



## **City of Santa Rosa**

Council Chamber  
100 Santa Rosa Avenue

### **BOARD OF PUBLIC UTILITIES REGULAR MEETING AGENDA AND SUMMARY REPORT MAY 6, 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/95244063680](https://srcity-org.zoom.us/j/95244063680) OR BY DIALING 1-877-853-5257, THEN ENTERING WEBINAR ID: 952 4406 3680**

**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](mailto: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](mailto: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

### 3.1 2021 DEMAND FEE UPDATE - RECOMMENDATION TO CITY COUNCIL

Water and wastewater demand fees, which are one-time fees charged for new development, are updated periodically to adjust the fees based on current water and wastewater system valuation and customer usage. The last update was in 2014. In 2020, Santa Rosa Water worked with The Reed Group, Inc. to update the Water and Wastewater Demand Fee Study and develop a new fee schedule. The study session will provide an overview of the 2021 Demand Fee update.

**Attachments:** [Attachment 1 Demand Fee Report Presentation](#)

## 4. MINUTES APPROVAL

### 4.1 April 15, 2021 - Regular Meeting Minutes.

**Attachments:** [April 15, 2021 - Regular Meeting Minutes](#)

## 5. STAFF BRIEFINGS

### 5.1 WATER ADMINISTRATION DIVISION OVERVIEW

The Administration Division supports Santa Rosa Water's financial stability goals as well as providing regulatory compliance monitoring and input. The division develops, tracks and maintains all budgets, revenues and expenditures for the entire department and provides regular updates to the Board of Public Utilities and other stakeholders. In addition, they monitor proposed and implemented legislation and regulations through actively participating in regional discussions and committees and state and national associations that develop consistent input to regulators and provide direction on compliance. The presentation will provide an overview of the work performed by this division. The Board may discuss this item and give direction to staff.

**Attachments:** [Presentation \(added 5/5/21\)](#)

**5.2 RECYCLED WATER SUPPLY UPDATE**

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

**Attachments:** [Presentation \(added 5/5/21\)](#)

**6. CONSENT ITEMS**

**6.1 RESOLUTION - APPROVAL - FOURTH AMENDMENT TO GENERAL SERVICES AGREEMENT F001673 LANDSCAPE MAINTENANCE SERVICES**

RECOMMENDATION: It is recommended by the Finance and Water Departments that the Board of Public Utilities, by resolution, approve the Fourth Amendment to General Service Agreement F001673 for a one-year extension with a 3% increase in unit cost, adding, changing, and removing locations, and increasing compensation with New Image Landscape Company, Fremont, California, to provide landscape maintenance services, as required by the Water Department, for the total amount not to exceed \$340,000, for a cumulative total not to exceed \$1,406,840.

**Attachments:** [Staff Report](#)  
[BPU Resolution 1253](#)  
[Exhibit A Fourth Amendment](#)

**6.2 RESOLUTION - RESOLUTION OF THE BOARD OF PUBLIC UTILITIES APPROVING THE ACQUISITION OF 7700-7750 LAKEVILLE HWY AND LEASE BACK OF 13.6 ACRES, DELEGATION OF SIGNING AUTHORITY TO THE ASSISTANT CITY MANAGER OVER THE OPERATIONS PORTFOLIO AND ADOPTION OF A MITIGATION MONITORING PROGRAM**

RECOMMENDATION: It is recommended by the Real Estate Manager and Water Department that the Board of Public Utilities, by resolution, approve the acquisition of 7700-7750 Lakeville Hwy and concurrent lease back of 13.6 acres more or less, delegate signing authority to the Assistant City Manager over the Operations Portfolio and adopt a

Mitigation Monitoring Program.

**Attachments:** [Staff Report](#)  
[BPU Resolution 1254](#)  
[Exhibit A Mitigated Negative Declaration](#)  
[Exhibit B Mitigation Monitoring Program](#)  
[Exhibit C Lease Agreement](#)

## 7. REPORT ITEMS

### 7.1 REPORT - REQUESTING COMMUNITY-WIDE 20% REDUCTION OF WATER USE THROUGH VOLUNTARY WATER CONSERVATION MEASURES - RECOMMENDATION TO CITY COUNCIL

BACKGROUND: The Russian River Watershed is experiencing record low rainfall and extremely dry conditions for the second year in a row. Santa Rosa Water purchases approximately 95% of our water supply from Sonoma Water. Sonoma Water's two reservoirs, Lake Mendocino and Lake Sonoma, are at the lowest levels ever recorded for this time of year. On April 21, 2021, the Governor of California declared a drought emergency in Sonoma and Mendocino Counties related to the existing conditions in the Russian River Watershed. On May 3, 2021 the Water Advisory Committee to Sonoma Water adopted a resolution requesting the Sonoma Water Contractors voluntarily reduce water use by 20% over 2020 levels. Santa Rosa Water continues to participate in a regional outreach campaign to increase water use efficiency awareness and help customers achieve water savings.

RECOMMENDATION: It is recommended by Santa Rosa Water staff that the Board of Public Utilities, by resolution, recommend that the City Council adopt a resolution requesting water customers reduce their water use by 20% through voluntary conservation measures.

**Attachments:** [Staff Report](#)  
[Attachment 1 WAC Draft Resolution](#)  
[BPU Resolution 1255](#)  
[Presentation \(added 5/5/21\)](#)

## 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](mailto:bpu-comment@srcity.org) by 5:00 p.m., Wednesday, May 5. 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 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 5. 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. ANNOUNCEMENT OF CLOSED SESSION ITEM(S) AND ADJOURNMENT TO CLOSED SESSION**

**14.1 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

(Paragraph (1) of subdivision (d) of Government Code Section 54956.9)

Name of Cases: In the Matter of the City of Santa Rosa's Petition for Review of Action and Failure to Act by the California Regional Water Quality Control Board, North Coast Region, in Adopting Order No. R1-2020-0012 California State Water Resources Control Board, Water Quality Petition A-XXXX (not yet assigned, filed Sept. 18, 2020); and In the Matter of the City of Santa Rosa's Petition for Review of Action and Failure to Act by the California Regional Water Quality Control Board, North Coast Region, in Adopting Resolution No. R1-2018-0025 California State Water Resources Control Board Water Quality Petition No. A-2605.

**15. ADJOURN TO OPEN SESSION AND ANNOUNCEMENT OF CLOSED SESSION ACTION, IF ANY**

**16. 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](mailto: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>.*