



City of Santa Rosa

Council Chamber
100 Santa Rosa Avenue

BOARD OF PUBLIC UTILITIES REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL DECEMBER 5, 2024

MEMBERS OF THE PUBLIC CAN PARTICIPATE IN THE MEETING BY ATTENDING IN-PERSON AT THE COUNCIL CHAMBER LOCATED AT 100 SANTA ROSA AVENUE.

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, AT&T U-VERSE CHANNEL 99, AT [HTTPS://WWW.YOUTUBE.COM/CITYOFSANTAROSA](https://www.youtube.com/cityofsantarosa), AND VIA ZOOM BY VISITING [HTTPS://SRCITY-ORG.ZOOM.US/J/85294101130](https://srcity-org.zoom.us/j/85294101130), OR BY DIALING 877-853-5257 AND ENTERING WEBINAR ID: 852 9410 1130.

IN THE EVENT A BOARD MEMBER PARTICIPATES REMOTELY BASED ON JUST CAUSE OR EMERGENCY CIRCUMSTANCES PURSUANT TO AB 2449, THE BOARD WILL ALSO ALLOW FOR PUBLIC COMMENT THROUGH THE ZOOM LINK OR DIAL-IN NUMBER ABOVE.

The public attending in person 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.

Deadlines and additional instruction for public comment are set forth below. If you have any questions regarding this meeting, please contact Michelle Montoya at mmontoya@srcity.org

1:30 PM - VIA IN-PERSON

1. CALL TO ORDER AND ROLL CALL

2 REMOTE PARTICIPATION UNDER AB 2449 (IF NEEDED)

To consider and take action on any request from a Board Member to participate in a meeting remotely due to Just Cause or Emergency

Circumstances pursuant to AB 2449 (Government Code Section 54953(f)).

3. STATEMENTS OF ABSTENTION BY BOARD MEMBERS

4. STUDY SESSION

4.1 2024 WATER AND WASTEWATER COST OF SERVICE STUDY AND PROPOSED FY25/26 THROUGH FY29/30 RATE SCHEDULE

It is recommended by Santa Rosa Water that the Board of Public Utilities hold a study session to receive information, ask questions, discuss and provide feedback to staff regarding the 2024 Water and Wastewater Cost of Service Study and the proposed FY 25/26 through FY 29/30 Rate Schedule.

Attachments: [2024 Water and Wastewater Rate Study Report Presentation \(Uploaded 12.04.2024\)](#)
[Updated Presentation \(Uploaded 12.04.2024\)](#)

5. MINUTES APPROVAL

5.1 November 7, 2024 - Regular Meeting Minutes - DRAFT

Attachments: [November 7, 2024 - Regular Meeting Minutes - DRAFT](#)

6. STAFF BRIEFINGS

6.1 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.

Attachments: [Presentation \(Uploaded 12.04.2024\)](#)

7. CONSENT ITEMS

None.

8. REPORT ITEMS

8.1 REPORT - APPROPRIATION OF ADDITIONAL CELL TOWER LEASE REVENUES FOR THE HELP 2 OTHERS PROGRAM

BACKGROUND: Telecommunication companies lease space on some

of Santa Rosa Water's water storage tanks for their cell towers. The revenues from these lease payments fund Santa Rosa Water's Help 2 Others (H2O) program, which offers water bill assistance to qualifying residential customers in the form of subsidies for the fixed portion of both water and sewer bills. The Water Department is seeking a recommendation from the Board of Public Utilities that City Council approve the appropriation of \$406,993.91 of additional cell tower lease revenues that are currently in undesignated fund balance. The appropriation would go directly to funding water and sewer subsidies for qualifying customers in the H2O program.

RECOMMENDATION: It is recommended by Santa Rosa Water that the Board of Public Utilities, by motion, recommend that City Council approve the appropriation of additional cell tower lease revenues in the amount of \$406,993.91 from fund balance for expenditure in the Help 2 Others (H2O) program.

