

**SANTA ROSA BOARD OF PUBLIC UTILITIES MEETING MINUTES  
THURSDAY, JUNE 21, 2012  
CITY HALL COUNCIL CHAMBER, 100 SANTA ROSA AVENUE  
REGULAR MEETING**

1:34 p.m. Mayor's Conference Room

**ROLL CALL**

Present (7) Chairman Dowd, Vice Chair Gale (arrived at 2:00 p.m.), Board Members Carney, Galvin, Lowry, Meechan and Swinth

**STATEMENTS OF ABSTENTION BY BOARD MEMBERS**

Board Members Swinth and Meechan stated that they will be abstaining on the approval of the minutes for June 7, 2012 because they were absent from the meeting.

Board Member Galvin stated that he would be abstaining from item 6.2 because the previous holder of the contract for the services is a client of his firm.

**STUDY SESSION**

**3.1 REMODEL MSCS TO RELOCATE CIP TEAMS FROM LEASED SPACE TO CITY-OWNED SPACE**

Colleen Ferguson, Deputy Director – Engineering Services gave the staff presentation and provided an overview of the project as well as the funding implications. The Board provided direction to staff and established an Ad Hoc Committee consisting of Chairman Dowd and Board Member Carney to assist staff with finalizing the cost analysis and project specifics.

Adjourn Study Session and reconvene to open session in City Council Chamber at approximately 2:50 p.m.

**MINUTES APPROVAL**

Vice Chair Gale moved approval of the minutes for June 7, 2012. The motion was seconded by Board Member Lowry and carried unanimously. AYES (5) NO (0) ABSENT (0) ABSTAIN (2) Meechan and Swinth

**STAFF BRIEFINGS - NONE  
CONSENT ITEMS**

Board Member Swinth moved a motion to

remove item 6.2 from the Consent calendar. The motion was seconded by Vice Chair Gale and carried unanimously. AYES (7) NO (0) ABSENT (0) ABSTAIN (0)

**6.1 CONTRACT AWARD – NORDYKE AVE, OLIVER LN AND VICTOR DR SEWER AND WATER IMPROVEMENTS**

**MOTION:**

Board Member Lowry moved a motion to award a construction contract in the total amount of \$1,137,393.00 to the lowest responsive bidder, Argonaut Constructors of Santa Rosa, CA, for the Nordyke Ave, Oliver Ln and Victor Dr Sewer and Water Improvements project and approve a construction contingency of 15 percent. The motion was seconded by Board Member Swinth and carried unanimously. AYES (7) NO (0) ABSENT (0) ABSTAIN (0)

Board Member Galvin left the dais at 2:50 p.m.

**6.2 CONTRACT AWARD – LANDSCAPE MAINTENANCE SERVICES**

Board Members Lowry and Swinth asked for and received clarification about total cost for services, frequency of maintenance and specific areas the contract covers.

**MOTION:**

Board Member Swinth moved a motion to award a two-year contract with three one-year renewal options for landscape maintenance services to the lowest responsive, responsible bidder Coast LM, Inc., Napa, California, in the total amount of \$128,648.00 for the two-year period plus a \$10,000 contingency for miscellaneous irrigation system repairs and landscape installations that are not included in the contract maintenance specifications. The motion was seconded by Vice Chair Gale and carried unanimously. AYES (6) NO (0) ABSENT (0) ABSTAIN (1) Galvin

Board Member Galvin returned to the dais at 2:53 p.m.

**REPORT ITEMS**

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**7.1 AGREEMENT BETWEEN CITY OF COTATI AND CITY OF SANTA ROSA FOR SANTA ROSA TO ADMINISTER THE CITY OF COTATI WATER CONSERVATION PROGRAM**

At 3:13 p.m. the meeting was adjourned. The next regular meeting of the Board of Public Utilities will be held on Thursday, July 19, 2012 at approximately 1:30 p.m. in the Council Chamber, City Hall, 100 Santa Rosa Avenue, Santa Rosa.

Pam Lorence, Water Resources Technician gave the staff presentation.

Board Member Galvin reported that he was contacted on behalf of the Contract Review Subcommittee and expressed support for the contract to be brought forward to the full Board for review and approval.

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Richard Dowd

**MOTION:**

Board Member Galvin moved a motion to approve the proposed "Agreement for Administration of the City of Cotati Water Conservation Program". The motion was seconded by Board Member Meechan and carried unanimously. AYES (7) NO (0) ABSENT (0) ABSTAIN (0)

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Gina Perez

**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 - NONE**

**13. DIRECTORS REPORT**

Miles Ferris, Director of Utilities reported on various CIP Projects; discussed the Combined Heat and Power Project with the opening ceremony likely in August; reported on the settlement reached for the Oakmont trunk line project. He announced that the MSCS landscape project will be having another work day on June 22, 2012 if Board members wished to participate. He further reported that there is a delay in the Regional Board issuing the City's permit and that staff continues to work with the Regional Board on the Nutrient Offset Program.

**14. ADJOURNMENT OF MEETING**