

**SANTA ROSA BOARD OF PUBLIC UTILITIES MEETING MINUTES
THURSDAY, FEBRUARY 4, 2016
CITY HALL COUNCIL CHAMBER, 100 SANTA ROSA AVENUE
REGULAR MEETING**

1:32 p.m. Council Chambers

1. ROLL CALL

Present (7) Chairman Galvin, Vice Chair Kaun, Board Members Arnone, Dowd, Holt, Tibbetts, and Watts

2. STATEMENTS OF ABSTENTION BY BOARD MEMBERS

Board Member Arnone stated that he will abstain from approval of the minutes of January 21st, as he was not present at the meeting.

Board Member Watts stated she will abstain from Item 7.1 as she works for the non-profit that will be administering the H2O program.

3. STUDY SESSION - NONE

4. MINUTES APPROVAL – January 7, 2016 and January 21, 2016

Vice Chair Kaun moved a motion to approve the minutes of January 7th. The motion was seconded by Board Member Holt. The motion carried unanimously. AYES (7) NO (0) ABSENT (0) ABSTAIN (0)

Board Member Holt moved a motion to approve the minutes of January 21 with clarification of the hypochlorination as an alternative would be included in the consent item 7.1 recommendation. The motion was seconded by Vice Chair Kaun. AYES (6) NO (0) ABSENT (0) ABSTAIN (1) Arnone

5. STAFF BRIEFINGS - NONE

6. CONSENT ITEMS

Board Member Dowd requested that item 6.1 be removed from consent to allow for discussion.

6.1 SEBASTOPOL RD SEWER AND WATER REPLACEMENT - DUTTON AVE TO OLIVE ST CONTINGENCY INCREASE

PRESENTER(S): Greg Dwyer, Associate Civil Engineer; and Colleen Ferguson, Deputy Director of Engineering Services

Board Member Dowd raised concerns about future Roseland area project issues and how to plan ahead for the extra costs.

Mr. Dwyer and Ms. Ferguson responded to Board member concerns, and responded that staff will continue to look for future pitfalls and will use the obstacles faced in this project as good knowledge for future projects in the area.

MOTION:

Board Member Dowd moved a motion to approve Resolution No. 1111 entitled "Resolution of the Board of Public Utilities Approving a Contingency Increase for Sebastopol Rd. Sewer and Water Replacement – Dutton Ave to Olive St." The motion was seconded by Vice Chair Kaun. The motion carried unanimously. AYES (7) NO (0) ABSENT (0) ABSTAIN (0)

7. REPORT ITEMS

Board Member Watts left the dais at 1:46 pm.

7.1 1 FTE LIMITED TERM ADMINISTRATIVE TECHNICIAN

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BACKGROUND: Santa Rosa Water developed a pilot program called H2O – Help to Others that will provide financial and water use reduction assistance to very low income water customers. The program was requested by the Santa Rosa City Council and was reviewed and recommended by the City’s Board of Public Utilities. For this initial pilot program, the intent is to encourage very low income customers to apply for the program. The program may be expanded to low income customers in the future depending on funding.

Funding for the H2O program, including staffing costs, will come from cellular antenna lease revenue from leases on Water Department managed properties and from donations through the Santa Rosa Cares program.

Utility Billing staff will coordinate with our applicant screening agency, Community Action Partnership (CAP) as well as coordinate with the customer over the year with any questions or billing issues and will coordinate with CAP to re-qualify applicants each year. Utility Billing staff coordinate with the billing system vendor, Advanced, to work out any billing issues. We are requesting a 0.5 FTE limited term Administrative Technician to perform these duties until actual work load is determined.

In addition, we are requesting 0.5 FTE (for a total 1 FTE limited term position) to provide additional technical back up to support the increased work load associated with the Advanced Metering Infrastructure project, the new Electronic Bill Presentment and

Payment service and additional customer service applications of a technical nature.

RECOMMENDATION: It is recommended by the Water and Finance Departments that the Board, by motion, recommend adding 1 full time equivalent limited term Administrative Technician funded by water rates and fees, as well as H2O Program funds where appropriate, to the Revenue Division of the Finance Department.

PRESENTER(S): Linda Reed, Deputy Director of Water Administration; Kimberly Zunino, Revenue Manager

MOTION: Vice Chair Kaun moved a motion recommending adding 1 full time equivalent limited term Administrative Technician funded by water rates and fees, as well as H2O Program funds where appropriate, to the Revenue Division of the Finance Department. The motion was seconded by Board Member Tibbetts. AYES (6) NO (0) ABSENT (0) ABSTAIN (1)

Board Member Watts returned to the dais at 1:59 pm.

7.2 REPORT - WATER SUPPLY UPDATE

BACKGROUND: Staff will update the Board on water supply issues. The Board may discuss this item and give direction to staff.

PRESENTER: Jennifer Burke, Deputy Director of Water and Engineering Resources

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8. PUBLIC COMMENTS ON NON-AGENDA MATTERS - NONE

9. REFERRALS - NONE

10. WRITTEN COMMUNICATION (AND POSSIBLE BOARD DISCUSSION/ ACTION) - NONE

11. SUBCOMMITTEE REPORTS

Board Member Holt announced that there will be a meeting of the Water Conservation Subcommittee on February 9th.

12. BOARD MEMBER REPORTS

Board Member Tibbetts met with Director Guhin and the Sonoma County Water Coalition for a tour of their agency operations. He had a lot of questions answered and was very thankful for the work our department does.

13. DIRECTORS REPORT

David Guhin, Director, reported that the toilet rebate program has been fully dispersed within 16 days. Spray nozzles for restaurants are still available. He congratulated the team involved in implementing the program. The Water Advisory Committee met on February 1st, where new leadership of the Committee was appointed. The new chairperson is Mike Heely from Petaluma, and Lori Gallahan, from Sonoma. The Technical Advisory Committee remains the same. The temporary flood wall at Laguna Treatment Plant is almost complete. The City Council will be meeting for a public goal setting session to determine city wide priorities.

Mr. Guhin further reported that the City Manager announced that he will be stepping back from Santa Rosa Water duties until a new Director of Planning and Economic Development is recruited. In the interim, Linda Reed, Deputy Director of Water Administration will step in as Interim Director. Mr. Guhin indicated he will be back in June or July. He will be keeping up on budget needs for the Water Department, and will keep the Board up to date on his return. Chairman Galvin and Board Member Dowd wished Director Guhin good luck in Planning and Economic Development and hope to see him back to Santa Rosa Water soon.

14. ADJOURNMENT OF MEETING

At 2:42 pm the meeting was adjourned. The next regular meeting of the Board of Public Utilities will be held on Thursday February 18, 2016 at approximately 1:30 pm in the Mayor's Conference Room, Room 10, City Hall, 100 Santa Rosa Avenue, Santa Rosa.

Daniel J. Galvin III

Gina Perez