



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 6/4/2024

To: Board of Supervisors

Department or Agency Name(s): Sonoma County Public Infrastructure

Staff Name and Phone Number: Johannes J. Hoevertsz, 707-565-2550

Vote Requirement: Majority

Supervisorial District(s): Fourth and Fifth

Title:

Professional Services Agreement for Maintenance and Operations of County Small Water Systems

Recommended Action:

Award and authorize the Director of Sonoma Public Infrastructure (SPI) to execute a Professional Services Agreement (PSA) for water systems maintenance and operations with Russian River Utility Company for five small water systems with an annual, not to exceed contract amount of \$800,000 per year, a five-year term expiring June 30, 2029, and an option for the Director of SPI to amend the agreement for up to two, three-year extensions.

Executive Summary:

The Department of Public Infrastructure is recommending award of a new Professional Services Agreement (PSA) for water system maintenance and operations for County Service Area 41 and West Water Company to Russian River Utility (RRU). If approved, the Agreement would have a total annual not-to-exceed value of \$800,000 per year for an initial term of five years, through June 30, 2029. SPI staff is also requesting the Board delegate authority to the Director of SPI to amend the agreement to add up to two additional, three-year periods following the initial five-year term.

Discussion:

The Department of Public Infrastructure (SPI) manages operations, administration, and maintenance for four small water systems within County Service Area No. 41. In addition to the four systems (Fitch Mountain, Freestone, Jenner, and Salmon Creek), SPI is also managing operations of the West Water Company water system through agreement with the State Water Resources Control Board. Through two separate Board approved agreements, Russian River Utility Company (RRU) has been providing operations and maintenance services for County managed water systems since 2008. The current agreement with RRU for water systems within County Service Area 41 expires on June 30, 2024.

A Request for Proposals (RFP) for Water system operation and maintenance services for County Service Area No. 41 and West Water Company was posted on the Purchasing portal and advertised for bids on March 12, 2024. Proposals were due by 2:00 p.m. on April 3, 2024, and a single proposal, from RRU, was received. Staff from SPI and the Department of Health Services reviewed the RRU proposal and determined it meets all of the qualifications for providing operation and maintenance services in compliance with State drinking water

standards.

RRU is a duly qualified firm experienced in operating and maintaining public water systems and has been providing routine and emergency maintenance and operations services for the Fitch, Jenner, and Salmon Creek water systems since February 1989, Freestone since July 1997 and interim emergency operations of West Water Company beginning in 2019. RRU provides quality and timely service and is located within Sonoma County, offers living wages to all of its employees that perform the services detailed in the Agreement, and is registered with the California State Division of Industrial Relations.

The proposed agreement includes routine services, including but not limited to:

- Servicing system filtration and disinfection facilities and maintenance of wells, pumps, tanks and supply facilities; providing disinfection chemicals and other fluids.
- Testing, monitoring and reporting of water sources.
- Monthly water meter readings.
- Customer service including preparation of monthly bills, managing customer complaints and required repairs, delivering late notices, and other tasks.
- Preparing monthly reports on water usage history, average water use, water loss, etc.

The proposed agreement also authorizes the Director of SPI, or designee, to request non-routine services, including installing new water services, constructing improvements and replacement, managing contracts for engineering services, removing and disposing of accumulated sludge and chemical waste, and preparing applications for grants and/or low-interest loans on a time and material basis. Finally, the proposed agreement authorizes emergency repairs on a time and materials basis for any repair work and emergency calls performed outside of normal working hours with notification and an estimated cost to the County within 48 hours. The proposed agreement has a not-to-exceed amount of \$800,000 per year to cover all monthly fees, routine and non-routine services, and emergency costs. All costs are covered by water service rates paid by the Fitch, Jenner, Freestone, Salmon Creek and West Water Company water systems, and other grant funding sources.

Routine and non-routine operations and maintenance services detailed in the proposed agreement allow the systems to meet the requirements of Health and Safety Code Sections 4010-4039.5; California Code of Regulations, Title 22, Sections 64401 through 64666; and the Water Supply Permits granted to the County of Sonoma by the California Department of Public Health.

SPI recommends awarding the proposed agreement for Water Systems Maintenance and Operations to RRU.

Strategic Plan:

County staff continues to work to provide drinking water that meets the State of California safe drinking water standards at the lowest possible cost to the customers of the County Service Area No. 41 Water Systems and the West Water Company Water System.

This item directly supports the County's Five-year Strategic Plan and is aligned with the following pillar, goal,

and objective.

Pillar: Healthy and Safe Communities

Goal: Goal 1: Expand integrated system of care to address gaps in services to the County's most vulnerable.

Objective: Objective 1: Align the Board of Supervisor's strategic priorities, policy, and operational goals with funding and resources.

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

6/6/17: Board approved the Agreement with Russian River Utility.

2/26/13: Board approved the Second Amendment to the Agreement for Water System Maintenance and Operations with Russian River Utility.

11/1/11: Board approved the First Amendment to the Agreement for Water System Operation and Maintenance with Russian River Utility.

07/15/08: Board approved the Agreement with Russian River Utility

FISCAL SUMMARY

Expenditures	FY23-24 Adopted	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses	\$443,274	\$452,032	\$465,593
Additional Appropriation Requested			
Total Expenditures	\$443,274	\$452,032	\$465,593
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$443,274	\$452,032	\$465,593
Use of Fund Balance			
General Fund Contingencies			
Total Sources	\$443,274	\$452,032	\$465,593

Narrative Explanation of Fiscal Impacts:

The proposed agreement includes an annual not-to-exceed amount of \$800,000, paid from water service rates and other grant funding sources for all customer service, routine operations and maintenance, non-routine operations and maintenance, and emergency services. Estimated annual costs are based on fixed routine

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expenses with an allowance for additional non-routine and emergency services. Appropriations for these services will be included in the annual Recommended Budget for each water system. Should non-routine or emergency services exceed budgeted allocations, a budget adjustment will be requested to cover expenses using available fund balance for the impacted water system.

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:

Agreement for Professional Services Water System Operation & Maintenance

Exhibit A - Schedule of Rates

Exhibit B - Insurance Requirements

Related Items "On File" with the Clerk of the Board:

None.