67.25
<i>Task 7 subtotal</i>					<i>\$ 67.25</i>
July 2025 Work Effort Total					\$ 67.25
Total for Invoice 00110.19-80					\$ 24,745.06

Project 00110.19 CITY OF ST. HELENA GROUNDWATER MONITORING AND REPORTING

Invoice 00110.19-80

Receipts

employees

Lee, Brandon Tze-Hung

Giugni's Deli

1227 Main St November 12, 2024
 SAINT HELENA, 1:41 PM
 CA Giugni's
 94574
 (707) 963-3421
 giugni's.com

Ticket: Order
 Receipt: r37Z
 Authorization: 03429D

VISA CREDIT
 AID A0 00 00 00 03 10 10
 Verified on Device

TO GO

Sandwich Take Out	\$15.00
2 (\$1.25), Special Rolls (\$0.75)	
Calypso triple melon lemonade	\$3.89
Subtotal	\$18.89
Tip	\$2.83
Total	\$21.72
Visa 7690 (Contactless)	\$21.72

Project 00110.19 CITY OF ST. HELENA GROUNDWATER MONITORING AND REPORTING

Invoice 00110.19-80

SAFEWAY 

Store 1561 Dir Lloyd Asato
Main:(530) 792-8500
2121 Cowell Blvd.
DAVIS CA 95617


00156100600952506021122

YOUR CASHIER TODAY WAS Alyssa

REFRIG/FROZEN		Price	You Pay
7460835016	2@ ARCTIC GLACIER ICE	14.58	14.58 B
	TAX		1.35
	**** BALANCE		15.93

Credit Purchase 06/02/25 11:22
CARD # *****7690
REF: 662225476900 AUTH: 0006793C

PAYMENT AMOUNT 15.93

AL VISA CREDIT
AID A0000000031010
TVR 0000000000

Visa	15.93
CHANGE	0.00

YOUR POINTS
Points Earned Today 19
Points Available 71

TOTAL NUMBER OF ITEMS SOLD = 2
06/02/25 11:22 1561 6 95 0993

Thank you for shopping Safeway!
For SAFEWAY FOR U questions call
877-276-9637 or Safeway.com/foru

** **

Project 00110.19 CITY OF ST. HELENA GROUNDWATER MONITORING AND REPORTING

Invoice 00110.19-80

Kornegay, Travis



Larry Walker Associates Field Equipment Usage Record

The purpose of this form is to record usage of LWA owned field equipment.
Complete this form after each field event and submit to the LWA accounting department.
If multiple events are conducted, a single form may be submitted at the end of each month.

Project Number: 110.19 **Task:** 4

Date(s) of Use: 11/14/2024

Item	Daily Rate	Days Used	Total per Item
Single-parameter Meters & Equipment	\$30		\$0
Digital Flow Meter	\$60		\$0
Multi-parameter Field Meters & Sondes	\$100		\$0
Field Rig (field vehicle and all equipment)	\$200	1	\$200
Survey grade RTK-GPS	\$250		\$0
Sontek RiverSurveyor	\$250		\$0
Tracer study and sensor mapping equipment	\$250		\$0
Total:			\$200

Date: 11/25/2024
Submitted By: Travis Kornegay



5055 CHILES RD
DAVIS, CA 95616-4439

Rental Agreement #:
Bill Ref #:
Invoice Date:
Account #:

8G3TXK
1080-1333-1453
06/04/2025
XZSBC03

BILL TO

LARRY WALKER ASSOCIATES
ATTN: NICOLE COLLINS
1480 DREW AVE
STE 100
DAVIS, CA - 95618

RENTAL INFORMATION

Date/Time Out 06/02/2025 04:23 PM **Date/Time In** 06/03/2025 05:48 PM

Renter
LEE, BRANDON

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out In
SILVER	T013UX	ROGU	8FN62Y	36,500 36,537

VIN: 5N1BT3BB8RC705166

CLAIM INFORMATION

Claim# / PO# / RO# **Insured**

Date of Loss **Type of Loss** **Type of Vehicle**

Repair Shop

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	1 HR	48.50	48.50
TIME & DISTANCE	1 DAY	97.00	97.00
Subtotal			145.50
VEHICLE LICENSE RECOVERY FEE	2 DAY	1.81	3.62
SALES TAX	PCT	9.25	13.46
Total Charges (USD)			162.58

PAYMENTS

Deposit Settlement Visa -162.58

Total Payments (USD) **-162.58**

Amount Due (USD) **0.00**

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

For Billing Inquiries / Payment Terms :

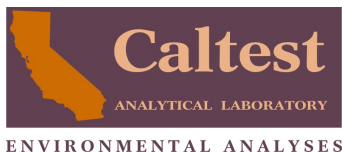
Tel#: +1 9184016000
askaradmin@em.com
Payments are due immediately.
Late payments are subject to a finance charge.



Thank You For Choosing Enterprise

Please Return This Portion With Remittance		Amount Due (USD) 0.00	
Remit To : EAN SERVICES, LLC PO BOX 402383 ATLANTA, GA 30384-2383		Paid By: LARRY WALKER ASSOCIATES 1480 DREW AVE STE 100 DAVIS, CA 95618	
Email Remit To: ARADMIN@EM.COM			
Fed Tax Id: 430724835	Account # XZSBC03	Rental Agreement 8G3TXK	Amount 0.00
			GPBR 3005

NELAP/ORELAP Certification 4036



CA-ELAP Certification 1664

Invoice**Invoice No: 725146****Lab Order:** Z110479**Project:** ST HELENA WWTRP**Sampled:** Client**Invoice Date:** 12/11/2024**Received:** 11/12/2024**Invoice Terms **:** Net 30**Purchase Auth/PO:**

Invoice To: Accounts Payable
 Larry Walker and Associates
 1480 Drew Avenue, Suite 100
 Davis, CA 95618

Report To: Alina Constantinescu (510)883-9873
 Larry Walker & Associates
 1480 Drew Avenue, Suite 100
 Davis, CA 95618

110.19 Task 4

CC:

Description	TAT	Quantity	Unit Price	Total Cost
Ammonia as Nitrogen (NH3-N)	Standard	7	\$52.20	\$365.40
Biochemical Oxygen Demand (BOD)	Standard	7	\$66.60	\$466.20
Chloride, by Ion Chromatography	Standard	7	\$56.70	\$396.90
Nitrate, as N, by Ion Chromatography	Standard	7	\$56.70	\$396.90
Nitrogen, Total Kjeldahl (TKN)	Standard	7	\$82.80	\$579.60
Solids, Total Suspended (TSS)	Standard	7	\$45.90	\$321.30
Total Coliform - 15 Tube MPN	Standard	7	\$82.80	\$579.60
Total Dissolved Solids (TDS)	Standard	7	\$62.10	\$434.70
			Total	\$3,540.60

Invoice Notes**Please reference the invoice number on your check and remit to:**

Caltest Analytical Laboratory
 1885 North Kelly Road
 Napa, California 94558
 (707) 258-4000

****Payment due NET days from Invoice Date or Prior to Release of results if COD
 Past Due Balances subject to a FINANCE CHARGE of 1.5% per month.**

***** Securely pay invoices online at CaltestLabs.com *****

12/11/2024 08:30

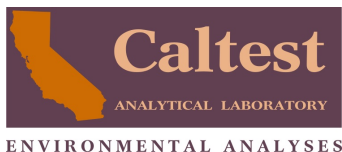
Page 1 of 1



1885 North Kelly Road • Napa, California 94558
 (707) 258-4000 • e-mail: info@caltestlabs.com



NELAP/ORELAP Certification 4036



CA-ELAP Certification 1664

Invoice**Invoice No: 731023****Lab Order:**A060162**Project:**ST HELENA WWTRP**Sampled:** BRANDON LEE**Invoice Date:** 06/23/2025**Received:** 06/03/2025**Invoice Terms **:** Net 30**Purchase Auth/PO:**

Invoice To: Accounts Payable
Larry Walker and Associates
1480 Drew Avenue, Suite 100
Davis, CA 95618

Report To: Alina Constantinescu (510)883-9873
Larry Walker & Associates
1480 Drew Avenue, Suite 100
Davis, CA 95618

110.19 Task 04

CC:

Description	TAT	Quantity	Unit Price	Total Cost
Ammonia as Nitrogen (NH3-N)	Standard	8	\$52.20	\$417.60
Biochemical Oxygen Demand (BOD)	Standard	8	\$66.60	\$532.80
Chloride, by Ion Chromatography	Standard	8	\$56.70	\$453.60
Nitrate, as N, by Ion Chromatography	Standard	8	\$56.70	\$453.60
Nitrogen, Total Kjeldahl (TKN)	Standard	8	\$82.80	\$662.40
Solids, Total Suspended (TSS)	Standard	8	\$45.90	\$367.20
Total Coliform - 15 Tube MPN	Standard	8	\$82.80	\$662.40
Total Dissolved Solids (TDS)	Standard	8	\$62.10	\$496.80
			Total	\$4,046.40

Invoice Notes**Please reference the invoice number on your check and remit to:**

Caltest Analytical Laboratory
1885 North Kelly Road
Napa, California 94558
(707) 258-4000

****Payment due NET days from Invoice Date or Prior to Release of results if COD
Past Due Balances subject to a FINANCE CHARGE of 1.5% per month.**

***** Securely pay invoices online at CaltestLabs.com *****

06/23/2025 14:14

Page 1 of 1



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(707) 258-4000 • e-mail: info@caltestlabs.com





1480 Drew Avenue
Suite 100
Davis, CA 95618

530.753.6400
ar@lwa.com
lwa.com

City of St. Helena
Attn: Accounts Payable
1088 College Ave.
St. Helena, CA 94574

November 10, 2025
Project No. - Invoice No: 00110.19-81

CITY OF ST. HELENA GROUNDWATER MONITORING AND REPORTING	
Project: 00110.19	
PO 14117	
For Services Rendered Through 10/31/2025	

TOTAL PER TASK SUMMARY	
001 - Development of Monitoring Well Network and Monitoring Well Installation	\$.00
002 - Prepare a Sampling and Analysis Plan	\$.00
003 - Monitoring Preparation	\$706.93
004 - Perform Monitoring	\$3,974.00
005 - Review and Compile Analytical Data	\$.00
006 - Groundwater Fate and Transport Modelling	\$.00
007 - Interim Groundwater Monitoring Report	\$.00
008 - Bi-Annual Groundwater Monitoring Report	\$.00
009 - Project Management	\$.00
TOTAL AMOUNT DUE THIS INVOICE	\$4,680.93

Please remit payment to
Larry Walker Associates, Inc.
1480 Drew Avenue, Suite 100
Davis, CA 95618

Project 00110.19 CITY OF ST. HELENA GROUNDWATER MONITORING AND REPORTING

Invoice 00110.19-81



1480 Drew Avenue
Suite 100
Davis, CA 95618
530.753.6400
ar@lwa.com
lwa.com

City of St. Helena
Attn: Accounts Payable
1088 College Ave.
St. Helena, CA 94574

November 10, 2025
Project No. - Invoice No: 00110.19-81

CITY OF ST. HELENA GROUNDWATER MONITORING AND REPORTING
Project: 00110.19
PO 14117
For Services Rendered Through 10/31/2025

003 - Monitoring Preparation

LWA Professional Services

Employee	Title	Hours	Rate	Amount
Diaz Casanueva, Jose	Project Level II-B	.25	221.00	\$55.25
Kornegay, Travis	Project Level I-C	4.25	150.00	\$637.50
Total Professional Services for 003				\$692.75

Reimbursables

Payee	Expense Code	Comment	Date	Qty	Unit Rate	Amount
Lee, Brandon Tze-Hung	Supplies & Materials	Ice	10/16/2025	1.00	14.18	\$14.18
Total Reimbursable for 003						\$14.18

Total Charges for 003 \$706.93

004 - Perform Monitoring

LWA Professional Services

Employee	Title	Hours	Rate	Amount
Constantinescu, Alina	Senior I	.50	269.00	\$134.50
Kornegay, Travis	Project Level I-C	11.25	150.00	\$1,687.50
Wojcikowski, Camille	Project Level I-B	10.50	176.00	\$1,848.00
Total Professional Services for 004				\$3,670.00

Project 00110.19 CITY OF ST. HELENA GROUNDWATER MONITORING AND REPORTING

Invoice 00110.19-81

Reimbursables

Payee	Expense Code	Comment	Date	Qty	Unit Rate	Amount
Equipment Rental	Equipment Rental	Field Rig (field vehicle and all equipment) 1 day 1 hour used at \$200/day	10/22/2025	1.00	220.00	\$220.00
Woicekowski, Camille	Mileage	Drive to St. Helena groundwater monitoring	10/21/2025	120.00	0.70	\$84.00
Total Reimbursable for 004						\$304.00
Total Charges for 004						\$3,974.00

Invoice Amount

\$4,680.93

Billing Limits				
Current Invoice	Previously Invoiced	Total Invoiced	Budget	Remaining Budget
\$4,680.93	\$637,524.67	\$642,205.60	\$610,376.00	(\$31,829.60)

Project 110.19 Groundwater Monitoring and Reporting**Invoice 00110.19-81 for August 2025 to October 2025 Work Effort***

*Note: no charges for August 2025 and September 2025

Key for cost tables shown below:					
Date	Employee Name	Employee Title	Hours	Hourly Rat	Cost
↓	↓	↓	↓	↓	↓
10/3/2025	Diaz Casanueva, Jose	Project Level II-B	0.25	\$ 221.00	\$ 55.25

October 2025**Task 3: Monitoring Preparation**

Prepare for 2nd Semi-Annual 2025 monitoring event (conducted 10/21/2025): scheduling and team coordination, review of requirements for monitoring report, prepare bottles and equipment.

10/3/2025	Diaz Casanueva, Jose	Project Level II-B	0.25	\$ 221.00	\$ 55.25
10/3/2025	Kornegay, Travis	Project Level I-C	0.25	\$ 150.00	\$ 37.50
10/8/2025	Kornegay, Travis	Project Level I-C	0.50	\$ 150.00	\$ 75.00
10/15/2025	Kornegay, Travis	Project Level I-C	0.50	\$ 150.00	\$ 75.00
10/16/2025	Kornegay, Travis	Project Level I-C	0.25	\$ 150.00	\$ 37.50
10/16/2025	Reimbursable	Ice for sample preservation			\$ 14.18
10/17/2025	Kornegay, Travis	Project Level I-C	0.50	\$ 150.00	\$ 75.00
10/20/2025	Kornegay, Travis	Project Level I-C	2.25	\$ 150.00	\$ 337.50
<i>Task 3 subtotal</i>				\$	<i>706.93</i>

Task 4: Perform Monitoring

Conduct 2nd Semi-Annual 2025 monitoring event (conducted 10/21/2025): team coordination, travel and site visit at St. Helena WWTRP, monitoring paperwork, equipment rental, and supplies.

10/6/2025	Constantinescu, Alina	Senior I	0.25	\$ 269.00	\$ 67.25
10/8/2025	Constantinescu, Alina	Senior I	0.25	\$ 269.00	\$ 67.25
10/20/2025	Wojcikowski, Camille	Project Level I-B	0.25	\$ 176.00	\$ 44.00
10/21/2025	Kornegay, Travis	Project Level I-C	9.75	\$ 150.00	\$ 1,462.50
10/21/2025	Wojcikowski, Camille	Project Level I-B	10.00	\$ 176.00	\$ 1,760.00
10/21/2025	Reimbursable	Field vehicle rental (1day, 1hr)	1.10	\$ 200.00	\$ 220.00
10/22/2025	Kornegay, Travis	Project Level I-C	1.50	\$ 150.00	\$ 225.00
10/22/2025	Reimbursable	Mileage	120.00	\$ 0.70	\$ 84.00
10/31/2025	Wojcikowski, Camille	Project Level I-B	0.25	\$ 176.00	\$ 44.00
<i>Task 9 subtotal</i>				\$	<i>3,974.00</i>

October 2024 Work Effort Total \$ 4,680.93**Total for Invoice 00110.19-81 \$ 4,680.93**

Larry Walker Associates Field Equipment Usage Record

The purpose of this form is to record usage of LWA owned field equipment.
Complete this form after each field event and submit to the LWA accounting department.
If multiple events are conducted, a single form may be submitted at the end of each month.

Project Number: 110.19 **Task:** 4

Date(s) of Use: 10/21/25 (25 hours)

Item	Daily Rate	Days Used	Total per Item
Single-parameter Meters & Equipment	\$30		\$0
Digital Flow Meter	\$60		\$0
Multi-parameter Field Meters & Sondes	\$100		\$0
Field Rig (field vehicle and all equipment)	\$200	1.1	\$220
Survey grade RTK-GPS	\$250		\$0
Sontek RiverSurveyor	\$250		\$0
Tracer study and sensor mapping equipment	\$250		\$0
Total:			\$220

Date: 10/22/2025

Submitted By: Travis Kornegay

SAFeway

Store 1561 Dir Lloyd Asato
Main: (530) 792-8500
2121 Cowell Blvd.
DAVIS CA 95617


 00156105201122510201519

YOUR CASHIER TODAY WAS SELF

REFRIG/FROZEN	Price	You Pay
7460835016 2@ ARCTIC GLACIER ICE	12.98	12.98 B
TAX		1.20
**** BALANCE		14.18

Credit Purchase 10/20/25 15:19
 CARD # *****8932
 REF: 211932489320 AUTH: 0008017D

PAYMENT AMOUNT 14.18

AL VISA CREDIT
 AID A0000000031010
 TVR 0000000000

Visa	14.18
CHANGE	0.00

Points expiring 10/31/25 39

YOUR POINTS

Points Earned Today 12
 Points Available 88

TOTAL NUMBER OF ITEMS SOLD = 2
 10/20/25 15:19 1561 52 112 8852

Thank you for shopping Safeway!
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 877-276-9637 or Safeway.com/foru

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530.753.6400
ar@lwa.com
lwa.com

City of St. Helena
Attn: Accounts Payable
1088 College Ave.
St. Helena, CA 94574

November 10, 2025
Project No. - Invoice No: 00110.24-17

CITY OF ST. HELENA 2021-2022 REGULATORY ASSISTANCE	
Project: 00110.24	
For Services Rendered Through 7/31/2025	

TOTAL PER TASK SUMMARY	
01 - General Consulting	\$32,945.00
02 - Preparation of SMRs and Annual Reports	\$93,501.25
03 - Recycled Water Permit Assistance	\$2,121.00
04 - Pollution Prevention Assistance	\$8,104.25
05 - Effluent Monitoring	\$2,592.00
06 - Project Management	\$189.75
TOTAL AMOUNT DUE THIS INVOICE	\$139,453.25

Please remit payment to
Larry Walker Associates, Inc.
1480 Drew Avenue, Suite 100
Davis, CA 95618

Project 00110.24 CITY OF ST. HELENA 2021-2022 REGULATORY ASSISTANCE

Invoice 00110.24-17



1480 Drew Avenue
Suite 100
Davis, CA 95618
530.753.6400
ar@lwa.com
lwa.com

City of St. Helena
Attn: Accounts Payable
1088 College Ave.
St. Helena, CA 94574

November 10, 2025
Project No. - Invoice No: 00110.24-17

CITY OF ST. HELENA 2021-2022 REGULATORY ASSISTANCE

Project: 00110.24

For Services Rendered Through 7/31/2025

01 - General Consulting

LWA Professional Services

Employee	Title	Hours	Rate	Amount
Conners, Denise Helene	Associate II	7.50	324.00	\$2,430.00
Constantinescu, Alina	Senior I	96.75	269.00	\$26,025.75
Nguyen, Thi Nhu Khanh	Project Level I-A	1.00	202.00	\$202.00
Rueda Villamil, Paula	Project Level I-B	11.75	176.00	\$2,068.00
Vilas, David	Senior I	8.25	269.00	\$2,219.25
Total Professional Services for 01				\$32,945.00
Total Charges for 01				\$32,945.00

