

**SANTA ROSA BOARD OF PUBLIC UTILITIES MEETING MINUTES  
THURSDAY, APRIL 4, 2013  
CITY HALL COUNCIL CHAMBER, 100 SANTA ROSA AVENUE  
REGULAR MEETING**

1:30 p.m. Mayor's Conference Room

recess. At 4:20pm the meeting was reconvened.

**ROLL CALL**

Present (6) Chairman Gale, Vice Chair Galvin, Board Members Carney, Dowd, Holt and Steffensen

**3.3 ADVANCED METERING  
INFRASTRUCTURE FEASIBILITY STUDY  
UPDATE AND TECHNOLOGY OVERVIEW**

Vacant (1)

Dan Muelrath, Interim Sr. Water Resources Planner and Kimberly Zunino, Interim Water Use Efficiency Coordinator provided the staff presentation and gave an update on the progress of the Study, a refresher on Santa Rosa's current AMR/AMI efforts and an in depth presentation on AMR/AMI technologies that will be considered in the Study. Staff responded to questions from the Board and no action was taken.

**STATEMENTS OF ABSTENTION BY BOARD MEMBERS**

Board Member Steffensen announced he would be abstaining from the approval of the minutes from February 7, 2013 because he was not a member of the Board.

Adjourn Study Session and reconvene to open session in City Council Chamber at 4:54 pm.

Board Member Holt announced he would be abstaining from the approval of the minutes from February 7, 2013 and February 21, 2013 because he was not a member of the Board.

**STUDY SESSION**

David Guhin, Director of Utilities announced that Dan Muelrath, Interim Sr. Water Resources Planner has accepted a position as General Manager for the Valley of the Moon Water District. The Board acknowledged Mr. Muelrath for his contributions to the City and its community.

**3.1 NUTRIENT OFFSET PROGRAM  
UPDATE**

Jennifer Burke, Interim Deputy Director Environmental Services and Dave Smith, Merritt Smith Consulting provided the staff presentation and provided an overview of the Nutrient Offset Program including an update on the status of various nutrient offset projects. No action was taken.

**MINUTES APPROVAL**

Vice Chair Galvin moved approval of the minutes for February 7, 2013. The motion was seconded by Board Member Dowd and carried unanimously. AYES (4) NO (0) ABSENT (0) ABSTAIN (2) Steffensen, Holt VACANT (1)

**3.2 WATER AND WASTEWATER REVENUE  
ASSUMPTIONS AND OPERATIONS AND  
MAINTENANCE AND CAPITAL  
IMPROVEMENT PROGRAM BUDGET  
REVIEW**

Linda Reed, Administrative Services Officer – Finance and Glen Wright, Deputy Director, Water and Engineering Resources provided the staff presentation and reviewed the 2013/14 revenue assumptions, proposed water and wastewater funds, operations and maintenance, and capital improvement program budgets. Staff responded to questions from the Board and no action was taken.

Board Member Steffensen moved approval of the minutes for February 21, 2013. The motion was seconded by Vice Chair Galvin and carried unanimously. AYES (5) NO (0) ABSENT (0) ABSTAIN (1) Holt VACANT (1)

**STAFF BRIEFING**

At 4:10 pm, the Board adjourned for a brief

**5.1 SANTA ROSA WATER STORYBOARD  
DISPLAY**

Elise Howard, Research and Program Coordinator gave the staff presentation, discussing the activities of the Environmental Programs Coordination Committee and its

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development of a Santa Rosa Water Storyboard Display for use at outreach and educational events.

**CONSENT ITEMS**

Board Member Carney moved a motion to pull Consent item 6.1 from the Consent agenda for discussion. The motion was seconded by Vice Chair Galvin and carried unanimously. AYES (6) NO (0) ABSENT (0) ABSTAIN (0) VACANT (1)

**6.1 CONTRACT AMENDMENT –  
CUSTOMER INFORMATION SYSTEM  
SOFTWARE AND SERVICES**

Board Member Carney asked for and received clarification on how hourly payment for services on the contract would be monitored.

