

**SANTA ROSA BOARD OF PUBLIC UTILITIES MEETING MINUTES
THURSDAY, OCTOBER 15, 2015
CITY HALL COUNCIL CHAMBER, 100 SANTA ROSA AVENUE
REGULAR MEETING**

1:32 p.m. (Mayor's Conference Room – Room 10)

ROLL CALL

Present (6) Chairman Galvin, Vice Chair Kaun, Board Members Arnone, Dowd, Holt, and Tibbetts

Absent (1) Board Member Watts

STATEMENTS OF ABSTENTION BY BOARD MEMBERS

No statements of abstention were made.

STUDY SESSION

3.1 BIOSOLIDS PROCESS OVERVIEW

BACKGROUND: Staff will give an overview of the solids treatment and handling processes in the Subregional System and will discuss current operational constraints and potential solutions.

PRESENTER(S): Mike Prinz, Deputy Director Subregional Operations

At 2:37 p.m., the Board adjourned the Study Session and reconvene to open session in City Council Chamber at 2:45 p.m.

MINUTES APPROVAL

The approval of the minutes from October 1, 2015 were deferred to the next meeting.

STAFF BRIEFINGS – NONE

CONSENT ITEMS

6.1 REIMBURSEMENT AGREEMENT – GEYSERS PIPELINE STABILIZATION – PINE FLAT SOUTH AND PINE FLAT NORTH IMPROVEMENTS

MOTION:

Board Member Arnone moved a motion to approve a reimbursement agreement with the County of Sonoma in the not-to-exceed amount of \$10,000.00 for one-time ditch cleaning along Pine Flat Road for Contract

No. C01880, Geysers Pipeline Stabilization – Pine Flat South and Pine Flat North Improvements. The motion was seconded by Board Member Holt and carried unanimously. AYES (6) NO (0) ABSENT (1) Watts ABSTAIN (0)

6.2 CONTRACT AWARD – WATER LANDSCAPE MAINTENANCE

Vice Chair Kaun expressed concern about the chemicals that may be used during the term of the contract. Brandalyn Tramel, Purchasing Agent responded that staff will be working with the vendor to identify other products that could be used and concurrently work on an amendment to the agreement to formally address the concern.

MOTION:

Vice Chair Kaun moved a motion to authorize the award of a one-year term contract for landscape maintenance services at Water Department facilities to Golden Gate Landscape Management, Inc., Santa Rosa, California in the amount of \$146,675 plus \$10,000 contingency. The motion was seconded by Board Member Dowd and carried unanimously. AYES (6) NO (0) ABSENT (1) Watts ABSTAIN (0)

REPORT ITEMS

7.1 REPORT - WATER CONSERVATION OUTREACH UPDATE AND REQUEST FOR RECOMMENDATION THAT CITY COUNCIL INCREASE APPROPRIATIONS FOR ADDITIONAL CONSERVATION EFFORTS

BACKGROUND: California is continuing to experience drought conditions throughout the State. On August 5, 2014, the Council, by Resolution No. 28536, adopted Stage 1 – Mandatory of the City's Shortage Plan imposing mandatory restrictions on outdoor irrigation with potable water and requiring customers to reduce community-wide water use by 20%. On April 1, 2015, the Governor issued an Executive Order directing the State Water Board to impose restrictions to achieve an aggregate statewide 25% reduction in urban water use through February 28, 2016. On May 5, 2015 the State Water Board

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adopted an emergency conservation regulation in accordance with the Governor's April 1, 2015 Executive Order. To reach the statewide 25% reduction, the emergency conservation regulation assigns each urban water supplier a conservation standard that ranges between 4% and 36%. Due to our community's water conservation efforts, the City was assigned a conservation standard of 16%. In partnership with the Sonoma-Marín Saving Water Partnership, Santa Rosa Water has been actively promoting the "There's Never Enough To Waste. Turn the Water Off." outreach campaign and implementing many additional outreach activities. Staff will provide an update on the current conservation savings and the outreach activities planned through February 2016.

RECOMMENDATION: It is recommended by the Water Department that the Board of Public Utilities, by resolution, recommend that the City Council adopt a resolution authorizing the Chief Financial Officer to increase appropriations for drought response by \$75,000, the source of funds being unappropriated balance in fund 1611, "Water Operations," to continue current drought related outreach.

