



City of Santa Rosa

Council Chamber
100 Santa Rosa Avenue

BOARD OF PUBLIC UTILITIES REGULAR MEETING AGENDA AND SUMMARY REPORT MAY 20, 2021

DUE TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF SONOMA TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, THE BOARD MEMBERS WILL BE PARTICIPATING VIA ZOOM WEBINAR.

MEMBERS OF THE PUBLIC CAN PARTICIPATE IN THE MEETING BY VISITING [HTTPS://SRCITY-ORG.ZOOM.US/J/94256614661](https://srcity-org.zoom.us/j/94256614661) OR BY DIALING 1-877-853-5257, THEN ENTERING WEBINAR ID: 942 5661 4661

THE MEETING WILL ALSO BE LIVE STREAMED AT [HTTPS://SANTA-ROSA.LEGISTAR.COM/CALENDAR](https://santa-rosa.legistar.com/calendar). CLICK ON THE "IN PROGRESS" LINK TO VIEW. THE MEETING CAN ALSO BE VIEWED ON COMCAST CHANNEL 28 AND AT [HTTPS://WWW.YOUTUBE.COM/CITYOFSANTAROSA](https://www.youtube.com/cityofsantarosa)

The public accessing the meeting through the Zoom link will be able to provide public comment on agenda items at the time an Agenda Item is discussed during the Board of Public Utilities Meeting.

Public Comment may also be submitted via e-mail at bpu-comment@srcity.org or recorded voice message at 707-543-4224.

Deadlines and additional instruction for public comment are set forth below. The City of Santa Rosa has postponed many non-essential meetings until further notice. We appreciate your patience and willingness to protect the health and wellness of our community. If you have any questions regarding this meeting, please contact Roberta Atha at ratha@srcity.org.

1:30 PM (Virtual Meeting)

1. CALL TO ORDER AND ROLL CALL

2. STATEMENTS OF ABSTENTION BY BOARD MEMBERS

3. STUDY SESSION - NONE.

4. MINUTES APPROVAL

4.1 May 6, 2021 - Regular Meeting Minutes.

Attachments: [May 6, 2021 - Regular Meeting Minutes](#)

5. STAFF BRIEFINGS

5.1 OVERVIEW OF SUPPORT SERVICES/SAFETY & TRAINING

Staff will present an overview of the functions and responsibilities of the teams. The Board may discuss this item and give direction to staff.

Attachments: [Presentation \(added 5/19/2021\)](#)

5.2 WATER AND RECYCLED WATER SUPPLY UPDATE

Staff will update the Board on water and recycled water supply issues. The Board may discuss this item and give direction to staff.

Attachments: [Presentation \(added 5/19/2021\)](#)

6. CONSENT ITEMS

6.1 MOTION - APPROVAL OF VECTOR CONTROL SERVICES AGREEMENT WITH MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT

RECOMMENDATION: It is recommended by Santa Rosa Water that the Board of Public Utilities, by motion, approve a four-year agreement with Marin/Sonoma Mosquito & Vector Control District, Cotati, CA, for vector control services for a total not to exceed amount of \$280,000.

Attachments: [Staff Report](#)
[Attachment 1 Agreement](#)

6.2 MOTION - PROJECT WORK ORDER APPROVAL - PROFESSIONAL ENGINEERING DESIGN, CONSTRUCTION MANAGEMENT,

CONSTRUCTION INSPECTION, AND ENVIRONMENTAL SERVICES
FOR THE KELLY FARM MITIGATION BANK DEVELOPMENT
PROJECT

RECOMMENDATION: It is recommended by the Board of Public Utilities Contract Review Subcommittee and Santa Rosa Water that the Board of Public Utilities, by motion, approve a Project Work Order under the Master Professional Services Agreement with GHD of Santa Rosa, CA, to provide professional design, construction management, construction inspection, and environmental services for the Kelly Farm Mitigation Bank Development in the amount not to exceed \$1,160,368.

Attachments: [Staff Report](#)
[Attachment 1 Project Work Order](#)

6.3 RESOLUTION - SOLE SOURCE CONTRACT SPECIFICATION FOR
ELECTRICAL AND MECHANICAL EQUIPMENT FOR LAGUNA
TREATMENT PLANT DISINFECTION IMPROVEMENTS PROJECT

RECOMMENDATION: It is recommended by the Transportation and Public Works Department and Santa Rosa Water that the Board of Public Utilities, by resolution, approve a sole source specification for electrical and mechanical equipment for construction contract C00284 - Laguna Treatment Plant Disinfection Improvements Project.