02 - Preparation of SMRs and Annual Reports

LWA Professional Services

Employee	Title	Hours	Rate	Amount
Constantinescu, Alina	Senior I	320.50	269.00	\$86,214.50
Donikian, Nubia	Project Level II-B	25.75	221.00	\$5,690.75
Trouchon, Michael	Associate I	5.25	304.00	\$1,596.00
Total Professional Services for 02				\$93,501.25
Total Charges for 02				\$93,501.25

03 - Recycled Water Permit Assistance

LWA Professional Services

Employee	Title	Hours	Rate	Amount
Rojas Cala, Brenda Yomara	Project Level I-A	10.50	202.00	\$2,121.00
Total Professional Services for 03				\$2,121.00
Total Charges for 03				\$2,121.00

Project 00110.24 CITY OF ST. HELENA 2021-2022 REGULATORY ASSISTANCE

Invoice 00110.24-17

04 - Pollution Prevention Assistance

LWA Professional Services

Employee	Title	Hours	Rate	Amount
Constantinescu, Alina	Senior I	15.75	269.00	\$4,236.75
Donikian, Nubia	Project Level II-B	17.50	221.00	\$3,867.50
Total Professional Services for 04				\$8,104.25
Total Charges for 04				\$8,104.25

05 - Effluent Monitoring

Reimbursables

Payee	Expense Code	Comment	Date	Qty	Unit Rate	Amount
Caltest Analytical Laboratory	Misc. Reimbursable Exps	Inv. #719684	5/22/2024	1.00	2,592.00	\$2,592.00
Total Reimbursable for 05						\$2,592.00
Total Charges for 05						\$2,592.00

06 - Project Management

LWA Professional Services

Employee	Title	Hours	Rate	Amount
Constantinescu, Alina	Senior I	.50	269.00	\$134.50
Donikian, Nubia	Project Level II-B	.25	221.00	\$55.25
Total Professional Services for 06				\$189.75
Total Charges for 06				\$189.75

Invoice Amount

\$139,453.25

Billing Limits				
Current Invoice	Previously Invoiced	Total Invoiced	Budget	Remaining Budget
\$139,453.25	\$65,334.50	\$204,787.75	\$65,371.00	(\$139,416.75)

Project 110.24 Regulatory Assistance

Invoice 00110.24-17 for February 2023 to July 2025 Work Effort

Key for cost tables shown below:					
Date	Employee Name	Employee Title	Hours	Hourly Rat	Cost
2/9/2023	Constantinescu, Alina	Senior I	0.50	\$ 269.00	\$ 134.50
February 2023					
Task 2: Preparation of SMRs and Annual Reports					
Prepare 2022 Pollution Prevention Report.					
2/9/2023	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
2/10/2023	Constantinescu, Alina	Senior I	2.50	\$269.00	\$ 672.50
2/24/2023	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
2/27/2023	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
<i>Task 2 subtotal</i>					\$ 1,345.00
Task 4: Pollution Prevention Assistance					
Prepare 2022 Pollution Prevention Report.					
2/17/2023	Donikian, Nubia	Project Level II-B	1.00	\$221.00	\$ 221.00
<i>Task 4 subtotal</i>					\$ 221.00
February 2023 Work Effort Total					\$ 1,566.00
March 2023					
Task 1: General Consulting					
As needed tasks: Research effluent limit violations and Riverwatch settlement, research requirements for biologist SOP for SSOs, calculate 2021 copper loads for BACWA fees.					
3/20/2023	Connors, Denise Helene	Associate II	0.25	\$324.00	\$ 81.00
3/20/2023	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
3/23/2023	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
3/30/2023	Constantinescu, Alina	Senior I	3.50	\$269.00	\$ 941.50
<i>Task 1 subtotal</i>					\$ 1,291.50
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab reports and prepare January 2023 SMR/DMR Report and Cover Letter.					
3/1/2023	Constantinescu, Alina	Senior I	2.00	\$269.00	\$ 538.00
3/7/2023	Constantinescu, Alina	Senior I	5.50	\$269.00	\$ 1,479.50
3/14/2023	Constantinescu, Alina	Senior I	1.25	\$269.00	\$ 336.25
3/15/2023	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
3/16/2023	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
3/17/2023	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
3/20/2023	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
<i>Task 2 subtotal</i>					\$ 3,564.25
Task 4: Pollution Prevention Assistance					
Finalize and submit 2022 Pollution Prevention Report.					
3/7/2023	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
<i>Task 4 subtotal</i>					\$ 67.25
Task 6: Project Management					
Project team coordination, timesheet reviews for invoicing.					
3/23/2023	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
<i>Task 6 subtotal</i>					\$ 67.25
March 2023 Work Effort Total					\$ 4,990.25

Project 110.24 Regulatory Assistance**Invoice 00110.24-17 for February 2023 to July 2025 Work Effort**

Key for cost tables shown below:					
Date	Employee Name	Employee Title	Hours	Hourly Rat	Cost
↓	↓	↓	↓	↓	↓
2/9/2023	Constantinescu, Alina	Senior I	0.50	\$ 269.00	\$ 134.50

April 2023**Task 1: General Consulting**

As needed tasks: Communication with Sonoma Water regarding biologist SOP for SSOs, updates to SSMP Spill Emergency Response Plan (SERP), Update the Wastewater Facilities Report and the WWTP Contingency and Spill Prevention Plans per requirements from recent RWQCB inspection, research approach for reporting

4/3/2023	Connors, Denise Helene	Associate II	0.50	\$324.00	\$ 162.00
4/3/2023	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
4/4/2023	Connors, Denise Helene	Associate II	0.25	\$324.00	\$ 81.00
4/4/2023	Constantinescu, Alina	Senior I	4.00	\$269.00	\$ 1,076.00
4/5/2023	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
4/10/2023	Constantinescu, Alina	Senior I	2.00	\$269.00	\$ 538.00
4/21/2023	Rueda Villamil, Paula	Project Level I-B	1.50	\$176.00	\$ 264.00
4/24/2023	Constantinescu, Alina	Senior I	0.75	\$269.00	\$ 201.75
4/24/2023	Rueda Villamil, Paula	Project Level I-B	1.75	\$176.00	\$ 308.00
4/25/2023	Rueda Villamil, Paula	Project Level I-B	2.50	\$176.00	\$ 440.00
4/27/2023	Rueda Villamil, Paula	Project Level I-B	2.00	\$176.00	\$ 352.00
4/28/2023	Connors, Denise Helene	Associate II	0.50	\$324.00	\$ 162.00
4/28/2023	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
Task 1 subtotal					\$ 5,131.50

Task 2: Preparation of SMRs and Annual Reports

Review Alpha Reports and prepare March 2023 SMR/DMR Report and Cover Letter, including calculation of 6-week rolling geomean for E. coli data (new requirement)

4/26/2023	Constantinescu, Alina	Senior I	6.50	\$269.00	\$ 1,748.50
4/26/2023	Trouchon, Michael	Associate I	0.25	\$304.00	\$ 76.00
4/27/2023	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
4/28/2023	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
Task 2 subtotal					\$ 2,362.50

April 2023 Work Effort Total \$ 7,494.00**May 2023****Task 1: General Consulting**

As needed tasks: Prepare biologist SOP and other updates for the SSMP Spill Emergency Response Plan (SERP)

5/1/2023	Rueda Villamil, Paula	Project Level I-B	2.50	\$176.00	\$ 440.00
5/8/2023	Rueda Villamil, Paula	Project Level I-B	1.50	\$176.00	\$ 264.00
5/10/2023	Constantinescu, Alina	Senior I	2.00	\$269.00	\$ 538.00
5/16/2023	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
5/16/2023	Vilas, David	Senior I	1.50	\$269.00	\$ 403.50
5/17/2023	Constantinescu, Alina	Senior I	0.75	\$269.00	\$ 201.75
5/17/2023	Vilas, David	Senior I	2.75	\$269.00	\$ 739.75
5/18/2023	Vilas, David	Senior I	1.00	\$269.00	\$ 269.00
5/19/2023	Constantinescu, Alina	Senior I	2.00	\$269.00	\$ 538.00
5/22/2023	Vilas, David	Senior I	2.00	\$269.00	\$ 538.00
5/23/2023	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
5/23/2023	Vilas, David	Senior I	1.00	\$269.00	\$ 269.00
5/24/2023	Constantinescu, Alina	Senior I	2.00	\$269.00	\$ 538.00
5/26/2023	Constantinescu, Alina	Senior I	3.50	\$269.00	\$ 941.50
5/30/2023	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
Task 1 subtotal					\$ 6,353.00

Task 2: Preparation of SMRs and Annual Reports

Review Alpha Lab Reports and prepare April 2023 SMR/DMR Report and Cover Letter.

5/22/2023	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
5/25/2023	Constantinescu, Alina	Senior I	4.00	\$269.00	\$ 1,076.00
5/26/2023	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
Task 2 subtotal					\$ 1,614.00

May 2023 Work Effort Total \$ 7,967.00

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Project 110.24 Regulatory Assistance

Invoice 00110.24-17 for February 2023 to July 2025 Work Effort

Key for cost tables shown below:					
Date	Employee Name	Employee Title	Hours	Hourly Rat	Cost
2/9/2023	Constantinescu, Alina	Senior I	0.50	\$ 269.00	\$ 134.50
June 2023					
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare April 2023 SMR/DMR Report and Cover Letter.					
6/21/2023	Constantinescu, Alina	Senior I	2.50	\$269.00	\$ 672.50
6/22/2023	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
6/27/2023	Constantinescu, Alina	Senior I	2.50	\$269.00	\$ 672.50
<i>Task 2 subtotal</i>					\$ 1,479.50
June 2023 Work Effort Total					\$ 1,479.50
July 2023					
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare June 2023 SMR/DMR Report and Cover Letter.					
7/21/2023	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
7/24/2023	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
7/28/2023	Constantinescu, Alina	Senior I	6.50	\$269.00	\$ 1,748.50
7/31/2023	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
<i>Task 2 subtotal</i>					\$ 2,488.25
July 2023 Work Effort Total					\$ 2,488.25
August 2023					
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare July 2023 SMR/DMR Report and Cover Letter.					
8/21/2023	Constantinescu, Alina	Senior I	6.50	\$269.00	\$ 1,748.50
8/25/2023	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
8/29/2023	Constantinescu, Alina	Senior I	2.50	\$269.00	\$ 672.50
8/30/2023	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
<i>Task 2 subtotal</i>					\$ 2,690.00
August 2023 Work Effort Total					\$ 2,690.00
September 2023					
Task 1: General Consulting					
As needed tasks: Review permit amendments re: total residual chlorine; respond to issue re: annual flows for CII					
9/8/2023	Constantinescu, Alina	Senior I	2.00	\$269.00	\$ 538.00
9/29/2023	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
<i>Task 1 subtotal</i>					\$ 672.50
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare August 2023 SMR/DMR Report and Cover Letter; Review CIWQS withdrawn SMRs, phone call with Kerry O'connor, RWQCB, discussion regarding withdrawn March 2023 SMR					
9/15/2023	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
9/20/2023	Constantinescu, Alina	Senior I	2.50	\$269.00	\$ 672.50
9/22/2023	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
9/26/2023	Constantinescu, Alina	Senior I	2.50	\$269.00	\$ 672.50
9/27/2023	Constantinescu, Alina	Senior I	5.50	\$269.00	\$ 1,479.50
9/28/2023	Constantinescu, Alina	Senior I	6.00	\$269.00	\$ 1,614.00
9/29/2023	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
<i>Task 2 subtotal</i>					\$ 5,245.50
September 2023 Work Effort Total					\$ 5,918.00

Project 110.24 Regulatory Assistance

Invoice 00110.24-17 for February 2023 to July 2025 Work Effort

Key for cost tables shown below:					
Date	Employee Name	Employee Title	Hours	Hourly Rat	Cost
2/9/2023	Constantinescu, Alina	Senior I	0.50	\$ 269.00	\$ 134.50
October 2023					
Task 1: General Consulting					
As needed tasks: Research and discussion regarding response and compliance strategies for bacteria violations					
10/11/2023	Connors, Denise Helene	Associate II	0.25	\$324.00	\$ 81.00
10/18/2023	Connors, Denise Helene	Associate II	0.25	\$324.00	\$ 81.00
10/23/2023	Constantinescu, Alina	Senior I	4.00	\$269.00	\$ 1,076.00
10/24/2023	Constantinescu, Alina	Senior I	2.00	\$269.00	\$ 538.00
<i>Task 1 subtotal</i>					\$ 1,776.00
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare September 2023 SMR/DMR Report and Cover Letter.					
10/20/2023	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
10/23/2023	Constantinescu, Alina	Senior I	4.00	\$269.00	\$ 1,076.00
10/26/2023	Constantinescu, Alina	Senior I	2.50	\$269.00	\$ 672.50
10/30/2023	Constantinescu, Alina	Senior I	0.75	\$269.00	\$ 201.75
<i>Task 2 subtotal</i>					\$ 3,160.75
October 2023 Work Effort Total					\$ 4,936.75
November 2023					
Task 1: General Consulting					
As needed tasks: Continue discussion regarding response and compliance strategies for bacteria violations; provide information on Regional Water Board NPDES Permit amendments, including new TRC monitoring					
11/2/2023	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
11/8/2023	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
11/17/2023	Constantinescu, Alina	Senior I	0.75	\$269.00	\$ 201.75
<i>Task 1 subtotal</i>					\$ 874.25
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare October 2023 SMR/DMR Report and Cover Letter.					
11/27/2023	Constantinescu, Alina	Senior I	4.00	\$269.00	\$ 1,076.00
11/28/2023	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
11/29/2023	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
11/30/2023	Constantinescu, Alina	Senior I	2.50	\$269.00	\$ 672.50
<i>Task 2 subtotal</i>					\$ 3,228.00
November 2023 Work Effort Total					\$ 4,102.25
December 2023					
Task 1: General Consulting					
As needed tasks: Call with Chace Clock re: new chlorine requirements and inability to conduct continuous monitoring. Emails and call with RWQCB to arrange alternate arrangements for TRC monitoring.					
12/18/2023	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
12/27/2023	Connors, Denise Helene	Associate II	0.75	\$324.00	\$ 243.00
12/29/2023	Connors, Denise Helene	Associate II	2.50	\$324.00	\$ 810.00
12/31/2023	Connors, Denise Helene	Associate II	0.25	\$324.00	\$ 81.00
<i>Task 1 subtotal</i>					\$ 1,268.50
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare November 2023 SMR/DMR Report and Cover Letter; commence draft 2023 WWTRP Annual Report and 2023 Pollution Prevention Report.					
12/8/2023	Donikian, Nubia	Project Level II-B	4.75	\$221.00	\$ 1,049.75
12/12/2023	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
12/15/2023	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
12/15/2023	Donikian, Nubia	Project Level II-B	0.25	\$221.00	\$ 55.25
12/18/2023	Constantinescu, Alina	Senior I	2.50	\$269.00	\$ 672.50
12/19/2023	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
12/20/2023	Donikian, Nubia	Project Level II-B	4.25	\$221.00	\$ 939.25
12/21/2023	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
<i>Task 2 subtotal</i>					\$ 3,792.75
December 2023 Work Effort Total					\$ 5,061.25

Project 110.24 Regulatory Assistance**Invoice 00110.24-17 for February 2023 to July 2025 Work Effort**

Key for cost tables shown below:					
Date	Employee Name	Employee Title	Hours	Hourly Rat	Cost
2/9/2023	Constantinescu, Alina	Senior I	0.50	\$ 269.00	\$ 134.50
January 2024					
Task 1: General Consulting					
As needed tasks: Call and email followup with Chace Clock re: new discharge requirements new chlorine requirements and inability to conduct continuous monitoring. Emails and call with RWQCB to arrange alternate arrangements for TRC monitoring; Draft December 2023 SMR and DMR report.					
1/2/2024	Connors, Denise Helene	Associate II	0.25	\$324.00	\$ 81.00
1/6/2024	Connors, Denise Helene	Associate II	0.25	\$324.00	\$ 81.00
1/9/2024	Constantinescu, Alina	Senior I	3.00	\$269.00	\$ 807.00
1/18/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
1/19/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
<i>Task 1 subtotal</i>					<i>\$ 1,238.00</i>
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare December 2023 SMR/DMR Report and Cover Letter; Prepare RFI, update annual mercury load calculation, and draft 2023 WWTRP Annual Report.					
1/3/2024	Donikian, Nubia	Project Level II-B	1.00	\$221.00	\$ 221.00
1/8/2024	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
1/8/2024	Donikian, Nubia	Project Level II-B	0.50	\$221.00	\$ 110.50
1/9/2024	Donikian, Nubia	Project Level II-B	0.75	\$221.00	\$ 165.75
1/11/2024	Constantinescu, Alina	Senior I	2.50	\$269.00	\$ 672.50
1/17/2024	Constantinescu, Alina	Senior I	3.00	\$269.00	\$ 807.00
1/22/2024	Constantinescu, Alina	Senior I	3.00	\$269.00	\$ 807.00
1/23/2024	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
1/25/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
1/26/2024	Constantinescu, Alina	Senior I	3.50	\$269.00	\$ 941.50
1/29/2024	Constantinescu, Alina	Senior I	2.00	\$269.00	\$ 538.00
1/30/2024	Constantinescu, Alina	Senior I	3.00	\$269.00	\$ 807.00
1/31/2024	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
<i>Task 2 subtotal</i>					<i>\$ 6,079.00</i>
Task 4: Pollution Prevention Assistance					
Prepare historical data plots and draft 2023 Pollution Prevention Report.					
1/18/2024	Donikian, Nubia	Project Level II-B	3.00	\$221.00	\$ 663.00
1/22/2024	Donikian, Nubia	Project Level II-B	0.50	\$221.00	\$ 110.50
1/23/2024	Donikian, Nubia	Project Level II-B	0.50	\$221.00	\$ 110.50
1/30/2024	Donikian, Nubia	Project Level II-B	1.50	\$221.00	\$ 331.50
<i>Task 4 subtotal</i>					<i>\$ 1,215.50</i>
January 2024 Work Effort Total					\$ 8,532.50

Project 110.24 Regulatory Assistance**Invoice 00110.24-17 for February 2023 to July 2025 Work Effort**

Key for cost tables shown below:					
Date	Employee Name	Employee Title	Hours	Hourly Rat	Cost
2/9/2023	Constantinescu, Alina	Senior I	0.50	\$ 269.00	\$ 134.50
February 2024					
Task 1: General Consulting					
As needed tasks: Communication re: regulatory reporting re: CCB power loss; Advise on SSO reporting; Question re: requirements for accelerated monitoring.					
2/5/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
2/7/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
2/9/2024	Constantinescu, Alina	Senior I	2.00	\$269.00	\$ 538.00
2/12/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
2/12/2024	Nguyen, Thi Nhu Khanh	Project Level I-A	1.00	\$202.00	\$ 202.00
2/28/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
Task 1 subtotal					\$ 1,278.00
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare January 2024 SMR/DMR Report and Cover Letter; Finalize and upload 2023 WWTRP Annual Report.					
2/1/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
2/9/2024	Donikian, Nubia	Project Level II-B	0.75	\$221.00	\$ 165.75
2/13/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
2/15/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
2/16/2024	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
2/21/2024	Constantinescu, Alina	Senior I	3.50	\$269.00	\$ 941.50
2/22/2024	Constantinescu, Alina	Senior I	2.00	\$269.00	\$ 538.00
2/23/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
2/26/2024	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
2/27/2024	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
2/28/2024	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
2/29/2024	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
Task 2 subtotal					\$ 3,595.50
Task 4: Pollution Prevention Assistance					
Revise, finalize, and submit 2023 Pollution Prevention Report.					
2/8/2024	Constantinescu, Alina	Senior I	3.00	\$269.00	\$ 807.00
2/9/2024	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
2/13/2024	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
2/26/2024	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
2/27/2024	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
Task 4 subtotal					\$ 2,421.00
Task 6: Project Management					
Project team coordination, timesheet reviews for invoicing.					
2/2/2024	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
Task 6 subtotal					\$ 67.25
February 2024 Work Effort Total					\$ 7,361.75

Project 110.24 Regulatory Assistance**Invoice 00110.24-17 for February 2023 to July 2025 Work Effort**

Key for cost tables shown below:					
Date	Employee Name	Employee Title	Hours	Hourly Rat	Cost
↓	↓	↓	↓	↓	↓
2/9/2023	Constantinescu, Alina	Senior I	0.50	\$ 269.00	\$ 134.50

March 2024**Task 1: General Consulting**

As needed tasks: Discussion re: increased discharge flows; Follow-up emails re: copper accelerated monitoring and progress of MBR upgrades; Calculate 2022 metal loads for BACWA fees, per SFEI request; Discussion re: Collection Systems Annual Report (new requirement in 2022 SSS WDR).

