

**SANTA ROSA BOARD OF PUBLIC UTILITIES MEETING MINUTES  
THURSDAY, JANUARY 17, 2008  
CITY HALL COUNCIL CHAMBER, 100 SANTA ROSA AVENUE  
REGULAR MEETING**

1:30 p.m. City Council Chamber

**ROLL CALL**

Present (6) Vice Chairman Lowe, Board Members Downey, Galvin, Holt, Lindsay and Swinth

Absent (1) Chairman Dowd

**STATEMENTS OF ABSTENTION BY BOARD MEMBERS**

Vice Chairman Lowe stated he would be abstaining from item 8.1 because company he is employed by is being considered for miscellaneous fees.

**PUBLIC APPEARANCES - None**

**MINUTES APPROVAL**

Board Member Holt moved approval of the minutes of December 20, 2007. The motion was seconded by Board Member Swinth and carried unanimously. AYES (3) NO (0) ABSTAIN (3) Lowe, Downey, Galvin ABSENT (1) Dowd

Assistant City Attorney Suzanne Rawlings explained that there was not a quorum present to vote on the minutes and they will need to be held till the next meeting.

Board Member Lindsay moved a motion to hold the minutes of December 20, 2007 till the next meeting when a quorum was present to vote. The motion was seconded by Board Member Downey and carried unanimously. AYES (6) NO (0) ABSTAIN (0) ABSENT (1) Dowd

**STAFF BRIEFINGS**

**BIOSOLIDS DIVISION UPDATE**

Zachary Kay, Biosolids Coordinator presented the staff briefing. The Biosolids Division consists of 9 employees with a budget of \$2.3 million per year. The core functions of the division is to dispose of solid waste produced at the Laguna Treatment Plant and create a safe, usable, marketable product. He reviewed the various reuse and disposal

options utilized for the biosolids including composting, storage for future use, landfill disposal, and agricultural land application to City farms and the South County. He then reviewed, in great detail, the composting process and future goals of the division.

**CONSENT ITEMS**

**6.1 THIRD AMENDED COOPERATIVE AGREEMENT TO PROVIDE FUNDING AND SUPPORT INFORMATION FOR SANTA ROSA PLAIN GROUNDWATER STUDY**

**MOTION:**

Board Member Downey moved a motion to approve Santa Rosa's continued participation in and funding of a study of the groundwater in the Santa Rosa Plain to be conducted by the United States Geological Survey and Sonoma County Water Agency, approve the Third Amended Cooperative Agreement to Provide Funding and Support Information for Santa Rosa Plain Groundwater Study and authorize the Chair to sign the Agreement. The motion was seconded by Board Member Galvin and carried unanimously. AYES (6) NO (0) ABSENT (1) Dowd ABSTAIN (0)

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

**MOTION:**

Board Member Downey moved a motion to authorize award a three-year term contract with two one-year renewal options to James Furuli Investment Co. Inc. DBA Environmental Dynamics, Petaluma, CA for janitorial services at various Utilities and Sonoma County Water Agency facilities contingent on City Attorney approval. Total contract amount is \$592,743.75 with a 10% contingency of \$59,274.38. The motion was seconded by Board Member Galvin and carried unanimously. AYES (6) NO (0) ABSENT (1) Dowd ABSTAIN (0)

**6.3 CONTRACT AMENDMENT – LANDSCAPE SERVICES**

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**MOTION:**

Board Member Downey moved a motion to authorize Amendment No.4 to Contract No. 05-8193 for additional landscape services with Luke Crawford, dba Things To Do, Santa Rosa, California. The total amount of the contract amendment is \$50,438.60. The motion was seconded by Board Member Galvin and carried unanimously. AYES (6) NO (0) ABSENT (1) Dowd ABSTAIN (0)

**6.4 APPROVAL OF AMENDMENT NO.4 TO PROFESSIONAL SERVICES AGREEMENT FOR INCREMENTAL RECYCLED WATER PROGRAM (IRWP) ENGINEERING SERVICES**

**MOTION:**

Board Member Downey moved a motion to approve Amendment No.4 to the Professional Services Agreement with Winzler & Kelly extending the time of performance to July 31, 2008. The motion was seconded by Board Member Galvin and carried unanimously. AYES (6) NO (0) ABSENT (1) Dowd ABSTAIN (0)

**6.5 APPROVAL OF AMENDMENT NO.5 TO PROFESSIONAL SERVICES AGREEMENT FOR INCREMENTAL RECYCLED WATER PROGRAM (IRWP) ENVIRONMENTAL SERVICES**

**MOTION:**

Board Member Downey moved a motion to approve Amendment No.5 to the Professional Services Agreement with Winzler & Kelly extending the time of performance to July 31, 2008. The motion was seconded by Board Member Galvin and carried unanimously. AYES (6) NO (0) ABSENT (1) Dowd ABSTAIN (0)

**REPORT ITEMS**

**7.1 WATER SUPPLY UPDATE**

Glen Wright, Deputy Director Water Resources reported on the status of the water supply pool and noted that Lake Sonoma is currently at 92% and Lake Mendocino is at

57%. He also reported that the subcommittee to the Technical Advisory Committee has been meeting and anticipates a 7% compared to last years' increase of 3%. The increase is due to less water having been sold by the Water Agency to its contractors but the O & M fees have stayed the same. Mr. Wright noted that the Agency has put \$7 million dollars in its budget to complete a study on Dry Creek. It would include the study of a future pipeline and modifications to the creek to provide for future supply. The previous water rate was \$441.70 acre/ft but will now be \$471.93 acre/ft. He reported that last year 22,506 acre feet were purchased and indicated this is a large portion of the annual budget.

