



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Arturo Vela, Interim City Manager

**PREPARED BY:** Shah Nawaz, Deputy Water/Wastewater Director

**MEETING DATE:** October 14, 2025

**SUBJECT:** Consideration of Resolution 2025-138, Awarding a Professional Services Agreement to West and Associates Engineering, Inc. in the Amount of \$95,310 for the 2025 Urban Water Management Plan Update and Water Supply Assessments and Water Supply Verifications.

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### **RECOMMENDATION:**

Adopt Resolution 2025-138.

### **BACKGROUND:**

As mandated by the State of California's Urban Water Management Planning Act (California Water Code Section 10610 et seq.), every urban water supplier that provides water to more than 3,000 customers or supplies more than 3,000 acre-feet of water annually (enough to serve roughly 6,000 households for one year) is required to prepare and adopt an Urban Water Management Plan (UWMP) that meets prescribed requirements.

UWMPs are considered to be a foundation document and a source of information for Water Supply Assessments (Senate Bill 610) and Written Verification of Water Supply (SB 221). In addition, a UWMP serves as a long-term planning document for water supply, a source of data for development of a regional water plan, and a source document for cities and counties as they prepare their General Plans. The planning documents are linked, and their accuracy and usefulness are interdependent.

Pursuant to the prescribed requirements of the UWMP by the Department of Water Resources (DWR), all plans must include the following:

- Update service characteristic and demand projections.
- Water demand management measures & implementation.
- Evaluate changes in demand needed to comply with California Water Use Objection (CWOU).
- Update water resources and supply outlook.
- Climate change impacts and drought risk assessment.
- Calculate energy intensity of water.
- Update seismic risk evaluations.
- Update water shortage contingency plan (WSCP).

The City's UWMP was last updated in 2020. Although the 2025 UWMP Guidebook has not yet been released, several legislative and regulatory changes since 2020 will directly affect how the City evaluates future water demands and supplies, including:

- "Making Water Conservation a California way of life" legislation.
- Compliance with water loss standards reporting.
- The Sustainable Groundwater Management Act (SGMA)

- Future water supply projects

On August 7, 2025, Public Works staff advertised a Request for Proposals (RFP) for the City's 2025 UWMP Update via the City's OpenGov e-procurement platform. Staff received five (5) proposals, from:

- West & Associates Engineering, Inc.
- Kennedy Jenks
- Zanjero
- Provost & Pritchard
- Albert A. Webb Associates

A three-member evaluation committee reviewed the proposals using the City's established criteria: qualifications, pricing, experience, professional references, approach & methodology, and value-added services.

Based on the evaluation criteria, West & Associates Engineering, Inc. was determined to be the most qualified firm to successfully complete the 2025 UWMP Update. West & Associates also prepared the City's 2020 UWMP Update and has demonstrated proven expertise with DWR compliance requirements.

According to their proposal, the total cost to complete the 2025 UWMP Update, along with related Water Supply Assessments (WSAs) and Water Supply Verifications (WSVs), is \$95,310.

**JUSTIFICATION:**

The Urban Water Management Planning Act (California Water Code, Section 10610 et seq.), enacted in 1983, requires all urban water suppliers with more than 3,000 service connections to prepare and adopt an Urban Water Management Plan (UWMP) every five years. The UWMP must address changing conditions related to water sources, availability, demands, and long-term reliability over a 20-year planning horizon. Compliance with the Act is also required to maintain eligibility for State grants, loans, and drought relief assistance.

The City of Banning is required to complete and submit its 2025 UWMP update to the Department of Water Resources (DWR) by July 1, 2026.

**FISCAL IMPACT:**

A budget appropriation in the amount of \$95,310 to Water Account No. 660-6300-471.33-11 is requested to fund the Professional Services Agreement. The Agreement term will be for up to five years, contingent upon satisfactory annual performance. It should be noted that more than 50% of the proposed costs are allocated to the preparation of WSAs and WSVs for future development projects. These costs will be invoiced to and recovered from developers.

The requested appropriation will have no impact on the General Fund.

**ALTERNATIVES:**

Reject the Professional Services Agreement with West & Associates Engineering, Inc. and provide staff with additional direction. Staff notes that failure to complete and submit the 2025 UWMP Update to DWR by July 1, 2026, as required by State law, may subject the City to penalties for non-compliance and could impact the City's eligibility for State funding, loans, and drought assistance.

**BUDGETED?:**

No

**CONTRACT/AGREEMENT:**

Yes

**ATTACHMENTS:**

1. [Resolution No. 2025-138.docx](#)
2. [C01206 - PSA West Eng for Urban Water Plan.pdf](#)
3. [West & Associates Cost Proposal.pdf](#)