3/4/2024	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
3/6/2024	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
3/7/2024	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
3/8/2024	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
3/13/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
3/22/2024	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
3/26/2024	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
<i>Task 1 subtotal</i>					<i>\$ 739.75</i>

Task 2: Preparation of SMRs and Annual Reports

Review Alpha Lab Reports and prepare February 2024 SMR/DMR Report and Cover Letter; Follow-up re: ammonia lab results.

3/22/2024	Constantinescu, Alina	Senior I	3.50	\$269.00	\$ 941.50
3/27/2024	Constantinescu, Alina	Senior I	3.00	\$269.00	\$ 807.00
3/28/2024	Constantinescu, Alina	Senior I	6.50	\$269.00	\$ 1,748.50
3/29/2024	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
<i>Task 2 subtotal</i>					<i>\$ 3,766.00</i>

March 2024 Work Effort Total \$ 4,505.75

April 2024**Task 1: General Consulting**

As needed tasks: Discussion re: required monitoring for ammonia compliance; Questions re: June 2022 inspection report; Revise and re-submit April 2022 withdrawn report; Review Alpha Lab Reports and prepare March 2024 SMR/DMR Report and Cover Letter

4/2/2024	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
4/3/2024	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
4/5/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
4/10/2024	Constantinescu, Alina	Senior I	0.75	\$269.00	\$ 201.75
4/23/2024	Constantinescu, Alina	Senior I	2.00	\$269.00	\$ 538.00
4/26/2024	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
4/29/2024	Constantinescu, Alina	Senior I	6.50	\$269.00	\$ 1,748.50
4/30/2024	Constantinescu, Alina	Senior I	3.00	\$269.00	\$ 807.00
<i>Task 1 subtotal</i>					<i>\$ 4,774.75</i>

April 2024 Work Effort Total \$ 4,774.75

Project 110.24 Regulatory Assistance

Invoice 00110.24-17 for February 2023 to July 2025 Work Effort

Key for cost tables shown below:					
Date	Employee Name	Employee Title	Hours	Hourly Rat	Cost
2/9/2023	Constantinescu, Alina	Senior I	0.50	\$ 269.00	\$ 134.50
May 2024					
Task 1: General Consulting					
As needed tasks: Research re: monitoring requirements in non-discharge season					
5/1/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
Task 1 subtotal				\$	134.50
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and Caltest Napa River Monitoring Report for priority pollutants and prepare April 2024 SMR/DMR Report and Cover Letter.					
5/22/2024	Trouchon, Michael	Associate I	1.00	\$304.00	\$ 304.00
5/23/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
5/23/2024	Trouchon, Michael	Associate I	4.00	\$304.00	\$ 1,216.00
5/28/2024	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
5/29/2024	Constantinescu, Alina	Senior I	6.50	\$269.00	\$ 1,748.50
5/30/2024	Constantinescu, Alina	Senior I	5.00	\$269.00	\$ 1,345.00
Task 2 subtotal				\$	5,151.50
Task 5: Effluent Monitoring					
Napa River collaborative monitoring.					
5/22/2024	Reimbursable Expense	Caltest Analytical Laboaratory (1/3 of Inv. #719684		\$	2,592.00
Task 5 subtotal				\$	2,592.00
May 2024 Work Effort Total				\$	7,878.00
June 2024					
Task 1: General Consulting					
As needed tasks: Review permit requirements for Napa River collaborative monitoring.					
6/12/2024	Connors, Denise Helene	Associate II	0.25	\$324.00	\$ 81.00
Task 1 subtotal				\$	81.00
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare May 2024 SMR/DMR Report and Cover Letter.					
6/21/2024	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
6/27/2024	Constantinescu, Alina	Senior I	4.00	\$269.00	\$ 1,076.00
6/28/2024	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
Task 2 subtotal				\$	2,555.50
June 2024 Work Effort Total				\$	2,636.50
July 2024					
Task 1: General Consulting					
As needed tasks: Review results of Napa River collaborative monitoring; Research and discussion re: permit monitoring requirements and sampling points nomenclature; Follow-up on CCB compliance issues.					
7/3/2024	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
7/9/2024	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
7/11/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
7/17/2024	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
Task 1 subtotal				\$	941.50
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare June 2024 SMR/DMR Report and Cover Letter, including recent violation related to CCB; Revise CIWQS-withdrawn reports.					
7/22/2024	Constantinescu, Alina	Senior I	2.50	\$269.00	\$ 672.50
7/24/2024	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
7/26/2024	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
7/29/2024	Constantinescu, Alina	Senior I	2.50	\$269.00	\$ 672.50
7/30/2024	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
Task 2 subtotal				\$	3,362.50
July 2024 Work Effort Total				\$	4,304.00

Project 110.24 Regulatory Assistance**Invoice 00110.24-17 for February 2023 to July 2025 Work Effort**

Key for cost tables shown below:					
Date	Employee Name	Employee Title	Hours	Hourly Rat	Cost
2/9/2023	Constantinescu, Alina	Senior I	0.50	\$ 269.00	\$ 134.50
August 2024					
Task 1: General Consulting					
As needed tasks: Research and follow-up on influent monitoring requirements and pH limits for CCB discharge.					
8/2/2024	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
8/28/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
<i>Task 1 subtotal</i>					\$ 201.75
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare July 2024 SMR/DMR Report and Cover Letter.					
8/28/2024	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
8/29/2024	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
8/30/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
<i>Task 2 subtotal</i>					\$ 2,555.50
August 2024 Work Effort Total					\$ 2,757.25
September 2024					
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare August 2024 SMR/DMR Report and Cover Letter.					
9/24/2024	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
9/26/2024	Constantinescu, Alina	Senior I	3.00	\$269.00	\$ 807.00
9/30/2024	Constantinescu, Alina	Senior I	2.50	\$269.00	\$ 672.50
<i>Task 2 subtotal</i>					\$ 1,883.00
September 2024 Work Effort Total					\$ 1,883.00
October 2024					
Task 1: General Consulting					
As needed tasks: Research example MMP exemptions; Research and follow-up on MBR monitoring questions; Review guidance on PCB protocols from BACWA Lab Committee.					
10/1/2024	Connors, Denise Helene	Associate II	0.25	\$324.00	\$ 81.00
10/1/2024	Constantinescu, Alina	Senior I	2.50	\$269.00	\$ 672.50
10/17/2024	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
10/23/2024	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
10/24/2024	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
10/31/2024	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
<i>Task 1 subtotal</i>					\$ 1,224.25
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare September 2024 SMR/DMR Report and Cover Letter.					
10/23/2024	Constantinescu, Alina	Senior I	4.00	\$269.00	\$ 1,076.00
10/28/2024	Constantinescu, Alina	Senior I	2.50	\$269.00	\$ 672.50
10/29/2024	Constantinescu, Alina	Senior I	2.00	\$269.00	\$ 538.00
10/30/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
<i>Task 2 subtotal</i>					\$ 2,421.00
October 2024 Work Effort Total					\$ 3,645.25

Project 110.24 Regulatory Assistance**Invoice 00110.24-17 for February 2023 to July 2025 Work Effort**

Key for cost tables shown below:					
Date	Employee Name	Employee Title	Hours	Hourly Rat	Cost
↓	↓	↓	↓	↓	↓
2/9/2023	Constantinescu, Alina	Senior I	0.50	\$ 269.00	\$ 134.50

November 2024					
Task 1: General Consulting					
As needed tasks: Compile violation tally and transmit to Joe Leach; Provide MBR update to the RWQCB; Researched RMP requirements in NPDES permit to answer BACWA questions					
11/1/2024	Constantinescu, Alina	Senior I	3.00	\$269.00	\$ 807.00
11/4/2024	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
11/13/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
11/19/2024	Connors, Denise Helene	Associate II	0.25	\$324.00	\$ 81.00
<i>Task 1 subtotal</i>					\$ 2,233.00
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare October 2024 SMR/DMR Report and Cover Letter; Revise and resubmit April 2024 withdrawn SMR					
11/4/2024	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
11/15/2024	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
11/19/2024	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
11/20/2024	Constantinescu, Alina	Senior I	3.50	\$269.00	\$ 941.50
11/21/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
<i>Task 2 subtotal</i>					\$ 2,959.00
November 2024 Work Effort Total					\$ 5,192.00

December 2024					
Task 1: General Consulting					
As needed tasks: Research and follow-up on receiving water observations and data compilation; Respond to inquiry re: accelerated monitoring					
12/4/2024	Connors, Denise Helene	Associate II	0.25	\$324.00	\$ 81.00
12/4/2024	Constantinescu, Alina	Senior I	2.00	\$269.00	\$ 538.00
12/6/2024	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
12/11/2024	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
<i>Task 1 subtotal</i>					\$ 753.50
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare November 2024 SMR/DMR Report and Cover Letter.					
12/18/2024	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
12/23/2024	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
12/26/2024	Constantinescu, Alina	Senior I	6.50	\$269.00	\$ 1,748.50
12/30/2024	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
<i>Task 2 subtotal</i>					\$ 3,497.00
December 2024 Work Effort Total					\$ 4,250.50

Project 110.24 Regulatory Assistance**Invoice 00110.24-17 for February 2023 to July 2025 Work Effort**

Key for cost tables shown below:					
Date	Employee Name	Employee Title	Hours	Hourly Rat	Cost
↓	↓	↓	↓	↓	↓
2/9/2023	Constantinescu, Alina	Senior I	0.50	\$ 269.00	\$ 134.50

January 2025					
Task 1: General Consulting					
As needed tasks: Questions and research re: groundwater monitoring					
1/31/2025	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
Task 1 subtotal					\$ 403.50
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare December 2024 SMR/DMR Report and Cover Letter; Prepare request for information and draft 2024 WWTRP Annual Report.					
1/8/2025	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
1/8/2025	Donikian, Nubia	Project Level II-B	2.00	\$221.00	\$ 442.00
1/9/2025	Constantinescu, Alina	Senior I	3.50	\$269.00	\$ 941.50
1/10/2025	Donikian, Nubia	Project Level II-B	3.75	\$221.00	\$ 828.75
1/13/2025	Donikian, Nubia	Project Level II-B	4.75	\$221.00	\$ 1,049.75
1/16/2025	Donikian, Nubia	Project Level II-B	0.75	\$221.00	\$ 165.75
1/17/2025	Donikian, Nubia	Project Level II-B	2.25	\$221.00	\$ 497.25
1/21/2025	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
1/23/2025	Constantinescu, Alina	Senior I	3.00	\$269.00	\$ 807.00
1/24/2025	Constantinescu, Alina	Senior I	2.50	\$269.00	\$ 672.50
1/27/2025	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
1/28/2025	Constantinescu, Alina	Senior I	3.50	\$269.00	\$ 941.50
1/29/2025	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
1/30/2025	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
Task 2 subtotal					\$ 9,708.50
January 2025 Work Effort Total					\$ 10,112.00

February 2025					
Task 1: General Consulting					
As needed tasks: Respond to CIWQS SSO question					
2/19/2025	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
Task 1 subtotal					\$ 67.25
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare January 2025 SMR/DMR Report and Cover Letter.					
2/24/2025	Constantinescu, Alina	Senior I	3.00	\$269.00	\$ 807.00
2/25/2025	Constantinescu, Alina	Senior I	4.00	\$269.00	\$ 1,076.00
2/26/2025	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
2/27/2025	Constantinescu, Alina	Senior I	2.00	\$269.00	\$ 538.00
Task 2 subtotal					\$ 2,690.00
Task 4: Pollution Prevention Assistance					
Download CIWQS data, prepare historical data plots, and draft 2024 Pollution Prevention Report.					
2/10/2025	Donikian, Nubia	Project Level II-B	2.25	\$221.00	\$ 497.25
2/11/2025	Donikian, Nubia	Project Level II-B	0.50	\$221.00	\$ 110.50
2/12/2025	Constantinescu, Alina	Senior I	1.75	\$269.00	\$ 470.75
2/12/2025	Donikian, Nubia	Project Level II-B	4.00	\$221.00	\$ 884.00
2/13/2025	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
2/13/2025	Donikian, Nubia	Project Level II-B	3.75	\$221.00	\$ 828.75
2/14/2025	Donikian, Nubia	Project Level II-B	0.50	\$221.00	\$ 110.50
2/20/2025	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
2/24/2025	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
2/28/2025	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
Task 4 subtotal					\$ 4,112.25
February 2025 Work Effort Total					\$ 6,869.50

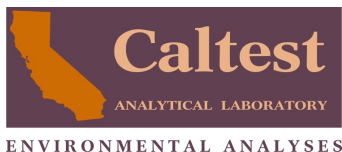
Project 110.24 Regulatory Assistance**Invoice 00110.24-17 for February 2023 to July 2025 Work Effort**

Key for cost tables shown below:					
Date	Employee Name	Employee Title	Hours	Hourly Rat	Cost
↓	↓	↓	↓	↓	↓
2/9/2023	Constantinescu, Alina	Senior I	0.50	\$ 269.00	\$ 134.50
March 2025					
Task 1: General Consulting					
As needed tasks: Compile annual metal loadings for BACWA fees, per SFEI's request.					
3/21/2025	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
<i>Task 1 subtotal</i>				\$	67.25
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare February 2025 SMR/DMR Report and Cover Letter.					
3/25/2025	Constantinescu, Alina	Senior I	2.50	\$269.00	\$ 672.50
3/26/2025	Constantinescu, Alina	Senior I	2.00	\$269.00	\$ 538.00
3/27/2025	Constantinescu, Alina	Senior I	2.50	\$269.00	\$ 672.50
<i>Task 2 subtotal</i>				\$	1,883.00
March 2025 Work Effort Total				\$	1,950.25
April 2025					
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare March 2025 SMR/DMR Report and Cover Letter; Prepare 2024 Volume					
4/28/2025	Constantinescu, Alina	Senior I	2.50	\$269.00	\$ 672.50
4/29/2025	Constantinescu, Alina	Senior I	2.00	\$269.00	\$ 538.00
4/30/2025	Constantinescu, Alina	Senior I	6.00	\$269.00	\$ 1,614.00
<i>Task 2 subtotal</i>				\$	2,824.50
Task 4: Pollution Prevention Assistance					
Follow-up on 2024 Pollution Prevention Report submittal.					
4/3/2025	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
<i>Task 4 subtotal</i>				\$	67.25
April 2025 Work Effort Total				\$	2,891.75
May 2025					
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare April 2025 SMR/DMR Report and Cover Letter.					
5/28/2025	Constantinescu, Alina	Senior I	5.00	\$269.00	\$ 1,345.00
5/29/2025	Constantinescu, Alina	Senior I	5.50	\$269.00	\$ 1,479.50
5/30/2025	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
<i>Task 2 subtotal</i>				\$	2,891.75
May 2025 Work Effort Total				\$	2,891.75
June 2025					
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare May 2025 SMR/DMR Report and Cover Letter.					
6/25/2025	Constantinescu, Alina	Senior I	3.50	\$269.00	\$ 941.50
6/26/2025	Constantinescu, Alina	Senior I	2.00	\$269.00	\$ 538.00
6/27/2025	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
6/30/2025	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
<i>Task 2 subtotal</i>				\$	2,824.50
Task 6: Project Management					
Project team coordination re: upcoming NPDES permit renewal.					
6/18/2025	Donikian, Nubia	Project Level II-B	0.25	\$221.00	\$ 55.25
<i>Task 6 subtotal</i>				\$	55.25
June 2025 Work Effort Total				\$	2,879.75

Project 110.24 Regulatory Assistance**Invoice 00110.24-17 for February 2023 to July 2025 Work Effort**

Key for cost tables shown below:					
Date	Employee Name	Employee Title	Hours	Hourly Rat	Cost
↓	↓	↓	↓	↓	↓
2/9/2023	Constantinescu, Alina	Senior I	0.50	\$ 269.00	\$ 134.50
July 2025					
Task 1: General Consulting					
As needed tasks: Research on total coliform monitoring requirements; Inquiries regarding ROWD content.					
7/1/2025	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
7/2/2025	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
7/10/2025	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
7/14/2025	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
7/17/2025	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
7/18/2025	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
7/21/2025	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
7/23/2025	Connors, Denise Helene	Associate II	0.50	\$324.00	\$ 162.00
7/23/2025	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
7/29/2025	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
<i>Task 1 subtotal</i>					\$ 1,439.75
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare June2025 SMR/DMR Report and Cover Letter.					
7/21/2025	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
7/25/2025	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
7/29/2025	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
<i>Task 2 subtotal</i>					\$ 1,883.00
Task 3: Recycled Water Permit Assitance					
Prepare NPDES Permit Renewal Package					
7/14/2025	Rojas Cala, Brenda Yomar: Project Level I-A		1.00	\$202.00	\$ 202.00
7/16/2025	Rojas Cala, Brenda Yomar: Project Level I-A		3.00	\$202.00	\$ 606.00
7/17/2025	Rojas Cala, Brenda Yomar: Project Level I-A		2.50	\$202.00	\$ 505.00
7/18/2025	Rojas Cala, Brenda Yomar: Project Level I-A		1.50	\$202.00	\$ 303.00
7/20/2025	Rojas Cala, Brenda Yomar: Project Level I-A		1.00	\$202.00	\$ 202.00
7/31/2025	Rojas Cala, Brenda Yomar: Project Level I-A		1.50	\$202.00	\$ 303.00
<i>Task 3 subtotal</i>					\$ 2,121.00
July 2025 Work Effort Total					\$ 5,443.75
Total for Invoice 00110.24-17					\$139,453.25

NELAP/ORELAP Certification 4036



CA-ELAP Certification 1664

Invoice**Invoice No: 719864****Lab Order:** Z050830**Project:** AG MUNICIPAL SUPPLY**Sampled:** JW, JM, LL, CM**Invoice Date:** 05/22/2024**Received:** 04/09/2024**Invoice Terms **:** Net 30**Purchase Auth/PO:**

Invoice To: Accounts Payable
Town of Yountville
6550 Yount St
Yountville, CA 94599

Report To: Jeff White
Town of Yountville
6550 Yount Street
Yountville, CA 94599

110.24 t5 - \$2,592.00 (no mark-up)
131.08 t5 - \$2,592.00 (no mark-up)
276.12 t1a - \$2,592.00 (no mark-up)
Lab Services
AC - 7/3/2024

CC:

Description	TAT	Quantity	Unit Price	Total Cost
2,3,7,8-TCDD by 1613B (subcontracted)	Standard	2	\$350.00	\$700.00
524.2 Volatile Compounds	Standard	2	\$322.05	\$644.10
Aluminum, Total, ICPMS-CM Analysis	Standard	2	\$42.75	\$85.50
Asbestos - Water (sub)	Standard	2	\$290.00	\$580.00
Chloride, by Ion Chromatography	Standard	2	\$57.00	\$114.00
Color	Standard	2	\$68.40	\$136.80
Cyanide, Total (ML)	Standard	2	\$107.35	\$214.70
EPA 505 - Chlorinated Pesticides (sub)	Standard	2	\$226.00	\$452.00
EPA 525.2 - Semivolatile Organics (sub)	Standard	2	\$348.00	\$696.00
EPA 547 - Glyphosate (subcontracted)	Standard	2	\$212.00	\$424.00
Electrical Conductance	Standard	2	\$41.80	\$83.60
Fluoride, by Ion Chromatography	Standard	2	\$57.00	\$114.00
ICPMS-CM Metals, Total (ML)	Standard	2	\$311.60	\$623.20
Iron, Total, ICPMS-CM Analysis	Standard	2	\$42.75	\$85.50
MBAS Surfactants	Standard	2	\$117.80	\$235.60
Manganese, Total, ICPMS-CM Analysis	Standard	2	\$42.75	\$85.50
Mercury, Total, Low Level	Standard	2	\$94.05	\$188.10
Nitrate + Nitrite as N (NO3+NO2-N)	Standard	2	\$57.00	\$114.00
Nitrate, as N, by Ion Chromatography	Standard	2	\$57.00	\$114.00
Nitrite as N (NO2-N)	Standard	2	\$49.40	\$98.80
Odor	Standard	2	\$73.15	\$146.30
Oil & Grease, Total	Standard	2	\$120.65	\$241.30
Phenol (Subcontracted)	Standard	2	\$110.20	\$220.40

****Payment due NET days from Invoice Date or Prior to Release of results if COD**
Past Due Balances subject to a FINANCE CHARGE of 1.5% per month.

