

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: August 6, 2025

To: Mayor and Town Council / Windsor
From: David Ernst, Wastewater Superintendent
Subject: Approve Amendment No. 1 to the Professional Services Agreement with E-Tech Group

Recommendation to Council:

Approve Amendment No. 1 to the Professional Services Agreement with E-Tech for SCADA Controls Engineering in the amount of \$150,000 for an amended amount of \$300,000 for Fiscal Year 2025-26 and authorize the Town Manager to execute said amendment up to the authorized budget and approve contract documentation and scope of work on behalf of the Windsor Water District.

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 awarded a five-year contract to E- Tech Group (formerly known as Automation Group) in 2024. This contract covers on-call network, technical, electrical and instrumentation services for the water, wastewater, and utility maintenance divisions. Since June of 2020, E-Tech Group has proven to be a reliable and trusted partner for these types of services and have successfully completed numerous tasks on an on-call basis, as well as separate larger integrations under separate, one-time agreements.

E-Tech Group's contributions have been instrumental in maintaining and improving the water and wastewater infrastructure. E-Tech Group has recently completed the Mitchell Lane / Main Irrigation pump station controls upgrades and is currently under contract for pump station controls upgrades from the CSA-31 pump station, located adjacent to the Santa Rosa Junior College Public Safety Training Center and the North Pond of the Airport Larkfield Wikiup Sanitation Zone (ALWSZ), in addition to our current on call as-needed Professional Services Agreement.

Discussion:

The ongoing collaboration between the Windsor Water District (District) and Sonoma Water ensures that the water and wastewater needs of the Town of Windsor are met efficiently and sustainably. In accordance with the District's agreement with Sonoma Water for the wastewater collection and treatment within the ALWSZ; July 1, 2025, marked the implementation of Phase 2, which includes the operation and maintenance of the ALWSZ wastewater plant. Over the next year, Sonoma Water will begin the decommission process for certain key parts of the treatment process.

With the Windsor Water District taking responsibility for wastewater collection and treatment plant operations, the Supervisory Control and Data Acquisition (SCADA) software in use by the Town's Water Reclamation Facility will need to be imported into the ALWSZ wastewater plant. E-Tech Group

plays a crucial role in this transition by leveraging their technical expertise and experience in network, electrical, and instrumentation services.

This work will include the design and integration of three (3) separate programmable logic controllers (PLC's), capable of controlling up to ten (10) pumps using various level controls and flow-paced set points from Town operations staff. In addition, these PLCs will provide real-time data recording and ALWSZ wastewater plant conditions to alert Town personnel 24 hours a day should a measured value be outside of pre-determined acceptable parameters. The Town of Windsor will be reimbursed by Sonoma water for the costs associated with the integration of the SCADA software and related work performed by E-Tech Group.

Fiscal Impact:

While adopted appropriations in the FY 25/26 budget are sufficient to cover the full cost of the proposed action item. This work is outside the normal ongoing costs anticipated in the contract to maintain the existing SCADA system. The associated expenditure will be offset by a corresponding revenue source. A budget amendment is required to increase both revenues and appropriations. The following tables summarize the cost, budget amendment details, and resulting fund balance impact:

Fund Name	Cost	Adopted Budget	Budget Amendment (Expense)	Budget Amendment (Revenue)
Water Reclamation Operating (410)	<u>\$300,000</u>	<u>\$125,000</u>	<u>\$175,000</u>	<u>\$175,000</u>
Total	\$300,000	\$125,000	\$175,000	\$175,000

Water Reclamation Operating Fund

Beginning Estimated Fund Balance	\$1,827,000
Plus: Budget Amendment (Revenue)	+ \$175,000
Less: Budget Amendment (Expense)	- <u>\$175,000</u>
Estimated Ending Fund Balance	\$1,827,000

The budget amendment increases both revenues and expenditures by \$250,000, resulting in no net impact to the ending fund balance. The additional revenue is anticipated to be reimbursed through a reimbursement agreement with Sonoma Water and will be recognized in according with standard accounting matching principles.

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. [PSA Automation Group For On-Call Network, Technical, Electrical, and Instrumentation Services](#)
2. [Amendment No. 1 E Tech Group](#)

Prepared by:

David Ernst
Wastewater Superintendent

Reviewed by:

Mike Cave
Deputy Director of Operations

Shannon Cotulla
Public Works Director / Town Engineer

Approved by:
Jon Davis
Town Manager