At 2:25 p.m., Vice Chairman Lowe left the dais and Board Member Downey chaired the meeting.

**PUBLIC HEARING**

**8.1 REVISED MISCELLANEOUS FEES AND CHARGES SCHEDULE**

Miles Ferris, Director of Utilities gave the staff presentation. He reported that this item was continued from the December 6, 2007 meeting. He explained that the fees have been reviewed in part because of the departments Asset Management System which has helped identify areas of efficiencies therefore realizing areas of reduction or elimination in some of the fees. The system also identified increases to cover inflationary costs of services provided or material costs.

At 2:29 p.m., Board Member Downey reopened the public hearing and seeing no one rise, closed the public hearing without comment.

**MOTION:**

Board Member Swinth moved to approve Resolution No. 916 entitled "Resolution of the Board of Public Utilities of the City of Santa Rosa Adopting Miscellaneous Fees and Charges". The motion was seconded by Board Member Holt and carried unanimously. AYES (5) NO (0) ABSTAIN (1) Lowe ABSENT (1) Dowd

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At 2:31 p.m., Vice Chairman Lowe returned to the dais.

**9. REFERRALS - None**

**10. WRITTEN COMMUNICATION (And Possible Board Action)**

Mr. Ferris acknowledged two local citizens for their assistance to the Santa Rosa Police Department on two separate hit and run hydrant knockdowns. Mr. Ferris noted that letters were sent out to each of them thanking them for their swift action to help recover costs associated to publicly owned property that had been damaged.

**11. ELECTION OF VICE CHAIRMAN**

Board Member Lindsay moved a motion nominating Teejay Lowe to continue as Vice Chairman to the Board. The motion was seconded by Board Member Downey and carried unanimously. AYES (6) NO (0) ABSTAIN (0) ABSENT (1) Dowd

**12. SUBCOMMITTEE REPORTS**

Board Member Holt reported on the Water Conservation Program accomplishments and goals for 2007/08 and the memo that was given to the Board from Daniel Muelrath, Water Conservation Program Coordinator. A total of 3.4 mg/d of water is being saved due to the efforts of the division and the community.

**13. BOARD MEMBER REPORTS**

Board Member Holt spoke about the Pharmaceutical Take Back Program and indicated he has spoken with Walgreens and Kaiser. Walgreens indicated they have sent a letter of interest to their corporate office but have not heard back from them. Kaiser indicated they have a program that is only for patients of Kaiser.

**14. DIRECTORS REPORT**

Pam Edwards, Revenue Manager updated the Board on an issue that Utility Billing has been experiencing with the on line bill payment system. As of Tuesday, January

15<sup>th</sup>, service has been suspended with the vendor due to the amount of inconsistencies that have been occurring. The internet site has redirected customers to call in to the office to make payments over the phone till an alternative company can be found. Staff is working towards selecting a new Customer Information System but implementation of such a system is still 2 years away. Ms. Edwards noted that the outage is affecting approximately 2,000 customers that routinely used the system and indicated that the Board will be updated on this ongoing issue until a resolution can be found. Dan Carlson, Deputy Director Utility Operations spoke about the recent storms and noted that power was not lost during the recent events of high flows and winds. During the period of January 1, 2007 to December 31, 2007 the Plant experienced the lowest amount of flows since 1989. This can be contributed to conservation efforts and a dry year. He further reported that only 4% of recycled water was discharged and 96% has been reused.

**15. ANNOUNCEMENT OF CLOSED SESSION ITEM(S) AND ADJOURNMENT TO CLOSED SESSION(S) (MAYOR'S CONFERENCE ROOM – ROOM 10)**

At 2:55 p.m. Assistant City Attorney Suzanne Rawlings announced the closed session items.

**15.1 CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Property: 4090 Walker Avenue  
Agency Negotiator: Josh Maresca, Right-of-Way Agent  
Negotiating Parties: Max Graff  
Under Negotiation: Price and terms of payment

**15.2 CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Property: 4136 Walker Avenue  
Agency Negotiator: Josh Maresca, Right-of-Way Agent  
Negotiating Parties: Wallace and Jewell Lillie  
Under Negotiation: Price and terms of payment

**16. RECONVENE TO OPEN SESSION**

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At 3:20 p.m. the closed session was adjourned and Vice Chairman Lowe announced that for item 15.1, the Board recommended the purchase on to City Council and for item 15.2 gave direction to the negotiator.

**17. ADJOURNMENT OF MEETING**

At 3:22 p.m. the meeting was adjourned. The next regular meeting of the Board of Public Utilities will be held on Thursday, February 7, 2008 at approximately 1:30 p.m. in the Council Chamber, City Hall, 100 Santa Rosa Avenue, Santa Rosa.

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Richard Dowd

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Gina Perez