***** Securely pay invoices online at CaltestLabs.com *****

05/22/2024 12:32

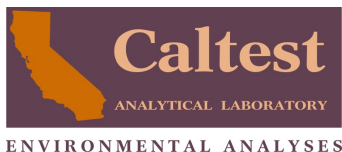
Page 1 of 2



1885 North Kelly Road • Napa, California 94558
(707) 258-4000 • (707) 226-1001 • e-mail: info@caltestlabs.com



NELAP/ORELAP Certification 4036



CA-ELAP Certification 1664

Invoice**Invoice No:** 719864**Lab Order:** Z050830**Project:** AG MUNICIPAL SUPPLY**Sampled:** JW,JM,LL,CM**Invoice Date:** 05/22/2024**Received:** 04/09/2024**Invoice Terms **:** Net 30**Purchase Auth/PO:**

Invoice To: Accounts Payable
Town of Yountville
6550 Yount St
Yountville, CA 94599

Report To: Jeff White
Town of Yountville
6550 Yount Street
Yountville, CA 94599

CC:

Description	TAT	Quantity	Unit Price	Total Cost
SOC Package (515/531/548/549)	Standard	2	\$486.00	\$972.00
Sulfate, Total, by Ion Chromatography	Standard	2	\$57.00	\$114.00
Total Dissolved Solids (TDS)	Standard	2	\$62.70	\$125.40
Turbidity	Standard	2	\$41.80	\$83.60
pH	Standard	2	\$41.80	\$83.60
			Total	\$7,776.00

Invoice Notes**Please reference the invoice number on your check and remit to:**

Caltest Analytical Laboratory
1885 North Kelly Road
Napa, California 94558
(707) 258-4000

****Payment due NET days from Invoice Date or Prior to Release of results if COD
Past Due Balances subject to a FINANCE CHARGE of 1.5% per month.**

***** Securely pay invoices online at CaltestLabs.com *****

05/22/2024 12:32

Page 2 of 2



1885 North Kelly Road • Napa, California 94558
(707) 258-4000 • (707) 226-1001 • e-mail: info@caltestlabs.com





1480 Drew Avenue
Suite 100
Davis, CA 95618

530.753.6400
ar@lwa.com
lwa.com

City of St. Helena
Attn: Accounts Payable
1088 College Ave.
St. Helena, CA 94574

November 12, 2025
Project No. - Invoice No: 00110.24-18

CITY OF ST. HELENA 2021-2022 REGULATORY ASSISTANCE	
Project: 00110.24	
For Services Rendered Through 10/31/2025	

TOTAL PER TASK SUMMARY	
01 - General Consulting	\$16,799.75
02 - Preparation of SMRs and Annual Reports	\$4,842.00
03 - Recycled Water Permit Assistance	\$0.00
04 - Pollution Prevention Assistance	\$0.00
05 - Effluent Monitoring	\$0.00
06 - Project Management	\$687.25
TOTAL AMOUNT DUE THIS INVOICE	\$22,329.00

Please remit payment to
Larry Walker Associates, Inc.
1480 Drew Avenue, Suite 100
Davis, CA 95618

Project 00110.24 CITY OF ST. HELENA 2021-2022 REGULATORY ASSISTANCE

Invoice 00110.24-18



1480 Drew Avenue
Suite 100
Davis, CA 95618
530.753.6400
ar@lwa.com
lwa.com

City of St. Helena
Attn: Accounts Payable
1088 College Ave.
St. Helena, CA 94574

November 12, 2025
Project No. - Invoice No: 00110.24-18

CITY OF ST. HELENA 2021-2022 REGULATORY ASSISTANCE

Project: 00110.24

For Services Rendered Through 10/31/2025

01 - General Consulting

LWA Professional Services

Employee	Title	Hours	Rate	Amount
Conners, Denise Helene	Associate II	.25	324.00	\$81.00
Constantinescu, Alina	Senior I	53.25	269.00	\$14,324.25
Donikian, Nubia	Project Level II-B	2.00	221.00	\$442.00
Mysliwiec, Mitchell	Senior I	.50	269.00	\$134.50
Rojas Cala, Brenda Yomara	Project Level I-A	9.00	202.00	\$1,818.00
Total Professional Services for 01				\$16,799.75
Total Charges for 01				\$16,799.75

02 - Preparation of SMRs and Annual Reports

LWA Professional Services

Employee	Title	Hours	Rate	Amount
Constantinescu, Alina	Senior I	18.00	269.00	\$4,842.00
Total Professional Services for 02				\$4,842.00
Total Charges for 02				\$4,842.00

06 - Project Management

LWA Professional Services

Employee	Title	Hours	Rate	Amount
Constantinescu, Alina	Senior I	.25	269.00	\$67.25
VanCarpels, Tina Marie	Contract Administrator	4.00	155.00	\$620.00
Total Professional Services for 06				\$687.25
Total Charges for 06				\$687.25

Project 00110.24 CITY OF ST. HELENA 2021-2022 REGULATORY ASSISTANCE

Invoice 00110.24-18

Invoice Amount

\$22,329.00

Billing Limits				
Current Invoice	Previously Invoiced	Total Invoiced	Budget	Remaining Budget
\$22,329.00	\$204,787.75	\$227,116.75	\$65,371.00	(\$161,745.75)

Project 110.24 Regulatory Assistance**Invoice 00110.24-18 for August 2025 to October 2025 Work Effort**

Key for cost tables shown below:					
Date	Employee Name	Employee Title	Hours	Hourly Rat	Cost
8/4/2025	Constantinescu, Alina	Senior I	1.25	\$ 269.00	\$ 336.25

August 2025**Task 1: General Consulting**

As needed tasks: Prepare NPDES permit renewal packet: data compilation, research Dilution Study requirements for ROWD, RFI and call with Phil Starks about ROWD, follow-up with RWQCB on items in pre-issuance letter, prepare ROWD cover letter, finalize submittal and upload to RWQCB ftp site; Calls and email re: total coliform exceedance and compliance status; Research on total coliform analytical methods and emails with Nyna Horn.

8/4/2025	Constantinescu, Alina	Senior I	1.25	\$269.00	\$ 336.25
8/5/2025	Rojas Cala, Brenda Yomar	Project Level I-A	2.50	\$202.00	\$ 505.00
8/6/2025	Constantinescu, Alina	Senior I	4.00	\$269.00	\$ 1,076.00
8/6/2025	Mysliwiec, Mitchell	Senior I	0.50	\$269.00	\$ 134.50
8/7/2025	Constantinescu, Alina	Senior I	2.50	\$269.00	\$ 672.50
8/12/2025	Rojas Cala, Brenda Yomar	Project Level I-A	3.00	\$202.00	\$ 606.00
8/15/2025	Constantinescu, Alina	Senior I	5.50	\$269.00	\$ 1,479.50
8/18/2025	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
8/18/2025	Rojas Cala, Brenda Yomar	Project Level I-A	1.00	\$202.00	\$ 202.00
8/19/2025	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
8/20/2025	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
8/21/2025	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
8/21/2025	Rojas Cala, Brenda Yomar	Project Level I-A	2.50	\$202.00	\$ 505.00
8/22/2025	Constantinescu, Alina	Senior I	5.00	\$269.00	\$ 1,345.00
8/25/2025	Constantinescu, Alina	Senior I	4.00	\$269.00	\$ 1,076.00
8/27/2025	Constantinescu, Alina	Senior I	4.00	\$269.00	\$ 1,076.00
8/28/2025	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
8/29/2025	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
<i>Task 1 subtotal</i>					<i>\$ 12,645.25</i>

Task 2: Preparation of SMRs and Annual Reports

Review Alpha Reports and prepare July 2025 SMR/DMR Report and Cover Letter; Discussion on Dilution Study requirements for ROWD

8/28/2025	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
8/29/2025	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
<i>Task 2 subtotal</i>					<i>\$ 1,345.00</i>

August 2025 Work Effort Total \$ 13,990.25

September 2025**Task 1: General Consulting**

As needed tasks: Emails on response to RWQCB WWTRP June 2025 inspection; Commence SSMP Internal Audit.

9/17/2025	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
9/29/2025	Donikian, Nubia	Project Level II-B	2.00	\$221.00	\$ 442.00
<i>Task 1 subtotal</i>					<i>\$ 576.50</i>

Task 2: Preparation of SMRs and Annual Reports

Review Alpha reports and prepare August 2025 SMR/DMR Report and Cover Letter, including quarterly WWTRP updates to the RWQCB

9/24/2025	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
9/26/2025	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
9/29/2025	Constantinescu, Alina	Senior I	1.00	\$269.00	\$ 269.00
9/30/2025	Constantinescu, Alina	Senior I	0.50	\$269.00	\$ 134.50
<i>Task 2 subtotal</i>					<i>\$ 1,748.50</i>

September 2025 Work Effort Total \$ 2,325.00

Project 110.24 Regulatory Assistance**Invoice 00110.24-18 for August 2025 to October 2025 Work Effort**

Key for cost tables shown below:					
Date	Employee Name	Employee Title	Hours	Hourly Rat	Cost
8/4/2025	Constantinescu, Alina	Senior I	1.25	\$ 269.00	\$ 336.25
October 2025					
Task 1: General Consulting					
As needed tasks: Discussion re: status of WWTRP upgrades; CIWQS SSO data review and draft SSMP Internal Audit; Review Alpha lab reports and prepare September 2025 SMR/DMR Report and Cover Letter.					
10/9/2025	Connors, Denise Helene	Associate II	0.25	\$324.00	\$ 81.00
10/22/2025	Constantinescu, Alina	Senior I	3.50	\$269.00	\$ 941.50
10/23/2025	Constantinescu, Alina	Senior I	4.50	\$269.00	\$ 1,210.50
10/24/2025	Constantinescu, Alina	Senior I	5.00	\$269.00	\$ 1,345.00
<i>Task 1 subtotal</i>					<i>\$ 3,578.00</i>
Task 2: Preparation of SMRs and Annual Reports					
Review Alpha Lab Reports and prepare April 2023 SMR/DMR Report and Cover Letter.					
10/29/2025	Constantinescu, Alina	Senior I	1.50	\$269.00	\$ 403.50
10/30/2025	Constantinescu, Alina	Senior I	5.00	\$269.00	\$ 1,345.00
<i>Task 2 subtotal</i>					<i>\$ 1,748.50</i>
Task 6: Project Management					
Project team coordination, timesheet reviews for invoicing.					
10/27/2025	Constantinescu, Alina	Senior I	0.25	\$269.00	\$ 67.25
10/31/2025	VanCarpels, Tina Marie	Contract Administrator	4.00	\$155.00	\$ 620.00
<i>Task 6 subtotal</i>					<i>\$ 687.25</i>
October 2025 Work Effort Total					\$ 6,013.75
Total for Invoice 00110.24-17					\$ 22,329.00

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE
A PROFESSIONAL SERVICES AGREEMENT WITH LARRY
WALKER ASSOCIATES FOR WASTEWATER AND
GROUNDWATER REGULATORY ASSISTANCE THROUGH JUNE
30, 2027 FOR A TOTAL NOT-TO-EXCEED \$160,700.**

RECITALS

- A. Larry Walker Associates (LWA) has provided ongoing wastewater and groundwater regulatory compliance services for the City of St. Helena since 2017; and
- B. The City continues to require specialized technical, regulatory, sampling, monitoring, and reporting support to maintain compliance with the State Water Resources Control Board and the San Francisco Bay Regional Water Quality Control Board; and
- C. LWA has submitted a proposed Scope of Services for FY2025-26 through FY2026-27, encompassing Self-Monitoring Reports, groundwater monitoring, Pollution Prevention Program updates, NPDES permit renewal assistance, SSMP updates, and other required regulatory tasks; and
- D. Funding for the proposed Professional Services Agreement is available within the Public Works Administration operating budget for Fy2025-26 and FY2026-27, and no budget amendment is required at this time; and
- E. It is in the best interest of the City to authorize the execution of this Agreement to ensure the continuity of essential regulatory compliance activities.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Authorizes the City Manager to execute a Professional Services Agreement with Larry Walker Associates for wastewater and groundwater regulatory assistance through June 30, 2027, for a total not-to-exceed amount of \$160,700.

2. Funding is as follows:

Description	Fund/Funding Source	Expense GL Account	Amount
PW Admin – FY26 Professional Contracts	571 – Wastewater Enterprise	571-5000-2130	\$80,350
PW Admin – FY27 Professional Contracts	571 – Wastewater Enterprise	571-5000-2130	\$80,350

Approved at a Regular Meeting of the St. Helena City Council on November 25, 2025, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk

**CITY OF ST. HELENA
PROFESSIONAL SERVICES AGREEMENT
WASTEWATER REGULATORY ASSISTANCE FY2025-26 THROUGH FY2026-27**

This Agreement is made and entered into as of November 18, 2025 by and between the City of St. Helena, a public agency organized and operating under the laws of the State of California ("City"), and Larry Walker Associates, Inc. with its principal place of business at 2246 Sixth Street, Berkeley, CA 94710 (hereinafter referred to as "Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

A. City is a public agency of the State of California and is in need of professional services for the following project:

Wastewater Regulatory Assistance FY2025-26 through FY2026-17 (hereinafter referred to as "the Project").

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for City to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the City with the services described in the Scope of Services attached hereto as Exhibit "A."

2. Compensation.

a. Subject to paragraph 2(b) below, the City shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit "A."

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$160,700. This amount is to cover all printing and related costs, and the City will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the City, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall

be prepared by the City and executed by both Parties before performance of such services, or the City will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by City.

5. Term.

The term of this Agreement shall be from **November 1, 2025** to **June 30, 2027**, unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Project. Consultant shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

a. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; pandemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the City, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care; Performance of Employees

a. Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

b. Consultant's employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Consultant represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Contract. As provided for in the indemnification provisions of this Contract, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

9. Assignment and Subcontracting

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates and subcontractors as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Contractor

Consultant is retained as an independent contractor and is not an employee of City. No employee or agent of Consultant shall become an employee of City. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from City as herein provided.

11. Insurance. Consultant shall not commence work for the City until it has provided evidence satisfactory to the City it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the City.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Agreement
- (8) Property Damage
- (9) Independent Contractors Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City, and provided that such deductibles shall not apply to the City as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status.

(iv) Subject to written approval by the City, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the City as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the City and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 combined single limit
Employer's Liability	\$1,000,000 per accident or disease
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the City at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the City at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the City or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to provide a waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the City and shall not preclude the City from taking such other actions available to the City under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the City, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(iii) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the City nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the City that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the City as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, City may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify

shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

b. If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

13. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

b. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

c. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

14. Safety.

Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life-saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

15. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

16. INTENTIONALLY DELETED17. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a the Superior Court of California for the County of Napa.

18. Termination or Abandonment

a. City has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, City shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. City shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by City and Consultant of the portion of such task completed but not paid prior to said termination. City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to City only in the event of substantial failure by City to perform in accordance with the terms of this Agreement through no fault of Consultant.

19. Ownership of Documents and Confidential Information.

a. All deliverables and other documents generated by Consultant in the performance of the Services, including all work papers, work-in-progress, designs, drawings, documents, data, computations, specifications, studies and reports prepared by Consultant as a part of the Services or authorized Additional Services ("Consultant Work Product") shall belong to and be subject to the sole ownership and use of City.

b. Except as otherwise provided in "Termination or Abandonment," above, all original field notes, written reports, drawings and specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the City.

c. During the course of the performance of this Agreement, Consultant may receive written or verbal information from City, its representatives or agents, not in the public domain. Such information may include City's know how, trade secrets, and other proprietary and confidential information and Consultant agrees to treat such information as confidential information belonging to City. Consultant agrees that neither it, nor its officers, employees, representatives, agents, successors, or assigns, will disclose such information to any third party or use the same in any manner without the prior written consent of City. Moreover, Consultant agrees to safeguard such proprietary and confidential information from unauthorized disclosure and/or use using the same degree of care it uses to protect its own proprietary and confidential information, but not less than a reasonable standard of care. In the event that disclosure of such information is sought pursuant to any law or regulation, Consultant shall promptly notify City of such fact to allow City to assert whatever exclusions or exemptions may be available to it under applicable law or regulation.

20. Organization

Consultant shall assign Alina Constantinescu as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the City.

21. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

22. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

CITY:

City of St. Helena

1088 College Ave. St. Helena, CA 94574

Attn: Joseph Leach, Public Works Director

CONSULTANT:

Larry Walker Associates

2246 Sixth Street

Berkeley, CA 94710

and shall be effective upon receipt thereof.

