

CITY OF SANTA ROSA
BOARD OF PUBLIC UTILITIES

TO: BOARD OF PUBLIC UTILITIES
FROM: PATRICK PULIS,
ENVIRONMENTAL COMPLIANCE INSPECTOR III
SEAN MCNEIL,
DEPUTY DIRECTOR OF ENVIRONMENTAL SERVICES

SUBJECT: APPROVAL OF TOWN OF WINDSOR MASTER SERVICES
AGREEMENT WITH CITY OF SANTA ROSA FOR ON CALL
STORM WATER AND WASTEWATER ENVIRONMENTAL
SERVICES

AGENDA ACTION: MOTION

RECOMMENDATION

It is recommended by Santa Rosa Water that the Board of Public Utilities, by motion, approve and authorize the Chair of the Board to sign a 3-year Town of Windsor Master Services Agreement, with two (2) one-year extension options, with the City of Santa Rosa for On-Call Storm Water and Wastewater Environmental Services.

EXECUTIVE SUMMARY

Execution of this agreement provides the Town of Windsor (Town) with continued on-call pretreatment and storm water monitoring services of the industrial and commercial businesses by Santa Rosa Water staff working in the Town of Windsor. The City of Santa Rosa (City) will receive revenue to offset staff and overhead expenses related to these services.

BACKGROUND

The Town of Windsor requested support from the City of Santa Rosa to develop a pre-treatment program to protect the Town's wastewater treatment plant from waste streams that could cause damage to the process. On January 19, 2012, the City of Santa Rosa entered into the "Agreement Between Town of Windsor and City of Santa Rosa for Industrial Waste Program Services" to perform on-call storm water and wastewater monitoring services. Since 2012, Santa Rosa Environmental Compliance staff have worked with Town staff to maintain the Town's Industrial Waste Program. The agreement assigned the monitoring of qualifying industrial and commercial facilities to the City of Santa Rosa to perform inspections and sampling as required. As part of the

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services, City staff performed plan checks related to source control, evaluated new business for inclusion in the program, investigated sanitary sewer overflows and unusual conditions in the sewer collection system, identified cases of non-compliant findings and issued Corrective Action Notices, completed critical source storm water inspections for the Town's storm water program, and provided technical support to Town staff in monthly coordination meetings. The Town executed final approval and issued permits and led all enforcement actions.

The initial agreement in 2012 stipulated a not to exceed \$125,000 a year for staff time, overhead, material and lab costs incurred in the program. These services have amounted to an average of \$33,000 billings to the Town of Windsor per year.

In January 2021 the Town of Windsor issued a Request for Proposals for a Master Services Agreement for On-Call Storm Water and Wastewater Environmental Services (RFP). The City responded with a proposal on March 4, 2021 and was offered a contract to provide the Town with these services on March 19, 2021. The work described in the RFP is the same as the work that the City has provided the Town in the previous contract.

PRIOR BOARD OF PUBLIC UTILITIES REVIEW

On January 19, 2012, the Board of Public Utilities approved the Agreement Between Town of Windsor and City of Santa Rosa for Industrial Waste Program Services.

ANALYSIS

The City of Santa Rosa has a well-developed Environmental Compliance Program that delivers the same services performed for the Regional System to provide on-call services for storm water and wastewater environmental programs to the Town of Windsor. The City is intimately knowledgeable about the Town's Industrial Waste Program because the City's Environmental Compliance (EC) Section coordinated with Town staff to assemble the framework for this program. During this time, the Town established enforcement strategies, created permit applications, permits, outreach material, and surveys. In this agreement, the City of Santa Rosa will continue to use these materials and share new materials developed for the Santa Rosa Regional Water Reuse System (Regional System). The City will continue to support the Town's efforts with professional review of Town developed program materials. The City's well-trained pretreatment staff are familiar with the Town's business community because they have been reviewing development plans and specifications, inspecting regulated industries, and helping to educate the Town's businesses and industries on the topics of environmental compliance for the past nine years. This continuity of service has allowed the business community to understand, plan for, and meet the requirements of the Industrial Waste Program for the Town. In addition, EC staff members continue to

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share wastewater and storm water pollution prevention awareness and source pollution reduction concepts to the Town. The City benefits from the cost reimbursement of services performed without hiring additional staff and the creation of a level playing field in the larger geographical program by creating a consistent compliance culture in the business community. In addition to the benefits, the Town's permitted franchise or "chain owned" businesses receive a consistent program, the vendors who support the businesses, including consultants, engineers, architects, and plumbers, benefit from working with a consistent set of requirements in a region. Permit requirements, best management practices and inspection protocols are now consistent for the majority of the counties business population.

This new agreement will allow the City and the Town to continue the actions in the previous agreements with a not-to-exceed amount of expenses capped at \$50,000 per year for three years, with an option to extend the contract for an additional year for a maximum of two additional years.

Agreement deliverables require approximately 0.33 full time equivalent (FTE) of a City staff position spread among several City employees. The work will be performed by the Environmental Compliance Supervisor, the Environmental Compliance Inspector series, Department Application Specialist and the Senior Administrative Assistant. Samples generated in the field by City of Santa Rosa Environmental Compliance staff for the Town are processed in the Laguna Environmental Laboratory as part of the sampling scope of work.

Labor rates for City services provided under this agreement are fully encumbered which includes overhead expenses and will cover all City costs in providing these services.

FISCAL IMPACT

It is anticipated that this on-call time & material and lab analysis agreement will have a value of \$35,000 per fiscal year, not to exceed \$50,000 in any given year. City staff have been able to fulfill the agreement deliverables without adding additional staff and it is anticipated no additional staffing will be needed to continue meeting the terms of the agreement.

ENVIRONMENTAL IMPACT

This agreement is not considered a project pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378, and therefore no environmental review is required.

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BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable.

ATTACHMENTS

Attachment 1 – Town of Windsor Master Services Agreement with City of Santa Rosa
For On-Call Storm Water and Wastewater Environmental Services.

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