



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 6/3/2025

To: Boards of Directors, Sonoma County Water Agency, Occidental County Sanitation District, Russian River County Sanitation District, Sonoma Valley County Sanitation District, South Park County Sanitation District

Department or Agency Name(s): Boards of Directors, Sonoma County Water Agency, Occidental County Sanitation District, Russian River County Sanitation District, Sonoma Valley County Sanitation District, South Park County Sanitation District

Staff Name and Phone Number: Billy Dixon 707-521-1832

Vote Requirement: Majority

Supervisory District(s): Countywide

Title:

Design and Construction Standards for Sanitation Facilities Update with Coastland Civil Engineering, LLP

Recommended Action:

Authorize Sonoma County Water Agency's General Manager acting on behalf of Sonoma County Water Agency, Occidental County Sanitation District, Russian River County Sanitation District, Sonoma Valley County Sanitation District, South Park County Sanitation District, to execute an agreement with Coastland Civil Engineering, LLP, in substantially the form as the draft presented to this Board, for updating design and construction standards for sanitation facilities and related services through June 30, 2028, in the not-to-exceed amount of \$380,155, and allowing an extension of up to two additional years for a total agreement term of five years if an extension is exercised. In the event additional funds in excess of the not-to-exceed amount are necessary an amended agreement will be brought before the Board for approval, including a register of amounts previously spent.

Executive Summary:

Sonoma County Water Agency (Sonoma Water), Occidental County Sanitation District, Russian River County Sanitation District, Sonoma Valley County Sanitation District, South Park County Sanitation District require updates to their Design and Construction Standards for Sanitation Facilities (Sanitation Standards). The Sanitation Standards consist of guidelines and requirements for the design and construction of sewerage facilities that ensure that facilities will protect the public's health and the environment and comply with all applicable State and Federal laws.

Discussion:

HISTORY OF ITEM/BACKGROUND

Sonoma County Water Agency owns, operates, and manages Airport/Larkfield/Wikiup Sanitation Zone, Geyserville Sanitation Zone, Penngrove Sanitation Zone, and Sea Ranch Sanitation Zone ("Zones").

Sonoma County Water Agency operates and manages Occidental County Sanitation District, Russian River County Sanitation District, Sonoma Valley County Sanitation District, and South Park County Sanitation District ("Districts") under contract with Districts.

Sonoma Water currently has a single set of Sanitation Standards for its five Sanitation Zones and four

Sanitation Districts. The Sanitation Standards set uniform design requirements for contributors to Sonoma Water's wastewater collection and treatment systems. The Sanitation Standards protect the public's health and the environment and enable compliance with state and federal laws. The Sanitation Standards are primarily used by Permit Sonoma when reviewing sewer connection applications and help communicate Sonoma Water's expectations to ensure privately constructed connections and extensions align with District and Zone requirements.

The most recent comprehensive update to the Sanitation Standards occurred in February 2009 and were subsequently amended in November 2020. The current version is posted on Sonoma Water's website at: https://www.sonomawater.org/media/PDF/Projects/standards/FINAL_MP_11_19v2_text_02-22-21_ADA.pdf

Best practices, methods, and materials have changed since the original Sanitation Standards were approved and amended. In addition, potential improvements to the Sanitation Standards have been identified that would clarify current and new requirements for sewer service and industrial waste permitting and improve coordination with Permit Sonoma, which administers the sanitation permitting process under contract with Sonoma Water.

While the Sanitation Standards define the physical requirements (material type, pipe size, pipe slope, trench dimensions), the five sanitation ordinances for the Zones and Districts (Sanitation Codes) identify the rules or policies governing sewer connections and permitting. Sonoma Water will modify the Sanitation Codes applicable to the four Districts and five Zones in parallel with the Sanitation Standards update.

SELECTION PROCESS

Coastland Civil Engineering, LLP (Consultant) was selected from a competitive selection process. Attached is a memo that explains the competitive selection process.

SERVICES TO BE PERFORMED

Under the agreement, Consultant will assist Sonoma Water in reviewing and establishing best practices, and update and revise Sonoma Water's Sanitation Standards to meet current design and construction requirements. The work includes development of design drawings, technical specifications, and associated documents.

The cost of services will not exceed \$380,155; the term end date is June 30, 2028.

Under the agreement, the General Manager is authorized to extend the term of the agreement for up to two additional years by providing written notice to the other party thirty days in advance of the expiration date.

County of Sonoma Strategic Plan Alignment:

N/A

Sonoma Water Strategic Plan Alignment

Goal: Planning and Infrastructure

Strategy: Conduct planning that integrates and balances operational, maintenance, and infrastructure priorities.

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Action: Continue to engage in planning efforts to support reliable wastewater and flood management services.

Updating Sonoma Water's Sanitation Standards enables Sonoma Water to meet current design and construction requirements and comply with applicable laws, which helps support robust and reliable infrastructure.

Racial Equity:

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

No

Prior Board Actions:

None.

FISCAL SUMMARY

| Expenditures | FY24-25 Adopted | FY25-26 Projected | FY26-27 Projected |
|------------------------------------|----------------------------|------------------------------|------------------------------|
| Budgeted Expenses | \$302,000 | \$78,155 | |
| Additional Appropriation Requested | | | |
| Total Expenditures | \$302,000 | \$78,155 | |
| Funding Sources | | | |
| General Fund/WA GF | | | |
| State/Federal | | | |
| Fees/Other | \$302,000 | \$78,155 | |
| Use of Fund Balance | | | |
| General Fund Contingencies | | | |
| Total Sources | \$302,000 | \$78,155 | |

Narrative Explanation of Fiscal Impacts:

Budgeted amount of \$302,000 is available from FY 2024/2025 appropriations for the Russian River County Sanitation District (\$40,000), the Sonoma Valley County Sanitation District (\$140,000), the Sea Ranch Sanitation Zone (\$2,000), the Penngrove Sanitation Zone (\$20,000), the Geyserville Sanitation Zone (\$20,000), and the Airport Larkfield Wikiup Sanitation Zone (\$80,000) funds. FY 2025/2026 appropriations will be budgeted in that fiscal year.

| Staffing Impacts: | | | |
|--|--|-------------------------------|-------------------------------|
| Position Title (Payroll Classification) | Monthly Salary Range (A-I Step) | Additions (Number) | Deletions (Number) |
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Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

Attachment 1: Agreement with Coastland Civil Engineering, LLP

Attachment 2: Competitive Selection Process Memo

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

None.