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Larry Walker Associates/Wastewater Regulatory Assistance FY2025/26 through FY2026/27

23. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

24. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

25. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of City and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

26. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the remaining provisions unenforceable, invalid or illegal.

27. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of City. Any attempted assignment without such consent shall be invalid and void.

28. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either Party, unless such waiver is specifically specified in writing.

29. Time of Essence

Time is of the essence for each and every provision of this Agreement.

30. City's Right to Employ Other Consultants

City reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

31. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF ST. HELENA
AND LARRY WALKER ASSOCIATES**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY OF ST. HELENA

LARRY WALKER ASSOCIATES

By: _____
Anil Comelo
City Manager

By: _____
Its: _____
Printed Name: _____

ATTEST:

By: _____
Ethan Walsh, City Attorney

EXHIBIT A

Scope of Services



2246 Sixth Street
Berkeley, CA 94710

510. 883. 9873
info@lwa.com
www.lwa.com

November 13, 2025

Joseph Leach
City of St. Helena
1088 College Avenue
St. Helena, CA 95574
jleach@cityofsthelena.gov

Subject: Scope of Services for Wastewater Regulatory Assistance

Dear Joe,

As requested in recent conversations, Larry Walker Associates (LWA) is pleased to submit this scope of service for technical and regulatory assistance to the City of St. Helena in connection with its Wastewater Treatment and Reclamation Plant (WWTRP) National Pollutant Discharge Elimination System (NPDES) Permit (NPDES Permit).

The attached Wastewater Scope of Service and Stormwater Scope of Service are based on our understanding of the regulatory requirements and the City's needs through June 30, 2027. The overall scope is structured to be flexible to assist you in accomplishing the City's priorities over this time period. LWA will conduct the tasks described in the Scope for a cost not to exceed \$160,700 on a time and materials basis according to our standard billing rates (also attached).

Alina Constantinescu will continue to serve as Project Manager for this work. A brief description of the work effort and estimated budget is provided for each task. Work will be scheduled to meet critical regulatory deadlines conducted on a timeline mutually agreed upon by the City and LWA.

Please let me know if you have any questions. We look forward to working with you on these tasks.

Sincerely,

Alina Constantinescu, Senior Engineer
Larry Walker Associates, Inc.

Attachments: Scope of Services for City of St. Helena Wastewater Regulatory Assistance
LWA Rate Schedule



SCOPE OF SERVICES FOR CITY OF ST. HELENA WASTEWATER REGULATORY ASSISTANCE

This following Scope of Services and cost estimate describes wastewater regulatory consulting services for the City of St. Helena (City) through June 30, 2027. LWA will assist the City in meeting regulatory conditions specified by the Wastewater Treatment Plant (WWTP) NPDES and Water Reclamation Requirements (WRRs) permits, the Sanitary Sewer System Waste Discharge Requirements (SSS WDR), and the Mercury and PCBs WDR for the San Francisco Bay (Mercury and PCBs permit).

The tasks include consulting on a variety of regulatory issues, preparing regulatory compliance reports, preparing the NPDES permit renewal application and supporting the City through the permit reissuance process, conducting a Mixing Zone Study, continuing the City's groundwater monitoring and reporting program, and auditing and updating the City's Sewer System Management Plan (SSMP).

The Scope also includes a cost estimate, with a breakdown per task.

Task 1 – General Consulting

Under the General Consulting task, funds are allocated to assist the City with new or emerging issues that are not included under the other identified contract tasks. Activities are conducted at the direct request of the City. During previous years, this task has been used for:

- assisting staff with permit implementation questions,
- addressing regulatory concerns around testing of the WWTRP upgrades,
- updating the Wastewater Facilities Report and the WWTRP Contingency and Spill Prevention Plans following completion of the WWTRP upgrades,
- communicating with Regional Water Board staff,
- evaluating compliance concerns and estimating mandatory minimum penalties,
- reviewing and responding to Notices of Violation,
- assisting with sanitary sewer overflow reports, and
- following regulatory developments.

Task 2 – Preparation of SMRs and Annual Reports

Periodic reporting of operational information, regulatory compliance, and monitoring data is required by the WWTP NPDES permit (Order No. R2-2021-0004), the WRRs (Order No. R2-1987-090), and the Cease and Desist Order (CDO) No. R2-2016-0004. Incident reporting is required to document the occurrence, cause, and response to effluent limit violations, spills, bypasses, and unauthorized discharges. WWTRP effluent and receiving water monitoring data must be submitted online through the California Integrated Water Quality Management System (CIWQS). A cover letter and lab reports are provided with monthly data submittals to explain operational changes, identify violations of effluent limits or water quality objectives, and summarize compliance activities. Annual reporting is required to document WWTP performance and recycled water program implementation.

As requested by City staff, LWA prepares regulatory compliance reports or reviews draft reports prepared by City staff. Draft versions of all reports are provided to City staff for review and comment prior to finalizing for submittal to the San Francisco Bay Regional Water Quality Control Board (Regional Water Board).



Task 3 – Pollution Prevention Assistance

As specified in the NPDES permit, the City must undertake pollution prevention activities to reduce the amount of pollutants received at the WWTRP. Pollutants of concern (POCs) are identified by the City and the Regional Water Board and include those constituents that could cause or contribute to an exceedance of water quality objectives in the Napa River. The current POCs are mercury, copper, cyanide, ammonia, oil and grease, PCBs, and disinfection byproducts (trihalomethanes).

LWA prepares the annual Pollution Prevention reports required by the NPDES permit. A draft version of reports is submitted to City staff for review and approval before finalizing for submittal to the Regional Water Board.

This task includes monitoring and preparation of the 2025 and 2026 Pollution Prevention Reports, which are due annually by February 28. Under this task, LWA also provides regulatory assistance to understand and prescribe requirements related to permitting and regulating of potential new commercial and industrial users in the City's sewer service area.

Task 4 – NPDES Permit Renewal Support

The City's WWTRP NPDES permit expires May 30, 2026. In order to ensure a timely permit renewal, LWA assisted the City in preparing the NPDES permit application package, also known as the Report of Waste Discharge or ROWD in September 2025 and will continue to support the City in the permit negotiation and adoption process.

LWA will assist the City in answering any inquiries or request for additional information as the Regional Water Board prepares the permit draft. An Administrative Draft Permit is expected to be issued in Spring 2026. LWA will review the Administrative Draft to ensure proper implementation of regulations and policies and to identify any operational concerns. In consultation with City staff, LWA will prepare written comments on the Administrative Draft permit using "Track Changes" to indicate the proposed modifications and "inserted comments" to provide a rationale for the changes. An edited version of the Administrative Draft will be provided to the Regional Water Board staff for consideration. LWA will review subsequent versions of the permit, the Tentative Order NPDES permit, and the Order proposed for adoption, to verify inclusion of City comments and ensure proper implementation of regulations and policies. Formal written comments are recommended to request revisions and lay groundwork for an appeal if the requested revisions are not made.

Depending on the issues at hand, it may be beneficial for City staff to attend the permit adoption hearing and either (1) express support for the permit as-is and praise assistance from Regional Water Board staff; (2) express objection to specific and significant provisions (possibly reaching an agreement with Regional Water Board staff and Board members that was not possible without the pressure of a public forum); or (3) counter comments from other entities that may be introduced during the public hearing. LWA will work with City staff to identify potential comments for the hearing. If requested, LWA will also attend the permit adoption hearing and provide technical support to the City as needed.

Upon permit adoption, LWA will review the final, adopted order to identify changes or mistakes that could render the content of a particular provision different than originally intended. LWA will then compile a list of special studies, status reports, and monitoring requirements and prepare a schedule and compliance plan to help the City keep track of required activities during the 5-year permit term. A draft version of the compliance plan will be submitted to City staff for review and approval prior to finalizing.

Task 5 – Mixing Zone Study

In 2010, LWA conducted an effluent mixing zone / dilution credit study to characterize mixing and associated dilution of effluent discharges from the WWTRP into the Napa River. The study was updated for the WWTRP 202 NPDES permit renewal in 2021. In the 2025-2026 NPDES renewal cycle, LWA will



re-evaluate the mixing zone characteristics and, in consultation with the Regional Water Board, determine whether an update is necessary upon the completion of the MBR installation. This task includes the consultation with the Regional Water Board as well as the Mixing Zone Study Update, if one is deemed necessary.

Task 6 – Sanitary Sewer Management Plan (SSMP) Update

The Sanitary Sewer System WDRs were reissued in December 2022 with an effective date of June 5, 2023 (Order No. WQ 2022-0103-DWQ). Among other provisions, the new Order requires an Internal Audit of the City's Sanitary Sewer Management Plan (SSMP) and an update to the SSMP itself. LWA completed the Internal Audit in October 2025; as part of this scope, LWA will update the SSMP to address the Audit findings and ensure that the document is in compliance with the 2022 WDR requirements. The SSMP must be updated and re-certified by City Council by May 2, 2026.

LWA will work with City staff to obtain information needed for the SSMP update and submit an SSMP Draft to City staff for review and approval before finalizing for upload to the CIWQS online database. If requested, LWA will also assist the City with facilitating City Council certification of the SSMP by preparing a summary for the Council agenda.

Task 7 – Groundwater Monitoring and Reporting

LWA has been assisting the City with conducting quarterly groundwater monitoring, as required the WWTRP 2016 CDO and a related 2016 Notice of Violation. In April 2025, the Regional Water Board issued a new Water Code Section 13267 Directive, reducing the groundwater monitoring and reporting requirements from quarterly to semi-annually. The monitoring is needed to assess how/if the WWTRP irrigation of the nearby spray fields impacts the groundwater quality near the field. The monitoring is conducted per procedures developed in the *St. Helena Monitoring Well Installation and Monitoring Network Workplan* (August 2017).

LWA collects groundwater and WWTRP effluent samples for a series of required constituents (total coliform, total dissolved solids (TDS), biological oxygen demand (BOD), total suspended solids (TSS), electrical conductivity (EC), total Kjeldahl nitrogen (TKN), ammonia as N, nitrate as N, chloride, and pH) and contract with Caltest Analytical Laboratories for the sample analyses. Groundwater levels and monitoring well depths are also measured during each event, concurrently with the collection of groundwater quality samples.

Subsequently, LWA reviews the analytical data and prepares the groundwater monitoring reports for submittal to the Regional Water Board. The reports contain tabulation and interpretation of groundwater levels, groundwater flow directions, groundwater and applied effluent quality, and related hydrogeologic data. Additionally, statistical relationships of downgradient wells monitoring data relative to background concentrations are updated annually.

This task includes analytical costs and development of the semi-annual report for the second half of 2025 (sampling was completed in October 2025), as well as sampling, lab costs, and development of an additional three semi-annual groundwater reports that are required over the contracting period (two reports in 2026 and one report for the first half of 2027).

Task 8 – Project Management

Activities under this task include project coordination, contract administration, budget review, and participation in project status meetings, if needed. All meetings are coordinated through conference calls. LWA will provide sufficient project management to ensure that the work is completed on time and consistent with the scope noted above and monthly invoices are provided to the City.



COST ESTIMATE

LWA will conduct the tasks described above for a cost not to exceed \$160,700 on a time and materials basis according to our standard billing rates (attached). A cost breakdown for each task is shown below.

Proposed Budget

Task	Proposed Cost
Task 1 – General Consulting	\$ 11,400
Task 2 – Preparation of SMRs and Annual Reports	\$ 64,800
Task 3 – Pollution Prevention Assistance	\$ 10,000
Task 4 – NPDES Permit Renewal Support	\$ 10,500
Task 5 – Mixing Zone Study	\$ 3,500
Task 6 – SSMP Update	\$ 10,000
Task 7 – Groundwater Monitoring and Reporting	\$ 42,500
Task 8 – Project Management	\$ 8,000
Total	\$160,700



LARRY WALKER ASSOCIATES, INC.

Rate Sheet Effective July 1, 2025 – June 30, 2026

TITLE	HOURLY RATE	REIMBURSABLE COSTS	
Administrative	\$82	Travel	
Contract Administrator	\$155	Local Mileage	Current IRS Rate
AR/AP Manager	\$155	Auto Rental	Actual Expense
Graphic Designer	\$142	Room	Actual Expense
Project Level I-C	\$150	Subsistence and Per Diem Meals ⁽¹⁾	Current GSA Rate
Project Level I-B	\$176	Breakfast	Current GSA Rate
Project Level I-A	\$202	Lunch	Current GSA Rate
Project Level II-B	\$221	Dinner	Current GSA Rate
Project Level II-A	\$248	Incidentals	Current GSA Rate
Senior I	\$269	Report Reproduction and Copying	
Senior II	\$289	Per Color Copy, In-House	\$0.89
Associate I	\$304	Per Black and White Copy, In-House	\$0.08
Associate II	\$324	Per Binding, In-House	\$1.95
Vice President	\$342	Special Postage and Express Mail	Actual Expense
Executive Vice President	\$357	Third-Party Material Preparation	Actual Expense
Senior Executive	\$368	Other Direct Costs	Actual Expense
President	\$368	Daily Equipment Rental Rates (Daily Rate)	
		Single Parameter Meters & Equipment	\$30.00
		Digital Flow Meter	\$60.00
		Multi-Parameter Field Meters & Sondes	\$100.00
		RTK-GPS, River Surveyor, Tracer Study Equipment	\$250.00
		Multi-Parameter Continuous Remote Sensing	\$40.00
		Field Rig (Field Vehicle and All Equipment)	\$200.00
		Subcontractors	Actual Expense Plus 10% Fee



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	November 25, 2025
FROM:	Stephanie Killingsworth, Public Works Financial Analyst
SUBJECT:	Consideration and Approval of a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Hach Company for the 2026 Service Partnership at the Water Treatment Plant for an Amount Not-to-Exceed \$18,872.
RECOMMENDED ACTION:	Staff recommends approval of the attached Resolution.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	To authorize execution of a Professional Services Agreement with Hach Company for the renewal of the City's annual Service Partnership, which provides essential maintenance, calibration, and technical support for water-quality instrumentation at the Water Treatment Plant.
FINANCIAL IMPACT:	The total financial impact is an amount not-to-exceed \$18,872. Sufficient funding is currently available within the Water Operations Budget in Other Contract Services.

BACKGROUND:

The City of St. Helena's Louis Stralla Water Treatment Plant relies on multiple Hach-brand laboratory and field analyzers for regulatory and operational monitoring. These instruments include turbidimeters, spectrophotometers, chlorine analyzers, and dissolved-oxygen probes that are critical to maintaining drinking-water quality and meeting State Water Resources Control Board requirements.

Since 2020, the City has maintained a Service Partnership Agreement with Hach Company to provide annual preventative maintenance, calibration, and technical support. The agreement minimizes downtime, ensures data accuracy, and preserves warranty coverage on critical equipment.

DISCUSSION:

The proposed 2026 Hach Service Partnership Agreement continues the City's annual Service Partnership with Hach Company at a total cost of \$18,872.

Under the agreement, Hach will provide preventive maintenance and calibration for all covered instruments (TU5300 turbidimeters, SC200 controllers, CL17 analyzers, DR series spectrophotometers, and LDO probes).

These services are essential to maintaining uninterrupted operations at the Water Treatment Plant, ensuring water-quality compliance and reducing the risk of costly equipment failures or downtime.

ENVIRONMENTAL REVIEW: Not a CEQA Project.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 3: Pursue Water Security & Sustainable Management of Water Resources

DOCUMENTS ATTACHMENTS:

[Resolution HACH 2026](#)

[Hach PSA 11_20_2025_TD signed](#)

CITY OF ST. HELENA
RESOLUTION NO. 2025-__

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE
A PROFESSIONAL SERVICES AGREEMENT WITH HACH
COMPANY FOR THE FY2026 SERVICE PARTNERSHIP AT THE
WATER TREATMENT PLANT IN AN AMOUNT NOT-TO-EXCEED
\$18,872.**

RECITALS

- A. The City of St. Helena operates the Louis Stralla Water Treatment Plant and relies on Hach-brand laboratory and field instrumentation to perform water-quality analysis for regulatory and operational purposes; and
- B. Since 2020, the City has maintained a Service Partnership Agreement with Hach Company to provide preventive maintenance, calibration, technical support, and firmware updates for its analytical instruments; and
- C. The continuation of this Service Partnership is necessary to ensure reliable operation of the City's water-quality instrumentation, minimize downtime, and maintain compliance with State Water Resources Control Board requirements; and
- D. Staff recommends that the City Council authorize execution of a Professional Services Agreement with Hach Company for the FY2026 Service Partnership in an amount not-to-exceed \$18,872.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

- 1. Authorizes the City Manager to execute a Professional Services Agreement with Hach Company for the FY2026 Service Partnership at the Louis Stralla Water Treatment Plant in an amount not-to-exceed \$18,872.

- 2. Funding is as follows:

Description	Fund/Funding Source	Expense GL Account	Amount
Water Treatment Plant Other Contract Services	561 – Water Enterprise	561-50-34-21-45	\$18,872

Approved at a Regular Meeting of the St. Helena City Council on November 25, 2025,
by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk

**CITY OF ST. HELENA
PROFESSIONAL SERVICES AGREEMENT
HACH Service Partnership FY2026**

This Agreement is made and entered into as of November 18, 2025 by and between the City of St. Helena, a public agency organized and operating under the laws of the State of California ("City"), and HACH, a corporation with its principal place of business at 5600 Lindbergh Drive, Loveland, CO 80539-0389 (hereinafter referred to as "Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

A. City is a public agency of the State of California and is in need of professional services for the following project:

Hach Service Partnership 2026 (hereinafter referred to as "the Project").

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for City to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the City with the services described in the Scope of Services attached hereto as Exhibit "A."

2. Compensation.

a. Subject to paragraph 2(b) below, the City shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit "A."

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$18,872.00. This amount is to cover all printing and related costs, and the City will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the City, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a

statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the City and executed by both Parties before performance of such services, or the City will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by City.

5. Term.

The term of this Agreement shall be from **November 21, 2025, to November 21, 2026**, unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Project. Consultant shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

a. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; pandemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the City, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care; Performance of Employees

a. Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

b. Consultant's employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Consultant represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Contract. As provided for in the indemnification provisions of this Contract, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

9. Assignment and Subcontracting

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates and subcontractors as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Contractor

Consultant is retained as an independent contractor and is not an employee of City. No employee or agent of Consultant shall become an employee of City. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from City as herein provided.

11. Insurance. Consultant shall not commence work for the City until it has provided evidence satisfactory to the City it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the City.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Agreement
- (8) Property Damage
- (9) Independent Contractors Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City, and provided that such deductibles shall not apply to the City as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status.

(iv) Subject to written approval by the City, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the City as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the City and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 combined single limit
Employer's Liability	\$1,000,000 per accident or disease
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the City at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the City at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the City or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to provide a waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the City and shall not preclude the City from taking such other actions available to the City under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the City, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(iii) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the City nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the City that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the City as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, City may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify

shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

b. If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

c. To the furthest extent permitted by law, in no event shall either party be liable for any indirect, special or consequential damages that do not arise out of, relate to, or are not incident to damages incurred by third-parties. To the furthest extent permitted by law, each Party's aggregate liability under the Agreement that does not arise out of, relate to, or is not incident to damages incurred by third-parties shall be limited to an amount equal the fees paid to Consultant in the prior twelve months period.

13. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

b. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

c. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility

to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

14. Safety.

Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life-saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

15. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

16. INTENTIONALLY DELETED

17. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a the Superior Court of California for the County of Napa.

