



Folsom City Council Staff Report

MEETING DATE:	4/14/2026
AGENDA SECTION:	Consent Calendar
ITEM TITLE:	Resolution No. 11586 - A Resolution Authorizing the City Manager to Execute Amendment No.1 to the Agreement (Contract No. 173-21 24-030) with Water Systems Consulting, Inc. for \$107,850 from the Water Operating Fund (Fund 520) for Additional Consulting Services for the Water Conservation Needs Assessment and Appropriation of Funds
FROM:	Utilities Department

RECOMMENDATION / CITY COUNCIL ACTION

The Utilities Department recommends that the City Council pass and adopt Resolution No. 11586 - A Resolution Authorizing the City Manager to Execute Amendment No.1 to the Agreement (Contract No. 173-21 24-030) with Water Systems Consulting, Inc. for \$107,850 from the Water Operating Fund (Fund 520) for Additional Consulting Services for the Water Conservation Needs Assessment and Appropriation of Funds.

BACKGROUND / ISSUE

The City entered into a professional services agreement with Water Systems Consulting, Inc. (WSC) in Fiscal Year 2024-25 to analyze the City's rebate programs, evaluate the City's compliance with a state calculated water budget, assist with state conservation reporting, and prepare a Water Conservation Needs Assessment (WCNA) report that includes recommendations to meet long-term water consumption goals.

Part of the WCNA included identifying which customer segments and programs offer the highest potential for water savings to comply with state regulations. The WCNA report identified that one of the most effective strategies for maximizing water savings can be achieved by targeting residential and nonresidential customers through an Irrigation Tune Up program.

The Irrigation Tune Up program was recommended after an analysis of high-use residential customers showed that one-third of residential water, largely driven by outdoor over-irrigation, is used by 10% of households. The analysis also uncovered major inefficiencies by nonresidential properties from outdoor water use. Focusing on these high water use accounts provides the greatest opportunity for immediate savings and implementing an Irrigation Tune Up program that offers hands-on support will help deliver quick results.

The Irrigation Tune Up program will provide residential and nonresidential customers with on-site irrigation system assessments and hands-on tune up services delivered by qualified landscape and irrigation professionals. The goal of this program is to reduce outdoor water use through system repairs, scheduling corrections, and targeted customer education. While City staff assist customers with detecting water leaks, adjusting sprinkler controller settings, and providing general landscape recommendations, they are not able to perform the repairs that could immediately reduce water use because this work requires a C-27 Landscape Contractor's License.

In order to establish an Irrigation Tune Up program for the City, additional effort by WSC is required. The services that have been identified as part of Amendment No. 1 include additional project management and meetings, development of a turn-key irrigation tune-up program, the drafting of various agreements and proposals associated with the irrigation tune-up program and on-call support for City staff during the implementation of the program. WSC, in collaboration with their sub-consultant, Maureen Erbeznik, brings extensive experience implementing this program with other water agencies, which have reported positive results.

This Resolution will authorize the City Manager to Execute Amendment No.1 to the Agreement (Contract No. 173-21 24-030) with Water Systems Consulting, Inc. for \$107,850 from the Water Operating Fund (Fund 520) for Additional Consulting Services for the Water Conservation Needs Assessment and Appropriation of Funds.

POLICY / RULE

In accordance with Chapter 2.36 of the Folsom Municipal Code, supplies, equipment, services, and construction with a value of \$77,426 or greater shall be awarded by City Council.

ANALYSIS

Additional services recommended to be provided by WSC as part of the WCNA include the following:

- Project Management and Meetings.
 - Project management and meetings.
 - Analysis of new residential landscape.
- Irrigation Tune-Up Start Up (full development of a turn-key irrigation tune-up program).
 - Program design and framework.
 - Request for qualification development.
 - Vendor identification and outreach.
 - Review of vendor qualifications and agreement.

- Customer enrollment procedures development.
- Customer outreach and marketing materials.
- Participation tracking system.
- Draft Program Agreements.
 - Review of the contractor agreement outlining scope of services.
 - Review of the participant agreement for customers.
- On-Call Support.
 - Program launch support – assistance with initial program implementation.
 - Ongoing program support.
 - Additional support for state regulatory compliance and reporting.

