



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

Agenda Item #: {{section.number}}D

Yountville Town Council Staff Report

DATE: May 6, 2025

TO: Mayor and Town Council

FROM: John Ferons, Public Works Director

PREPARED BY: Rosalba Ramirez, Deputy Public Works Director

RECOMMENDATION

Adopt Resolution Number 25-4348 authorizing a Professional Services Agreement with Carollo Engineering Inc. to prepare the Wastewater Reclamation Facility Master Plan in the amount of \$327,167 and authorizing the Town Manager to execute the Agreement up to the budgeted amount along with any subsequent Amendments.

DISCUSSION/BACKGROUND

The Town of Yountville operates and maintains a joint wastewater treatment plant that has operated a recycled water program during the irrigation season since 1988. The source of the wastewater is the Town of Yountville/Veterans Home of California Joint Wastewater Treatment Plant (Joint Treatment Plant). The treatment plant reclaims water from these sources then treats and reuses it for beneficial purposes. The original wastewater treatment plant serving the Veterans Home in Yountville was constructed circa 1935 while the Town's wastewater treatment plant serving the Town proper was constructed circa 1965. In the mid-1970's, the Town of Yountville and the Veterans Home joined forces and modified the original Veterans Home wastewater treatment plant creating the current Joint Wastewater Treatment Plant (JTP) in its current location and converted the Town's original wastewater plant to Wastewater Reclamation Facility. Over the years minimal major improvements have been conducted on the Wastewater Reclamation Facility equipment. Town utility staff have had a process of repairing equipment as need to maintain a compliant and operating treatment plant.

In December of 2024, the Town sought proposals from multiple qualified engineering consulting firms to provide professional engineering services for preparation of a Wastewater Reclamation Facility and Wastewater Collection System (WRFWCS) Master Plan. The goal of the WRFWCS Master Plan is to provide the Public Works Department with strategic planning guidance and in-depth analysis of key focus areas. The Town of Yountville intends to produce a strategic master plan that supports decision making over the next five-to-ten years while maintaining a 20-year planning horizon. Carollo Engineering Inc. submitted a proposal meeting the desired goals for the Town's WRFWCS Master Plan and providing a team that can provide specialized expertise in wastewater master planning. The proposal from Carollo Engineering Inc. includes a cost not to exceed of \$327,167.00. This amount exceeds the Town Manager's signing authority as outlined in Municipal Code 3.32.520, which states that the Town Manager may approve professional service contracts up to and including \$45,000, while contracts exceeding this amount require Town Council approval.

The total cost of the Carollo Engineering Inc., proposal is \$327,167.00, which will be funded from Wastewater Treatment Capital Recovery Fund (Fund 63) budgeted as part of the existing project WW-0035 Water Reclamation Facility Master Plan.

Staff respectfully requests that the Town Council adopt Resolution Number 25-XXXX authorizing a Professional Services Agreement with Carollo Engineering Inc. to prepare Wastewater Reclamation Facility Master Plan in the amount of \$327,167 and authorizing the Town Manager to Execute the Agreement up to the Budgeted Amount along with any Subsequent Amendments.

ENVIRONMENTAL REVIEW

Exempt per California Environmental Act (CEQA) Guideline, Section 15061(b)(3).

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it Currently Budgeted? Yes

Where is it Budgeted? Project WW-003, Fund 63-4518-5100

Is it Mandatory or Discretionary? Discretionary

Is there a Staff Resource Impact? Nominal

STRATEGIC PLAN GOAL

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. **Exceptional Town Services and Staff:** The Town supports its talented staff who deliver high quality municipal programs and services while maintaining public infrastructure for the benefit of the community. **Quality of Life:** The Town enhances the livability of Yountville by providing well-maintained public facilities, parks, and trails, and quality programs and events.

Briefly Explain Relationship to Strategic Plan Goal and Objective. Developing a maintenance plan for the treatment plant helps keep the Town's infrastructure up to date and manages risk.

ATTACHMENTS

1. Resolution 25-4348
2. Professional Services Agreement 2025-974 Carollo Engineers Inc