

**SANTA ROSA BOARD OF PUBLIC UTILITIES MEETING MINUTES
THURSDAY, MAY 15, 2014
CITY HALL COUNCIL CHAMBER, 100 SANTA ROSA AVENUE
REGULAR MEETING**

1:30 p.m. City Council Chamber

IMPROVEMENTS

ROLL CALL

MOTION:

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

Board Member Holt moved to award construction contract No. C00386 in the amount of \$590,990.00 to the lowest responsive bidder, Argonaut Constructors, of Santa Rosa, CA for 6th Street and Wilson Street Sewer and Water Improvements, approve a 15% contract contingency, and authorize a total contract amount of \$679,638.50. The motion was seconded by Board Member Gale and carried unanimously. AYES (7) NO (0) ABSENT (0) ABSTAIN (0)

STATEMENTS OF ABSTENTION BY BOARD MEMBERS

No statements of abstention were made.

STUDY SESSION – NONE

REPORT ITEMS

MINUTES APPROVAL

Board Member Dowd moved the approval of the minutes for April 17, 2014. The motion was seconded by Board Member Gale. AYES (7) NO (0) ABSENT (0) ABSTAIN (0)

7.1 REPORT – SEWER CAP AND WATER CAP SETTING PERIOD FOR THE SEWER OR WATER CAP IN EFFECT FROM JULY 1, 2014 THROUGH JUNE 30, 2015

STAFF BRIEFING – NONE

BACKGROUND: The City has a water and wastewater rate structure that encourages water conservation. Customers are billed a fixed monthly charge based on meter size and a user charge based on usage, per thousand gallons, for each billing period. Sewer usage charges are based on estimated indoor water use through the calculation of a sewer cap, which is determined by averaging water usage during the winter billing periods occurring during the months of November through March. For water only customers that use City water for both indoor and irrigation use, indoor water use is estimated through the calculation of a water cap which is determined by averaging water usage during the winter billing periods occurring during the months of November through March. During the November and December of the winter cap setting period that occurred between November 2013 and March 2014, Santa Rosa received significantly less than average rainfall prior to the Governor declaring a drought and the City beginning its voluntary conservation drought messaging. There may have been a need to irrigate during this period.

CONSENT ITEMS

Board Member Gale requested that Consent item 6.1 be pulled from the Consent agenda for discussion.

6.1 DELEGATION OF APPROVAL AND SIGNATURE AUTHORITY FOR RECYCLED WATER USER AGREEMENTS AND AGRICULTURAL LAND LEASES

Board Member Gale asked for and received clarification about what type of agreements would be included in the approval.

MOTION:

Board Member Holt moved to approve Resolution No. 1069 entitled "Resolution of the Board of Public Utilities Delegating Approval and Signature Authority for Recycled Water User Agreements and Agricultural Land Leases" as amended, to include the periodic report by the Director on these contracts. The motion was seconded by Board Member Steffensen and carried unanimously. AYES (7) NO (0) ABSENT (0) ABSTAIN (0)

6.2 CONTRACT AWARD – 6TH STREET AND WILSON STREET SEWER AND WATER

RECOMMENDATION: It is recommended by the Board of Public Utilities' Budget Subcommittee, the Utilities Department and

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Finance Department that the Board of Public Utilities, by resolution, establish that the sewer and water caps in effect only for the period from July 1, 2014 through June 30, 2015, be determined by averaging water usage for three months or two months, whichever is lower, during the winter billing period occurring during the months of November 2013 and March 2014.

Presenter: Alan Alton, Revenue Manager

Stephen Fuller Rowell expressed concern about reducing caps at the same time as rate increases will be implemented and suggested reducing caps only for those that are saving water during the drought. He also stated he was unable to find the agenda posted on the website.

MOTION:

Board Member Dowd moved to approve Resolution No. 1070, as amended, entitled "Resolution of the Board of Public Utilities Establishing that the Sewer and Water Caps in Effect Only for the Period From July 1, 2014 Through June 30, 2015, be Determined by Averaging Water Usage for Three Months or Two Months, Whichever is Lower, During the Winter Billing Period Occurring Through the Months of November 2013 and March 2014". The motion was seconded by Board Member Gale and carried unanimously. AYES (7) NO (0) ABSENT (0) ABSTAIN (0)

7.2 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: Jennifer Burke, Deputy Director Water and Engineering Resources

Stephen Fuller Rowell spoke about the Potter Valley Diversion; stated mandatory conservation should be considered; and indicated a letter will be sent by the Water Coalition to this effect.

Brenda Adelman, Russian River Watershed Protection Committee expressed concern that Santa Rosa's reduction in water use is getting

lost when combined with other contractors because they have not reduced their usage. She stated mandatory conservation should be implemented.

8. PUBLIC COMMENTS ON NON-AGENDA MATTERS - NONE

9. REFERRALS - NONE

10. WRITTEN COMMUNICATION (And Possible Board Action) – NONE

11. SUBCOMMITTEE REPORTS

Board Member Holt reported on the activities of the Water Conservation Subcommittee.

Chairman Galvin reported on the activities of the Contract Review Subcommittee.

12. BOARD MEMBER REPORTS

12.1 RECOGNITION OF STEPHEN GALE

Chairman Galvin expressed his sincere gratitude for his time and commitment to the Board and the community.

David Guhin, Director of Utilities also expressed his thanks and level of commitment and support for the staff of the department and the community. He presented Board Member Gale with a meter clock for his dedicated service.

Council Member Wysocky thanked Mr. Gale for his service and expressed his gratitude to have him as his appointee to the Board and wished him well in his new assignment.

13. DIRECTORS REPORT

David Guhin, Director of Utilities reported on a recent meeting with the Army Corp with Board member Kaun to discuss the City's project that is under consideration for WRDA funding. He then discussed the recent ACWA conference and noted that groundwater and the drought continue to be statewide issues. He thanked the Water Use Efficiency and Outreach staff for their efforts with drought messaging and helping the community to get to 19.7% reduction in use.

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14. ADJOURNMENT OF MEETING

At 2:30 p.m. the meeting was adjourned in honor of previous Chair Stephen Gale. The next regular meeting of the Board of Public Utilities will be held on Thursday, July 3, 2014 at approximately 1:30 p.m. in the Council Chamber, City Hall, 100 Santa Rosa Avenue, Santa Rosa.

Dan Galvin

Gina Perez