



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 2/10/2026

To: Board of Directors, Sonoma County Water Agency

Department or Agency Name(s): Sonoma County Water Agency

Staff Name and Phone Number: Grant Davis 707-547-1900, Susanne Oliver 707-524-1155

Vote Requirement: 4/5th

Supervisoral District(s): All

Title:

Sonoma Water Department Allocation List Change Requests

Recommended Action:

- A) Adopt a Resolution amending the Department Allocation List for Sonoma Water, effective February 10, 2026.
- B) Adopt a Resolution Authorizing Adjustment to the Board Adopted Budget for Fiscal Year 2025/2026 for the Sonoma Water General Fund in the amount of \$190,414 for the Sonoma Water Allocation Change Requests. (4/5th Vote Required)

Executive Summary:

Sonoma County Water Agency (Sonoma Water) staff recommend the addition of four positions and deletion of one vacant position to enhance internal organizational effectiveness and to better respond to Sonoma Water's commitments to the community and achieve Sonoma Water's strategic goals. Adding these allocations represents a total net increase in FY 2025/2026 labor costs of \$190,414. For FY 2026/2027, the net increase for projected salary and benefits is \$784,503 and \$808,038 for future years. Sonoma Water's General Fund and associated enterprise funds have ongoing capacity for both current and projected levels of revenue for these positions. The positions are critical in nature and delay of approval would slow or halt work planned for FY2025/2026. County Human Resources has evaluated and concurs with Sonoma Water's recommendation.

Discussion:

Addition of 1.0 Full-Time Equivalent (FTE) Administrative Services Officer II (ASO II)

Sonoma Water's Financial Services Section manages 68 separate funds and a \$245 million budget for water supply, water transmission, sanitation, flood control, general fund, debt service funds, and internal service funds. The section needs additional resources to effectively support required financial management needs and expanded workload, which has increased over the years as Sonoma Water and the Districts it operates (Sonoma Valley County Sanitation District, Occidental County Sanitation District, Russian River County Sanitation District, and Sonoma Valley County Sanitation District) have grown in both responsibility and complexity. The requested position will be responsible for managing budgets and long-range financial planning for Sonoma Water's sanitation funds, including rate-setting and billing functions; expanded workload resulting from Board direction to oversee sewer and capacity charge rate studies for eight sanitation districts and zones; and oversee transfer of South Park County Sanitation District to the City of Santa Rosa. The position will enable the existing ASO II to focus on accounting functions, budgeting, and long-range financial planning for administration, water supply, water transmission, and flood protection funds, and allow the Division

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Manager of Finance to work on higher-level priorities and provide sufficient support to advance strategic planning priorities. The primary responsibilities of the position will be to:

- Oversee sewer and capacity charge rate studies for eight sanitation districts and zones.
- Develop and present proposed structural changes to customer billing methodology to the Board and stakeholders and implement Board-directed improvements.
- Develop business plans to improve sanitation enterprises' financial and operational stability.
- Present long-range financial plans for the sanitation enterprises, including optimization and scenario-building.
- Oversee the transfer of the South Park County Sanitation District to the City of Santa Rosa.
- The ASO II recommendation has been reviewed by County HR and is in alignment with the Administrative Services Management Class Study initiated in 2024.

Addition of 1.0 FTE Water Agency Senior Plant Operator

Sonoma Water is responsible for the safe and reliable delivery of potable water to approximately 600,000 customers, as well as the treatment of wastewater to meet all state and federal regulatory standards. This work is required to be performed by certified operators and includes the operation and maintenance of water production and treatment facilities, three wastewater treatment plants, and recycled water distribution systems, along with ensuring water quality compliance, maintaining critical infrastructure, and responding to emergencies or system disruptions. The requested position will support the continued operation of existing facilities and the management of three recently rehabilitated groundwater wells constructed to enhance drought resilience; will help Sonoma Water meet increasingly stringent state and federal reporting requirements; and will provide additional capacity to manage aging infrastructure and respond effectively to more frequent and severe weather events. The requested position will create professional development pathways, support staff retention, and stabilize operational coverage ensuring the continued safe, efficient, reliable operation of Sonoma Water's facilities. The primary responsibilities of the position will be to:

- Operate, monitor, and maintain water and wastewater treatment systems and equipment.
- Collect and analyze samples to ensure compliance with regulatory standards.
- Adjust treatment processes based on water quality data and operational needs.
- Maintain accurate logs, records, and reports for compliance purposes.
- Troubleshoot equipment issues and perform preventive maintenance.
- Respond to alarms, emergencies, and system disruptions to ensure continuous service.

Addition of 1.0 FTE Water Agency Senior Environmental Specialist

Sonoma Water's Environmental Resources Division is required to consult with local Tribes to ensure compliance with state and federal regulations, protect tribal resources, and coordinate on projects and programs that may affect those resources. These efforts include building meaningful and respectful relationships with local Tribes. The requested additional position will allow Sonoma Water to provide support to existing engagement efforts with Tribal governments; conduct consultations for projects required for compliance with the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and National Historic Preservation Act; and advance water resources planning. The requested Water Agency Senior Environmental Specialist Tribal Liaison will help manage cultural resources consultants and Tribal Monitoring agreements. The position will also monitor schedule coordination with local Tribes and maintain regular and early communications, providing additional support in critical relationship-building with local Tribes. The primary responsibilities of the position will be to:

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- Support Sonoma Water leadership and the Environmental Resources Division Manager with coordination and establishing good working relationships with local Tribal staff.
- Respond to Tribal requests for information.
- Review consultant work projects (e.g., cultural resources reports) and respond to Tribal comments as needed.
- Participate in Tribal consultation meetings.
- Assist in preparing relevant CEQA and NEPA cultural resources impact analyses.
- Coordinate construction monitoring schedules with Tribal staff and manage Tribal monitoring agreements.

