



City of Santa Rosa

Hybrid - See Agenda for
Participation Information
City Council Chamber
100 Santa Rosa Avenue

BOARD OF PUBLIC UTILITIES REGULAR MEETING AGENDA AND SUMMARY REPORT NOVEMBER 4, 2021

PURSUANT TO GOVERNMENT CODE SECTION 54953(e) AND THE RECOMMENDATION OF THE HEALTH OFFICER OF THE COUNTY OF SONOMA, THE BOARD MEMBERS WILL BE PARTICIPATING IN THIS MEETING EITHER VIA ZOOM WEBINAR OR IN-PERSON, SOCIALLY DISTANCED, IN THE COUNCIL CHAMBER AT 100 SANTA ROSA AVENUE.

MEMBERS OF THE PUBLIC CAN PARTICIPATE IN THE MEETING BY ATTENDING IN-PERSON FROM THE COUNCIL CHAMBER AT 100 SANTA ROSA AVENUE (SOCIAL DISTANCING AND MASK REQUIREMENTS WILL BE OBSERVED), OR VISITING

**[HTTPS://SRCITY-ORG.ZOOM.US/J/81164661507](https://srcity-org.zoom.us/j/81164661507), OR BY
DIALING 877-853-5257 AND ENTER WEBINAR ID: 811 6466 1507**

**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, AND AT
[HTTPS://WWW.YOUTUBE.COM/CITYOFSANTAROSA](https://www.youtube.com/cityofsantarosa)**

The public attending in person or 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 - HYBRID VIA IN PERSON AND ZOOM

- 1. CALL TO ORDER AND ROLL CALL**
- 2. STATEMENTS OF ABSTENTION BY BOARD MEMBERS**
- 3. STUDY SESSION - NONE.**
- 4. MINUTES APPROVAL**

4.1 October 21, 2021 - Regular Meeting Minutes.

Attachments: [October 21, 2021 - Regular Meeting Minutes](#)

5. STAFF BRIEFINGS

5.1 WATER SUPPLY UPDATE

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

Attachments: [Presentation \(added 11/2/21\)](#)

6. CONSENT ITEMS

6.1 RESOLUTION - SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH TIV, FOR CREATIVE SERVICES, TO INCREASE COMPENSATION BY \$100,000

RECOMMENDATION: It is recommended by the Water Department that the Board of Public Utilities, by resolution, approve a second amendment to Professional Services Agreement F001931 with TIV to provide creative services for \$100,000, with a total not to exceed amount of \$199,000.

Attachments: [Staff Report](#)
[Attachment 1 Second Amendment to PSA F001931](#)
[BPU Resolution No. 1275](#)

7. REPORT ITEMS

7.1 REPORT - AMENDED 2020 WATER SHORTAGE CONTINGENCY PLAN

BACKGROUND: In conformance with the Urban Water Management Planning Act (Act), the City of Santa Rosa prepared its 2020 Urban Water Management Plan (UWMP) and its 2020 Water Shortage Contingency Plan (Shortage Plan). Both documents were adopted by City Council on June 8, 2021 and submitted to the State Department of Water Resources on June 30, 2021. State law allows each water supplier to amend its Shortage Plan independent of the UWMP. The City wishes to amend the 2020 Shortage Plan to revise the Excess Use Penalty structure that applies in severe stages of shortage and change the water demand offset requirements that apply to new construction when water is being allocated for existing customers. The Board will be considering a recommendation to Council to adopt the Amended 2020 Water Shortage Contingency Plan.

RECOMMENDATION: It is recommended by Santa Rosa Water that the Board of Public Utilities, by resolution, recommend that the City Council adopt the Amended 2020 Water Shortage Contingency Plan and introduce an ordinance approving revisions to the Excess Use Penalty structure set forth in Section 14-04.015 of the City Code.

Attachments: [Staff Report](#)
[Attachment 1 Amended 2020 WSCP \(redline\)](#)
[Attachment 2 Draft Ordinance](#)
[Attachment 3 Draft Ordinance \(redline\)](#)
[Resolution](#)
[Presentation \(added 11/2/21\)](#)

7.2 REPORT - WATER DEMAND OFFSET POLICY, FEE STUDY, AND FEES

BACKGROUND: The City of Santa Rosa is required by California State Law to prepare an Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (Shortage Plan) every five years to assess the adequacy and reliability of water supplies for current and future needs as well as plan for and detail how the City will respond to various levels of water supply shortage. Staff will present the Water Demand Offset (WDO) Policy, 2021 WDO Fee Study, and WDO Fees which have been developed to implement the City's Shortage Plan requirement that new construction must offset water demand during water shortage emergencies that require very restrictive water allocations (water rationing) by the City's existing customers.

RECOMMENDATION: It is recommended by Santa Rosa Water that the Board of Public Utilities, by resolution, recommend that the City Council adopt the Water Demand Offset (WDO) Policy, the 2021 WDO Fee Study, and the WDO Fees and authorize the WDO Fees to be adjusted on an annual basis to account for inflation at the beginning of the calendar year (January 1) starting in 2023, using the Engineering News Record's 20-Cities CCI (20-cities CCI).

Attachments: [Staff Report](#)
[Attachment 1 WDO Policy](#)
[Attachment 2 2021 WDO Fee Study](#)
[Resolution](#)
[Exhibit A 2021 WDO Fee Study](#)
[Presentation \(added 11/2/21\)](#)

7.3 REPORT - RECOMMENDATION TO CITY COUNCIL TO MODIFY CITY CODE TITLE 14 (POTABLE WATER AND RECYCLED WATER),

BY MODIFYING SUBSECTION (B) AND DELETING SUBSECTION (G)
OF SECTION 14-04.010 (DEFINITIONS) AND MODIFYING SECTION
14-04.140 (BILLS GENERALLY)

BACKGROUND: With the implementation of Advanced Metering Infrastructure (AMI), Water Billing is able to create more consistent billing periods for water and sewer customers. Billing periods are currently between 28 to 35 days. In order to modify the meter read schedules to transition from billing periods of 28 to 35 days to billing periods of 28 to 32 days, some customers will require a 13th bill in 2021. City Code Section 14-04.140 currently states that the City shall render bills 12 times per calendar year and the City Code sections must be modified to accomplish the modification to the City billing. Affected customers will still have a full billing period of no less than 28 days, but they will receive a bill in the last week of 2021 creating 13 bills for the calendar year.

RECOMMENDATION: It is recommended by the Finance Department and Santa Rosa Water that the Board of Public Utilities, by resolution, recommend that the City Council introduce an ordinance modifying Title 14 (Potable and Recycled Water) of the City Code to modify the definition of "Billing Period" in Section 14-04.010(B), delete the definition of "Monthly" in Section 14-04.010(G) and modify Section 14-04.140 to delete the wording "12 times per year" and replace it with a requirement that the City render bills "monthly".

Attachments: [Staff Report](#)
[BPU Resolution No. 1274](#)
[Presentation \(added 11/2/21\)](#)

8. PUBLIC COMMENTS ON NON-AGENDA MATTERS

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>.