

**SANTA ROSA BOARD OF PUBLIC UTILITIES MEETING MINUTES
THURSDAY, JULY 24, 2014
CITY HALL COUNCIL CHAMBER, 100 SANTA ROSA AVENUE
SPECIAL MEETING**

1:00 p.m. Utilities Field Office – Conference Room A

ROLL CALL

Present (6) Chairman Galvin, Board Members Arnone, Dowd, Holt, Kaun, and Steffensen

Vacant (1)

STATEMENTS OF ABSTENTION BY BOARD MEMBERS

No statements of abstention were made.

PUBLIC APPEARANCES (COMMENTS WILL BE LIMITED TO ITEMS ON THE AGENDA) - NONE

VICE CHAIR ELECTION

After a brief discussion, Board Member Dowd nominated Board Member Kaun for the position of Vice Chair. The nomination was seconded by Board Member Arnone and carried unanimously. AYES (6) NO (0) ABSENT (0) ABSTAIN (0)

CONSENT ITEMS

5.1 CONTRACT AWARD – WEST COLLEGE POND NO.1 DIVIDER LEVEE

MOTION:

Board Member Arnone moved a motion to award construction contract no. C01798 in the amount of \$755,514.00 to the lowest responsive bidder, Rege Construction, Inc., of Cloverdale, California for West College Pond No.1 Divider Levee, approve a 15% contract contingency, and authorize a total contract amount of \$868,841.10. The motion was seconded by Board Member Dowd and carried unanimously. AYES (6) NO (0) ABSENT (0) ABSTAIN (0) VACANT (1)

REPORT ITEMS

6.1 REPORT – APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH BOTTOM LINE UTILITY SOLUTIONS, INC. FOR IMPLEMENTATION OF AN

ULTRA-HIGH EFFICIENCY FIXTURE INSTALLATION PROGRAM

BACKGROUND: The City has been and continues to be a leader in implementing innovative water conservation programs and is continually analyzing new conservation programs. In July 2013, a request for proposals for a program to install WaterSense labeled fixture packages (ultra-high efficiency toilets, showerheads and aerators) was issued and Bottom Line Utilities Solutions, Inc. was ranked highest through this competitive process. A Professional Services Agreement for a WaterSense labeled fixture package installation program was negotiated with Bottom Line Utilities Solutions, Inc. in the amount of \$210,000.

RECOMMENDATION: It is the recommendation of the Contract Review Subcommittee and Utilities Department staff that the Board of Public Utilities, by motion, approve a Professional Services Agreement with Bottom Line Utilities Solutions, Inc. in an amount not to exceed \$210,000 and authorize the Chair to sign the Agreement.

PRESENTER(S): Pam Lorence, Water Resources Specialist

MOTION:

Board Member Kaun moved a motion to approve a Professional Services Agreement with Bottom Line Utilities Solutions, Inc. in an amount not to exceed \$210,000 and authorize the Chair to sign the Agreement. The motion was seconded by Board Member Holt and carried unanimously. AYES (6) NO (0) ABSENT (0) ABSTAIN (0) VACANT (1)

6.2 REPORT - MASTER PROFESSIONAL SERVICES AGREEMENT WITH WEST YOST ASSOCIATES FOR EMERGENCY GROUNDWATER SUPPLY INVESTIGATION, WELL SITING, DESIGN, AND CONSTRUCTION MANAGEMENT SERVICES

BACKGROUND: In September 2013, the BPU adopted a Groundwater Master Plan (Plan). The Plan provides a strategic road map for the Utilities Department staff, BPU and City Council regarding how available groundwater

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resources could be most effectively used in a sustainable manner, to meet the needs of the City's current and future customers. The Plan recommended near term actions for implementation in the first five years following adoption of the Plan. These recommended near term actions guided the development of a Request for Statement of Qualifications (RSQ) for emergency groundwater supply investigation, well siting, design, and construction management services.

On February 12, 2014, staff issued the RSQ to 15 local and regional consulting firms capable of providing emergency groundwater supply investigation, well siting, design, and construction management services. A Request for Statement of Qualifications was posted on the City's website. A review panel recommended award of a contract for services to West Yost Associates.

RECOMMENDATION: It is the recommendation of the Contract Review Subcommittee, the Subcommittee Chair and Utilities Department staff that the Board of Public Utilities, by motion:

1. Award a Master Professional Service Agreement (MPSA) to West Yost Associates for a not to exceed amount of \$3,500,000 to provide emergency groundwater supply investigation, well siting, design, and construction management services in support of the City's Groundwater Program.
2. Approve a Project Work Order under the MPSA for a not to exceed amount of \$1,040,000 for Task Order 1: First Emergency Well.
3. Authorize the Chair to sign the MPSA and the Project Work Order.