**MOTION:**

Board Member Dowd moved a motion to approve Amendment No.4 to Contract No. 08-8830 for Customer Information System (CIS) Software with N. Harris Computer Corporation, Toronto, Canada, in the total amount of \$100,000. The motion was seconded by Board Member Carney and carried unanimously. AYES (6) NO (0) ABSENT (0) ABSTAIN (0) VACANT (1)

**6.2 CONTRACT EXTENSION – FERRIC  
CHLORIDE SUPPLY**

**MOTION:**

Board Member Holt moved a motion to approve Amendment No.1 to Contract 08-8799 with Kemira Water Solutions, Inc., Lawrence, KS., for ferric chloride for the Laguna Wastewater Treatment Plant, for an additional one-year term, with no increase in contract unit price, in the total amount of \$155,490. Funds required for this operational expense have been allocated in the FY 2012-13 budget of the Utilities Department's Key account number 130802-5339, and will be allocated in subsequent years budgets when approved by Council. The motion was seconded by Board Member Carney and carried unanimously. AYES (6) NO (0) ABSENT (0) ABSTAIN (0) VACANT (1)

**REPORT ITEMS**

**7.1 APPROVAL OF PRELIMINARY 2013/14  
SUBREGIONAL WATER REUSE SYSTEM  
OPERATING AND DEBT SERVICE BUDGET  
AND ALLOCATION OF COSTS**

Linda Reed, Administrative Services Officer gave the staff presentation.

**MOTION:**

Board Member Carney moved to approve Resolution No. 1042 entitled "Resolution of the Board of Public Utilities Recommending that the Santa Rosa City Council Approve the Preliminary FY 2013/14 Budget for the Subregional Water Reuse System and the Proposed Operations and Debt Service Allocation of Costs." The motion was seconded by Vice Chair Galvin and carried unanimously. AYES (6) NO (0) ABSENT (0) ABSTAIN (0) VACANT (1)

**7.2 WATER SUPPLY UPDATE**

Glen Wright, Deputy Director Water and Engineering Resources, updated the Board on various water supply topics and reported that the next Water Advisory Committee meeting is scheduled for May 6<sup>th</sup>.

**8. PUBLIC COMMENTS ON NON-AGENDA  
MATTERS - NONE**

**9. REFERRALS - NONE**

**10. WRITTEN COMMUNICATION (And  
Possible Board Action) – NONE**

**11. SUBCOMMITTEE REPORTS**

Chairman Gale announced the new subcommittee assignments:

Budget Review – Board Member Carney, Board Member Steffensen, and the 7<sup>th</sup> Member of the Board however, Chairman Gale will serve in this position until filled

Contract Review – Vice Chair Galvin, Board Member Dowd, and Board Member Holt City Council / BPU Liaison – Chairman Gale and Vice Chairman Galvin

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12. BOARD MEMBER REPORTS - NONE

13. DIRECTORS REPORT

David Guhin, Director of Utilities reported that the first phase of Council / BPU new member orientation is scheduled for April 23. Field Trips will be scheduled after this session is completed. He then reported that the newly revised City Council goals will be revealed on April 16<sup>th</sup> and provided various Capital Improvement Project updates.

\_\_\_\_\_  
Stephen Gale

\_\_\_\_\_  
Gina Perez

14. ANNOUNCEMENT OF CLOSED SESSION ITEM(S) AND ADJOURNMENT TO CLOSED SESSION (MAYOR'S CONFERENCE ROOM - ROOM 10)

At 5:32 p.m., Suzanne Rawlings, Assistant City Attorney announced the closed session item.

14.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 3975 Mark West Station Road, Windsor, CA 95492  
Agency Negotiators: David Guhin, Director, Utilities Department; David Smith, Merritt-Smith Consulting  
Negotiating Parties: Marvin L. Nunes; Wildlands Capital Partners, LLC  
Under Negotiation: Price and terms of payment

15. ADJOURN TO OPEN SESSION AND ANNOUNCEMENT OF CLOSED SESSION ACTION

The Board adjourned to open session at 6:20 pm. Assistant City Attorney Rawlings announced the Board, by a 6-0 vote, directed staff to reject the offer from Wildlands, LLC and cease negotiations regarding the property with Wildlands, LLC and/or Mr. Nunes.

ADJOURNMENT OF MEETING

At 6:20 p.m. the meeting was adjourned. The next regular meeting of the Board of Public Utilities will be held on Thursday, May 2, 2013 at approximately 1:30 p.m. in the Council Chamber, City Hall, 100 Santa Rosa Avenue, Santa Rosa.