

**SANTA ROSA BOARD OF PUBLIC UTILITIES MEETING MINUTES  
THURSDAY, NOVEMBER 19, 2015  
CITY HALL COUNCIL CHAMBER, 100 SANTA ROSA AVENUE  
REGULAR MEETING**

1:32 p.m. (City Council Chamber)

**ROLL CALL**

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

Absent (1) Board Member Tibbetts

**STATEMENTS OF ABSTENTION BY BOARD MEMBERS**

Board Member Watts stated that she would be abstaining from the approval of the minutes from October 15, 2015 because she was absent from the meeting.

**STUDY SESSION - NONE**

**MINUTES APPROVAL**

Vice Chair Kaun moved a motion to approve the minutes from October 15, 2015. The motion was seconded by Board Member Holt. AYES (5) NO (0) ABSENT (1) Tibbetts ABSTAIN (1) Watts

**STAFF BRIEFINGS**

**5.1 SANTA ROSA WATER DEPARTMENT WET WEATHER PREPARATIONS**

Staff will briefly describe wet weather preparation activities to protect and maintain proper functioning of the City's water, sewer and drainage systems and wastewater treatment facility. The Board may discuss this item and give direction to staff.

**PRESENTER(S):** Mike Prinz, Deputy Director Subregional Operations, Mark Powell, Deputy Director Local Operations, Rita Miller, Deputy Director Environmental Services

**CONSENT ITEMS**

Board Member Arnone requested that item 6.2 be pulled from the consent calendar to allow for discussion.

**6.1 PROFESSIONAL SERVICE AGREEMENT WITH CAROLLO ENGINEERS, INC. TO PROVIDE**

**ADDITIONAL PROFESSIONAL ENGINEERING SERVICES FOR THE LAGUNA TREATMENT PLANT PRIMARY TREATMENT STRUCTURE SEISMIC UPGRADE**

**MOTION:**

Vice Chair Kaun moved a motion to approve Resolution No. 1105 entitled "Resolution of the Board of Public Utilities Waiving the Solicitation of Proposals and Approving Project Work Order Amendment No. 1 under the Master Professional Services Agreement (MPSA) with Carollo Engineers, Inc. to Provide Additional Professional Engineering Services for the Laguna Treatment Plant Primary Treatment Structure Seismic Upgrade Project." The motion was seconded by Board Member Holt. AYES (6) NO (0) ABSENT (1) Tibbetts ABSTAIN (0)

**6.3 MULTIPLE PURCHASE ORDER AWARD – GREEN WASTE SUPPLY AND DELIVERY**

**MOTION:**

Vice Chair Kaun moved a motion to authorize a multiple award of three one-year term POs for the supply and delivery of green waste to the City's Subregional Compost Facility to 1) Pacific Recycling Solutions, Inc., Ukiah, CA; 2) Western Tree Removal Specialists, Windsor, CA and 3) Industrial Carting Co., Inc., Rohnert Park, CA. The combined total amount for all three POs is a not to exceed amount of \$133,500 for the one-year term. The motion was seconded by Board Member Holt. AYES (6) NO (0) ABSENT (1) Tibbetts ABSTAIN (0)

**6.2 WAIVER OF COMPETITIVE BIDDING AND SOLE SOURCE AWARD – ULTRAVIOLET DISINFECTION SYSTEM PARTS**

Board Member Arnone asked if staff was still looking at an alternate disinfection option and requested clarification on the waiver of competitive bidding. David Guhin, Director responded that Trojan brand bulbs can only be purchased through this particular vendor and additional options were under consideration for disinfection.