18. Termination or Abandonment

a. City has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, City shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. City shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by City and Consultant of the portion of such task completed but not paid prior to said termination. City shall not be liable for any costs

other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to City only in the event of substantial failure by City to perform in accordance with the terms of this Agreement through no fault of Consultant.

19. Ownership of Documents and Confidential Information.

a. All deliverables and other documents generated by Consultant in the performance of the Services, including all work papers, work-in-progress, designs, drawings, documents, data, computations, specifications, studies and reports prepared by Consultant as a part of the Services or authorized Additional Services ("Consultant Work Product") shall belong to and be subject to the sole ownership and use of City.

b. Except as otherwise provided in "Termination or Abandonment," above, all original field notes, written reports, drawings and specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the City.

c. During the course of the performance of this Agreement, Consultant may receive written or verbal information from City, its representatives or agents, not in the public domain. Such information may include City's know how, trade secrets, and other proprietary and confidential information and Consultant agrees to treat such information as confidential information belonging to City. Consultant agrees that neither it, nor its officers, employees, representatives, agents, successors, or assigns, will disclose such information to any third party or use the same in any manner without the prior written consent of City. Moreover, Consultant agrees to safeguard such proprietary and confidential information from unauthorized disclosure and/or use using the same degree of care it uses to protect its own proprietary and confidential information, but not less than a reasonable standard of care. In the event that disclosure of such information is sought pursuant to any law or regulation, Consultant shall promptly notify City of such fact to allow City to assert whatever exclusions or exemptions may be available to it under applicable law or regulation.

20. Organization

Consultant shall assign Angela, Granger as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the City.

21. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

22. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

CITY:	CONSULTANT:
City of St. Helena	HACH Company
1088 College Avenue, St. Helena, CA 94574	2207 Collections Center Dr.
Attn: Joseph Leach, Public Works Director	Chicago, IL 60693

and shall be effective upon receipt thereof.

23. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

24. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

25. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of City and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

26. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the remaining provisions unenforceable, invalid or illegal.

27. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of City. Any attempted assignment without such consent shall be invalid and void.

28. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either Party, unless such waiver is specifically specified in writing.

29. Time of Essence

Time is of the essence for each and every provision of this Agreement.

30. City's Right to Employ Other Consultants

City reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

31. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

32. Warranty

Consultant warrants to City that each of the Goods conforms to its written warranty set forth in its user manual in effect on the date of purchase, or, if there is no express warranty therein, that each of the Goods will be free from defects in material and workmanship and will conform to the manufacturer's quoted specifications for twelve (12) months from delivery. Warranties do not extend to consumable items such as, without limitation, reagents, batteries, mercury cells, and light bulbs. Consultant warrants that it will perform all Services in accordance with its standard practices and that the Services will be free from defects in workmanship for a period of ninety (90) days from their date of performance. If Consultant breaches this warranty and the City notifies Consultant of such breach, Consultant shall, at its option, either replace or repair the nonconforming Goods, or re-perform any nonconforming Services, or refund the amounts paid by Customer to Consultant for the nonconforming Goods and/or Services. THIS IS THE EXCLUSIVE REMEDY FOR ANY BREACH OF WARRANTY. CONSULTANT EXPRESSLY DISCLAIMS ANY REMEDIES OF "COVER" AND ANY WARRANTIES IMPLIED BY LAW, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF ST. HELENA
AND HACH COMPANY**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY OF ST. HELENA

Hach Company

By: _____
Anil Comelo
City Manager

By: Theresa Duginski
Its: Contract Term Specialist
Printed Name: Theresa Duginski

ATTEST:

By: _____
Ethan Walsh, City Attorney

EXHIBIT A
Scope of Services

	HACH SERVICE PARTNERSHIP QUOTATION	Page : 1 of 8 Partnership Number : HACH1688852
	Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders	WebSite: www.hach.com Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593



Partnership Number : HACH1688852

Version : 0.18

Quotation Date : 04-SEP-25

Expiration Date : 03-DEC-25

Hach Company
Contact : Granger, Angela

Service Partnership : +1
Phone : 970-669-3050

Service Partnership
Email : angela.granger@hach.com

Customer Ref : RENEWAL QUOTE
Customer Phone : 3120940

Customer Fax :

Customer Contact : GARDETTE, DARREN
Customer Email : dgardette@cityofsthelela.org

<u>Bill-To Account # 108077</u>		<u>Ship-To Account # 108077</u>		
Customer Name	CITY OF ST HELENA	Customer Name	CITY OF ST HELENA	Payment Terms: Net 30
Address4		Address4	LOUIS STRALLA WATER PLANT	Billing Method: Annual-Invoices on START Date
Address1	1088 COLLEGE AVE	Address1	410 CRYSTAL SPRINGS RD	Currency: USD
Address2		Address2		
Address3		Address3		
City,State,PostalCode	SAINT HELENA-CA-94574	City,State,Postalcode	SAINT HELENA-CA-94574	
Province/Country	US	Province/Country	US	

Line	Service Name	Start Date	End Date	Description/Serial Number	Line Total
1	FSPTU53XX - 4 VISIT	22-NOV-25	21-NOV-26	Fld Svc TU53XX 4 VST:22-NOV-2025:21-NOV-2026 Field Service includes: All parts, labor, and travel for on-site repairs, 4 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. [REDACTED]	4,532.00
1.1	LXV445.99.10112			KTO:US TU5300sc TURB,EPA ; 1761595	
1.2	LXV445.99.10112			KTO:US TU5300sc TURB,EPA ; 1761387	

	HACH SERVICE PARTNERSHIP QUOTATION	Page : 2 of 8 Partnership Number : HACH1688852
	Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders	WebSite: www.hach.com Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593

1.3	LXV445.99.13112			db TU5300sc TURB,SYSCHK,RFID,EPA ; 2080361	
1.4	LXV445.99.10112			KTO:US TU5300sc TURB,EPA ; 1953862	
2	FSPSS7	22-NOV-25	21-NOV-26	Fld Svc-2V Surface Scatter 7:22-NOV-2025:21-NOV-2026	2,554.00
2.1	LPV431.99.00002			SS7 HACH SENSOR ASSY ; 190900001877	
2.2	LPV431.99.00002			SS7 HACH SENSOR ASSY ; 220600001903	
3	BSPPLUSDR6000	22-NOV-25	21-NOV-26	BenchPlus-DR6000:22-NOV-2025: 21-NOV-2026 The Bench Service Plus includes: Factory repairs only, one Start-up or one PM/Calibration on site per year, unlimited technical support calls and free software upgrades on your instrument. Travel is included for one on-site visit. Additional visits may be billable.	1,805.00
3.1	LPV441.99.00012			db DR 6000 UV VIS SPECTROPHOTOMETER W RFID TECHNOLOGY ; 2148319	
4	BSPPLUSDR900	22-NOV-25	21-NOV-26	BenchPlus-DR900:22-NOV-2025:2 1-NOV-2026 The Bench Service Plus includes: Factory repairs only, one Start-up or one PM/Calibration on site per year, unlimited technical support calls and free software upgrades on your instrument. Travel is included for one on-site visit. Additional visits may be billable.	365.00
4.1	9385100			DR 900 COLORIMETER, HACH ; 221456601027DUP0	
5	BSPPLUS2100Q	22-NOV-25	21-NOV-26	BenchPlus-2100Q:22-NOV-2025:2 1-NOV-2026 The Bench Service Plus includes: Factory repairs only, one Start-up or one PM/Calibration on site per year, unlimited technical support calls and free software upgrades on your instrument. Travel is included for one on-site visit. Additional visits may be billable.	538.00

	HACH SERVICE PARTNERSHIP QUOTATION	Page : 3 of 8 Partnership Number : HACH1688852
	Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders	WebSite: www.hach.com Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593

5.1	2100Q01			2100Q PORTABLE TURBIDIMETER ; 20030C084627	
6	FSPSC4500	22-NOV-25	21-NOV-26	Field Service Partnership, SC4500, 1 Visit:22-NOV-2025:21-NOV-2026 Field Service Partnership provides full coverage, including parts, labor, and travel for one preventative maintenance visit per year and on-site repairs with priority status.	692.00
6.1	LXV525.99A1B541			SC4500 w/o plug Prognosys LAN+mAOutput 1 dig Sensor 1mA Input ; 2332590	
6.2	LXV525.99E11551			SC4500 USplug Prognosys mAOutput 2 digital Sensors ; NOSN320893714	
7	FSPSC200	22-NOV-25	21-NOV-26	Fld Svc-1V SC200 Controller:22-NOV-2025:21-NOV-2 026	1,968.00
7.1	LXV404.99.00502			sc200 CONTROLLER, AC-DC, DIG,HACH ; 1811C0190653	
7.2	LXV404.99.00552			nn ff sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 220266022069	
7.3	LXV404.99.00502			sc200 CONTROLLER, AC-DC, DIG,HACH ; 1912C0206629	
7.4	LXV404.99.00502			sc200 CONTROLLER, AC-DC, DIG,HACH ; 1710C0161437	
7.5	LXV404.99.00502			sc200 CONTROLLER, AC-DC, DIG,HACH ; 1710C0161439	
7.6	LXV404.99.00552			nn ff sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 220166010358	
8	FSPCLX10	22-NOV-25	21-NOV-26	Fld Svc-2V CLx10 (free or total):22-NOV-2025:21-NOV-2026 Field Service Partnership includes all parts, labor, and travel for on-site repairs, 2 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Coverage does not include the sc200 or optional pH probe.	1,825.00

	HACH SERVICE PARTNERSHIP QUOTATION	Page : 4 of 8 Partnership Number : HACH1688852
	Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders	WebSite: www.hach.com Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593

8.1	9180600			PANEL ASSY, AMPEROMETRIC CHLORINE, ENGLISH ; 220345011983	
9	FSPTL23XX	22-NOV-25	21-NOV-26	Fld Svc TL23XX 1 VST:22-NOV-2025:21-NOV-2026 Field Service includes: All parts, labor, and travel for on-site repairs, 1 comprehensive PM/calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. [REDACTED]	790.00
9.1	LPV4449900120			KIT, TL2310 LAB TURBIDIMETER, ISO, NA ; 2022120C0033	
10	FSPCL17SC	22-NOV-25	21-NOV-26	aa Field Service Partnership, CL17sc:22-NOV-2025:21-NOV-2026 Field Service Partnership provides full coverage, including parts, labor, and travel for two preventative maintenance visits per year and on-site repairs with priority status.	1,222.00
10.1	8572400			ee TOP LEVEL ASSY, CL17sc, PRESS.REG INSTALL KIT ; 222310010700	
11	FSPTUACM	22-NOV-25	21-NOV-26	Fld Svc TU Automatic Cleaning Module:22-NOV-2025:21-NOV-2026 MUST BE SOLD WITH A TU53/TU54 INSTRUMENT. Field Service includes: All parts, labor, and travel for on-site repairs, 1 comprehensive PM/calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, a	798.00
11.1	LQV159.97.00002			db Automatic Cleaning Module TU5 (ROW) ; 2363395	
11.2	LQV159.97.00002			db Automatic Cleaning Module TU5 (ROW) ; 2363615	
11.3	LQV159.97.00002			db Automatic Cleaning Module TU5 (ROW) ; 2363614	
12	BSPPLUSDR3900	22-NOV-25	21-NOV-26	BenchPlus-DR3900:22-NOV-2025: 21-NOV-2026 The Bench Service Plus includes:	1,118.00

	HACH SERVICE PARTNERSHIP QUOTATION	Page : 5 of 8 Partnership Number : HACH1688852
	Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders	WebSite: www.hach.com Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593

				Factory repairs only, one Start-up or one PM/Calibration on site per year, unlimited technical support calls and free software upgrades on your instrument. Travel is included for one on-site visit. Additional visits may be billable.		
12.1	LPV440.99.00012				db aa DR3900 SPECTROPHOTOMETER WITH RFID ; 2106377	
13	BSPPLUSDR300	22-NOV-25	21-NOV-26	Bench Service Partnership, DR300, 1V:22-NOV-2025:21-NOV-2026 BenchPlus Service Partnership provides full coverage, including one annual on-site preventative maintenance/calibration visit and repairs at the Hach Service Center. Unlimited technical support calls and free firmware updates are also included.	163.00	
13.1	LPV445.97.00110				DR300 - Chlorine, Free + Total, w.Box, Pocket Colorimeter ; 19010A002019	
14	FSPLDO2	22-NOV-25	21-NOV-26	Fld Svc LDO2 - 1 visit:22-NOV-2025:21-NOV-2026 Field Service Partnership provides full coverage, including one on-site annual preventative maintenance/calibration service and probe replacement upon failure.	502.00	
14.1	9020000				ASSY, PROBE, LDO MODEL 2, HACH ; 200160000045	
				Sub Total : Tax: Total :	18,872.00 0.00 18,872.00	

Partnership Notes :

All purchases of Hach Company products and/or services are expressly and without limitation subject to Hach Company's Terms & Conditions of Sale ("Hach TCS"), incorporated herein by reference and published on Hach Company's website at www.hach.com/terms. Hach TCS are incorporated by reference into each of Hach's offers or quotations, order acknowledgments, and invoice and shipping documents. The first of the following acts shall constitute an acceptance of Hach's offer and not a counteroffer and shall create a contract of sale ("Contract") in accordance with the Hach TCS, subject to Hach's final credit approval: (i) Buyer's issuance of a purchase order document against Hach's offer or quotation; (ii) Hach's acknowledgement of Buyer's order; or (iii) commencement of any performance by Hach in response to Buyer's order. Provisions contained in Buyer's purchase documents that materially alter, add to or subtract from the provisions of these Terms and Conditions of Sale shall be null and void and not considered part of the Contract. This Contract will automatically renew at the End Date for a period of one year, and at the anniversary of the End Date, unless the Buyer notifies Hach in writing by no later than ninety days before the End Date.



Agenda Report to the City Council

Agenda Section: PUBLIC HEARINGS

Department: Administration/Planning

DATE:	November 25, 2025
FROM:	Ethan Walsh, City Attorney
SUBJECT:	Introduction and waive the first reading of a proposed ordinance amending Sections 1.12.200, 17.05.100, 17.32.010, and 17.32.020 of the St. Helena Municipal Code pertaining to the enforcement regulations for Short-Term Rentals.
RECOMMENDED ACTION:	1. Find that the proposed changes to Chapters 1.12, 17.05, and 17.32 of the St. Helena Municipal Code are exempt from CEQA Guideline 15061 (b)(3); and 2. Introduction and waive the first reading of a proposed ordinance (ZOA 25-004) amending Sections 1.12.200, 17.05.100, 17.32.010, and 17.32.020 of the St. Helena Municipal Code.
PREVIOUS COUNCIL ACTION:	n/a
STATEMENT OF THE PURPOSE:	To amend the short-term rentals ordinance to more effectively enforce violations of the code.
FINANCIAL IMPACT:	There is no direct fiscal impact of adoption of this ordinance.

BACKGROUND:

Staff and the City Attorney's office have undertaken a review of the city's short-term rental ordinance in an effort to more efficiently regulate short-term rentals within the city. As a result of that review, various amendments detailed in this report and shown in the attached draft ordinance are proposed by Staff and the City Attorney's office.

On October 21, 2025, the Planning Commission recommended the City Council approve the proposed ordinance amendments (4-0) and this item is now being considered by the City Council.

DISCUSSION:

1. *Amendment of Section 1.12.200*

As currently written, Section 1.12.200 states that individuals seeking review of a decision of the city in court have thirty (30) days to file such an action. Civil Code Section 1094.6 provides for ninety (90) days to file such an action and Government Code Section 53069.4 provides limited circumstances where the period to file an action can be limited to twenty (20) days where that shorter limit is imposed by an ordinance that follows the procedures outlined in that

Government Code Section. Section 1.12.200 is proposed to be revised to bring it into compliance with the timeline described in Civil Code Section 1094.6.

2. *Amendment of Section 17.05.100*

Amendments to Section 17.05.100 are primarily aimed at clarifying the permitting of short-term rentals. The modifications to Subsection B of Section 17.05.100 explicitly provide for the requirement to have a valid short-term rental permit in order to operate a short-term rental and detail the application process for obtaining or renewing a short-term rental permit.

Changes to Subsection K of Section 17.05.100 clarify the administrative citation process the city follows when undertaking enforcement of violations of the short-term rental ordinance, clarify cross references to other sections of the municipal code relevant to the enforcement of the short-term rental ordinance, and clarify how violations are counted for ongoing violations of the short-term rental ordinance.

Additional modifications to Section 17.05.100 clarify how the radius for notice of public hearing for short-term rental permit applications, clarify that failure to renew a short-term rental permit result in automatic termination of the permit, and various other minor textual clarifications.

3. *Amendment of Section 17.32.010*

The definition of “Responsible Person” has been moved from Section 17.05.100-K to the general definitions section for the Zoning Code to clarify that the definition is applicable to all portions of the Zoning Code and to be generally consistent with how defined terms are located within the Zoning Code.

4. *Amendment of Section 17.32.020*

A definition of “Transient Occupancy Use” has been added to the definition of uses section of the Zoning Code to clarify that “Transient Occupancy Use” is synonymous with the term “Short-Term Rental.”

ENVIRONMENTAL REVIEW:

Pursuant to CEQA Guidelines Section 15061(b) (3), the project will not have a significant impact on the environment and is exempt from CEQA.

GOAL:

Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[St. Helena STR Ordinance Revisions](#)

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
ST. HELENA AMENDING SECTIONS 1.12.200, 17.05.100, 17.32.010, AND 17.32.020
OF THE CITY OF ST. HELENA MUNICIPAL CODE (ZOA 25-004) REGARDING
SHORT TERM RENTALS**

WHEREAS, the City of St. Helena, California ("City") is a municipal corporation, duly organized under the constitution and laws of the State of California; and

WHEREAS, the City desires to amend Sections 1.12.200, 17.05.100, 17.32.010, AND 17.32.020 of the St. Helena Municipal Code ("SHMC"); and

WHEREAS, staff and the City Attorney prepared the proposed ordinance, including the proposed language and terminology, and any additional information and documents deemed necessary for the City Council to take action; and

WHEREAS, on October 21, 2025, the Planning Commission held a duly-noticed public hearing and considered the staff report, recommendations by staff, and public testimony concerning the proposed ordinance and municipal code amendments, and by a vote of 4-0 adopted Resolution No. PC2025-__ recommending that the City Council adopt the proposed ordinance and finding that no environmental review is required under CEQA; and

WHEREAS, the City gave public notice of the public hearing before the City Council for the proposed ordinance by publishing in the Napa Valley Register in accordance with applicable law; and

WHEREAS, on November 18, 2025, the City Council held a duly-noticed public hearing and considered the staff report, recommendation by the Planning Commission, recommendation by staff, and public testimony concerning the proposed ordinance; and

WHEREAS, all other legal prerequisites to the adoption of this ordinance have occurred.

NOW, THEREFORE, The City Council of the City of St. Helena does hereby ordain as follows:

Section 1: Recitals

The Recitals set forth above are true and correct and are incorporated into this Ordinance.

Section 2: Amendment to SHMC Section 1.12.200

83578.00008\43325218.3

Section 1.12.200 of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in ~~strikeout~~):

1.12.200 Limitation on filing judicial action.

Any court action or proceeding to review or challenge the city council's decision and order of abatement as reflected in its resolution shall be barred unless it is commenced within ~~thirty (30)~~ ninety (90) days of the date of service of the resolution, and the resolution shall contain a statement so advising the appellant(s) of this time limit on seeking judicial review. No action or proceeding to review or challenge an abatement order or decision shall be permitted unless each ground or basis for such action or proceeding first has been asserted to the hearing officer and council pursuant to the procedures set forth in Sections 1.12.170 and 1.12.180.

