

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; Chair and Water District Board
From: Adrienne Cibor, Environmental Program Manager
Subject: Updates to the Sewer System Management Plan (SSMP)

Recommendation to Council:

1. Adopt a Town Council Resolution approving and certifying the July 2025 Sewer System Management Plan (SSMP) and authorizing the Town Manager to approve future non-consequential SSMP changes.
2. Adopt a Windsor Water District Resolution approving and certifying the July 2025 Sewer System Management Plan (SSMP) and authorizing the District General Manager to approve future non-consequential SSMP changes.

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 Waste Discharge Requirements (WDR) for Sanitary Sewer Systems were originally issued by the State Water Resources Control Board (SWRCB) through Order No. 2006-0003-DWQ to develop a regulatory mechanism to provide a consistent statewide approach for reducing sanitary sewer overflows or spills. Windsor is among those public agencies that own and operate sanitary sewer systems, greater than one mile in length, that was required to develop a Sewer System Management Plan (SSMP) in accordance with Order No. 2006-0003-DWQ. The Town of Windsor and Windsor Water District (co-jointly referred to as "Town") developed an SSMP based on the WDR requirements, and the Town Council and District Board considered the original SSMP at a public meeting and then approved its implementation on July 15, 2009. Order No. 2006-0003-DWQ required SSMP updates every five years and program audits every two years.

In December 2022, the SWRCB adopted the updated WDR Order No. WQ2022-1013-DWQ, which became effective June 5, 2023. Per Section 5.5 and Attachment E1, Section 3.11 of the General Order, Plan updates are now due within six years after the required due date of the Enrollee's last Plan Update, and audits are to be conducted every two years.

Discussion:

The updated SSMP includes 1) Elements required in Attachment D of Order No. WQ2022-1013-DWQ (shown below in Table 1), 2) a summary of revisions included in the 2025 SSMP update based on internal audit findings, and 3) other sewer system management-related changes.

Sewer System Management Plan Required Elements and Description

1. SSMP Goal and Introduction

2. Organization including SSMP Reporting and Legally Responsible Official
3. Legal Authority to Operate and Maintain the Collection System
4. Operation and Maintenance of the Collection System
5. Design and Performance of the Collection System
6. Spill Emergency Response Plan
7. Sewer Pipe Blockage Control Program
8. System Evaluation and Capacity Assurance Program and Capital Improvements
9. Monitoring, Measurements and Modifications Plan
10. SSMP Audits
11. Communication Program

The SSMP describes the Town's wastewater collection system operation and management activities. The intent of the SSMP is to provide a living document that is regularly reviewed and updated to effectively manage the collection system to reduce or eliminate spills. A particular focus of the SSMP is to implement a formal rehabilitation, operation, and maintenance program for the Town's wastewater collection system, which is critical to effective collection system management. Effective management of the collection system also includes:

- Maintaining or improving the condition of the collection system infrastructure to provide reliable service.
- Cost-effectively minimizing the infiltration and inflow (I/I) of groundwater and providing adequate sewer capacity to accommodate additional flows due to storm events.
- Minimizing the number and impact of spills.

The 2025 SSMP Update was prepared by a project team consisting of environmental and operations staff from the Public Works Department. The document was prepared by Adrienne Cibor, Environmental Program Manager, certified by David Ernst, Wastewater Superintendent, and approved by Shannon Cotulla, Public Works Director/District Engineer.

The 2025 SSMP includes several updates with the reissued WDR. Examples of updates include upgrades to notification, monitoring, reporting, record keeping, and definitions. Minor content changes were also made to the SSMP to update staff information and incorporate new titles of responsible staff, and minor procedural and response updates. Note, although Windsor is now treating wastewater from the airport area, Sonoma County Water Agency is the current owner of that system, so this update does not address the sewer system in the Airport-Larkfield-Wikiup Sanitation Zone.

Fiscal Impact:

Program implementation of the SSMP is included in the Water Reclamation and Capital Improvement Funds in the Council adopted budget for FY 2025-26 and FY 2026-27.

Environmental Review:

Approval of the 2025 SSMP Update is exempt from the requirements of the California Environmental Quality Act ("CEQA") Guidelines in accordance with Section 15308 because it is an action taken by a regulatory agency as authorized by state law to ensure protection of natural resources.

Attachment(s):

1. [Town Council Resolution](#)
2. [WWD Resolution](#)
3. [DRAFT 2025 SSMP Update 6.30.25](#)
4. [Appendix G - Sonoma Water Agreement for WW treatment related to ALWSZ](#)

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Reviewed by:
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Approved by:
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