

**SANTA ROSA BOARD OF PUBLIC UTILITIES MEETING MINUTES
THURSDAY, MARCH 21, 2013
CITY HALL COUNCIL CHAMBER, 100 SANTA ROSA AVENUE
REGULAR MEETING
(CONTINUED ON MARCH 26, 2013)**

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

ROLL CALL

Present (4) Chairman Gale, Vice Chair Galvin, Board Members Carney and Holt

Absent (2) Board Members Dowd and Steffensen

Vacant (1)

2. ADMINISTRATION OF OATH OF OFFICE

Gina Perez, Recording Secretary for the Board, administered the Oath of Office to Board Member Holt.

STATEMENTS OF ABSTENTION BY BOARD MEMBERS

Board Member Carney stated that he would be abstaining from items 4.1 and 7.1 because he owns property within 500 ft of the proposed projects.

STUDY SESSION

Board Member Carney left the meeting for Study Session item 4.1 at 1:32 pm.

4.1 MONTGOMERY VILLAGE AREA CONSTRUCTION PROJECTS

Andrew Allen, Supervising Engineer gave the staff presentation and discussed the sewer and water projects under construction in the Montgomery Village Area in 2013. He provided the status of these projects, as well as the status of recent and future sewer and water projects in the area, and described the public outreach efforts, including a web site for the Montgomery Village Area, as well as for individual projects. No action was taken.

Board Member Carney returned to the meeting at 2:15 pm.

4.2 SUBREGIONAL OPERATIONS & MAINTENANCE AND CAPITAL IMPROVEMENT PROGRAM BUDGET REVIEW

Linda Reed, Administrative Services Office provided background information on the Subregional system which is funded by 5 user agencies - Santa Rosa, Rohnert Park, Cotati, Sebastopol and the South Park County Sanitation District. She explained that the Subregional Wastewater Agreement requires that the City annually prepare a Preliminary Operating and Debt Service Budget and Allocation of Costs for the Subregional Wastewater System by May 1st. The Agreement further requires that the proposed budget and allocation of costs be reviewed by the Subregional Technical Advisory Committee, the Board of Public Utilities and the Council of the City of Santa Rosa. Ms. Reed reviewed the preliminary budget and responded to questions from the Board. No action was taken.

Adjourn Study Session and reconvene to open session in City Council Chamber at 4:07 pm.

MINUTES APPROVAL

The approval of the minutes for February 7, 2013 was deferred until the next Board meeting because of a lack of a quorum of members present that were in attendance for that meeting.

STAFF BRIEFINGS – NONE

CONSENT ITEMS

7.1 CONTRACT AWARD – MONTGOMERY VILLAGE NORTH SEWER AND WATER IMPROVEMENTS

MOTION:

Due to a lack of a quorum, item 7.1 was continued to a date and time certain of March 26, 2013 at 2pm in the Mayor's Conference Room. The motion was made by Board Member Holt and seconded by Board Member Galvin and carried unanimously. AYES (3) NO (0) ABSENT (2) Dowd, Steffensen ABSTAIN (1) Carney VACANT (1)

7.2 APPROVAL OF PAYMENT PROCESSING AGREEMENT BETWEEN

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PayNearMe, INC., AND THE CITY OF
SANTA ROSA FOR A UTILITY BILL CASH
PAYMENT PROCESSING PROGRAM

MATTERS - NONE

MOTION:

Vice Chair Galvin moved a motion to approve the Payment Processing (Merchant) Agreement with PayNearMe to enable payment of utility bills at payment locations such as 7-Eleven. The motion was seconded by Board Member Holt and carried unanimously. AYES (4) NO (0) ABSENT (2) Dowd, Steffensen ABSTAIN (0) VACANT (1)

10. REFERRALS - NONE

11. WRITTEN COMMUNICATION (And Possible Board Action)

11.1 March 7, 2013, memo from David Guhin, Director of Utilities re: Minor On-Call Contract Change Order Over \$75,000 – Contract No. C01742 Laguna Treatment Plant On-Call Repair and Installation – Phase 2; included in packet

Board Member Carney moved a motion to pull item 7.3 from the consent calendar. The motion was seconded by Vice Chair Galvin and carried unanimously. AYES (4) NO (0) ABSENT (2) Dowd, Steffensen ABSTAIN (0) VACANT (1)

12. SUBCOMMITTEE REPORTS

Board Member Carney reported that the Budget Review Subcommittee would be meeting on March 27, 2013.

7.3 JOINT AGREEMENT FOR JANITORIAL SERVICES

Board Member Carney asked for and received clarification on the size of the contract and limited number of bidders.

Chairman Gale reported on his recent trip to Washington DC with Director Guhin. He further reported he would defer on making permanent subcommittee assignments until the next meeting.

MOTION:

Board Member Carney moved a motion to approve the Joint Agreement for Janitorial Services between and among the City of Santa Rosa, the Sonoma County Water Agency, the Russian River County Sanitation District and the Sonoma Valley County Sanitation District. The motion was seconded by Board Member Holt and carried unanimously. AYES (4) NO (0) ABSENT (2) Dowd, Steffensen ABSTAIN (0) VACANT (1)

13. BOARD MEMBER REPORTS - NONE

14. DIRECTORS REPORT

David Guhin, Director of Utilities reported that Dan Muelrath has been hired as the new General Manager for Valley of the Moon; Chris DeGabriele has been appointed as Chair of the Technical Advisory Committee; and further reported that he had been asked to speak at the American Society of Civil Engineers in San Francisco regarding Asset Management.

REPORT ITEMS

8.1 LEASE AGREEMENT BETWEEN THE CITY OF SANTA ROSA AND THE SALVATION ARMY

Chairman Gale announced that Item 8.1 will be deferred to a future meeting date as a Study Session.

At 4:21 p.m., the meeting was adjourned. The regular Board of Public Utilities meeting is to reconvene at 2:00 p.m. on Tuesday, March 26, 2013 in the Mayor's Conference Room.

2:00 p.m. Mayor's Conference Room – Room 10

9. PUBLIC COMMENTS ON NON-AGENDA

ROLL CALL

Present (4) Chairman Gale, Vice Chair Galvin, Board Members Dowd and Holt Absent (2) Board Members Carney and Steffensen

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Vacant (1)

MOTION:

Vice Chair Galvin moved a motion to move item 7.1 from the Consent calendar. The motion was seconded by Board Member Holt and carried unanimously. AYES (4) NO (0) ABSENT (2) Carney, Steffensen ABSTAIN (0) VACANT (1)

7.1 CONTRACT AWARD – MONTGOMERY VILLAGE NORTH SEWER AND WATER IMPROVEMENTS

Andrew Allen, Supervising Engineer gave the staff presentation.

MOTION:

Board Member Dowd moved a motion to award a construction contract in the total amount of \$1,905,805.00 to Argonaut Constructors of Santa Rosa, California, for Montgomery Village North Sewer and Water Improvements and approve a construction contingency of 15%. The motion was seconded by Board Member Holt and carried unanimously. AYES (4) NO (0) ABSENT (2) Carney, Steffensen ABSTAIN (0) VACANT (1)

At 2:17 p.m. the meeting was adjourned. The next regular meeting of the Board of Public Utilities will be held on Thursday, April 4, 2013 at approximately 1:30 p.m. in the Council Chamber, City Hall, 100 Santa Rosa Avenue, Santa Rosa.

Stephen Gale

Gina Perez