This Resolution will authorize the City Manager to Execute Amendment No.1 to the Agreement (Contract No. 173-21 24-030) with Water Systems Consulting, Inc. for \$107,850 from the Water Operating Fund (Fund 520) for Additional Consulting Services for the Water Conservation Needs Assessment and Appropriation of Funds.

FINANCIAL IMPACT

The City Council approved Resolution No. 11224 at the July 9, 2024, City Council meeting authorizing the City Manager to execute an agreement with Water Systems Consulting, Inc. for Consulting Services for the Water Conservation Needs Assessment in the amount of \$127,786.

The Utilities Department recommends approving Amendment No. 1 to the agreement (Contract No. 173-21 24-030) with Water Systems Consulting, Inc. for Consulting Services for the Water Conservation Needs Assessment and is requesting a total appropriation of \$107,850 for additional services for a new contract total not-to-exceed amount of \$235,636. Sufficient funds are available in the Water Operating Fund (Fund 520) for this appropriation.

ENVIRONMENTAL REVIEW

This project is exempt from environmental review under the California Environmental Quality Act, Section 15301 “Existing Facilities”.

ATTACHMENTS

1. Resolution No. 11586 – A Resolution Authorizing the City Manager to Execute Amendment No.1 to the Agreement (Contract No. 173-21 24-030) with Water Systems Consulting, Inc. for \$107,850 from the Water Operating Fund (Fund 520) for Additional Consulting Services for the Water Conservation Needs Assessment and Appropriation of Funds
2. Scope of Work for the Folsom Water Conservation Needs Assessment: Amendment No. 1

Submitted,

Marcus Yasutake, Director
UTILITIES DEPARTMENT

Attachment 1

RESOLUTION NO. 11586

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO.1 TO THE AGREEMENT (CONTRACT NO. 173-21 24-030) WITH WATER SYSTEMS CONSULTING, INC. FOR \$107,850 FROM THE WATER OPERATING FUND (FUND 520) FOR ADDITIONAL CONSULTING SERVICES FOR THE WATER CONSERVATION NEEDS ASSESSMENT AND APPROPRIATION OF FUNDS

WHEREAS, under California’s legislative enactments Assembly Bill 1668 (AB1668) and Senate Bill 606 (SB606) of 2018, the State Water Resources Control Board (SWRCB) adopted the Making Conservation a Way of Life Regulation (Conservation Regulation) to adopt long-term standards for the efficient use of water; and

WHEREAS, the Conservation Regulation is a comprehensive order that outlines detailed objectives California water providers must implement and report on to achieve water savings over the next twenty years; and

WHEREAS, Water Systems Consulting, Inc. by reason of their knowledge and experience with the regulatory framework has the qualifications and expertise to perform the City’s Water Conservation Needs Assessment; and

WHEREAS, Water Systems Consulting, Inc. conducted an analysis of the City’s rebate programs, compliance with state conservation regulations, and completed a Water Conservation Needs Assessment report; and

WHEREAS, Water Systems Consulting, Inc., in their analysis, found that the greatest opportunity for water savings is to assist residential and nonresidential accounts with the highest water consumption by providing an Irrigation Tune-Up Program; and

WHEREAS, sufficient funds are available in the Water Operating Fund (Fund 520) for this appropriation; and

WHEREAS, the agreement will be in a form acceptable to the City Attorney:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom authorizes the City Manager to execute Amendment No.1 to the Agreement (Contract No. 173-21 24-030) with Water Systems Consulting, Inc. for \$107,850 in the Water Operating Fund (Fund 520) for Additional Consulting Services for the Water Conservation Needs Assessment for a new contract total not-to-exceed amount of \$235,636; and

BE IT FURTHER RESOLVED that the Finance Director is authorized to appropriate \$107,850 in the Fiscal Year 2025-26 Water Operating Fund (Fund 520) for Additional Consulting Services for the Water Conservation Needs Assessment for an updated total budget of \$235,636.

