



**Board of Public Utilities  
Meeting Minutes - Draft**

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Thursday, December 15, 2022

1:30 PM

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**1. CALL TO ORDER AND ROLL CALL**

Chair Galvin called the meeting to order at 1:37 p.m

**Present** 6 - Chair Daniel Galvin III, Vice Chair William Arnone Jr., Board Member Lisa Badenfort, Board Member Christopher Grabill, Board Member Mary Watts, and Board Member Glen Wright

**Absent** 1 - Board Member Mark Walsh

**2. STATEMENTS OF ABSTENTION BY BOARD MEMBERS**

There were no Statements of Abstention from Board Members.

**3. STUDY SESSION - NONE.**

**4. MINUTES APPROVAL**

**4.1** November 17, 2022 - Regular Meeting Minutes.

The minutes for November 17, 2022 were received and accepted as submitted.

**4.2** December 7, 2022 - Special Meeting Minutes.

The minutes for December 7, 2022 were received and accepted as submitted.

**5. STAFF BRIEFINGS**

**5.1** 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.

Peter Martin, Deputy Director - Water Resources, and Mike Prinz, Deputy Director - Water Reuse Operations, presented.

Board Member Watts joined the meeting at 1:40 p.m.

## 6. CONSENT ITEMS

### 6.1 MOTION - PHOSPHORUS OFFSET AGREEMENT BY AND BETWEEN THE CITY OF SANTA ROSA AND THE TOWN OF WINDSOR

RECOMMENDATION: It is recommended by the Contract Review Subcommittee and Water Department that the Board of Public Utilities, by motion, approve and authorize the Chair of the Board to sign the Phosphorus Offset Agreement By and Between the City of Santa Rosa and the Town of Windsor.

Sean McNeil, Deputy Director - Environmental Services, and Morgan Biggerstaff, Assistant City Manager, presented.

**A motion was made by Vice Chair Arnone, Jr., seconded by Board Member Grabill, to approve and authorize the Chair of the Board to sign the Phosphorus Offset Agreement By and Between the City of Santa Rosa and the Town of Windsor. The motion carried by the following vote:**

**Yes:** 6 - Chair Galvin III, Vice Chair Arnone Jr., Board Member Badenfort, Board Member Grabill, Board Member Watts and Board Member Wright

**Absent:** 1 - Board Member Walsh

## 7. REPORT ITEMS - NONE.

## 8. PUBLIC HEARING

### 8.1 PUBLIC HEARING - PUBLIC HEARING ADOPTING NEW MISCELLANEOUS FEES AND INCREASING CERTAIN MISCELLANEOUS FEES (CONTINUED FROM THE NOVEMBER 17, 2022 REGULAR MEETING AGENDA)

BACKGROUND: Santa Rosa Water miscellaneous fees and charges reimburse the department for specific services and includes charges typically based on time and materials or other methodologies that help define the cost of providing the specific services for various services provided by City staff. These charges are collected from the customers who receive the service so that the costs for specific services are not spread to the entire ratepayer base.

Miscellaneous fees and charges were last updated in 2019. If the Board of Public Utilities adopts these fees at the Public Meeting on December 15, 2022, the changes to the miscellaneous fees will take effect 60 days after adoption, on February 13, 2023.

RECOMMENDATION: It is recommended by the Budget Review Subcommittee and the Water Department that the Board of Public Utilities, by resolution, adopt new Water Department miscellaneous fees and charges for water and wastewater

services, increasing certain miscellaneous fees.

Kimberly Zunino, Deputy Director - Water Administration, presented.

Chair Galvin opened the public hearing at 2:32p.m. and hearing no public comments, closed the public hearing at 2:33 p.m

**A motion was made by Vice Chair Arnone, Jr., seconded by Board Member Watts, to approve RESOLUTION NO. 1306 ENTITLED "RESOLUTION OF THE BOARD OF PUBLIC UTILITIES OF THE CITY OF SANTA ROSA ADOPTING NEW AND CHANGED MISCELLANEOUS FEES AND CHARGES." The motion carried by the following vote:**

**Yes:** 6 - Chair Galvin III, Vice Chair Arnone Jr., Board Member Badenfort, Board Member Grabill, Board Member Watts and Board Member Wright

**Absent:** 1 - Board Member Walsh

## **9. PUBLIC COMMENTS ON NON-AGENDA MATTERS**

NONE.

## **10. REFERRALS - NONE.**

## **11. WRITTEN COMMUNICATION (AND POSSIBLE BOARD DISCUSSION) - NONE.**

## **12. SUBCOMMITTEE REPORTS**

Board Member Watts reported that the Budget Review Subcommittee met on December 1, 2022, and unanimously recommended revisions to the Board approval of the proposed changes to the Santa Rosa Water Miscellaneous Fees and Charges Schedule, as presented under Item 8.1.

Chair Galvin reported that the Contract Review Subcommittee met on December 5, 2022, and unanimously recommended to the Board approval of the Phosphorus Offset Agreement By and Between the City of Santa Rosa and the Town of Windsor, as presented under Item 6.1.

## **13. BOARD MEMBER REPORTS**

NONE.

#### **14. DIRECTORS REPORTS**

Director Burke reported: the UV Project is under way with mobilization and start of construction; an update on a recent water main break on Carissa Avenue and recognized the efforts of many staff who responded to quickly resolve the break; and the January 5, 2023 meeting will be cancelled.

#### **15. ADJOURNMENT OF MEETING**

Chair Galvin adjourned the meeting at 2:44 p.m. The next meeting of the Board of Public Utilities is scheduled for January 19, 2023.