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**MOTION:**

Board member Arnone moved a motion to approve Resolution No. 1106 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." The motion was seconded by Vice Chair Kaun. AYES (6) NO (0) ABSENT (1) Tibbetts ABSTAIN (0)

**REPORT ITEMS**

**7.1 RECOMMENDATION TO SANTA ROSA CITY COUNCIL TO APPROVE A LETTER OF CONCEPTUAL SUPPORT TO THE RUSSIAN RIVER WATERSHED ASSOCIATION (RRWA) FOR EVALUATION OF THE FEASIBILITY OF A SAFE MEDICINE DISPOSAL ORDINANCE TO ADDRESS LONG-TERM NEEDS FOR SAFE AND CONVENIENT PRESCRIPTION DRUG DISPOSAL OPTIONS**

**BACKGROUND:** Unwanted, expired and unneeded prescription drugs or pharmaceuticals are currently collected in Sonoma and Mendocino Counties through the Safe Medicine Disposal Program. Since the Program's inception in 2007, over 90,000 pounds of pharmaceuticals have been collected and properly disposed of regionally, demonstrating a considerable demand for disposal options. Santa Rosa's portion of the Safe Medicine Disposal Program started in 2008 and has collected 65,000 pounds, a little more than 70% of the regional total.

With consideration to the potential impacts of improperly disposed of pharmaceuticals to public health, safety and the environment, RRWA has substantial interest in and is seeking letters of conceptual support for evaluating the feasibility of a safe medicine disposal ordinance and the potential development of a regional drug stewardship program to provide safe and convenient collection and disposal options. Such an ordinance would address the long term need for prescription drug disposal options and require pharmaceutical producers to take an active role in the creation, funding and

management of a regional program that would provide safe and convenient disposal options of unwanted, expired and unneeded prescription drugs or pharmaceuticals for the community.

**RECOMMENDATION:** It is recommended by the Santa Rosa Water Department that the Board of Public Utilities, by resolution, recommend that the City Council approve a letter of conceptual support to the Russian River Watershed Association (RRWA) for evaluation of the feasibility of a safe medicine disposal ordinance and authorize the Mayor to sign the letter.

**PRESENTER(S):** Rita Miller, Deputy Director Environmental Services, Andy Rodgers, Executive Director of Russian River Watershed Association and Mark Landman, Chair of the Russian River Watershed Association Board of Directors

**MOTION:**

Board Member Dowd moved a motion to approve Resolution No. 1107 entitled "Resolution of the Board of Public Utilities recommending that the Santa Rosa City Council Approve a Letter of Conceptual Support to the Russian River Watershed Association for Evaluation of the Feasibility of a Safe Medicine Disposal Ordinance." The motion was seconded by Vice Chair Kaun. AYES (6) NO (0) ABSENT (1) Tibbetts ABSTAIN (0)

**8. PUBLIC COMMENTS ON NON-AGENDA MATTERS – NONE**

**9. REFERRALS - NONE**

**10. WRITTEN COMMUNICATION (AND POSSIBLE BOARD DISCUSSION/ ACTION) - NONE**

**11. SUBCOMMITTEE REPORTS**

Chairman Galvin reported that the Contract Review Subcommittee will be meeting on December 14.

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Board Member Dowd reported that the Groundwater Ad Hoc committee met and new strategies are being developed.

**12. BOARD MEMBER REPORTS**

Board Member Dowd acknowledged Vice Chair Kaun for her efforts with staff on the landscape contract and personal care products and providing support towards getting out of the use of pesticides.

Chairman Galvin reported that the rate hearing will be held on December 1 with the City Council and asked that Board Members take some time to meet with their appointed Council Members before the hearing.

**13. DIRECTORS REPORT**

David Guhin, Director of Santa Rosa Water, reported that staff will be participating in an El Nino preparation meeting consisting of representatives from multiple departments to develop communications strategies for any emergency. He reported that Linda Reed took the H2O Program to the City Council and received approval to move forward. He then reported that Mike Prinz and Joe Schwall conducted a tour of the Treatment Plant for a technical team from Beijing that visited last week because they are building 4 new plants in their area.

**14. ADJOURNMENT OF MEETING**

At 2:40 p.m. the meeting was adjourned. The next regular meeting of the Board of Public Utilities will be held on Thursday, December 17, 2015 at approximately 1:30 p.m. in the Council Chamber, City Hall, 100 Santa Rosa Avenue, Santa Rosa.

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Daniel J. Galvin III

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Gina Perez