PASSED AND ADOPTED this 14th day of April, 2026, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

Justin Raithel, MAYOR

ATTEST:

Christa Freemantle, CITY CLERK

Attachment 2

Folsom Water Conservation Needs Assessment: Amendment No.1

Task 14 Project Management & Meetings

14.1 Project Management and Meetings (for existing scope)

- The original project duration was 12 months. The schedule has extended to 18 months and is expected to reach approximately 20 months. This extension has increased the level of effort required for monthly invoicing, progress reporting, coordination, and general project management.

14.2 Analysis of New Residential Landscape Area and Pricing Implications

- Evaluate the cost and reporting implications of incorporating new residential landscape areas using updated aerial imagery and/or the City's MWEL0 data. This required coordination with City staff, Eagle Aerial, and Waterfluence, as well as development of internal standard operating procedures for assessing new landscape data for State approval as part of the UWUO annual report.

14.3 Project Management and Meetings (for Tasks 15 – 18)

- Provide project administration and coordination.
- Prepare monthly invoices and progress reports. Progress reports shall include a summary of the work completed for the month, the work anticipated to be completed in the following month, and a status report on the project schedule and budget.

Assumptions: Project work for Tasks 15 – 18 duration is 15 months.

Deliverables: Monthly invoices with progress reports including summaries of work completed.

Task 15 Tune-Up Program Start Up

This scope of work covers the full development of a turn-key Irrigation Tune-Up Program for the City of Folsom, from program design through vendor qualification and customer-facing materials. The program will provide residential and/or CII customers with on-site irrigation system assessments and hands-on tune-up services delivered by qualified landscape and irrigation professionals. The goal is to reduce outdoor water use through system repairs, scheduling corrections, and targeted customer education.

15.1 Program Design & Framework

- Develop the foundational program structure, including:
- Define program scope — customer eligibility, property types, and eligible services (e.g., controller programming, head adjustments, pressure checks, leak identification, minor repairs, and nozzle replacement)
- Establish program parameters — maximum rebate or subsidy per customer, co-pay structure if applicable, visit frequency, and service documentation requirements
- Define savings estimation methodology and how savings will be calculated, verified, and reported
- Develop program budget framework including costs, vendor compensation model, and administrative overhead
- Benchmark against comparable programs at peer agencies to inform design decisions
- Prepare program design summary memo for agency review and approval

Deliverables: Program Design Summary Memo

15.2 Request for Qualifications (RFQ) Development

- Draft a formal RFQ to solicit qualified irrigation and landscape contractors to deliver program services, including:
- Program description and vendor role
- Minimum qualifications — licensing requirements (C-27 landscape contractor license or equivalent), certifications (Irrigation Association Certified Irrigation Technician or equivalent), insurance requirements, and experience thresholds
- Scope of services vendors will be expected to provide
- Data collection and reporting requirements
- Customer service standards and expectations
- Pricing and compensation structure
- Evaluation criteria and scoring methodology
- Draft agreement terms and conditions

Deliverables: Draft RFQ Document

15.3 Vendor Identification & Outreach

- Build a qualified vendor pool through targeted outreach, including:
- Develop a master list of landscape and irrigation contractors operating within the service area, drawing on contractor license databases, local irrigation equipment suppliers, industry association directories, (Irrigation Association, California Landscape Contractors Association), and city records
- Conduct targeted outreach to encourage qualified firms to respond to the RFQ
- Coordinate with local trade associations to broaden vendor participation
- Develop vendor FAQ and pre-submittal information materials

Deliverables: Qualified Vendor List & Outreach Summary

15.4 Vendor Qualification & Agreement

- Evaluate RFQ responses and establish formal vendor agreements, including:
- Review and score submissions against evaluation criteria
- Conduct reference checks and verify credentials for top-ranked respondents
- Develop vendor participation agreement covering service standards, data reporting requirements, customer interaction protocols, liability, insurance, payment terms, and program compliance requirements
- Establish vendor onboarding process including program orientation and data system training
- Develop ongoing vendor performance monitoring framework

