

**SANTA ROSA BOARD OF PUBLIC UTILITIES MEETING MINUTES  
THURSDAY, FEBRUARY 21, 2013  
CITY HALL COUNCIL CHAMBER, 100 SANTA ROSA AVENUE  
REGULAR MEETING**

1:30 p.m. City Council Chamber

**ROLL CALL**

Present (5) Chairman Gale, Vice Chair Galvin, Board Members Carney, Dowd, and Steffensen

Vacant (2)

**SEATING OF NEW MEMBERS**

**2.1 ADMINISTRATION OF OATH OF OFFICE**

Gina Perez, Recording Secretary for the Board, administered the Oath of Office to Board Member Steffensen.

**2.2 ELECTION OF VICE CHAIR**

Board Member Dowd nominated Board Member Galvin as Vice Chair. The nomination was seconded by Board Member Carney. No other nominations were made. AYES (5) NO (0) ABSENT (0) ABSTAIN (0) VACANT (2)

**STATEMENTS OF ABSTENTION BY BOARD MEMBERS**

Board Member Steffensen stated that he would be abstaining from the approval of the minutes on January 17, 2013 because he was not a member of the Board at that time.

**MINUTES APPROVAL**

Vice Chair Galvin moved approval of the minutes for January 17, 2013. The motion was seconded by Board Member Carney and carried unanimously. AYES (4) NO (0) ABSENT (0) ABSTAIN (1) Steffensen VACANT (2)

The approval of the minutes for February 7, 2013 was deferred until the next Board meeting.

**STAFF BRIEFINGS**

**5.1 PAY NEAR ME PROGRAM**

Patty Kutches, Revenue Manager gave the

staff briefing and discussed the PayNearMe program that lets customers make payments for utility services in cash at over 7,100 7-Eleven stores.

**CONSENT ITEMS**

**MOTION:**

Board Member Carney moved a motion to pull Consent Item 6.3 from the Consent agenda for discussion. The motion was seconded by Vice Chair Galvin and carried unanimously. AYES (5) NO (0) ABSENT (0) ABSTAIN (0) VACANT (2)

**6.1 CONTRACT AWARD – MEADOW LANE EFFLUENT STORAGE FACILITIES POND “B” REPAIR**

**MOTION:**

Board Member Dowd moved a motion to award a construction contract in the total amount of \$660,855.00 to the lowest responsive bidder, TerraCon Pipelines, Inc., of Healdsburg, CA, for Meadow Lane Effluent Storage Facilities Pond “B” Repair and approve a construction contingency of 15 percent. The motion was seconded by Board Member Carney and carried unanimously. AYES (5) NO (0) ABSENT (0) ABSTAIN (0) VACANT (2)

**6.2 CONSTRUCTION CONTRACT CONTINGENCY INCREASE – MONTGOMERY DRIVE – TALBOT TO FARMERS AND JEAN DRIVE SEWER AND WATER IMPROVEMENTS PROJECT**

**MOTION:**

Board Member Dowd moved a motion to approve Amendment No.2 to the Professional Services Agreement with Merritt Smith Consulting for preparation of a Report of Waste Discharge and National Pollution Discharge Elimination System (NPDES) discharge permit negotiation services. The motion was seconded by Board Member Carney and carried unanimously. AYES (5) NO (0) ABSENT (0) ABSTAIN (0) VACANT (2)

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**6.3 CONTRACT AWARD – JANITORIAL SERVICES FOR UTILITIES AND SONOMA COUNTY WATER AGENCY FACILITIES**

Board Member Carney asked for and received clarification on the invitation for bids process, local bid preference and total value of contract. He expressed concern that many vendors were unable to bid because of the large total contract amount.

**MOTION:**

Vice Chair Galvin moved a motion to approve a two-year contract for janitorial services with up to three years of extension options for Utilities and Sonoma County facilities to the lowest responsive and responsible bidder James Furuli Investment Co. Inc., DBA Environmental Dynamics, Petaluma, CA for the total amount of \$528,928.00 with a 5% contingency amount of \$26,446.40 for miscellaneous services. Funds for this operational expense have been allocated in the FY 2012-13 budget and will be allocated in subsequent years when approved by Council in various Utilities Department Key numbers; and Sonoma County Water Agency contributes funds for services for their facilities. The motion was seconded by Board Member Dowd. AYES (4) NO (1) Carney ABSENT (0) ABSTAIN (0) VACANT (2)

**REPORT ITEMS**

**7.1 SONOMA COUNTY WATER AGENCY 2013/14 WATER TRANSMISSION BUDGET AND WATER RATE INCREASE**

Glen Wright, Deputy Director Water and Engineering Resources and representatives from the Sonoma County Water Agency gave the staff presentation.

**MOTION:**

Board Member Dowd moved a motion to support the proposed SCWA budget and water rate increase, as presented, and recommend to the City Council for approval. The motion was seconded by Vice Chair Galvin and carried unanimously. AYES (5) NO (0) ABSENT (0) ABSTAIN (0) VACANT (2)

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

**9. REFERRALS - NONE**

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

**11. SUBCOMMITTEE REPORTS - NONE**

**12. BOARD MEMBER REPORTS**

Chairman Gale reported that he and Director Guhin will be going to Washington DC to meet with legislators regarding funding for the City's Urban Reuse Project.

Board Member Dowd announced that he would be absent from the March 21<sup>st</sup> Board meeting.

**13. DIRECTORS REPORT**

David Guhin, Director of Utilities reported on the updated website established for the Montgomery Area Capital Improvement Program projects; discussed the recent recycling completed for copper and brass and reported that \$29,000 was received for the scrap metals; and further reported on the completed City Council goal setting process that took place over a 2 day period last week.

**14. ADJOURNMENT OF MEETING**

At 2:22 p.m. the meeting was adjourned. The next regular meeting of the Board of Public Utilities will be held on Thursday, March 21, 2013 at approximately 1:30 p.m. in the Council Chamber, City Hall, 100 Santa Rosa Avenue, Santa Rosa.

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Stephen Gale

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Gina Perez