

**SANTA ROSA BOARD OF PUBLIC UTILITIES MEETING MINUTES  
THURSDAY, OCTOBER 3, 2013  
CITY HALL COUNCIL CHAMBER, 100 SANTA ROSA AVENUE  
REGULAR MEETING**

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

and received support from the full Board. Staff responded to Board questions and no action was taken.

**ROLL CALL**

**MINUTES APPROVAL**

Present (6) Chairman Gale, Vice Chair Galvin, Board Members Dowd, Holt, Kaun and Steffensen

Board Member Dowd moved the approval of the minutes for August 15, 2013. The motion was seconded by Board Member Holt and carried unanimously. AYES (5) NO (0) ABSENT (0) ABSTAIN (1) Kaun VACANT (1)

Vacant (1)

**STATEMENTS OF ABSTENTION BY BOARD MEMBERS**

Board Member Holt moved the approval of the minutes for September 5, 2013. The motion was seconded by Board Member Steffensen and carried unanimously. AYES (5) NO (0) ABSENT (0) ABSTAIN (1) Galvin VACANT (1)

Vice Chair Galvin stated he would be abstaining from the approval of the minutes for September 5, 2013 because he was absent from the meeting.

**STAFF BRIEFING – NONE**

Board Member Kaun stated she would be abstaining from the approval of the minutes for August 15, 2013 because she was absent from the meeting.

**CONSENT ITEMS**

**STUDY SESSION**

Board Member Holt moved a motion to pull Consent item 6.1 from the Consent agenda for discussion. The motion was seconded by Vice Chair Galvin and carried unanimously. AYES (6) NO (0) ABSENT (0) ABSTAIN (0) VACANT (1)

**3.1 CITY OF SANTA ROSA WORK ORDER MOBILE APPLICATION**

Ken Wilhite and Jamie Reed, Civil Engineering Technicians from the Asset Management Team gave the staff presentation and explained how the newly created mobile application which is used by field operations staff to access, update and then upload completed work orders. Staff discussed the evolution of the application and it’s current uses. Staff reponded to Board questions and no action was taken.

**6.1 WAIVER OF COMPETITIVE BIDDING AND SOLE SOURCE AWARD – REMOTE AND STANDARD READ-TYPE WATER METERS, PARTS, AND ANTENNAS BLANKET PURCHASE ORDER**

Board Member Holt asked for and received clarification on why a sole source was done and whether parts are compatible with the advanced metering infrastructure.

**3.2 2014 AND 2015 WATER AND WASTEWATER RATE INCREASE RECOMMENDATIONS**

**MOTION:**

Linda Reed, Administrative Services Officer provided the staff presentation. Ms. Reed reviewed the assumptions and inputs regarding Utilities operations, the capital improvement program, reserve levels and goals, the pass-through rate for wholesale water supplies and the level of fixed fees to usage fees for water rates that were presented to the Budget Review Subcommittee. Subcommittee members discussed their unanimous recommendations

Vice Chair Galvin moved to approve Resolution No. 1055 entitled “Resolution of the Board of Public Utilities Waiving Competitive Bidding and Authorizing a Sole Source Blanket Purchase Order for Remote and Standard-Read Water Meters, Parts, and Antennas, to Sensus Metering Systems, Pittsburg, Pennsylvania”. The motion was seconded by Board Member Dowd and carried unanimously. AYES (6) NO (0) ABSENT (0) ABSTAIN (0) VACANT (1)

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REPORT ITEMS - NONE

8. PUBLIC COMMENTS ON NON-AGENDA  
MATTERS - NONE

9. REFERRALS - NONE

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

11. SUBCOMMITTEE REPORTS

Budget Review – Board Member Dowd stated that he completed the report out during the Study Session.

12. BOARD MEMBER REPORTS

Board Member Dowd announced that he has been appointed to the Sonoma Clean Power Advisory Committee and that he may need to abstain from some items on future agendas for the Board.

13. DIRECTORS REPORT

David Guhin, Director of Utilities provided an update on various Capital Improvement Projects; reported that the NPDES Permit Hearing has been scheduled for November 21 with the Regional Board; and further reported that Council Member Swinth requested that staff provide a staff briefing to the Council on October 15, 2013 on the Combined Heat and Power Ribbon Cutting.

14. ADJOURNMENT OF MEETING

At 3:18 p.m. the meeting was adjourned. The next regular meeting of the Board of Public Utilities will be held on Thursday, October 17, 2013 at approximately 1:30 p.m. in the Council Chamber, City Hall, 100 Santa Rosa Avenue, Santa Rosa.

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Stephen Gale

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Gina Perez