

## **TOWN OF WINDSOR AGENDA REPORT**

**Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date:** July 16, 2025

**To:** Mayor and Town Council  
**From:** Shannon Cotulla, Public Works Director / Town Engineer  
**Subject:** Approve Amendment No. 1 to the Professional Services Agreement with Fieldman, Rolapp & Associates for As-Needed General Municipal Advisory Services for WIFIA Loan

### **Recommendation to Council:**

Authorize the Town Manager to approve Amendment No. 1 to the Professional Services Agreement with Fieldman, Rolapp & Associates, Inc. for As-Needed General Municipal Advisory Services relative to the Water Infrastructure Finance and Innovation Act (WIFIA) loan to fund the Windsor Water Reclamation Facility Improvements for an amount not to exceed a total of \$145,000.

### **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 Windsor Water Reclamation Facility requires significant investment in order to ensure continued reliable operation. Staff have presented to the Windsor Water District Board plans for improvements of the Water Reclamation Facility on several occasions, including a replacement of the aging secondary process system and a new biosolids handling facility.

In order to ensure that project financing would be achievable, staff have worked with a team to develop a funding strategy, which includes a combination of capital funds, loans and bonds. One of the identified funding strategies included the pursuit of a WIFIA loan, which is a federal funding credit program administered by the EPA for eligible water and wastewater infrastructure projects, offering long-term loans that can be combined with other funding sources to help communities deliver critical water infrastructure projects at a lower cost. Some of the identified benefits of a WIFIA loan are payment deferral, flexible payment strategies and potentially lower than market rates.

### **Discussion:**

In March 2024, staff submitted a Letter of Interest (LOI) for WIFIA funding under the Environmental Protection Agency (EPA). The EPA uses the information submitted in an LOI to determine project eligibility, financial creditworthiness, engineering feasibility and alignment with EPA's policy priorities. In the LOI staff identified \$157,000,000 in needed project funding at the Water Reclamation Facility, requesting a WIFIA loan of \$76,315,000 to partially meet this need. WIFIA staff determined that the Town met these requirements and was eligible for WIFIA funding, authorizing Windsor Water District (Windsor) to submit a formal application for funding. Staff have submitted the application, and it is now moving into the negotiation and underwriting phase.

The June 4, 2025, approval of water and wastewater rates, Windsor will have sufficient revenue to meet debt covenant requirements for required project funding, including the issuance of a WIFIA loan.

The WIFIA loan application submittal in no way obligates Windsor to spend funds issued under that loan, and the Windsor Water District Board may determine at any time to withdraw the application or reduce the amount of funding requested, should the Windsor Water District Board determine it necessary to do so. A separate Resolution will be brought to the Windsor Water District Board to approve the WIFIA loan itself, prior to issuance.

As part of the WIFIA loan process, Windsor will require the support of a municipal advisor to serve the Town as an independent municipal advisor in a fiduciary capacity. Fieldman, Rolapp & Associates has served the Town in this capacity for previous debt issuances over many years and has experience with the WIFIA program with other agencies. Under the proposed amendment, they will provide necessary financial advice and analysis, financial modeling, assistance with negotiations and closing of the loan, and other matters related to the WIFIA loan as detailed in Exhibit A. On August 19, 2024, the Town executed a Professional Services Agreement with Fieldman, Rolapp & Associates for As-Needed General Municipal Advisory Services to provide financial advice and services in connection with funding vehicles for the Capital Improvement Program, including advising the Town in connection with government subsidized loans and private placement loans.

Completing the essential projects to be partially funded through the WIFIA loan is critical to continued wastewater treatment, recycled water supply, environmental protection, rate stability and achieving the wastewater treatment plant's NetZero goals.

**Fiscal Impact:**

The fiscal impact of the funding request is \$100,000 which will be appropriated from water reclamation capital funds through 430-82-25-2214-4510-000 (50%) and 430-82-25-2417-4510-000 (50%).

**Environmental Review:**

This action does not constitute a "project" within the meaning of California Environmental Quality Act (CEQA) Guidelines Section 15378 and requires no environmental review.

**Attachment(s):**

[1. Amend No. 1 PSA Fieldman Rolapp](#)

**Prepared by:**

Shannon Cotulla  
Public Works Director

**Reviewed by:**

Nick Walker  
Administrative Services Director

**Approved by:**

Jon Davis  
Town Manager