Deliverables: Vendor Participation Agreement Template

15.5 Customer Enrollment Procedures

- Design a streamlined, customer-friendly enrollment process, including:
- Define eligibility verification procedures — account type, service address confirmation, prior program participation checks
- Develop enrollment workflow — online, phone, and in-person pathways
- Establish scheduling coordination process between customer, vendor, and agency
- Define pre-visit customer preparation requirements and communications
- Develop post-visit follow-up procedures including customer satisfaction survey and savings summary delivery
- Document enrollment procedures in an agency staff operations manual

Deliverables: Customer Enrollment Procedures & Staff Operations Manual

15.6 Customer Outreach & Marketing Materials

- Develop a full suite of customer-facing materials, including:
- Program one-pager for digital and print distribution
- Email and direct mail outreach templates for targeted customer segments (top water users, over budget accounts)
- Social media content and graphics
- Frequently asked questions document
- Post-visit customer summary template showing services performed, estimated savings, and recommended next steps
- All materials will be developed in editable formats and consistent with agency brand standards

Deliverables: Full Customer Outreach & Marketing Materials Suite

15.7 Participation Tracking System

Design and build a program tracking system accessible to both vendors in the field and agency program staff, including:

- **Vendor-Facing Field Tool**
 - Mobile-friendly data entry interface for use during or immediately following a customer visit
 - Required data fields: account number, service address, date of visit, services performed, before/after controller settings, irrigation system observations, recommended repairs, photos, customer signature
 - Offline functionality for field use in areas with limited connectivity
- **Agency-Facing Program Dashboard**
 - Real-time view of program enrollment, scheduled visits, completed visits, and pending follow-up
 - Vendor performance tracking — visits completed, data quality scores, customer satisfaction ratings
 - Savings tracking — estimated water savings by account, by vendor, and program-wide
 - Budget tracking — incentives paid to date, remaining program budget, projected spend
 - Export functionality for reporting to agency management, board, and state regulators

Deliverables: Field Tracking Tool & Agency Program Dashboard

Assumptions: WSC team's will provide guidance based on their technical expertise and prior experience. The City is responsible for reviewing all recommendations, determining their suitability, and making final decisions.

Deliverables: Draft RFP package

Task 15 Timeline:

Program development is estimated at approximately 16–24 weeks from notice to proceed through vendor qualification and system launch, with customer outreach and first visits commencing shortly thereafter. A detailed project schedule will be developed during Task 15.1.

Task 16 Draft Program Agreements

16.1 Draft Program Agreements

- WSC's team shall review the City's existing Construction Agreement and provide comments and suggested edits to support the City's finalization of the agreement(s) for contractor participation in the Irrigation Tune-Up program.
- This task will include a review of the agreement language to confirm general consistency with the proposed program structure, including scope of services, performance goals, and applicable City and State requirements.

Assumptions: No new agreement templates will be included in this task. WSC team's will provide comment and suggestions based on its technical expertise and prior experience. WSC is not providing legal advice or recommendations. The City is responsible for ensuring all agreements are reviewed by its legal advisors for legal compliance and guidance.

Deliverables: Written comments and suggested edits on the City's existing draft contract agreement.

Optional Task 1 On-Call Support

01.1 Program Launch Support

- WSC & MEA shall provide on-call technical and programmatic support to assist the City with initial implementation of the Tune-Up Program, including:
 - Coordination with City staff and contractors.
 - Refinement of procedures as the program transitions from planning to operation.
 - Troubleshooting early implementation issues.

Assumptions: Subtask is assumed to be up to \$5,000 in fees.

01.2 Ongoing Program Support

- Once the program is operational, WSC & MEA shall provide on-call support to address:
 - Contractor coordination issues.
 - Data review or interpretation needs.
 - Adjustments to program processes based on early results.

Assumptions: Subtask is assumed to be up to \$7,500 in fees.

01.3 Additional UWUO Support

- WSC & MEA shall provide additional support related to the State's Conservation Regulations as requested by the City.