PRESENTER(S): Rocky Vogler, Sr. Water Resources Planner

MOTION:

Board Member Dowd moved a motion to: (1) award a Master Professional Service Agreement (MPSA) to West Yost Associates for a not to exceed amount of \$3,500,000 to provide emergency groundwater supply

investigation, well siting, design, and construction management services in support of the City's Groundwater Program; and (2) approve a Project Work Order under the MPSA for a not to exceed amount of \$1,040,000 for Task Order 1: First Emergency Well; and (3) authorize the Chair to sign the MPSA and the Project Work Order. The motion was seconded by Board Member Kaun and carried unanimously. AYES (6) NO (0) ABSENT (0) ABSTAIN (0) VACANT (1)

6.3 REPORT - ADOPTION OF STAGE 1 - MANDATORY OF THE CITY'S URBAN WATER SHORTAGE CONTINGENCY PLAN

BACKGROUND: On January 17, 2014, the Governor of the State of California declared a state-wide drought emergency and asked Californians to voluntarily reduce water use by 20%. On February 11, 2014, the City Council adopted a resolution requesting a voluntary 20% reduction in water use from customers to support the Governor's declaration. On April 25, 2014, the Governor of the State of California issued an Executive Order directing local water suppliers to redouble efforts to implement water conservation activities. On July 15, 2014, the State Water Resources Control Board adopted Drought Emergency Water Conservation Regulations that apply to all Californians and all urban water suppliers. The Drought Emergency Water Conservation Regulations prohibit certain water using activities and require urban water agencies to implement their urban water shortage contingency plans to a level that imposes mandatory restrictions on outdoor irrigation.

RECOMMENDATION: It is recommended by the Utilities Department that the Board of Public Utilities, by resolution, recommend that the City Council adopt Stage 1 – Mandatory of the City's Urban Water Shortage Contingency Plan, direct staff to implement a water conservation program as defined by Stage 1 – Mandatory to realize community-wide water use reduction of 20%, and authorize staff to utilize the Utility's Catastrophic Reserve if needed.

PRESENTER(S): Jennifer Burke, Deputy Director Water and Engineering Resources

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Brenda Adelman, Russian River Watershed Protection Committee stated that overall usage by all contractors has only shown a 2.5% decrease, with Santa Rosa at the top of the list in terms of savings. She also noted that the Water Agency website shows water purchases by all of their contractors.

MOTION:

Board Member Dowd moved to approve Resolution No. 1072 entitled "Resolution of the Board of Public Utilities Recommending that the Council of the City of Santa Rosa Adopt Stage 1 – Mandatory of the City's Urban Water Shortage Contingency Plan Requesting Customers to Reduce Community-wide Water Use by 20% and Authorize Utilization of the Utility's Catastrophic Reserve". The motion was seconded by Board Member Holt and carried unanimously. AYES (6) NO (0) ABSENT (0) ABSTAIN (0) VACANT (1)

7. REFERRALS - NONE

8. WRITTEN COMMUNICATION (And Possible Board Action)

8.1 Memo from David Guhin, Director of Utilities re: Minor Contract Award – Contract No. C01928 – Laguna Treatment Plant On-Call Repair and Installation – Phase 4; included in packet

9. SUBCOMMITTEE REPORTS

Board Member Holt reported that the Water Conservation Subcommittee will be meeting on July 29.

Board Member Dowd reported that the Budget Review Subcommittee will be meeting today following the regular Board meeting.

10. BOARD MEMBER REPORTS

Board Member Holt reported that he participated on a review panel for the selection of services

11. DIRECTORS REPORT

David Guhin, Director of Utilities reported that staff will again be participating in the Sonoma County Fair with an exhibit booth; the City Manager, Kathy Millison's, last Council meeting will be September 8, 2014; the City's new Chief Financial Officer will begin working next week; and reclamation staff are looking at recycled water use and working with users to determine how to make the current supply last through the irrigation season.

12. ADJOURNMENT OF MEETING

At 2:17 p.m. the meeting was adjourned. The next regular meeting of the Board of Public Utilities will be held on Thursday, August 7, 2014 at approximately 1:30 p.m. in the Council Chamber, City Hall, 100 Santa Rosa Avenue, Santa Rosa.

Dan Galvin

Gina Perez