

**SANTA ROSA BOARD OF PUBLIC UTILITIES MEETING MINUTES
THURSDAY, MARCH 20, 2014
CITY HALL COUNCIL CHAMBER, 100 SANTA ROSA AVENUE
REGULAR MEETING**

1:30 p.m. Mayor's Conference Room –
Room 10

No action was taken by the Board.

ROLL CALL

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

**3.3 2014/15 WATER, WASTEWATER AND
SUBREGIONAL REVENUE ASSUMPTIONS
AND PROPOSED OPERATIONS AND
MAINTENANCE BUDGET REVIEW**

**STATEMENTS OF ABSTENTION BY BOARD
MEMBERS**

Chairman Gale stated that he would be
abstaining from the approval of the minutes
for March 6, 2014 because he was absent
from the meeting.

BACKGROUND: The Utilities Department
manages the City of Santa Rosa's water and
wastewater enterprise funds under the
general policy authority of the Board of Public
Utilities (BPU) per the City Charter and budget
approval by the City Council. The BPU will be
asked at a later date to recommend proposed
fiscal year water, wastewater, and
Subregional system budgets to the City
Council. Staff will review 2014/15 revenue
assumptions and proposed water,
wastewater, and Subregional system fund
operations and maintenance budgets at this
study session. The Board may discuss this
item and give direction to staff.

STUDY SESSION

**3.1 CITYWIDE COST ALLOCATION PLAN
REVIEW**

BACKGROUND: The Cost Allocation Plan
distributes city-wide administrative
departmental costs to all departments based
on various methodologies. Operating
programs benefit from the city structure;
therefore, the funding for the programs should
reimburse the general government for that
support. The Board may ask questions and
discuss the cost allocation plan.

Presenter: Linda Reed, Administrative
Services Officer – Budget

No action was taken by the Board.

Linda Reed, Administrative Services Officer –
Budget stated that this item would be
continued to the April 3, 2014 meeting.

MINUTES APPROVAL

Board Member Dowd moved the approval of
the minutes for March 6, 2014. The motion
was seconded by Board Member Holt. AYES
(6) NO (0) ABSENT (0) ABSTAIN (1) Gale

**3.2 WATER, WASTEWATER AND
SUBREGIONAL 2014/15 CAPITAL
IMPROVEMENT PROGRAM BUDGET
REVIEW**

BACKGROUND: At a later meeting, the Board
of Public Utilities will be asked to recommend
the water, wastewater and Subregional
system capital improvement program to the
City Council. Staff will review the new and
carryover projects and programs included in
the 2014/15 request. The Board may discuss
this item and give direction to staff.

STAFF BRIEFINGS – NONE

CONSENT ITEMS

**6.1 CONTRACT EXTENSION – FERRIC
CHLORIDE SUPPLY**

Presenters: Danielle Dugre, Associate
Engineer and Marie Benson, Quality Control
Associate

MOTION:

Board Member Steffensen moved a motion to
approve the Second Amendment to General
Services Agreement F000080 with Kemira
Water Solutions, Inc., Lawrence, KS, for ferric
chloride for the Laguna Wastewater
Treatment Plant, for an additional two-year
term, with a 2% decrease in contract unit
price, in the total amount of \$302,673. With
approval of the Second Amendment in the
amount of \$302,673, the cumulative value of

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the contract will be \$769,143. Funds required for this operational expense have been allocated in the FY 2013-14 budget of the Utilities Department's Key account number 130802-5339, and will be allocated in subsequent years budgets when approved by Council. The motion was seconded by Board Member Holt and carried unanimously. AYES (7) NO (0) ABSENT (0) ABSTAIN (0)

6.2 FIRST AMENDMENT TO JOINT AGREEMENT FOR JANITORIAL SERVICES

MOTION:

Board Member Steffensen moved a motion to approve the First Amendment to the Joint Agreement for Janitorial Services between the City of Santa Rosa and the Sonoma County Water Agency for a decrease in the total contract amount of \$6,797.00. The motion was seconded by Board Member Holt 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: David Guhin, Director of Utilities

8. PUBLIC COMMENTS ON NON-AGENDA MATTERS - NONE

9. REFERRALS - NONE

10. WRITTEN COMMUNICATION (And Possible Board Action)

10.1 March 10, 2014 - Memo from David Guhin, Director of Utilities re: Minor Contract Award C01735 – Station 10 Emergency Generator Improvements; included in packet.

11. SUBCOMMITTEE REPORTS

Board Member Dowd stated that the report from the Budget Review Subcommittee was completed during the Study Sessions.

12. BOARD MEMBER REPORTS - NONE

13. DIRECTORS REPORT

David Guhin, Director of Utilities reported that the Earth Day event is scheduled for April 19, 2014; and the selection process for Deputy Director of Environmental Services has begun. He then discussed the recent article in the North Bay Business Journal regarding high strength waste.

14. ADJOURNMENT OF MEETING

At 3:05 p.m. the meeting was adjourned. The next regular meeting of the Board of Public Utilities will be held on Thursday, April 3, 2014 at approximately 1:30 p.m. in the Council Chamber, City Hall, 100 Santa Rosa Avenue, Santa Rosa.

Stephen Gale

Gina Perez