COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 6/2/2026

To: Board of Directors, Sonoma County Water Agency, Occidental County Sanitation District, Russian River County Sanitation District, Sonoma Valley County Sanitation District, and South Park County Sanitation District
Department or Agency Name(s): Sonoma County Water Agency, Occidental County Sanitation District, Russian River County Sanitation District, Sonoma Valley County Sanitation District, and South Park County Sanitation District
Staff Name and Phone Number: Grant Davis 707-547-1900, Kevin Booker 707-521-1865, George Lincoln 707-521-1808
Vote Requirement: Majority
Supervisorial District(s): Countywide

Title:
As-Needed Assistance with Wastewater Facility Requirements, Evaluations and Operational Needs

Recommended Action:
Authorize Sonoma County Water Agency's General Manager acting on behalf of Sonoma Water, the Occidental County Sanitation District, Russian River County Sanitation District, Sonoma Valley County Sanitation District, and South Park County Sanitation District to execute an agreement with Woodard & Curran, Inc., in substantially the form presented to this Board, for as-needed assistance with wastewater facilities through June 30, 2031, in the not-to-exceed amount of $2,000,000.

Executive Summary:
Sonoma Water often requires assistance to support activities with the wastewater facilities in its care, such as the preparation and updating of sewer system management plans, system evaluation and capacity assurance plans, audits, and annual reports. This support also includes the development of after-action reports following significant operational events; assistance with planning and design of maintenance projects-such as lift station rehabilitation, sewer lines, condition assessment programs, pumps and motors; and the provision of technical expertise for sewer collection system modeling to ensure accurate system evaluation and future capacity planning.

Discussion:
HISTORY OF ITEM/BACKGROUND
Sonoma Water owns and operates multiple wastewater systems and facilities that serve its various Zones and Districts. Effective management of these systems periodically requires independent evaluation of facility performance, operational practices, system resilience, and emergency response capabilities to ensure continued regulatory compliance and reliable service to the public.

To support these needs, Sonoma Water is seeking as-needed professional services to assist with a broad range of activities related to the operation, oversight, and long-term planning of its wastewater collection and treatment assets. The requested services may include the preparation, updating, and ongoing maintenance of critical regulatory and operational documents, such as Sewer System Management Plans, System Evaluation and Capacity Assurance Plans (SECAPs), internal and external audits, and required annual reports. These

documents form the foundation of Sonoma Water's compliance program and provide essential guidance for system performance monitoring, asset management, and reporting obligations.

Additionally, Sonoma Water requires support in the development of after-action reports following significant wet weather events, system upsets, or other emergency incidents. These reports will document event conditions, response actions, communication and coordination with partner agencies, root cause findings, and recommendations for corrective or preventive measures. This process is critical for capturing lessons learned and implementing improvements to enhance the resilience and reliability of the wastewater systems.

The scope of services further includes technical assistance for the planning, design, and prioritization of maintenance activities and capital improvement projects. Such work may involve evaluation, rehabilitation, or replacement of lift stations; assessment of sewer pipeline conditions; development of condition-based maintenance programs; and engineering support related to pumps, motors, electrical systems, and other essential mechanical components. Specialized expertise in wastewater collection system modeling is also included, enabling Sonoma Water to assess existing system performance, identify potential capacity constraints, support regulatory documentation, and plan for future infrastructure needs.

Following major storm events or emergency incidents, Sonoma Water may also request independent review and documentation of operational performance, coordination with external agencies, and overall system response. These reviews will help verify compliance, inform future planning efforts, and ensure continuous improvement in emergency preparedness and system management.

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 their experience and expertise encompasses operations of wastewater facilities, collection system planning, condition assessments, computer modeling of sewer collection systems, wastewater monitoring, and conducting after-action analyses of significant and/or emergency events.

SERVICES TO BE PERFORMED

Under the proposed agreement, Consultant will provide as-needed assistance with long-range planning; ordinances, agreements, and policies that establish the agency's regulatory authority to operate, maintain, and enforce requirements for the sewer system; operation and maintenance programs; engineering criteria and construction requirements; procedures for rapid response, containment, reporting, and mitigation of sanitary sewer overflows; analyses that assess system capacity, identify constraints, and recommend improvements; field investigations and data analysis to identify sources of excess stormwater or groundwater entering the collection system; evaluations of program performance; coordination with regional partners; and planning and recommendations for repair, rehabilitation, and replacement projects that maintain system integrity and extend asset service life, including recycled water, and related services.

The cost of services will not exceed $2,000,000; the term end date is June 30, 2031. This agreement will cover services from April 1, 2026, which is the actual start of services associated with an After-Action Review (AAR) of a recent spill incident. Due to the time-sensitive need to begin the review promptly following the spill, it

was necessary to engage the consultant immediately so that critical information could be gathered while events were recent, stakeholders were available, and operational details remained current. Delaying the start of the AAR until the final processing of the agreement was complete would have risked loss of valuable input, reduced accuracy of findings, and delayed recommendations needed to strengthen future response efforts.

Through the proposed agreement, the General Manager will be delegated the authority to approve a written amendment 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 term end date and by executing an agreement amendment.

County of Sonoma Strategic Plan Alignment:
N/A

Sonoma Water Strategic Plan Alignment
Goal: Implement comprehensive, integrated, and innovative infrastructure planning to strengthen existing services, minimize life cycle costs, and prepare for the future.
Strategy: Conduct planning that integrates and balances operational, maintenance, and infrastructure priorities.
Action: Planning efforts for wastewater management are advancing through development of various treatment plant and collection system master plans involving Sonoma Valley CSD, Russian River CSD, Geyserville Sanitation Zone, and Penngrove Sanitation Zone.

The agreement provides as-needed assistance with long range planning; system improvements, climate adaptations, ordinances, and policies that allow Sonoma Water to operate, maintain, and enforce requirements for the sewer systems it manages.

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?
No

Prior Board Actions:
5/9/2023: Approved amended agreement between Sonoma County Water Agency, Occidental County Sanitation District, Russian River County Sanitation District, Sonoma Valley County Sanitation District, and South Park County Sanitation District and Woodard & Curran, Inc. to develop a work plan for preparing a revised SECAP. Cost $675,000; term end December 31, 2025.
7/30/2013: Approved agreement between Sonoma Water, Sonoma Valley County Sanitation District, Russian River County Sanitation District, and RMC Water and Environment for sanitary sewer hydraulic modeling, capacity assessment, and sewer master planning services. Cost $798,324; term end December 31, 2016.

FISCAL SUMMARY

Expenditures	**FY25-26 Adopted**	**FY26-27 Projected**	**FY27-28 Projected**
Budgeted Expenses	$500,000	$500,000	$500,000
Additional Appropriation Requested			

Total Expenditures	**$500,000**	**$500,000**	**$500,000**
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	$500,000	$500,000	$500,000
Use of Fund Balance			
General Fund Contingencies			
Total Sources	**$500,000**	**$500,000**	**$500,000**

Narrative Explanation of Fiscal Impacts:
Budgeted amount of $500,000 is available from FY 2025/2026 appropriations for the Occidental, Russian River, South Park, and Sonoma Valley County Sanitation Districts' Operations Funds, and for the Geyserville, Penngrove, Airport/Larkfield/Wikiup, and Sea Ranch Sanitation Zones' Operations Funds. The revenue source for the Districts and Zones is rate-payer annual sewer service charges. No additional appropriations are required. Future fiscal year appropriations will be budgeted in those fiscal years.

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: Agreement with Woodard & Curran, Inc.
Attachment 2: Competitive Selection Process Memo

Related Items "On File" with the Clerk of the Board:
None.