

## **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 Acoustic Assessments and Manhole Inspections with RH Borden and Company

### **Recommendation to Council:**

Approve a Professional Service Agreement with RH Borden and Company for sewer collection system acoustic assessments and manhole inspections in an amount not to exceed \$210,006 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.

### **Discussion:**

Initial assessments of the ALWSZ by staff identified some unexpected concerns indicating a full system assessment is necessary. In order for staff to establish a baseline condition of the ALWSZ sewer collection system and identify any unknown obstructions that may cause a blockage in the sewer collection system, which can reduce flow capacity and cause a sanitary system overflow ("SSO"), a condition assessment of the system is necessary. Sewer collection system condition assessments are typically conducted over several years and involve collecting video footage (CCTV) of each pipe and assessing its condition. However, an initial acoustic condition assessment can be performed using sound waves to detect blockages, roots, or grease buildup in the sewers.

An acoustic assessment of the entire ALWSZ sewer collection system and inspection of 836 manholes can be conducted in a few weeks. An acoustic assessment will allow staff to target resources to clean and maintain the most vulnerable portions of the collection system and avoid sanitary sewer spills. In addition to the acoustic assessment, flow level sensors will be installed at 25 strategic locations in the Windsor and ALWSZ sewer collection system. These sensors are widely used throughout the industry;

they monitor the flow level at selected manholes in real time and alert Town staff if levels reach depths that may indicate an impending sewer spill.

The cost of this work is supported through revenue the Town receives from Sonoma Water to operate and maintain the sewer collection system. Staff requests Council approve the Professional Services Agreement with RH Borden and Company for Acoustic Assessments, Manhole Inspections, and flow level sensors in an amount not to exceed \$210,006 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 \$210,006 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 - RH Borden and Co for Acoustic and Manhole inspections](#)

**Prepared by:**

Mike Cave  
Deputy Director of Operations

**Reviewed by:**

Shannon Cotulla  
Public Works Director/Town Engineer

**Approved by:**

Jon Davis  
Town Manager