Assumptions: Subtask is assumed to be up to \$5,000 in fees.



Task No. Task Description	WSC											MEA	ALL FIRMS
	Principle-In-Charge	QA/QC & Technical Advisor	Project Manager	Communications Manager	Tool Developer	Communications Support	Project Admin	WSC Labor Hours	WSC Labor Fee	Expenses	WSC Fee	Labor Fee	Total Fee
	Rob Morrow	Spencer Waterman	Stephanie Ard	Sierra Orr	Brendan Hamilton								
<i>Billing rates, \$/hr</i>	\$415	\$278	\$278	\$280	\$278	\$165	\$186						
14 Project Management & Meetings													
14.1 Project Management and		3	4					7	\$ 1,946	\$ -	\$ 1,946		\$ 1,946
14.2 Analysis of New Residential Landscape Area and Pricing Implications		7						7	\$ 1,946	\$ -	\$ 1,946		\$ 1,946
14.3 Project Management and Meetings (for Tasks 15 – 18)	4		12				18	34	\$ 8,344	\$ -	\$ 8,344	\$ 2,875	\$ 11,219
SUBTOTAL	4	10	16	0	0	0	18	48	\$ 12,236	\$ -	\$ 12,236	\$ 2,875	\$ 15,111
15 Tune-Up Program Start Up													
15.1 Program Design & Framework		1	2					3	\$ 834	\$ -	\$ 834	\$ 8,625	\$ 9,459
15.2 Request for Qualifications (RFQ) Development			2					2	\$ 556	\$ -	\$ 556	\$ 4,313	\$ 4,869
15.3 Vendor Identification & Outreach			2					2	\$ 556	\$ -	\$ 556	\$ 4,313	\$ 4,869
15.4 Vendor Qualification & Agreement			2					2	\$ 556	\$ -	\$ 556	\$ 4,313	\$ 4,869
15.5 Customer Enrollment Procedures		1	2					3	\$ 834	\$ -	\$ 834	\$ 7,188	\$ 8,022
15.6 Customer Outreach & Marketing Materials		2	4	4		12		22	\$ 4,768	\$ -	\$ 4,768	\$ 8,625	\$ 13,393
15.7 Participation Tracking System		3	4		30			37	\$ 10,286	\$ -	\$ 10,286	\$ 17,250	\$ 27,536
SUBTOTAL	0	7	18	4	30	12	0	71	\$ 18,390	\$ -	\$ 18,390	\$ 54,625	\$ 73,015
16 Draft Program Agreements													
16.1 Draft Program Agreements		2	6					8	\$ 2,224	\$ -	\$ 2,224		\$ 2,224
SUBTOTAL	0	2	6	0	0	0	0	8	\$ 2,224	\$ -	\$ 2,224	\$ -	\$ 2,224
COLUMN TOTALS	4	19	40	4	30	12	18	127	\$ 32,850	\$ -	\$ 32,850	\$ 57,500	\$ 90,350
OT 1 On-Call Support													
OT 1.1 Program Launch Support								0	\$ -	\$ 5,000	\$ 5,000		\$ 5,000
OT 1.2 Ongoing Program Support								0	\$ -	\$ 7,500	\$ 7,500		\$ 7,500
OT 1.3 Additional UWUO Support								0	\$ -	\$ 5,000	\$ 5,000		\$ 5,000
On-Call Support TOTAL	0	0	0	0	0	0	0	0	\$ -	\$ 17,500	\$ 17,500	\$ -	\$ 17,500
OPTIONAL TASKS TOTAL	0	0	0	0	0	0	0	0	\$ -	\$ 17,500	\$ 17,500	\$ -	\$ 17,500

10% mark-up on direct expenses; 15% mark-up for sub-contracted services
 Mileage will be reimbursed at the prevailing federal mileage reimbursement rate in effect at the time of travel
 Rates are subject to revision as of January 1 each year.

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to facilitate double-sided printing
and minimize paper use.*



CITY OF
FOLSOM
DISTINCTIVE BY NATURE