PRESENTER(S): Jennifer Burke, Deputy Director Water and Engineering Resources

MOTION:

Board Member Holt moved to approve Resolution No. 1103 entitled "Resolution of the Board of Public Utilities Recommending City Council Adopt a Resolution Authorizing the Chief Financial Officer to Increase Appropriations of \$75,000 for Drought Response from the Unappropriated Balance in Fund 1611, "Water Operations," for Drought Outreach". The motion was seconded by Vice Chair Kaun and carried unanimously. AYES (6) NO (0) ABSENT (1) Watts 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(S): Jennifer Burke, Deputy Director Water and Engineering Resources and Mike Prinz, Deputy Director Subregional Operations

PUBLIC HEARING

8.1 INCREASED AND REVISED MISCELLANEOUS FEES AND CHARGES

BACKGROUND: The Water Department, Finance Department (Utility Billing) and Community Development Department (Engineering Development Services) collect miscellaneous water and wastewater fees and charges as adopted by Board of Public Utilities resolution. These fees and charges are to reimburse the Water Department for specific services and include charges such as initiating water or sewer service, charges for late payment of utility bills, deposits for construction meters, water service tap fees, charges for site inspections and plan review, and time and materials charges for various other services provided by City staff. These charges are collected from the customers who receive the service so as not to spread the costs for specific services to the entire ratepayer base.

Miscellaneous fees were last updated in 2013. A recent analysis of miscellaneous fees by Water Department staff has resulted in recommended increases to some of the current fees and the addition of some new fees, in part related to changes recommended in the recent rate study. Water Department staff is requesting adoption of only the increased and new fees highlighted on Attachment 1. The unchanged fees were reviewed by staff and no changes are recommended at this time. In addition, staff recommends name changes for two of the fees.

If the Board of Public Utilities adopts these fees at the Public Meeting on October 15, 2015, the changes to the miscellaneous fees will take effect 60 days after adoption, on December 14, 2015.

RECOMMENDATION: It is recommended by the Santa Rosa Water Department that the Board of Public Utilities adopt a resolution

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revising the Santa Rosa Water Miscellaneous Fees and Charges Schedule, as proposed.

PRESENTER(S): Roberta Atha,
Administrative Analyst

The public hearing was opened at 3:17 p.m., and with no public wishing to speak, the public hearing was closed at 3:17 p.m.

MOTION:

Board Member Dowd moved a motion to approve Resolution No. 1104 entitled "Resolution of the Board of Public Utilities of the City of Santa Rosa Adopting New and Changed Miscellaneous Fees and Charges." The motion was seconded by Vice Chair Kaun and carried unanimously. AYES (6) NO (0) ABSENT (1) Watts ABSTAIN (0)

9. PUBLIC COMMENTS ON NON-AGENDA MATTERS - NONE

10. REFERRALS – NONE

11. WRITTEN COMMUNICATION (AND POSSIBLE BOARD DISCUSSION/ ACTION) – NONE

12. SUBCOMMITTEE REPORTS – NONE

13. BOARD MEMBER REPORTS

Board Member Dowd reported he has been contacted by Jessica Jones, a local resident and student at UC Davis regarding a research project on the affordability of water and pending legislation AB401. Board Member Dowd requested that staff begin looking at the legislation and potential impacts to the department.

Chairman Galvin reported that staff is working on scheduling an Expanded Water Supply and Ad Hoc Groundwater meeting.

14. DIRECTORS REPORT

David Guhin, Director reported that he attended the Association of Metropolitan Water Agencies conference in Savannah, Georgia. At the conference, the Department was awarded the Sustainability Award. This is

the organizations top award recognizing the department for how it deals with economic, social and sustainability issues. Mr. Guhin acknowledged the work of the Board, City Council and all of the department staff. He also reported that he has attended a tour with Congressman Thompson, Supervisor Gore, and the City Manager to see the Geysers Operations and the impacts from the Valley Fire. The County and City has 20-30 employees who have been displaced due to the fire. Department staff will be participating in the Santa Rosa City Schools College and Career Day and the North Bay Science and Discovery Day. Mr. Guhin concluded by reporting he would be attending the American Council of Engineering Companies awards dinner because the team will be receiving an award for the Santa Rosa Farmers Lane Bypass System project.

15. ADJOURNMENT OF MEETING

At 3:27 p.m. the meeting was adjourned. The next regular meeting of the Board of Public Utilities will be held on Thursday, November 19, 2015 at approximately 1:30 p.m. in the Council Chamber, City Hall, 100 Santa Rosa Avenue, Santa Rosa.

Daniel J. Galvin III

Gina Perez