Section 3: Amendment to SHMC Section 17.05.100

Section 17.05.100 of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in ~~strikeout~~):

17.05.100 Short Term Rental Ordinance

A. Purpose.

1. The city council finds that unregulated transient occupancy uses (i.e., short-term rentals) in residential and agricultural districts present a threat to the public welfare.
2. The purposes of the short-term rental regulations are to:
 - a. Establish a permitting process and appropriate restrictions and standards for short-term rental of single-family dwellings;
 - b. Provide a visitor experience and accommodation as an alternative to the hotel, motel, and bed and breakfast accommodations currently existing in the city;
 - c. Ensure the collection and payment of transient occupancy taxes;
 - d. Minimize the negative secondary effects of short-term rental use on surrounding residential neighborhoods; and
 - e. Retain the character of the neighborhoods in which any such use occurs.

3. The short-term rental regulations are not intended to regulate hotels and bed and breakfast inns that do not qualify as short-term rentals.
4. The short-term rental regulations are not intended to provide any owner of residential property with the right or privilege to violate any private conditions, covenants and restrictions applicable to the owner's property that may prohibit the use of such owner's residential property for short-term rental purposes as defined in this section.
5. The city council also finds that the adoption of a comprehensive ordinance regulating the issuance of and operating conditions attached to short-term rental permits is necessary to protect the public health, safety and welfare. The purposes of the short-term rental permit regulations are to:
 - a. Provide a permit system and to impose operational requirements in order to minimize the potential adverse impacts of transient uses in residential neighborhoods and zoning districts on traffic, noise and density;
 - b. Ensure the health, safety and welfare of renters and guests patronizing short-term rentals;
 - c. Impose limitations on the total number of permits issued in order to ensure the long-term availability of the affordable housing stock; and
 - d. Provide for robust enforcement remedies and penalties to prevent and deter violations of this section and unjust enrichment by those who violate this section.

B. ~~Application Requirements~~ Permit Requirement.

1. Permit Required. Operation of a short-term rental shall require a short-term rental permit. It shall be unlawful to operate a short-term rental without a short-term rental permit.
2. Application. ~~An A property owner or responsible person may seek a short-term rental permit through an application for a new short-term rental permit or a renewal of an existing short-term rental permit shall be prepared, filed, and processed in compliance with~~ through the process described in Section 17.04.020, Application-process.
3. Responsibility. It is the responsibility of the applicant property owner or responsible person submitting an application to provide information on the proposed use that support the findings described in subsection D of this section.

C. Public Hearing and Procedures.

1. The planning commission shall hold a public hearing for discretionary review for a new short-term rental application. The public hearing shall be properly noticed in compliance with Section 17.04.080, Public hearing notice.
 2. The public hearing notice shall:
 - a. Contain a description of the proposed short-term rental operation, parking on the site, and number of bedrooms to be used for short-term rental use, together with a location map identifying the short-term rental dwelling lot in relationship to all other lots within a three hundred (300) foot distance, measured from property boundary to property boundary.
 - b. State that ~~the noticed owners may file~~ a written protest against the proposed short-term rental use with the community development director; provided, that the protest is postmarked or received within fourteen (14) days of the mailing of the notice of application.
 3. The planning commission shall hold a public hearing on an application for a short-term rental permit and shall, at the conclusion of the public hearing, approve (with or without conditions), or deny the application in compliance with this code.
- D. *Findings*. The planning commission shall review and either approve or deny the initial short-term rental permit application pursuant to the requirements of this section after considering the effects the proposed short-term rental use would have on surrounding uses and the cumulative impacts within the community. In approving a new short-term rental permit application, the planning commission must make the following findings:
1. The short-term rental complies with applicable standards identified in Section 17.22.200, Short-term rentals;
 2. The establishment of a short-term rental at the subject property is consistent with the purpose of the general plan, including policies regarding the displacement of rental units in the housing stock;
 3. The establishment of a short-term rental at the subject property will not be detrimental to a building, structure, or feature of significant aesthetic, cultural, architectural, or engineering interest or value of a historical nature;
 4. The establishment of a short-term rental at the project site is compatible with and will not be detrimental to the character of the neighborhood and surrounding land uses;
 5. The establishment of a short-term rental at the project site will provide an enhanced visitor experience and accommodation as an alternative to the hotel, motel, and bed and breakfast accommodations currently existing in the city and will help to ensure the collection and payment of transient occupancy taxes; and

6. There exists no substantial evidence of operation of an unpermitted short-term rental on the part of the applicant anywhere within the city.
- E. *Conditions of Approval.* The community development director may recommend, and the planning commission may impose, conditions on the granting of an application for a short-term rental permit to mitigate the impacts of the proposed land use.
- F. *Permit Availability.* If no short-term rental permits are available pursuant to the limitation on short-term rentals described in Section 17.22.200(D), the community development director shall place interested property owners on a waiting list in the order in which they were received. If a permit becomes available, applications shall be accepted and reviewed in the order that they are listed on the waiting list subject to the local preference policy established in Section 17.22.200(D)(15).
- G. *Notice of Action, Appeals, Term of Permit, and Conditions Subsequent to Short-Term Rental Permit Approval.*
1. *Notice of Action.* Notice of action shall be provided pursuant to Section 17.04.100, Timing and notice of action.
 2. *Appeals.* Any person whose application for a short-term rental permit has been denied by the planning commission, or whose permit has been suspended or revoked by the community development director, may appeal pursuant to Chapter 17.12, Procedures for Appeals. A third party may also file an appeal of an approval of a short-term rental permit.
 3. *Term of Permit.* Short-term rental permits shall be valid for a period of two years.
 4. *Conditions Subsequent to Approval.* Short-term rental permits shall be subject to any changes to this section approved by the city council and conditions that the council may impose subsequent to the issuance of the permit.
- H. *Renewals Procedure.*
1. The permit holder shall submit a short-term rental permit renewal application and pay applicable fees to the city a minimum of thirty (30) days prior to the expiration of a current short-term rental permit. Failure to submit a renewal application and pay applicable fees by the expiration date will result in the short-term rental permit automatically expiring without any further action by the city.
 2. Upon receipt of a renewal application, the community development director will confirm with the finance department that the applicant's business license is current and that all required transient occupancy taxes (TOT) have been reported and paid (see Chapter 5.08, Business Licenses Generally, for the requirements related to business licenses).

3. The community development director will refer the application to the St. Helena police department to request all police calls for services and complaints lodged against the property over the course of the two-year permit.
4. If the permit holder has a current business license, has rented their property on a short-term basis for an average of sixty (60) days per year (as applicable), has been properly reporting and paying TOT, and has fewer than three confirmed violations of the municipal code or of state or federal law over the prior two years, the community development director may administratively approve the renewal which shall be valid for an additional two years. If all of these provisions are not met, the renewal shall be referred to the planning commission for action at a public hearing. The community development director also has the discretion to refer the renewal application to the planning commission for a decision pursuant to the process and standards set forth in subsections C and D of this section, even if the community development director has the authority to consider renewal application pursuant to this section.
5. No renewal shall be approved without written verification of tax payments by the permit holder, and no permit shall be approved if the operation of the short-term rental has created adverse impacts on the neighborhood, as specified in subsection K of this section, in which it is situated or has otherwise caused the loss of the character of that neighborhood.
6. The community development director may deny the renewal if the applicant has violated any provision of this section.
7. *Notice of Action, Appeals, Term of Permit, and Conditions Subsequent to Approval of a Short-Term Rental Permit Renewal.*
 - a. *Notice of Action.* Notice of action shall be provided pursuant to Section 17.04.100, Timing and notice of action.
 - b. *Appeals.* Any person whose application for a short-term rental permit renewal has been denied by the community development director may appeal to the planning commission pursuant to Chapter 17.12, Procedures for Appeals. A third party may also file an appeal of an approval of a short-term rental permit renewal.
 - c. *Conditions Subsequent to Approval.* Short-term rental permit renewals shall be subject to any changes to this section approved by the planning commission and conditions that the commission may impose subsequent to the issuance of the permit.

I. *Inspections.*

1. The community development director has the right to enter upon any property at any reasonable time to make inspections and examinations for the purpose of

enforcement of this section, subject to the provisions of Code of Civil Procedure Section 1822.50 et seq.

2. The fire department shall annually inspect the dwelling used as a short-term rental and submit the inspection report to the community development department.
3. The community development director shall have the right to inspect any records related to the use and occupancy of the short-term rental to determine that the objectives and conditions of this section are being fulfilled.

J. Revocation.

1. The community development director may revoke a short-term rental permit pursuant to Chapter 17.13, Enforcement, if the community development director determines that:
 - a. The owner-applicant gave false or misleading information during the application process;
 - b. There has been a violation of any of the terms, conditions and restrictions on the use of the dwelling unit for short-term rental use;
 - c. The owner-applicant has violated any provision of this section; or
 - d. The owner-applicant has failed to timely pay ~~the~~all transient occupancy tax as required by this code.
2. If an owner-applicant's short-term rental permit is revoked, the owner-applicant may not reapply for another permit for two years after the date of revocation. If there is a waiting list to receive a permit, the owner-applicant will be added to the list.

K. Violations, Enforcement, and Civil Penalties.

1. Any property owner or responsible person who uses, or allows the use of, or advertises or causes to be printed, published, advertised, or disseminated in any way, the availability of residential property in violation of this section is guilty of a misdemeanor for each day in which such residential property is used, or allowed to be used, in violation of this section. Such violation shall be punishable pursuant to Chapter 1.12, Enforcement Procedures and Chapter 1.20, General Penalty. ~~For purposes of this section, "responsible person" shall mean and include any manager or other person responsible for allowing property to be used for short-term rental in violation of this section.~~
2. Short-term rental use, and advertisement for use, of a residential property in violation of this section is a threat to public health, safety or welfare and is thus declared to be unlawful and a public nuisance. Any such nuisance may be

abated or restored by the enforcement official and also may be abated by the city pursuant to Chapter 1.12, Enforcement Procedures, except that the civil penalty for a violation shall be one thousand dollars (\$1,000.00). Each day the violation occurs past the compliance date provided for by the city in notice of violation shall constitute a separate offense.

3. Any property owner or responsible person who violates this ~~section~~ chapter shall be liable and responsible for ~~a civil penalty of one thousand dollars (\$1,000.00) per violation per day such violation occurs~~ the civil penalty described in Section 17.05.100(K)(2). The city may recover such civil penalty by either civil action or administrative citation. Such penalty shall be in addition to all other costs incurred by the city, including without limitation the city's staff time, investigation expenses and attorney's fees.
 - a. Civil Action. Where the city proceeds by civil action, the court shall have discretion to reduce the civil penalty based upon evidence presented by the property owner or responsible person that such a reduction is warranted by mitigating factors including, without limitation, lack of culpability or inability to pay. Provided, however, that in exercising its discretion the court should consider the purpose of this section to prevent and deter violations and whether the reduction of civil penalties will frustrate that purpose by resulting in the property owner's or responsible person's enrichment or profit as a result of the violation of this section. In any such civil action the city also may abate or enjoin any violation of this section.
 - b. Administrative Citations. Where the city proceeds by administrative citation, the city will first issue the property owner or responsible person notice to correct the violation in accordance with Government Code section 53069.4(a)(2)(A). Such notice to correct shall contain the following information:
 - i. Details regarding the nature of the violation;
 - ii. Details regarding how compliance can be achieved;
 - iii. Date by which proof of correction of the violation must be provided to the city to avoid the issuance of an administrative citation that will be no less than ten (10) days from the date the notice to correct is issued; and
 - iv. Notice that the civil penalty described in this subsection K will begin to be assessed if proof of correction of the violation is not provided to the city by the stated date.
 - c. Administrative Appeals. Where the city proceeds by administrative citation, the city shall provide the property owner or responsible person notice of the right to request an administrative hearing to challenge the citation and penalty, and the time for requesting that hearing.

- i. The property owner or responsible person has the right to request an administrative hearing within forty-five (45) days of the issuance of the administrative citation and imposition of the civil penalty. To request such a hearing, the property owner or responsible person shall notify the city clerk in writing within forty-five (45) days of the issuance of the citation. The appeal notification shall include all specific facts, circumstances, and arguments upon which the appeal is based.
 - ii. The city manager is authorized to designate a hearing officer to hear such appeal. The city hearing officer shall conduct a hearing on the appeal within ninety (90) days of the request for the hearing unless one of the parties requests a continuance for good cause. The hearing officer shall only consider those facts, circumstances, or arguments that the property owner or responsible person has presented in the appeal notification.
 - iii. The hearing officer shall render a decision in writing within thirty (30) days of the conclusion of the hearing. The hearing officer shall have discretion to reduce the civil penalty based upon evidence presented by the property owner or responsible person that such a reduction is warranted by mitigating factors including, without limitation, lack of culpability or inability to pay. Provided, however, that in exercising its discretion the hearing officer should consider the purpose of this section to prevent and deter violations and whether the reduction of civil penalties will frustrate that purpose by resulting in the property owner's or responsible person's enrichment or profit as a result of the violation of this section.
 - iv. Any aggrieved party to the hearing officer's decision on the administrative appeal may obtain review of the decision by filing a petition for writ of mandate with the Napa County superior court in accordance with the timelines and provisions set forth in California Government Code Section 53069.4.
 - v. If, following an administrative hearing, appeal, or other final determination, the owner of the property is determined to be the responsible person for the civil penalty imposed by this section, such penalty, if unpaid within forty-five (45) days of the notice of the final determination, shall become a lien to be recorded against the property on which the violation occurred pursuant to Chapter 1.12, Enforcement Procedures. Such costs shall be collected in the same manner as county taxes, and thereafter the property upon which they are a lien shall be sold in the same manner as property now is sold for delinquent taxes.
- ~~4. Any violation of this section may also be abated or restored by the enforcement official and also may be abated pursuant to Chapter 1.12, Enforcement Procedures, except that the civil penalty under Chapter 1.12 for a violation shall be one thousand dollars (\$1,000.00).~~

- ~~5.~~ 4. Each day the violation of this section occurs shall constitute a separate offense.
- ~~6.~~ 5. Any property owner who uses, or allows the use of, residential property as a short-term rental without a permit shall be liable for the transit occupancy tax that would have been owed under Chapter 3.28, Transient Occupancy Tax, had the use been legal, including the penalty and interest provisions of Section 3.28.070, Penalties and interest.
- ~~7.~~ 6. The remedies under this section are cumulative and in addition to any and all other remedies available at law and equity.

Section 4: Amendment to SHMC Section 17.32.010

Section 17.32.010 of the St. Helena Municipal Code is hereby amended to include the following definition (new language is underlined):

17.32.010 Zoning Code Definitions of Terms

“Responsible Person” shall mean any owner, manager, agent, party, partner, host, or other person responsible for allowing property to be used for short-term rental.

Section 5: Amendment to SHMC Section 17.32.020

Section 17.32.020 of the St. Helena Municipal Code is hereby amended to include the following definition (new language is underlined):

17.32.020 Zoning Code Definitions of Uses

“Transient Occupancy Use” shall have the same meaning as “short-term rental”

Section 5: Severability.

If any section, subsection, phrase, or clause of this Ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

Section 6: CEQA.

This Ordinance was assessed in accordance with the authority and criteria contained in the California Environmental Quality Act ("CEQA"), the State CEQA Guidelines (the "Guidelines"), and the environmental regulations of the City. The City Council hereby finds that this ordinance is exempt from review under CEQA under Section 15061(b)(3) of the State CEQA Guidelines because it can be seen with certainty that the provisions contained herein would not have the potential for causing a significant effect on the environment.

Section 7: Notice and Effective Date.

This Ordinance was duly noticed to the public. This Ordinance shall take effect and be enforced within thirty (30) days from and after the date of its adoption by the City Council at a second reading and shall be posted and published in accordance with the California Government Code.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the 18th day of November, 2025, and was adopted at a regular meeting of the St. Helena City Council on the ____ day of _____, 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED

ATTEST

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk



Agenda Report to the City Council

Agenda Section: PUBLIC HEARINGS

Department: Administration/Planning

DATE:	November 25, 2025
FROM:	Ethan Walsh, City Attorney
SUBJECT:	Introduction and waive the first reading of a proposed ordinance amending Sections 1.12.200, 17.05.100, 17.32.010, and 17.32.020 of the St. Helena Municipal Code pertaining to the enforcement regulations for Short-Term Rentals.
RECOMMENDED ACTION:	1. Find that the proposed changes to Chapters 1.12, 17.05, and 17.32 of the St. Helena Municipal Code are exempt from CEQA Guideline 15061 (b)(3); and 2. Introduction and waive the first reading of a proposed ordinance (ZOA 25-004) amending Sections 1.12.200, 17.05.100, 17.32.010, and 17.32.020 of the St. Helena Municipal Code.
PREVIOUS COUNCIL ACTION:	n/a
STATEMENT OF THE PURPOSE:	To amend the short-term rentals ordinance to more effectively enforce violations of the code.
FINANCIAL IMPACT:	There is no direct fiscal impact of adoption of this ordinance.

BACKGROUND:

Staff and the City Attorney's office have undertaken a review of the city's short-term rental ordinance in an effort to more efficiently regulate short-term rentals within the city. As a result of that review, various amendments detailed in this report and shown in the attached draft ordinance are proposed by Staff and the City Attorney's office.

On October 21, 2025, the Planning Commission recommended the City Council approve the proposed ordinance amendments (4-0) and this item is now being considered by the City Council.

DISCUSSION:

1. *Amendment of Section 1.12.200*

As currently written, Section 1.12.200 states that individuals seeking review of a decision of the city in court have thirty (30) days to file such an action. Civil Code Section 1094.6 provides for ninety (90) days to file such an action and Government Code Section 53069.4 provides limited circumstances where the period to file an action can be limited to twenty (20) days where that shorter limit is imposed by an ordinance that follows the procedures outlined in that

Government Code Section. Section 1.12.200 is proposed to be revised to bring it into compliance with the timeline described in Civil Code Section 1094.6.

2. *Amendment of Section 17.05.100*

Amendments to Section 17.05.100 are primarily aimed at clarifying the permitting of short-term rentals. The modifications to Subsection B of Section 17.05.100 explicitly provide for the requirement to have a valid short-term rental permit in order to operate a short-term rental and detail the application process for obtaining or renewing a short-term rental permit.

Changes to Subsection K of Section 17.05.100 clarify the administrative citation process the city follows when undertaking enforcement of violations of the short-term rental ordinance, clarify cross references to other sections of the municipal code relevant to the enforcement of the short-term rental ordinance, and clarify how violations are counted for ongoing violations of the short-term rental ordinance.

Additional modifications to Section 17.05.100 clarify how the radius for notice of public hearing for short-term rental permit applications, clarify that failure to renew a short-term rental permit result in automatic termination of the permit, and various other minor textual clarifications.

3. *Amendment of Section 17.32.010*

The definition of “Responsible Person” has been moved from Section 17.05.100-K to the general definitions section for the Zoning Code to clarify that the definition is applicable to all portions of the Zoning Code and to be generally consistent with how defined terms are located within the Zoning Code.

