



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

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

Yountville Town Council Staff Report

DATE: September 17, 2024
TO: Mayor and Town Council
FROM: John Ferons, Public Works Director
PREPARED BY: John Ferons, Public Works Director

RECOMMENDATION

Adopt Resolution Number 24-4304 authorizing a Professional Services Agreement with Vitisystems Inc., dba Caltest Analysis to provide laboratory testing services for Fiscal Years 2024/2025 and 2025/2026 in a not to exceed amount of \$212,520 and authorizing the Town Manager to execute the agreement up to the amount and any subsequent amendments.

DISCUSSION/BACKGROUND

The Town of Yountville operates under the regulations of a National Pollution Discharge Elimination System (NPDES) Permit and a Domestic Drinking Water Permit both issued by the California State Water Resources Control Board. Utility Operators collect various types of samples related to the Wastewater Reclamation Facility and Drinking Water System to keep the Town in compliance with the permits listed above.

Caltest Analysis is a third-party lab that specializes in water and wastewater sampling and analysis. They provide the analysis of the samples collected by staff and process the analysis using their technology and resources in accordance with regulations. In addition to the work that is related to the sample analysis, Caltest Analysis picks up the samples from Wastewater Reclamation Facility seven days/week at no additional charge.

A significant benefit of utilizing Caltest Analysis is their close proximity to Yountville. This is especially important when Utility Operators have had to collect emergency samples after water main issues and depressurization of water mains has occurred and the City of Napa Lab is not available. This is because a bacteriological sample must be taken before the water main can be safely put back into service. With the quick turnaround time, the Town can minimize the water outage and get safe water service restored to customers as quickly as possible.

Municipal Code 3.32.520 states that the Town Manager may approve professional service contracts up to and including \$45,000. The Town Council shall approve professional or special service contracts greater than \$45,000. Because the cost of the contract exceeds the Town Manager's signing authority, Council approval is required.

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? 62-4515-4210 - Wastewater Treatment Operations 61-4505-4210 - Water Utility Operations & Distribution

Is it Mandatory or Discretionary? Mandatory

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.

Briefly Explain Relationship to Strategic Plan Goal and Objective. Providing the resources needed to operate the Wastewater Reclamation Facility to meet the requirements of the Pollutant Discharge Elimination System (NPDES) Permit ensures operation of the water and wastewater infrastructure for the community.