Attachments: [Staff Report](#)
[Presentation \(Uploaded 12.04.2024\)](#)

8.2 REPORT - WAIVER OF COMPETITIVE BIDDING PROCESS AND SOLE SOURCE OF PROFESSIONAL SERVICES AGREEMENT WITH ENTHALPY ANALYTICAL FOR ANALYTICAL SERVICES

BACKGROUND: The Laguna Environmental Laboratory (LEL) may need support from third party laboratories to handle increased workload, meet tight project deadlines, or access specialized testing capabilities that are not available in the LEL. The LEL does not have the instruments or the certifications to test for PFAS compounds and this contract is necessary to meet the testing requirements in analyzing PFAS compounds. Enthalpy is the only local laboratory that has the instruments and certifications to analyze samples for PFAS compounds.

RECOMMENDATION: It is recommended by Santa Rosa Water that the Board of Public Utilities, by motion, waive competitive bidding and authorize the award of a sole source Professional Services Agreement with Enthalpy Analytical for analytical services in an amount not to exceed \$150,000.

Attachments: [Staff Report](#)
[Attachment 1 – Professional Services Agreement with Entf
Presentation \(Uploaded 12.04.2024\)](#)

8.3 REPORT - WAIVER OF COMPETITIVE BIDDING PROCESS AND SOLE SOURCE OF PROFESSIONAL SERVICES AGREEMENT WITH VITISYSTEMS, INC. DBA CALTEST ANALYTICAL LABORATORY FOR ANALYTICAL SERVICES

BACKGROUND: The Laguna Environmental Laboratory (LEL) may need support from third party laboratories to handle increased workload, meet tight project deadlines, or access specialized testing capabilities that are not available in the LEL. This contract can be crucial when the LEL faces capacity limitations due to staff shortages, equipment constraints, or an unexpected surge in sample volume. Additionally, contracting with outside labs provide expertise in niche or highly technical analyses that require advanced instrumentation or methodologies not available at the Laguna Environmental Laboratory, ensuring that the LEL can maintain high standards of quality and compliance without delays.

RECOMMENDATION: It is recommended by Santa Rosa Water that the Board of Public Utilities, by motion, waive competitive bidding and authorize the award of a sole source Professional Services Agreement with Vitisystems, Inc. DBA Caltest Analytical Laboratory for analytical services in an amount not to exceed \$250,000.

Attachments: [Staff Report](#)
[Attachment 1 – Professional Services Agreement with Vitis
Presentation \(Uploaded 12.04.2024\)](#)

8.4 REPORT - WAIVER OF COMPETITIVE BIDDING PROCESS AND SOLE SOURCE OF PROFESSIONAL SERVICES AGREEMENT WITH ALPHA ANALYTICAL LABORATORY INC. FOR ANALYTICAL SERVICES

BACKGROUND: The Laguna Environmental Laboratory (LEL) may need support from third party laboratories to handle increased workload, meet tight project deadlines, or access specialized testing capabilities that are not available in the LEL. This contract can be

crucial when the LEL faces capacity limitations due to staff shortages, equipment constraints, or an unexpected surge in sample volume. Additionally, contracting with outside labs provide expertise in niche or highly technical analyses that require advanced instrumentation or methodologies not available at the Laguna Environmental Laboratory, ensuring that the LEL can maintain high standards of quality and compliance without delays.

RECOMMENDATION: It is recommended by Santa Rosa Water that the Board of Public Utilities, by motion, waive competitive bidding and authorize the award of a sole source Professional Services Agreement with Alpha Analytical Laboratories for analytical services in an amount not to exceed \$250,000.

Attachments: [Staff Report](#)
[Attachment 1 – Professional Services Agreement with Alpr Presentation \(Uploaded 12.04.2024\)](#)

9. PUBLIC COMMENTS ON NON-AGENDA MATTERS

Live Public Comment: Members of the public can provide comment on an agenda item in-person from the Council Chamber at the time an agenda item is discussed during the Board of Public Utilities Meeting.

Advance Public Comment via 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., the Wednesday prior to the Board of Public Utilities meeting. Identify in the subject line of your e-mail the agenda item number(s) on which you wish to comment, provide your name in the body of the e-mail and your comment. Comments received by the deadline will be distributed to all Board Members, will be posted to the agenda documents on-line, and be made part of the archive packet.

10. REFERRALS

None.

11. WRITTEN COMMUNICATION (AND POSSIBLE BOARD DISCUSSION)

12. SUBCOMMITTEE REPORTS

13. BOARD MEMBER REPORTS

14. DIRECTORS REPORTS

15. 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) 543-3901 (TTY Relay at 711) or mmontoya@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>.