

**SANTA ROSA BOARD OF PUBLIC UTILITIES MEETING MINUTES  
THURSDAY, JULY 2, 2015  
CITY HALL COUNCIL CHAMBER, 100 SANTA ROSA AVENUE  
REGULAR MEETING**

1:31 p.m. Mayor's Conference Room – Room 10

**ROLL CALL**

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

**STATEMENTS OF ABSTENTION BY BOARD MEMBERS**

Chairman Galvin stated that he would be abstaining from the approval of the minutes from May 21 and June 4 because he was absent from both meetings.

**STUDY SESSION – NONE**

**MINUTES APPROVAL**

Vice Chair Kaun moved a motion to approve the minutes of May 21, 2015 and June 4, 2015. The motion was seconded by Board Member Holt. AYES (6) NO (0) ABSENT (0) ABSTAIN (1) Galvin

**STAFF BRIEFINGS - NONE**

**CONSENT ITEMS**

Board Member Holt requested that item 6.2 be pulled from the consent calendar to allow for discussion.

**6.1 CONTRACT AWARD - SODIUM HYPOCHLORITE SUPPLY**

**MOTION:**

Vice Chair Kaun moved a motion to approve a two-year contract with three one-year renewal options, for the delivery of sodium hypochlorite with Olin Corporation, dba Olin Chlor Alkali, Tracy, California, for the total amount of \$160,026. Funds for this operational expense have been allocated in FY 2015-16 in various Water Department operational key account numbers, and will be allocated in subsequent years when approved by the City Council. The motion was seconded by Board Member Holt and carried unanimously. AYES (7) NO (0) ABSENT (0) ABSTAIN (0)

**6.2 CONTRACT EXTENSION - LAND APPLICATION SERVICES**

Board Member Holt asked for clarification about the biosolids treatment process. Bob Cauthen, Senior Wastewater Operator, explained that waste solids from the secondary portion of the treatment process together with sludge and scum from the primary clarifiers are pumped to the four anaerobic digesters. During the anaerobic digestion process, organic substances are solubilized and fermented by microorganisms in the absence of oxygen. This produces a stabilized sludge (bio-solids) and a usable gas (methane), as a byproduct. Following the required detention time, the digested bio-solids are then pumped to the dewatering facility where the bulk of the water in the bio-solids is removed. The bio-solids are then trucked to the compost facility for compost production or to land application.

**MOTION:**

Board Member Holt moved to approve the Fourth Amendment to Contract No. F000383 for a two-year extension, with no increase in rates, for biosolids land application services with Andy Poncia dba Poncia Fertilizer Spreading, Cotati, California, in the total amount of \$45,300. The motion was seconded by Vice Chair Kaun and carried unanimously. AYES (7) NO (0) ABSENT (0) ABSTAIN (0)

**REPORT ITEMS**

**7.1 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(s): Jennifer Burke, Deputy Director Water and Engineering Resources

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

**9. REFERRALS - NONE**

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

11. SUBCOMMITTEE REPORTS - NONE

12. BOARD MEMBER REPORTS - NONE

13. DIRECTORS REPORT

David Guhin, Director, reported that discussions have begun with Cities, agriculture, and the Water Agency to form the Groundwater Sustainability Agency. The Algebra Academy has been completed and he thanked staff for their time and efforts. He also thanked Gina Perez for her efforts with the scheduling and logistics for the Academy. The annual Water Quality is now available and notifications have been sent out as bill inserts. Mr. Guhin also reported that he has begun his assignment as interim Director of Community Development that is anticipated to last 6 months.

14. ADJOURNMENT OF MEETING

At 2:00 p.m. the meeting was adjourned. The next regular meeting of the Board of Public Utilities will be held on Thursday, July 16, 2015 at approximately 1:30 p.m. in the Council Chamber, City Hall, 100 Santa Rosa Avenue, Santa Rosa.

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Daniel J. Galvin III

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Gina Perez