



## COUNTY OF SONOMA

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

### SUMMARY REPORT

---

**Agenda Date:** 5/25/2021

---

**To:** Board of Directors, Sonoma County Water Agency  
**Department or Agency Name(s):** Sonoma County Water Agency  
**Staff Name and Phone Number:** Kris Loomis 524-1165  
**Vote Requirement:** Majority  
**Supervisory District(s):** Fourth

**Title:**

Reimbursement Agreement for the Town of Windsor Water Conservation Program

**Recommended Action:**

Authorize Sonoma County Water Agency's General Manager to execute the First Amended Reimbursement Agreement with the Town of Windsor to provide water conservation funding. The amended agreement increases the amount by \$400,000 and extends the agreement term by one year for a new not-to-exceed agreement total of \$700,000 and end date of December 31, 2022.

(Fourth District)

**Executive Summary:**

This item requests that the Board Authorize Sonoma County Water Agency's General Manager to execute the first amended agreement with Town of Windsor (Town) to provide additional water conservation funding for a not-to-exceed agreement total of \$700,000. The funding comes from the Town's Water Conservation sub-charge, which the Town pays to Sonoma County Water Agency (Sonoma Water) per the Restructured Agreement for Water Supply (Restructured Agreement) and is retained in the Town's reserve account for implementing water conservation programs. Up to \$700,000 would be available to reimburse the Town for their program costs and to reimburse Sonoma Water for the costs of providing services and materials for regional water conservation programs that are implemented on the Town's behalf.

**Discussion:**

**HISTORY OF ITEM/BACKGROUND**

Town and Sonoma Water share the goal of promoting increased water use efficiency in order to reduce operating costs, avoid or defer capital improvement costs associated with expansion of water supply and wastewater disposal systems, minimize associated environmental impacts, and meet the criteria and standards of state and federal regulatory agencies.

The Restructured Agreement authorizes Sonoma Water to implement and fund water conservation measures that are cost-effective and will reduce water demands on Sonoma Water's water transmission system.

The Restructured Agreement provides that the Water Conservation Sub-charge collected from Town be placed in a separate account and made available to Town for reimbursement of Water Conservation Program costs.

The Sonoma-Marin Saving Water Partnership (Partnership) was established on December 14, 2010, through

signature of a Memorandum of Understanding (MOU) between Sonoma Water and the following public agencies: City of Cotati, City of Rohnert Park, City of Santa Rosa, City of Sonoma, City of Petaluma, Town of Windsor, Valley of the Moon Water District, North Marin Water District, and Marin Municipal Water District. The MOU, which allows for members of the Partnership to participate in Regional Programs offered through Sonoma Water, was amended in 2018 (First Amended MOU) to determine the amounts to be budgeted and expended by the Partnership for an additional 10 years to 2028.

Sonoma Water and Town have cooperated to develop, implement, and fund a water use efficiency program (Program) and Town desires Sonoma Water's continued assistance in developing and implementing Town's water use efficiency measures.

Sonoma Water and Town entered into an agreement to provide water conservation funding, dated December 17, 2019, in the amount of \$300,000, which will be fully expended by the end of Fiscal Year 2020-21.

Town is requesting additional funds from its reserve account in the amount of \$400,000 for continued reimbursement of water conservation program costs, including Sonoma Water's costs for services and materials to implement and administer Regional Programs on the Town's behalf.

#### SERVICES TO BE PERFORMED BY SONOMA WATER

Under the proposed amended agreement, Sonoma Water will continue to facilitate the implementation of Regional Measures that Sonoma Water performs on the Town's behalf, including management, administration, budget, and follow-up. In addition, Sonoma Water will provide staff to respond to incoming Regional Measures calls from Town customers, as needed. The Town may continue to participate in the following Regional Measures under this agreement:

1. Regional Water Smart Home
2. Regional Large Landscape Water Use Survey
3. Regional Commercial, Industrial, and Institutional Water Use Survey

Town requests additional funding in the amount of \$400,000, for a not-to-exceed agreement total of \$700,000, from the Town's reserve account to fund and implement Town-run measures to comply with the First Amended MOU, including services to be performed by Sonoma Water on the Town's behalf. The new end date is December 31, 2022.

#### Prior Board Actions:

- 12/10/2019: Approved agreement between Sonoma Water and Town of Windsor to provide water conservation funding. Cost \$300,000; term end December 31, 2021.
- 10/30/2015: Approved first amended agreement between Sonoma Water and Town of Windsor to provide water conservation funding. Cost \$400,000 for a new not-to-exceed agreement total of \$600,000; term end June 30, 2018.
- 07/30/2013: Approved agreement between Sonoma Water and Town of Windsor to provide water conservation funding. Cost \$200,000; term end June 30, 2018.

#### FISCAL SUMMARY

Expenditures	FY 20-21 Adopted	FY21-22 Projected	FY 22-23 Projected
--------------	---------------------	----------------------	-----------------------

---

**Agenda Date:** 5/25/2021

---

Budgeted Expenses	\$100,000	\$300,000	
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$100,000</b>	<b>\$300,000</b>	
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	\$100,000	\$300,000	
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>\$100,000</b>	<b>\$300,000</b>	

**Narrative Explanation of Fiscal Impacts:**

Budgeted amount of \$100,000 is available from FY 2020/2021 appropriations for the Water Conservation fund. Town of Windsor reserve account to be used for Town-run Measures. FY 2021/2022 appropriations will be budgeted in that fiscal year.

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

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

None.

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

None.