

**SANTA ROSA BOARD OF PUBLIC UTILITIES MEETING MINUTES
THURSDAY, NOVEMBER 6, 2014
CITY HALL COUNCIL CHAMBER, 100 SANTA ROSA AVENUE
REGULAR MEETING**

1:31 p.m. City Council Chamber

unanimously. AYES (5) NO (0) ABSENT (1)
Steffensen ABSTAIN (0) VACANT (1)

ROLL CALL

Present (5) Chairman Galvin, Vice Chair Kaun, Board Members Arnone, Dowd and Holt

Absent (1) Board Member Steffensen

**6.1 SOLE SOURCE CONTRACT
SPECIFICATION FOR HENRY PRATT
PRODUCTS FOR THE LAGUNA
TREATMENT PLANT FILTER VALVE
ACTUATORS AND VALVE
REFURBISHMENT PROJECT**

STATEMENTS OF ABSTENTION BY BOARD MEMBERS

Chairman Galvin stated that he would be abstaining from the approval of the minutes for September 18, 2014 because he was absent from the meeting.

Board Member Dowd made a comment stating that this sole source makes sense but that requests for other items purchased as a sole source should always be considered thoroughly.

MOTION:

STUDY SESSION - NONE

Board Member Holt moved to approve Resolution No. 1078 entitled "Resolution of the Board of Public Utilities Approving a Sole Source Contract Specification for Henry Pratt Products for the Laguna Treatment Plant Filter Valve Actuators and Valve Refurbishment Project". The motion was seconded by Board Member Dowd and carried unanimously. AYES (5) NO (0) ABSENT (1) Steffensen ABSTAIN (0) VACANT (1)

MINUTES APPROVAL

Board Member Holt moved to approve the minutes from September 18, 2014. The motion was seconded by Vice Chair Kaun. AYES (4) NO (0) ABSENT (1) Steffensen ABSTAIN (1) Galvin VACANT (1)

STAFF BRIEFINGS

5.1 OVERVIEW OF THE LAGUNA ENVIRONMENTAL LABORATORY

BACKGROUND: Laguna Environmental Laboratory staff will give a presentation on the functions performed by the Laboratory and its daily operations. The presentation will also address the Laboratory services to other City departments and how the Laboratory supports these departments. The Board may discuss this item and give direction to staff.

PRESENTER(S): Melanie Lam-White, Laboratory Analyst and Mark Shipman, Principal Laboratory Analyst

6.2 CONTRACT EXTENSION - DISPOSAL OF BIOSOLIDS TO THE LOCAL LANDFILL

Board Member Arnone requested clarification on the figures associated with the increase in price for the contract. No representative was present from the Purchasing Department to respond. Staff requested that the item be deferred until the November 20, 2014 meeting so that additional information could be provided to the Board.

6.3 INCREASE CONTRACT CONTINGENCY – FARMERS LANE WELL WATER FLUSHING MAIN

CONSENT ITEMS

MOTION:

MOTION:

Board Member Arnone moved a motion to pull Items 6.1 and 6.2 from the Consent calendar for discussion. The motion was seconded by Board member Dowd and carried

Board Member Arnone moved a motion to approve an increase in contingency for Contract Number C01933, Farmers Lane Well Flushing Main Project, increasing the contract amount by \$123,268.00 to a total of \$862,876.00. The motion was seconded by

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Board Member Holt and carried unanimously. AYES (5) NO (0) ABSENT (1) Steffensen ABSTAIN (0) VACANT (1)

6.4 WAIVER OF COMPETITIVE BIDDING AND SOLE SOURCE AWARD - ULTRAVIOLET SYSTEM PARTS

MOTION: Board Member Arnone moved to approve Resolution No. 1079 entitled "Resolution of the Board of Public Utilities Waiving Competitive Bidding and Authorizing the Award of a Sole Source Blanket Purchase Order for Ultraviolet Disinfection System Parts to DC Frost Associates, Inc., Walnut Creek, California and Amending the Current Blanket Purchase Order". The motion was seconded by Board Member Holt and carried unanimously. AYES (5) NO (0) ABSENT (1) Steffensen ABSTAIN (0) VACANT (1)

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 and Mike Prinz, Deputy Director Subregional Operations

8. PUBLIC COMMENTS ON NON-AGENDA MATTERS - NONE

David Guhin, Director of Utilities indicated he had additional information regarding item 6.2 for the Board's consideration and discussed the discrepancies in the contract amounts. The Board declined to defer the item to a future agenda and recommended approval of the contract extension.

6.2 CONTRACT EXTENSION - DISPOSAL OF BIOSOLIDS TO THE LOCAL LANDFILL

MOTION:

Board Member Arnone moved a motion to approve the First Amendment to General Services Agreement Number F000465 with Redwood Landfill, Inc. of Novato, California

for a one year contract extension with a 7.68% increase for the disposal of wastewater treatment biosolids in the amount of \$155,400. Funds required for this operational expense have been allocated in the fiscal year 2014-15 fiscal year budgets of the Utilities Department from various charge numbers. The motion was seconded by Vice Chair Kaun and carried unanimously. AYES (5) NO (0) ABSENT (1) Steffensen ABSTAIN (0) VACANT (1)

9. REFERRALS

10. WRITTEN COMMUNICATION (AND POSSIBLE BOARD DISCUSSION/ ACTION)

10.1 Memo dated November 6, 2014 from David Guhin, Director of Utilities re: Minor Contract Award – C01672 Laguna Treatment Plant Belt Press Building Reroof and HVAC Improvements; included in packet

11. SUBCOMMITTEE REPORTS - NONE

12. BOARD MEMBER REPORTS - NONE

13. DIRECTORS REPORT

David Guhin, Director of Utilities discussed the email sent to the Board regarding the Ocean View Project that is part of the Nutrient Offset Program; he then reported on recent activities of the Water Use Efficiency team and the effectiveness of messaging to customers; he further noted that the Board received reusable bags from the City's Community Engagement Program and the Sonoma County Waste Management in support of the County's ban on single use plastic bags; and he concluded by expressing his appreciation for the Board's help and support in keeping operations going through the approval of the various contracts on today's agenda.

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14. ADJOURNMENT OF MEETING

At 2:23 p.m. the meeting was adjourned. The next regular meeting of the Board of Public Utilities will be held on Thursday, November 20, 2014 at approximately 1:30 p.m. in the Council Chamber, City Hall, 100 Santa Rosa Avenue, Santa Rosa.

Dan Galvin

Gina Perez