

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: May 21, 2025

To: Mayor and Town Council
From: Adrienne Cibor, Environmental Program Manager
Subject: Approve Professional Services Agreement for Industrial Waste Program Services

Recommendation to Council:

Approve a Professional Services Agreement (PSA) with Sonoma County Water Agency (Sonoma Water) for Industrial Waste Program Services, including pretreatment and stormwater compliance inspections beginning July 1, 2025, for a term of two years ending June 30, 2027, with provisions for extending the PSA for up to three (3) one-year extensions, with Town approval, at a cost not to exceed \$130,000 per FY, 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:

To manage wastewater discharges from non-residential users (including heavy industries, restaurants, automotive shops, dry cleaners, etc.), the Town is required to implement a Pretreatment/ Industrial Waste Program (Program) by the North Coast Regional Water Quality Control Board. The Program provides for certain non-residential users to apply for and obtain a Wastewater Discharge Permit.

To administer the Program and the permit process, the Town entered into an agreement with Sonoma Water to provide technical support and conduct inspections for both the Town of Windsor businesses and the Airport-Larkfield-Wikiup (Airport Zone) area that is now sending wastewater to Windsor for treatment. Sonoma Water has been conducting industrial waste source control programs for multiple sanitation districts, including the airport area for nearly 30 years.

If approved, the agreement with Sonoma Water would be for a two year term, ending June 30, 2027.

Discussion:

Services will include generally the same scope and budget as previous years under the Santa Rosa agreement.

The scope includes the following key tasks:

- Administration of the industrial waste program including plan check reviews for grease removal devices, providing monthly progress reporting as well as an annual report, attendance at coordination and progress meetings with Town staff and oversight, etc.
- Perform inspections of non-residential users that have the potential for wastewater laden with fats, oils, and grease.

- Review of new industrial discharge applications.
- Conduct inspections of industrial waste dischargers.
- Conduct reporting of incidences of illegal discharges to the Town's sewer system.

Fiscal Impact:

The total fiscal impact of the proposed contract will allocate up to \$130,000 per fiscal year based on sufficient appropriations of the Enterprise Fund in the proposed fiscal year budget for a total of two (2) years.

Environmental Review:

This action is exempt from the California Environmental Quality Act (CEQA) Guidelines in accordance with Section 15309 because it consists of activities limited entirely to plan review and inspection to confirm the performance of wastewater facilities to ensure health and safety and environment protection. Therefore, no environmental review is required at this time.

Attachment(s):

[1. Agreement](#)

Prepared by:

Adrienne Cibor
Environmental Program Manager

Reviewed by:

Shannon Cotulla
Public Works Director/Town Engineer

Approved by:

Jon Davis
Town Manager