Attachments: [Staff Report](#)
[Resolution No. 1256](#)

6.4 MOTION - APPROVAL OF A COOPERATIVE AGREEMENT
BETWEEN THE CITY OF SANTA ROSA, THE SONOMA RESOURCE
CONSERVATION DISTRICT AND THE STATE OF CALIFORNIA,
DEPARTMENT OF TRANSPORTATION TO INSTALL A RIPARIAN
PLANTING ON GRAVENSTEIN CREEK, SERVING AS MITIGATION
FOR IMPACTS DUE TO THE REPLACEMENT OF THE LAGUNA DE
SANTA ROSA BRIDGE

RECOMMENDATION: It is recommended by the Board of Public Utilities Contract Subcommittee and Santa Rosa Water that the Board, by motion, approve and authorize the Chair of the Board to sign the Cooperative Agreement with the California Department of Transportation (CALTRANS), the Sonoma Resource Conservation

District (SRCD), and the City of Santa Rosa granting CALTRANS permission to contract to the SRCD to carry out the Gravenstein Creek Riparian Restoration project on City owned property known as Brown Farm.

Attachments: [Staff Report](#)
[Attachment 1 CALTRANS Cooperative Agreement](#)

7. REPORT ITEMS

7.1 REPORT - 2020 URBAN WATER MANAGEMENT PLAN AND 2020 WATER SHORTAGE CONTINGENCY PLAN

BACKGROUND: The Urban Water Management Planning Act (Act) requires every urban water supplier that provides water for municipal purposes to more than 3,000 connections or supplying more than 3,000 acre-feet per year (AFY) of water to adopt and submit an Urban Water Management Plan (UWMP) to the California Department of Water Resources (DWR) every five years. The Act requires very specific information to be included in the UWMP and requires the urban water supplier to hold a public hearing to review and adopt the UWMP. The deadline for water suppliers to submit their 2020 UWMP to DWR is July 1, 2021.

The City is an urban supplier of water for approximately 54,000 connections supplying approximately 19,000 AFY of water and is therefore required to comply with the Act. The City's previous UWMP was the 2015 UWMP, which was adopted by the City Council in June 2016.

The Act includes a requirement to prepare a Water Shortage Contingency Plan (Shortage Plan), which details how a water supplier plans to respond to water shortages ranging from up to 10 percent to over 50 percent. The City's Shortage Plan was initially adopted in 1992 and was most recently updated and adopted by City Council as part of the 2015 UWMP in June 2016. For 2020, the UWMP Act requires that the Shortage Plan be prepared as a stand-alone document. The Act also requires the urban water supplier to hold a public hearing to review and adopt the Shortage Plan. The deadline for water suppliers to

submit their 2020 Shortage Plan to DWR is July 1, 2021.

The Water Conservation Subcommittee of the Board of Public Utilities met three times from January through April 2021 to participate in the development of the 2020 UWMP and the 2020 Shortage Plan. The Board of Public Utilities reviewed the 2020 UWMP and the 2020 Shortage Plan in a Study Session on April 15, 2021. The Council reviewed the 2020 UWMP and the 2020 Shortage Plan in a Study Session on April 27, 2021.

RECOMMENDATION: It is recommended by Santa Rosa Water that the Board of Public Utilities, by resolution, recommend that the City Council adopt the 2020 Urban Water Management Plan and the 2020 Water Shortage Contingency Plan.

Attachments: [Staff Report](#)
[Attachment 1 Draft 2020 UWMP](#)
[Attachment 2 Draft 2020 WSCP](#)
[Resolution No. 1257](#)
[Presentation \(added 5/19/2021\)](#)

7.2 REPORT - RECOMMENDED CHANGES TO THE SEWER CAP AND WATER CAP SETTING PERIOD FOR THE SEWER OR WATER CAP IN EFFECT FROM JULY 1, 2021 THROUGH JUNE 30, 2022

BACKGROUND: Santa Rosa Water bills single-family residential and multi-family residential accounts that do not have a separate irrigation meter for landscaping for sewer usage based on a calculated sewer cap. Santa Rosa Water bills single-family residential accounts for water based on a two-tier water usage rate. For water-only customers that use City water for both indoor and irrigation use, a water cap is calculated to determine indoor water use. Water only customers are billed for water use up to the water cap at the first tier and all water use above the water cap is billed at the second tier.

Sewer and water caps are calculated by the average winter water use for three complete billing periods of use beginning with the first meter reading on or after November 15th of each year and ending after three full billing periods have completed ("Winter Billing Period"). The sewer

and water caps go into effect July 1st of each year.

