



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

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

Yountville Town Council Staff Report

DATE: May 17, 2022

TO: Mayor and Town Council

FROM: John Ferons, Public Works Director

PREPARED BY: John Ferons, Public Works Director

SUBJECT:

Consider Adoption of Resolution No. 22-4124 Approving a Joint Powers Agreement between Napa Sanitation District and Town of Yountville for Wastewater Treatment Plant Operation Contract Services

DISCUSSION/BACKGROUND

The Town owns and operates the wastewater treatment plant under National Pollutant Discharge Elimination System (NPDES) permit CA003812 issued by the San Francisco Bay Regional Water Quality Control Board Order No, R2-2020-0026. This permit order regulates the treatment process and allows the Town to treat the effluent such that it can be redistributed as recycled water. The level of treatment in place at the plant to meet recycled water quality requires that the Town have an operator with a Grade III Wastewater Treatment Plant Operator's certificate (or higher certification) be designated as the Town's "Chief Plant Operator."

Due to staffing changes and resignations in 2021, the Town has been unable to hire an individual with that level of certification. The plant is currently operated by two Town Staff with Grade II Wastewater Treatment Plant Operator's certificates on a daily basis which is allowed per regulations on a day-to-day basis. However, the Regional Board requires that we have a Grade III Wastewater Treatment Plant Operator's certificate (or higher certification) be designated as the Chief Plant Operator (CPO) to oversee day-to-day operations and is aware the Town is seeking to acquire the same.

In order to address this issue in the near term, the Public Works Director reached out to colleagues at Napa Sanitation District (NapaSan) to inquire about their ability and interest in providing an operator with sufficient certificate to fill the role of Chief Plant Operator via contract or agreement, until such time internal staff acquires the necessary certification, or a recruitment is successful.

NapaSan responded with a willingness to provide help and given NapaSan's level of services and expertise, it is entirely feasible for them to make technical support services available by contract to interested agencies. At present NapaSan employs nine treatment plant operators with a Grade III certificate or higher. As such the Town and NapaSan crafted a Joint Powers Agreement (JPA) to provide the necessary staffing/services to meet the Town's current needs. While new for the wastewater enterprise, this type of agreement is comparable to the agreement in place with the Town and the City of Napa Housing Authority for the Town's affordable housing management needs. The JPA has been reviewed by both the Town and NapaSan's administrative, engineering, and legal staff and also approved by the NapaSan Board at their May 4th regular meeting.

The scope of work provided for in the JPA is as follows:

- Provide ministerial and non-discretionary services as Chief Plant Operator (CPO) as a Grade III Wastewater Treatment Plant Operator (or higher certification) for the Town of Yountville.
- The CPO is responsible for the overall operation of the wastewater treatment plant including compliance with effluent limitations established in Yountville's NPDES Permit CA0038121 Order R202020-0026 regardless of the organizational hierarchy and ensuring operators-in training (OITs) are supervised directly in accordance with the WWTP Operator Certification Regulations.
- These duties shall include supervision of the proper operation and maintenance of facilities and of treatment and control at the WWTP, conducting inspections and documenting conditions where there may be potential violations of the NPDES permit, advising Town of Yountville of these conditions and recommended actions, reviewing the regulatory reports prior to submittal.
- Work hours are estimated to be 15 hours per week by a Grade III Treatment Plant Operator.
- This agreement is specific to Yountville wastewater treatment plant operation and shall not include NapaSan providing any scope of services for Yountville's sanitary sewer collection system, recycled water distribution, regulatory reporting, lab testing, engineering and/or facilities maintenance. NapaSan CPO will not serve as Yountville's on-call (off hours) operator.
- Additional work, not included in the scope of this agreement may be mutually agreed upon and authorized as needed.

The estimated effort to act as Yountville's CPO of approximately 15 hours per week will be compensated at NapaSan's Grade III Wastewater Treatment Plant Operator rate of \$88.59 hourly for regular hours and if needed any hours worked outside of shift will be at the overtime rate of \$115.30. To perform the work, the Town will provide NapaSan's designated employee full access to Yountville's wastewater treatment plant facility, including keys and security codes needed to access the facility 24 hours per day, 7 days per week. Access shall also include Yountville's supervisory control and data acquisition (SCADA) system.

The cost associated with this agreement is estimated to be \$71,000 if the 1-year term of the agreement is fulfilled. This is accounted for in the "Other Agencies" category of the upcoming budget. The upcoming budget also includes in the salary and benefits categories the necessary funds to fill the position if future recruitment becomes successful.

Staff believes this JPA opportunity is a good example of shared resources by partnering with other agencies in the Napa Valley and may create future opportunities for similar shared resources, specifically utilizing NapaSan's certified lab to supplement or replace current private lab contract services. Staff is respectfully requesting Adoption of Resolution No. 22-4124 Approving a Joint Powers Agreement between Napa Sanitation District and Town of Yountville for Wastewater Treatment Plant Operation Contract Services.

ENVIRONMENTAL REVIEW

Not Applicable

FISCAL IMPACT

Is there a Fiscal Impact? No

Is it Currently Budgeted? N/A

Where is it Budgeted? N/A

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. **Visionary Leadership:** The Town's leadership maintains an open-minded, forward-thinking decision-making process. We value engagement and participation from all members of the community as we work together to create policies and plan for the future.

Briefly Explain Relationship to Strategic Plan Goal and Objective. Water conservation is a collective effort by town staff, our residents, and our business partners. The Town is seeking to maintain our quality water delivery via the public infrastructure while engaging the Town's water customers as we work together to save our collective water resource.

RECOMMENDATION

Receive Staff Report and direct any questions to staff.

Receive public comment.

Conduct Council discussion on the proposed resolution.

Adopt Resolution No. 22-4124 Implementation of updated Phase 2 Water Shortage Emergency Regulations.