



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 9/12/2023

To: Board of Directors, Sonoma County Water Agency, and Russian River County Sanitation District
Department or Agency Name(s): Sonoma County Water Agency and Russian River County Sanitation District
Staff Name and Phone Number: Nazareth Tesfai 521-1835
Vote Requirement: Majority
Supervisorial District(s): Fourth and Fifth

Title:

Master Planning Services for Russian River County Sanitation District and Geyserville Sanitation Zone

Recommended Action:

Authorize Sonoma County Water Agency's General Manager acting on behalf of Russian River County Sanitation District and Sonoma County Water Agency to execute an agreement with Woodard & Curran, Inc., in a form approved by County Counsel, for sanitation master planning through September 30, 2026, in the not-to-exceed amount of \$485,000.

Executive Summary:

Sonoma County Water Agency (Sonoma Water) and Russian River County Sanitation District (District) have selected a consultant to prepare master plans for Geyserville Sanitation Zone (Zone) and District treatment plants, collection systems, and reclamation systems, which will enable coordination and prioritization for recommended improvements and inform future District and Zone rates.

Discussion:

In support of efforts to protect public health and water quality, while also meeting the challenges of serving an increasing population and regulatory requirements with aging facilities, Sonoma Water is working toward creating a master plan for each wastewater facility it manages. Sonoma Water owns, operates, and manages the Zone, and operates and manages the District.

The goal is to develop comprehensive master plans that enable Sonoma Water to strategically plan and budget for the implementation of wastewater system improvements to maintain reliable and efficient collection, treatment, storage, and disposal or reuse for current and future demand, growth, regulations, and emergency situations.

The wastewater system master plans will provide an overall plan to cost-effectively coordinate and prioritize recommended improvements that consider past studies, completed improvements, and potential future improvements to maintain system reliability, address current and potential regulatory requirements, and enhance treatment plant performance to reduce operational costs and incorporate process enhancements.

Sonoma Water requires the assistance of qualified consultants to provide master planning services and to execute special studies that aid in the master planning effort for District and Zone.

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SELECTION PROCESS

Woodard & Curran, Inc. (Consultant) was selected from a list of qualified consultants developed from a competitive selection process. Attached is a memo that explains the competitive selection process.

Consultant was selected for the subject work because of their extensive master planning experience and project management proficiency. In addition, the Consultant is familiar with the District’s sewer collection system, as well as familiar with how Sonoma Water operates and manages the wastewater facilities under its authority.

Sonoma Water may seek to amend or enter into subsequent agreement(s) with Board approval if required, relying upon this competitive selection process, after the preliminary or initial work is completed.

SERVICES TO BE PERFORMED

Under the agreement, Consultant will conduct condition assessments and studies, and develop master plans for Zone and District treatment plants, collection systems, and reclamation systems.

The cost of services will not exceed \$485,000 (District: \$385,000 and Zone: \$100,000) through the term end date is September 30, 2026.

The agreement includes authorization for the General Manager to make changes to lengthen time schedules or make minor modifications to the scope of work, which do not increase the amount paid under the agreement, in a form approved by County Counsel. The agreement also includes two options for Sonoma Water to extend the term for a period of one year each by providing written notice to Consultant thirty days in advance of the expiration date of the agreement and of the first extension option.

County of Sonoma Strategic Plan Alignment

N/A

Sonoma Water Strategic Plan Alignment

Wastewater Treatment and Water Reuse, Goal 1: Improve operational reliability of wastewater treatment and water reuse systems.

Wastewater Treatment and Water Reuse, Goal 2: Improve the financial health of wastewater treatment and water reuse systems.

The master plans will generate a prioritized project plan and implementation schedule that will inform future rate studies, improve operational reliability, and consider upcoming regulatory requirements of the District and Zone.

Racial Equity:

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

No

Prior Board Actions:

No prior Board Actions.

FISCAL SUMMARY

Expenditures	FY 23-24 Adopted	FY24-25 Projected	FY 25-26 Projected
Budgeted Expenses	\$485,000		
Additional Appropriation Requested			
Total Expenditures	\$485,000		
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$485,000		
Use of Fund Balance			
Contingencies			
Total Sources	\$485,000		

Narrative Explanation of Fiscal Impacts:

Unused appropriations budgeted in FY 2022/2023 for the Russian River County Sanitation District Operations Fund in the amount of \$385,000 and for the Geyserville Sanitation Zone Operations Fund in the amount of \$100,000 will be included in Sonoma Water’s Q1 Consolidated Budget Adjustments.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

Attachment 1: Consultant Selection Memo

Related Items “On File” with the Clerk of the Board:

None.