4. *Amendment of Section 17.32.020*

A definition of “Transient Occupancy Use” has been added to the definition of uses section of the Zoning Code to clarify that “Transient Occupancy Use” is synonymous with the term “Short-Term Rental.”

ENVIRONMENTAL REVIEW:

Pursuant to CEQA Guidelines Section 15061(b) (3), the project will not have a significant impact on the environment and is exempt from CEQA.

GOAL:

Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[St. Helena STR Ordinance Revisions](#)

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
ST. HELENA AMENDING SECTIONS 1.12.200, 17.05.100, 17.32.010, AND 17.32.020
OF THE CITY OF ST. HELENA MUNICIPAL CODE (ZOA 25-004) REGARDING
SHORT TERM RENTALS**

WHEREAS, the City of St. Helena, California ("City") is a municipal corporation, duly organized under the constitution and laws of the State of California; and

WHEREAS, the City desires to amend Sections 1.12.200, 17.05.100, 17.32.010, AND 17.32.020 of the St. Helena Municipal Code ("SHMC"); and

WHEREAS, staff and the City Attorney prepared the proposed ordinance, including the proposed language and terminology, and any additional information and documents deemed necessary for the City Council to take action; and

WHEREAS, on October 21, 2025, the Planning Commission held a duly-noticed public hearing and considered the staff report, recommendations by staff, and public testimony concerning the proposed ordinance and municipal code amendments, and by a vote of 4-0 adopted Resolution No. PC2025-__ recommending that the City Council adopt the proposed ordinance and finding that no environmental review is required under CEQA; and

WHEREAS, the City gave public notice of the public hearing before the City Council for the proposed ordinance by publishing in the Napa Valley Register in accordance with applicable law; and

WHEREAS, on November 18, 2025, the City Council held a duly-noticed public hearing and considered the staff report, recommendation by the Planning Commission, recommendation by staff, and public testimony concerning the proposed ordinance; and

WHEREAS, all other legal prerequisites to the adoption of this ordinance have occurred.

NOW, THEREFORE, The City Council of the City of St. Helena does hereby ordain as follows:

Section 1: Recitals

The Recitals set forth above are true and correct and are incorporated into this Ordinance.

Section 2: Amendment to SHMC Section 1.12.200

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Section 1.12.200 of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in ~~strikeout~~):

1.12.200 Limitation on filing judicial action.

Any court action or proceeding to review or challenge the city council's decision and order of abatement as reflected in its resolution shall be barred unless it is commenced within ~~thirty (30)~~ ninety (90) days of the date of service of the resolution, and the resolution shall contain a statement so advising the appellant(s) of this time limit on seeking judicial review. No action or proceeding to review or challenge an abatement order or decision shall be permitted unless each ground or basis for such action or proceeding first has been asserted to the hearing officer and council pursuant to the procedures set forth in Sections 1.12.170 and 1.12.180.

Section 3: Amendment to SHMC Section 17.05.100

Section 17.05.100 of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in ~~strikeout~~):

17.05.100 Short Term Rental Ordinance

A. Purpose.

1. The city council finds that unregulated transient occupancy uses (i.e., short-term rentals) in residential and agricultural districts present a threat to the public welfare.
2. The purposes of the short-term rental regulations are to:
 - a. Establish a permitting process and appropriate restrictions and standards for short-term rental of single-family dwellings;
 - b. Provide a visitor experience and accommodation as an alternative to the hotel, motel, and bed and breakfast accommodations currently existing in the city;
 - c. Ensure the collection and payment of transient occupancy taxes;
 - d. Minimize the negative secondary effects of short-term rental use on surrounding residential neighborhoods; and
 - e. Retain the character of the neighborhoods in which any such use occurs.

3. The short-term rental regulations are not intended to regulate hotels and bed and breakfast inns that do not qualify as short-term rentals.
4. The short-term rental regulations are not intended to provide any owner of residential property with the right or privilege to violate any private conditions, covenants and restrictions applicable to the owner's property that may prohibit the use of such owner's residential property for short-term rental purposes as defined in this section.
5. The city council also finds that the adoption of a comprehensive ordinance regulating the issuance of and operating conditions attached to short-term rental permits is necessary to protect the public health, safety and welfare. The purposes of the short-term rental permit regulations are to:
 - a. Provide a permit system and to impose operational requirements in order to minimize the potential adverse impacts of transient uses in residential neighborhoods and zoning districts on traffic, noise and density;
 - b. Ensure the health, safety and welfare of renters and guests patronizing short-term rentals;
 - c. Impose limitations on the total number of permits issued in order to ensure the long-term availability of the affordable housing stock; and
 - d. Provide for robust enforcement remedies and penalties to prevent and deter violations of this section and unjust enrichment by those who violate this section.

B. ~~Application Requirements~~ Permit Requirement.

1. Permit Required. Operation of a short-term rental shall require a short-term rental permit. It shall be unlawful to operate a short-term rental without a short-term rental permit.
2. Application. ~~An A property owner or responsible person may seek a short-term rental permit through an application for a new short-term rental permit or a renewal of an existing short-term rental permit shall be prepared, filed, and processed in compliance with~~ through the process described in Section 17.04.020, Application-process.
3. Responsibility. It is the responsibility of the applicant property owner or responsible person submitting an application to provide information on the proposed use that support the findings described in subsection D of this section.

C. Public Hearing and Procedures.

1. The planning commission shall hold a public hearing for discretionary review for a new short-term rental application. The public hearing shall be properly noticed in compliance with Section 17.04.080, Public hearing notice.
 2. The public hearing notice shall:
 - a. Contain a description of the proposed short-term rental operation, parking on the site, and number of bedrooms to be used for short-term rental use, together with a location map identifying the short-term rental dwelling lot in relationship to all other lots within a three hundred (300) foot distance, measured from property boundary to property boundary.
 - b. State that ~~the noticed owners may file~~ a written protest against the proposed short-term rental use with the community development director; provided, that the protest is postmarked or received within fourteen (14) days of the mailing of the notice of application.
 3. The planning commission shall hold a public hearing on an application for a short-term rental permit and shall, at the conclusion of the public hearing, approve (with or without conditions), or deny the application in compliance with this code.
- D. *Findings*. The planning commission shall review and either approve or deny the initial short-term rental permit application pursuant to the requirements of this section after considering the effects the proposed short-term rental use would have on surrounding uses and the cumulative impacts within the community. In approving a new short-term rental permit application, the planning commission must make the following findings:
1. The short-term rental complies with applicable standards identified in Section 17.22.200, Short-term rentals;
 2. The establishment of a short-term rental at the subject property is consistent with the purpose of the general plan, including policies regarding the displacement of rental units in the housing stock;
 3. The establishment of a short-term rental at the subject property will not be detrimental to a building, structure, or feature of significant aesthetic, cultural, architectural, or engineering interest or value of a historical nature;
 4. The establishment of a short-term rental at the project site is compatible with and will not be detrimental to the character of the neighborhood and surrounding land uses;
 5. The establishment of a short-term rental at the project site will provide an enhanced visitor experience and accommodation as an alternative to the hotel, motel, and bed and breakfast accommodations currently existing in the city and will help to ensure the collection and payment of transient occupancy taxes; and

6. There exists no substantial evidence of operation of an unpermitted short-term rental on the part of the applicant anywhere within the city.
- E. *Conditions of Approval.* The community development director may recommend, and the planning commission may impose, conditions on the granting of an application for a short-term rental permit to mitigate the impacts of the proposed land use.
- F. *Permit Availability.* If no short-term rental permits are available pursuant to the limitation on short-term rentals described in Section 17.22.200(D), the community development director shall place interested property owners on a waiting list in the order in which they were received. If a permit becomes available, applications shall be accepted and reviewed in the order that they are listed on the waiting list subject to the local preference policy established in Section 17.22.200(D)(15).
- G. *Notice of Action, Appeals, Term of Permit, and Conditions Subsequent to Short-Term Rental Permit Approval.*
1. *Notice of Action.* Notice of action shall be provided pursuant to Section 17.04.100, Timing and notice of action.
 2. *Appeals.* Any person whose application for a short-term rental permit has been denied by the planning commission, or whose permit has been suspended or revoked by the community development director, may appeal pursuant to Chapter 17.12, Procedures for Appeals. A third party may also file an appeal of an approval of a short-term rental permit.
 3. *Term of Permit.* Short-term rental permits shall be valid for a period of two years.
 4. *Conditions Subsequent to Approval.* Short-term rental permits shall be subject to any changes to this section approved by the city council and conditions that the council may impose subsequent to the issuance of the permit.
- H. *Renewals Procedure.*
1. The permit holder shall submit a short-term rental permit renewal application and pay applicable fees to the city a minimum of thirty (30) days prior to the expiration of a current short-term rental permit. Failure to submit a renewal application and pay applicable fees by the expiration date will result in the short-term rental permit automatically expiring without any further action by the city.
 2. Upon receipt of a renewal application, the community development director will confirm with the finance department that the applicant's business license is current and that all required transient occupancy taxes (TOT) have been reported and paid (see Chapter 5.08, Business Licenses Generally, for the requirements related to business licenses).

3. The community development director will refer the application to the St. Helena police department to request all police calls for services and complaints lodged against the property over the course of the two-year permit.
4. If the permit holder has a current business license, has rented their property on a short-term basis for an average of sixty (60) days per year (as applicable), has been properly reporting and paying TOT, and has fewer than three confirmed violations of the municipal code or of state or federal law over the prior two years, the community development director may administratively approve the renewal which shall be valid for an additional two years. If all of these provisions are not met, the renewal shall be referred to the planning commission for action at a public hearing. The community development director also has the discretion to refer the renewal application to the planning commission for a decision pursuant to the process and standards set forth in subsections C and D of this section, even if the community development director has the authority to consider renewal application pursuant to this section.
5. No renewal shall be approved without written verification of tax payments by the permit holder, and no permit shall be approved if the operation of the short-term rental has created adverse impacts on the neighborhood, as specified in subsection K of this section, in which it is situated or has otherwise caused the loss of the character of that neighborhood.
6. The community development director may deny the renewal if the applicant has violated any provision of this section.
7. *Notice of Action, Appeals, Term of Permit, and Conditions Subsequent to Approval of a Short-Term Rental Permit Renewal.*
 - a. *Notice of Action.* Notice of action shall be provided pursuant to Section 17.04.100, Timing and notice of action.
 - b. *Appeals.* Any person whose application for a short-term rental permit renewal has been denied by the community development director may appeal to the planning commission pursuant to Chapter 17.12, Procedures for Appeals. A third party may also file an appeal of an approval of a short-term rental permit renewal.
 - c. *Conditions Subsequent to Approval.* Short-term rental permit renewals shall be subject to any changes to this section approved by the planning commission and conditions that the commission may impose subsequent to the issuance of the permit.

I. *Inspections.*

1. The community development director has the right to enter upon any property at any reasonable time to make inspections and examinations for the purpose of

enforcement of this section, subject to the provisions of Code of Civil Procedure Section 1822.50 et seq.

2. The fire department shall annually inspect the dwelling used as a short-term rental and submit the inspection report to the community development department.
3. The community development director shall have the right to inspect any records related to the use and occupancy of the short-term rental to determine that the objectives and conditions of this section are being fulfilled.

J. Revocation.

1. The community development director may revoke a short-term rental permit pursuant to Chapter 17.13, Enforcement, if the community development director determines that:
 - a. The owner-applicant gave false or misleading information during the application process;
 - b. There has been a violation of any of the terms, conditions and restrictions on the use of the dwelling unit for short-term rental use;
 - c. The owner-applicant has violated any provision of this section; or
 - d. The owner-applicant has failed to timely pay ~~the~~all transient occupancy tax as required by this code.
2. If an owner-applicant's short-term rental permit is revoked, the owner-applicant may not reapply for another permit for two years after the date of revocation. If there is a waiting list to receive a permit, the owner-applicant will be added to the list.

K. Violations, Enforcement, and Civil Penalties.

1. Any property owner or responsible person who uses, or allows the use of, or advertises or causes to be printed, published, advertised, or disseminated in any way, the availability of residential property in violation of this section is guilty of a misdemeanor for each day in which such residential property is used, or allowed to be used, in violation of this section. Such violation shall be punishable pursuant to Chapter 1.12, Enforcement Procedures and Chapter 1.20, General Penalty. ~~For purposes of this section, "responsible person" shall mean and include any manager or other person responsible for allowing property to be used for short-term rental in violation of this section.~~
2. Short-term rental use, and advertisement for use, of a residential property in violation of this section is a threat to public health, safety or welfare and is thus declared to be unlawful and a public nuisance. Any such nuisance may be

abated or restored by the enforcement official and also may be abated by the city pursuant to Chapter 1.12, Enforcement Procedures, except that the civil penalty for a violation shall be one thousand dollars (\$1,000.00). Each day the violation occurs past the compliance date provided for by the city in notice of violation shall constitute a separate offense.

3. Any property owner or responsible person who violates this ~~section~~ chapter shall be liable and responsible for ~~a civil penalty of one thousand dollars (\$1,000.00) per violation per day such violation occurs~~ the civil penalty described in Section 17.05.100(K)(2). The city may recover such civil penalty by either civil action or administrative citation. Such penalty shall be in addition to all other costs incurred by the city, including without limitation the city's staff time, investigation expenses and attorney's fees.
 - a. Civil Action. Where the city proceeds by civil action, the court shall have discretion to reduce the civil penalty based upon evidence presented by the property owner or responsible person that such a reduction is warranted by mitigating factors including, without limitation, lack of culpability or inability to pay. Provided, however, that in exercising its discretion the court should consider the purpose of this section to prevent and deter violations and whether the reduction of civil penalties will frustrate that purpose by resulting in the property owner's or responsible person's enrichment or profit as a result of the violation of this section. In any such civil action the city also may abate or enjoin any violation of this section.
 - b. Administrative Citations. Where the city proceeds by administrative citation, the city will first issue the property owner or responsible person notice to correct the violation in accordance with Government Code section 53069.4(a)(2)(A). Such notice to correct shall contain the following information:
 - i. Details regarding the nature of the violation;
 - ii. Details regarding how compliance can be achieved;
 - iii. Date by which proof of correction of the violation must be provided to the city to avoid the issuance of an administrative citation that will be no less than ten (10) days from the date the notice to correct is issued; and
 - iv. Notice that the civil penalty described in this subsection K will begin to be assessed if proof of correction of the violation is not provided to the city by the stated date.
 - c. Administrative Appeals. Where the city proceeds by administrative citation, the city shall provide the property owner or responsible person notice of the right to request an administrative hearing to challenge the citation and penalty, and the time for requesting that hearing.

- i. The property owner or responsible person has the right to request an administrative hearing within forty-five (45) days of the issuance of the administrative citation and imposition of the civil penalty. To request such a hearing, the property owner or responsible person shall notify the city clerk in writing within forty-five (45) days of the issuance of the citation. The appeal notification shall include all specific facts, circumstances, and arguments upon which the appeal is based.
 - ii. The city manager is authorized to designate a hearing officer to hear such appeal. The city hearing officer shall conduct a hearing on the appeal within ninety (90) days of the request for the hearing unless one of the parties requests a continuance for good cause. The hearing officer shall only consider those facts, circumstances, or arguments that the property owner or responsible person has presented in the appeal notification.
 - iii. The hearing officer shall render a decision in writing within thirty (30) days of the conclusion of the hearing. The hearing officer shall have discretion to reduce the civil penalty based upon evidence presented by the property owner or responsible person that such a reduction is warranted by mitigating factors including, without limitation, lack of culpability or inability to pay. Provided, however, that in exercising its discretion the hearing officer should consider the purpose of this section to prevent and deter violations and whether the reduction of civil penalties will frustrate that purpose by resulting in the property owner's or responsible person's enrichment or profit as a result of the violation of this section.
 - iv. Any aggrieved party to the hearing officer's decision on the administrative appeal may obtain review of the decision by filing a petition for writ of mandate with the Napa County superior court in accordance with the timelines and provisions set forth in California Government Code Section 53069.4.
 - v. If, following an administrative hearing, appeal, or other final determination, the owner of the property is determined to be the responsible person for the civil penalty imposed by this section, such penalty, if unpaid within forty-five (45) days of the notice of the final determination, shall become a lien to be recorded against the property on which the violation occurred pursuant to Chapter 1.12, Enforcement Procedures. Such costs shall be collected in the same manner as county taxes, and thereafter the property upon which they are a lien shall be sold in the same manner as property now is sold for delinquent taxes.
- ~~4. Any violation of this section may also be abated or restored by the enforcement official and also may be abated pursuant to Chapter 1.12, Enforcement Procedures, except that the civil penalty under Chapter 1.12 for a violation shall be one thousand dollars (\$1,000.00).~~

- 5- 4. Each day the violation of this section occurs shall constitute a separate offense.
- 6- 5-Any property owner who uses, or allows the use of, residential property as a short-term rental without a permit shall be liable for the transit occupancy tax that would have been owed under Chapter 3.28, Transient Occupancy Tax, had the use been legal, including the penalty and interest provisions of Section 3.28.070, Penalties and interest.
- 7- 6-The remedies under this section are cumulative and in addition to any and all other remedies available at law and equity.

Section 4: Amendment to SHMC Section 17.32.010

Section 17.32.010 of the St. Helena Municipal Code is hereby amended to include the following definition (new language is underlined):

17.32.010 Zoning Code Definitions of Terms

“Responsible Person” shall mean any owner, manager, agent, party, partner, host, or other person responsible for allowing property to be used for short-term rental.

Section 5: Amendment to SHMC Section 17.32.020

Section 17.32.020 of the St. Helena Municipal Code is hereby amended to include the following definition (new language is underlined):

17.32.020 Zoning Code Definitions of Uses

“Transient Occupancy Use” shall have the same meaning as “short-term rental”

Section 5: Severability.

If any section, subsection, phrase, or clause of this Ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

Section 6: CEQA.

This Ordinance was assessed in accordance with the authority and criteria contained in the California Environmental Quality Act ("CEQA"), the State CEQA Guidelines (the "Guidelines"), and the environmental regulations of the City. The City Council hereby finds that this ordinance is exempt from review under CEQA under Section 15061(b)(3) of the State CEQA Guidelines because it can be seen with certainty that the provisions contained herein would not have the potential for causing a significant effect on the environment.

Section 7: Notice and Effective Date.

This Ordinance was duly noticed to the public. This Ordinance shall take effect and be enforced within thirty (30) days from and after the date of its adoption by the City Council at a second reading and shall be posted and published in accordance with the California Government Code.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the 18th day of November, 2025, and was adopted at a regular meeting of the St. Helena City Council on the ____ day of _____, 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED

ATTEST

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk



Planning commission short term rental changes

From LAURA KEIR <lkeir@icloud.com>

Date Tue 10/28/2025 10:36 AM

To Public Comment <publiccomment@cityofsthelena.gov>

Members of the Planning Commission;

Does the city have any control over the short term rentals of units within a managed rental (apartment) complex? Or rented homes in general?

We will have numerous new units that will be rentals. Is there any city control to ensure rented units are not rented by a tenant and then used as short term rentals?

The unit occupant is not a "Property Owner". Their lease agreement may include a clause prohibiting short term rental of the unit? (Does the City require a clause be in a lease agreement?) but what if they break the terms?

Should it happen, it may be impossible to collect funds and/or put a lien on property because the Tenant violates City Code. Can the city collect fines from the complex owner of the property? What about TOT tax due? Tenant or Owner of Property legally liable if the tenant breaks the agreement and short term rents their unit?

Thank you,
Laura Keir