During the most recent Winter Billing Period, Santa Rosa received less than average rainfall with the exception of the second billing period. Due to the lack of rainfall, there may have been a need to irrigate during portions of the Winter Billing Period. In order to be responsive to Santa Rosa Water customers, staff reviewed the cap setting months and determined the second billing period which began with reads on or after December 17, 2020 and ended before or on February 10, 2021 did not require irrigation for landscaping based on an analysis of plant water needs. For some accounts the three-month average was less than the second billing period and therefore the lesser of the second billing period use or three-month average use is proposed.

RECOMMENDATION: It is recommended by Santa Rosa Water and Finance Department staff that the Board of Public Utilities, by resolution, establish sewer and water caps effective for the period from July 1, 2021 through June 30, 2022, by either averaging usage for three winter billing periods of November 2020 through March 2021 or based solely on the second billing period where irrigation was not required, whichever is lower.

Attachments: [Staff Report](#)
[Resolution No. 1258](#)
[Presentation \(added 5/19/2021\)](#)

7.3 REPORT - 2021 DEMAND FEE UPDATE - RECOMMENDATION TO CITY COUNCIL

BACKGROUND: Demand fees are the one-time fees charged for new service connections to the City's water and wastewater systems or for an expansion of existing use. The fees are intended to recover costs attributable to new development. Water and wastewater demand fees were last calculated in 2014 resulting in the 2014 Water and Wastewater Demand Study (2014 Study) and development of a new fee schedule that was adopted, with an annual inflationary adjustment.

The proposed update to the 2014 Study incorporates the water and wastewater systems' updated valuation including additions of assets,

depreciation, changes in debt financing, and reserves designated for capital projects; some modifications to the various customer categories; as well as updated water use and sewer flow factors based on data collected over the past four years.

These updates result in the recommended fees being higher per one thousand gallons for both water and wastewater but due to decreased water use and sewer flows of Santa Rosa customers, the combined total water and wastewater fees for residential uses are decreasing. Commercial usage factors are dependent on each type of use and the fees are calculated based on the estimated peak demand for the size and type of use of the commercial development.

RECOMMENDATION: It is recommended by the Board of Public Utilities Budget Subcommittee and Santa Rosa Water Staff that the Board of Public Utilities, by resolution, recommend that, based on the 2021 Water and Wastewater Demand Fee Study, the City Council adopt the revised Demand Fees, re-adopt the annual escalator and make related revisions to the City Code.

Attachments: [Staff Report](#)
[Attachment 1 Draft CC Resolution](#)
[Attachment 2 Draft CC Ordinance](#)
[Resolution No. 1259](#)
[Presentation \(added 5/19/2021\)](#)

8. PUBLIC COMMENTS ON NON-AGENDA MATTERS

Public Comment may be submitted via e-mail or recorded voice message.

Live Public Comment: The public accessing the meeting through the Zoom link or dial-in will be able to provide public comment on agenda items at the time an Agenda Item is discussed during the Board of Public Utilities Meeting. Go to <https://srcity.org/virtualparticipation> for more information.

E-mail Public Comment: To submit an e-mailed public comment to the Board of Public Utilities, please send to: bpu-comment@srcity.org by 5:00 p.m., Wednesday, May 19. Identify in the subject line of your e-mail the Agenda Item Number on which you wish to comment, provide your name in the body

Board of Public Utilities

MAY 20, 2021

of the e-mail and your comment. These comments will be e-mailed to all Board Members, will be posted to the agenda documents on-line, and be made part of the archive packet.

Recorded Voice Message Public Comment: To submit a voice message public comment, please call 707-543-4224 by 5:00 p.m., Wednesday, May 19. State your name, the Agenda Item Number(s) on which you wish to comment, and your comment. Recordings will be limited to 3 minutes. Recorded comments may be played at the time that the Agenda Item is discussed during the Board Meeting.

Recorded public comments on public hearing items may be played at the time when the hearing is opened.

9. REFERRALS - NONE.

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

11. SUBCOMMITTEE REPORTS

12. BOARD MEMBER REPORTS

13. DIRECTORS REPORTS

14. ADJOURNMENT OF MEETING

The Board of Public Utilities encourages public comments regarding the above items. If you are unable to attend this meeting, please feel free to call the Water Department at 543-4200 or forward written comments to the City of Santa Rosa, Water Department, 35 Stony Point Road, Santa Rosa, CA 95401. All comments will be forwarded to the Board at the meeting.

The City of Santa Rosa does not discriminate against individuals with disabilities in its employment, services, benefits, facilities, programs or activities. Requests for accommodations, auxiliary aids, or services necessary to participate in a City program, service, or activity, including printed information in alternate formats, are available by contacting the Secretary at (707) 543-4266 (TTY Relay at 711) or ratha@srcity.org. Requests should be submitted as far in advance as possible, but no later than two business days before the scheduled meeting. Meeting information can also be accessed via the internet at <http://srcity.org>.