

City of Calistoga Staff Report

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TO: Honorable Mayor and City Council Members
FROM: Michael Kirn, Public Works Director/City Engineer
DATE: May 15, 2018
SUBJECT: Consideration of a Resolution Authorizing a Three-Year Consultant Services Agreement with Telstar Instruments, Inc. for Services Related to Maintenance of SCADA, PLC and Computer Systems at Water and Wastewater Operating Facilities and Authorizing the City Manager to Execute the Agreement in an Amount Not to Exceed \$40,000 Per Fiscal Year.

APPROVAL FOR FORWARDING:



Dylan Feik, City Manager

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2 **ISSUE:** Consideration of a Resolution that:

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4 1. Authorizes a Three-Year Consultant Services Agreement with Telstar Instruments,
5 Inc. (Telstar) to provide professional services related to maintenance of SCADA,
6 PLC and computer systems at the Water and Wastewater Operating Facilities in
7 an annual amount not to exceed \$40,000 per fiscal year.
8 2. Authorizes the City Manager to execute the Agreement on behalf of the City of
9 Calistoga, subject to receipt of required contract documents from Telstar
10 Instruments, Inc.

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12 **RECOMMENDATION:** Adopt the Resolution.

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14 **BACKGROUND / DISCUSSION:** The City owns and operates Kimball Water Treatment
15 Plant, Dunaweal Wastewater Treatment Plant, four (4) sewer pump stations, several
16 recycled water pumping stations, and remote operating laptops that require specialized
17 technical services for maintenance of the SCADA systems, the Programmable Logic
18 Controllers (PLC), pumps, electrical systems, and computers that allow for efficient and
19 permit compliant operation.

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21 Telstar has been the City's Water and Wastewater Treatment facilities computer systems
22 technical service provider for many years. Staff feels that Telstar is the best suited to
23 continue in this capacity because they are familiar with the City's programs and
24 operations.
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26 In the past the City has issued individual Purchase Orders for tasks which makes the
27 process time consuming to ensure proper insurance coverage is provided, including also
28 insured endorsements. Based on a review of previous maintenance requirements staff is
29 recommending a 3-year agreement be authorized with an annual limit not to exceed
30 \$40,000 per fiscal year. Standard insurance requirements and endorsements are
31 included in the agreement.

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33 **COUNCIL GOALS:** The recommended action conforms to Council Goal 3: Establish,
34 Improve and Maintain City Infrastructure; Objective 1: Maintain the high level of service
35 and reliability of the City's infrastructure systems and facilities.

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37 **ENVIRONMENTAL REVIEW:** The recommended action is not a Project under the
38 definitions contained in the Guidelines of the California Environmental Quality Act
39 (CEQA) and is therefore exempt from CEQA.

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41 **FISCAL IMPACT:** Funds are budgeted each fiscal year for contract services related to
42 maintenance of the computer operating systems at the Treatment Plants and pump
43 stations. Funds are included in the proposed FY 18/19 Operating Budgets in the amount
44 of \$60,000 under three separate operating three budgets (sewer collection, wastewater
45 treatment and water treatment). This provides a contingency in the event of unanticipated
46 expenses.

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48 **ATTACHMENTS:**
49 1. Resolution
50 2. Agreement

RESOLUTION NO. 2018-XXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING A THREE (3) YEAR CONSULTANT SERVICES AGREEMENT WITH TELSTAR INSTRUMENTS, INC. FOR AN AMOUNT NOT TO EXCEED \$40,000 PER FISCAL YEAR FOR PROFESSIONAL SERVICES RELATED TO MAINTENANCE OF SCADA, PLC AND COMPUTER SYSTEMS AT THE WATER AND WASTEWATER OPERATING FACILITIES AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT

WHEREAS, the City owns and operates Kimball Water Treatment Plant, Dunaweal Wastewater Treatment Plant, four (4) sewer pump stations, several recycled water pumping stations, and remote operating laptops that require specialized technical services for maintenance of the SCADA systems, the Programmable Logic Controllers (PLC), pumps, electrical systems and computers that allow for efficient and permit compliant operation; and

WHEREAS, Telstar has been the City's Water and Wastewater Treatment facilities computer systems technical service provider for many years and Staff believes that Telstar is the best suited to continue in this capacity because they are familiar with the City's programs and operations; and

WHEREAS, based on previous maintenance requirements Staff is recommending a 3-year agreement be authorized with an annual limit not to exceed \$40,000 per fiscal year.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Calistoga as follows:

1. Finds that the recommend action is not a project under the definitions contained in the Guidelines of the California Environmental Quality Act (CEQA) and is therefore exempt from CEQA.
2. A Three-Year Consultant Services Agreement is authorized with Telstar Instruments, Inc. to provide professional services related to maintenance of SCADA, PLC and computer systems at the water and wastewater operating facilities in an annual amount not to exceed \$40,000.
3. The City Manager is hereby authorized to execute the Agreement on behalf of the City of Calistoga, subject to receipt of required insurance documents from Telstar Instruments, Inc.

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PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this **15th day of May 2018**, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

CHRIS CANNING, Mayor

ATTEST:

KATHY FLAMSON, City Clerk