Addition of 1.0 FTE Associate Land Surveyor and deletion of 1.0 vacant FTE Water Agency Engineering Technician III

Sonoma Water's Survey Section provides specialized land surveying services within the agency. Rapidly evolving tools and technologies in the field demand continuous professional training to maintain technical proficiency; ensure accuracy in complex projects; and uphold industry-leading standards. This evolving environment makes professional development pathways critical to organizational success. The addition of an Associate Land Surveyor allocation creates a pathway within the Survey Section, demonstrating Sonoma Water's commitment to staff development and creating opportunities for professional growth and advancement. The existing Water Agency Engineering Technician allocation will be deleted as the required body of work fits more appropriately in the Associate Land Surveyor classification. The requested position will help manage workload in the Survey Section and will initially be alternately staffed at the Assistant Land Surveyor level, where the team member will learn to perform a variety of professional land surveying tasks and assist with deliverables that support Sonoma Water's business objectives. As an alternately staffed classification budgeted at the higher level, the position will gradually advance through the series taking on more advanced land surveying work related to the design and construction of public works projects, including the preparation of reports, plats, maps, legal descriptions, and related survey documentation. The team member will also gain foundational knowledge of right-of-way work in support of Sonoma Water's Real Property and Right-of-Way Section. The primary responsibilities of the position will be to:

- Perform and assist with a variety of professional and para-professional land surveying work.
- Conduct research pertaining to land surveying, property titles for construction projects, right-of-way, easement, property acquisition, and disposal.
- Assist with researching and obtaining records and data for the successful performance of a boundary, topographic, and construction survey.
- Assist with the preparation of maps, plats, and exhibits.

County of Sonoma Strategic Plan Alignment:

N/A

Sonoma Water Strategic Plan Alignment:

Goal: Strengthen the organization and workforce to perform core functions.

Goal: Implement comprehensive, integrated, and innovative infrastructure planning to strengthen existing services, minimize life cycle costs, and prepare for the future.

Racial Equity:

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

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No

Prior Board Actions:

N/A

FISCAL SUMMARY

Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses		\$784,503	\$808,038
Additional Appropriation Requested	\$190,414		
Total Expenditures	\$190,414	\$784,503	\$808,038
Funding Sources			
General Fund/WA GF		\$784,503	\$808,038
State/Federal			
Fees/Other			
Use of Fund Balance	\$190,414		
General Fund Contingencies			
Total Sources	\$190,414	\$784,503	\$808,038

Narrative Explanation of Fiscal Impacts:

Salary and benefits are budgeted in the agency's General Fund, which is funded through property tax revenue, grants, and by Sonoma Water's enterprise funds through the overhead rate using project costing. Sonoma Water's cost accounting system allocates labor costs to enterprise specific projects based on hours worked. Enterprises have various funding sources that include tax revenue, direct charges, fees, charges for services, rental income, grants, and loans. Sonoma Water's General Fund and associated enterprise funds have ongoing capacity for both current and projected levels of revenue for these positions.

Adding these allocations represents a total net increase in FY 2025/2026 labor costs of \$190,414. For FY 2026/2027, the net increase for projected salary and benefits at \$784,503 and \$808,038 for future years.

Staffing Impacts:

Position Title (Payroll Classification)	Monthly Salary Range (A -I Step)	Additions (Number)	Deletions (Number)
Administrative Services Officer II (0828)	\$10,235.58 - \$12,440.97	+1.0 <input type="checkbox"/>	0.0 <input type="checkbox"/>
Water Agency Senior Plant Operator (5126)	\$10,489.52 - \$12,752.30	+1.0 <input type="checkbox"/>	0.0 <input type="checkbox"/>
Water Agency Senior Environmental Specialist (0918)	\$9,317.25 - \$11,324.37	+1.0 <input type="checkbox"/>	0.0 <input type="checkbox"/>
Associate Land Surveyor (0998)	\$9,823.38 - \$11,940.07	+1.0 <input type="checkbox"/>	0.0 <input type="checkbox"/>
Water Agency Engineering Technician III (1045)	\$8,110.20 - \$9,858.16	0.0 <input type="checkbox"/>	-1.0 <input type="checkbox"/>

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Narrative Explanation of Staffing Impacts (If Required):

If approved, this request will change Sonoma Water's allocation tables as follows:

- Administrative Services Officer II from 3 to 4 FTE
- Water Agency Senior Plant Operator from 16 to 17 FTE
- Water Agency Senior Environmental Specialist from 7 to 8 FTE
- Associate Land Surveyor from 0 to 1 FTE
- Water Agency Engineering Technician III from 8 to 7 FTE

Attachments:

Resolution 1 Amending Department Allocation List

Resolution 2 Budgetary Resolution

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

None.