

## **TOWN OF WINDSOR AGENDA REPORT**

**Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date:** March 18, 2026

**To:** Mayor and Town Council  
**From:** Mike Cave, Deputy Director of Operations  
**Subject:** Approve a Professional Services Agreement for On-Call Sewer Collection System CCTV Assessment with Roy's Sewer Service Inc.

### **Recommendation to Council:**

Approve a Professional Service Agreement with Roy's Sewer Service Inc. for On-Call Sewer Collection System Closed-Circuit Television ("CCTV") Assessment in an amount not to exceed \$200,000 for the Term of the Agreement and authorize the Town Manager to execute said agreement and approve contract documentation and amendments up to the authorized budget and scope of work on behalf of the Town.

### **Strategic Plan Element:**

The recommended action supports the goal of Infrastructure. Goal Statement: Through a lens of sustainability and innovation, invest in the Town's infrastructure and public facilities to meet the needs of future generations.

### **Background:**

The Town of Windsor owns, operates, and maintains a wastewater collection system that includes 105 miles of public branch and trunk sewers within the Town. The Town and Sonoma Water entered into an Agreement regarding wastewater collection and treatment of the Airport-Larkfield-Wikiup Sanitation Zone ("ALWSZ") dated June 6, 2024. Under the Agreement, Windsor is responsible for the maintenance, operation, and management, of the ALWSZ sewer treatment and collection system in exchange for all rates collected for sewer service in ALWSZ minus an administrative fee. Although they are a flat rate collected annually as part of the property tax bill, ALWSZ rates for sewer service are in alignment with Town sewer rates. ALWSZ has 44 miles of collection system for a combined total of 149 miles of sewer pipe operated by the Town. Industry standard is for all sewer collection pipes to be assessed every 10 years. In order to assess the combined collection system of 149 miles of pipe in a 10-year cycle, an average of 15 miles of pipe would be assessed each year.

Sewer pipe assessments are performed by collecting video footage from inside of sewer pipes and conducting a condition assessment in accordance with the National Association of Sewer Service Companies (NASSCO) guidelines for Pipe Condition Assessments using CCTV. Any defects in the piping are identified and rated for monitoring or repair at a later time. The Town does not own CCTV equipment or have suitably trained staff for this type of sewer pipe inspection and utilizes contract service providers for this work. The Town has identified this as the most cost-effective approach to delivering this work. Prior to CCTV inspection of the pipes, they are cleaned by Town staff using water sprayed at high pressure to remove debris and grease buildup from the pipe.

### **Discussion:**

The proposed contract would provide for timely and accurate CCTV inspection assessment of at least

15 miles per year of the sewer collection systems. Other condition assessment tools, like acoustic assessment, are proposed to be used to target which 15 miles of pipe will be assessed under this contract. Acoustic assessment is addressed in a separate contract and agenda report. Inspection and assessment work to be performed is a professional service. Staff selected Roy's Sewer Services Inc. based on their past and current services provided to the Town for this work. Staff contacted two additional local providers, but they were either not able to provide the service or the level of service needed to accomplish the assessments in the timeframe required. The cost of this work is supported through revenue the Town receives from rates and from Sonoma Water to operate and maintain the sewer collection system. Staff requests Council approve the Professional Services Agreement with Roy's Sewer Service Inc. for On-Call Sewer Collection System Closed-Circuit Television ("CCTV") Assessment in an amount not to exceed \$200,000 for the Term of the Agreement ending June 30, 2027.

**Fiscal Impact:**

The total fiscal impact of the proposed Professional Services Agreement will allocate up to \$200,000 for the Term of the Agreement based on appropriations of the Enterprise Funds in the Council-adopted budget for Fiscal Year 2025-27.

**Environmental Review:**

This action consists of maintenance and repairs to existing facilities, involving negligible or no expansion of existing or former use and is categorically exempt under the California Environmental Quality Act (CEQA) in accordance with Guidelines Section 15301, Class 1 (Existing Facilities).

**Attachment(s):**

[1. PSA - Roys Sewer Service On Call Sewer Collection CCTV Assessment](#)

**Prepared by:**

Mike Cave  
Deputy Director of Operations

**Reviewed by:**

Shannon Cotulla  
Public Works Director/Town Engineer

**Approved by:**

Jon Davis  
Town Manager