

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: December 3, 2025

To: Mayor and Town Council
From: Cristina Goulart, Environmental Program Manager
Subject: Professional Services Agreement with Woodard & Curran for the 2025 Urban Water Management Plan and Additional Water Storage and Recycled Water Analysis

Recommendation to Council:

Approve the Professional Services Agreement with Woodard & Curran in an amount not to exceed \$193,200 for professional services for the 2025 Urban Water Management Plan and authorize the Town Manager to execute said Agreement.

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:

In accordance with the Urban Water Management Planning Act (California Water Code Section 10610 to 10656), each urban water supplier providing water for municipal purposes either directly or indirectly to more than 3,000 customers or supplying more than 3,000 acre-feet of water annually, shall prepare, update and adopt its Urban Water Management Plan (UWMP) at least once every five years, with updates occurring in years ending in five and zero. For urban water suppliers, state law provides a due date of July 1, 2026, for the 2025 Update to the UWMP. The Department of Water Resources is still finalizing the 2025 UWMP Guidebook.

Discussion:

In 2018, the Town issued a Request for Qualifications for water, wastewater, and recycled water engineering services. Nine firms responded with statements of qualification, and Woodard and Curran were determined to be qualified to provide water engineering services. In August 2019 the Town entered into a Professional Services Agreement with Woodard and Curran to prepare an update of the Water Master Plan, which was completed and accepted by Council in November 2019. Woodard and Curran also prepared the Airport Specific Plan Water Supply Assessment in 2019. Woodard & Curran prepared the 2020 UWMP, using much of the analysis and data gathered in previous studies, including the Water Master Plan. All of these previous efforts make Woodard and Curran uniquely qualified to prepare this work.

The Town's 2025 UWMP will build upon the Town's previous water and recycled water planning efforts, including its 2020 UWMP and will incorporate updated information pertaining to the Town's water system and water use, supply diversification, and emerging regulations. The update will include evaluation of the Town's progress toward meeting its water savings target, measured in daily per capita water use. The report will also include an evaluation of the Town's progress in complying with the Urban Water Use Objectives, the first annual reporting for which was completed by the Town since the

completion of the previous Urban Water Management Plan. The 2025 UWMP will include analysis of the Town's current and projected water supply and demand, an updated Water Shortage Contingency Plan with lessons learned from the last drought, demand management measures over the twenty-year planning horizon and a discussion of climate change impact.

The 2025 UWMP will also include analyses of peak demand, water storage balance, and a clearer differentiation between beneficial uses of recycled water and potable offset uses of recycled water. Though these three items are not required by the Urban Water Management Planning Act, they will greatly enhance the real-world usefulness of the 2025 UWMP.

Fiscal Impact:

The total fiscal impact of the proposed contract will allocate up to \$193,000 per (fiscal year) based on sufficient appropriations of the GL 440-86-00-0000-4450-000 Fund in the Council approved fiscal year budget for a total of (1) year.

Environmental Review:

The preparation and adoption of a UWMP is exempt from the California Environmental Quality Act (CEQA) process as per California Water Code section 10652 and CEQA Guidelines Section 15282(v).

Attachment(s):

[1. PSA-Woodard and Curran-2025 UWMP Update](#)

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