



**Board of Public Utilities  
Regular Meeting Minutes - Final**

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Thursday, May 4, 2017

1:30 PM

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

Vice Chair Kaun called the meeting of the Board of Public Utilities to order at 1:33 pm.

**Present** 5 - Vice Chair Megan Kaun, Board Member Richard Dowd, Board Member Mary Watts, Board Member Christopher Grabill, and Board Member Lisa Badenfort

**Absent** 2 - Chair Daniel Galvin III, and Board Member William Arnone Jr.

**2. STATEMENTS OF ABSEPTION BY BOARD MEMBERS - NONE**

**3. STUDY SESSION**

**3.1 UPDATE ON THE PROPOSED REVISIONS TO THE POTABLE WATER, RECYCLED WATER AND SEWER STANDARDS AND SPECIFICATIONS**

Staff will present an informational session on the Water, Recycled Water and Sewer Standards and Specifications (standards), which set forth the design polices and construction methods associated with additions and modifications to the public potable water, recycled water and sewer systems. The standards and specifications require routine updates to ensure that new installations and modifications are consistent with all regulatory requirements and are designed in a fashion that addresses long term maintenance needs.

Presenter: Gabe Osburn, Acting Deputy Director of Engineering; and Caryn Lozada, Acting Design Review Coordinator

**3.2 Adjourn Study Session and Reconvene to City Council Chamber**

Vice Chair Kaun reconvened the meeting in the Council Chamber at 2:06 pm.

**4. MINUTES APPROVAL**

**4.1 March 16, 2017 Regular Meeting Minutes**

**Item 4.1 will be continued to a future meeting.**

**4.2** April 6, 2017 Regular Meeting Minutes

**A motion was made by Board Member Dowd, seconded by Board Member Watts, to approve as submitted. The motion carried by the following vote:**

**Yes:** 5 - Vice Chair Kaun, Board Member Dowd, Board Member Watts,  
Board Member Grabill and Board Member Badenfort

**Absent:** 2 - Chair Galvin III and Board Member Arnone Jr.

**4.3** April 20, 2017 Regular Meeting Minutes

**A motion was made by Board Member Watts, seconded by Board Member Badenfort, to approve as submitted. The motion carried by the following vote:**

**Yes:** 5 - Vice Chair Kaun, Board Member Dowd, Board Member Watts,  
Board Member Grabill and Board Member Badenfort

**Absent:** 2 - Chair Galvin III and Board Member Arnone Jr.

**5. STAFF BRIEFINGS**

**5.1** QUARTERLY CAPITAL IMPROVEMENT PROGRAM PROJECTS  
UPDATE: JANUARY - MARCH 2017

Staff will provide an update on Capital Improvement Program (CIP) projects for CIP Team 4. The briefing will summarize expenditures and major project updates from January to March 2017. CIP projects provide the infrastructure that is critical to the economic vitality and quality of life in Santa Rosa.

Presenter: David Montague, Supervising Engineer

**6. CONSENT ITEMS**

**6.1** RESOLUTION - Meter Upgrade Project - Advanced Metering  
Infrastructure (AMI) Limited Term Position

RECOMMENDATION: It is recommended by the Water Department that the Board of Public Utilities recommend to the City Council, by resolution, the addition of a two year limited term customer service representative within the budget for the FY 2017/18 Santa Rosa Water Operating, Maintenance Budget for Water and Local Wastewater. The

position will be funded by project contingency.

**A motion was made by Board Member Watts, seconded by Board Member Badenfort, waive reading of the text and adopt:**

**RESOLUTION NO. 1140 ENTITLED: RESOLUTION OF THE BOARD OF PUBLIC UTILITIES RECOMMENDING THAT THE SANTA ROSA CITY COUNCIL APPROVE THE PROPOSED LIMITED TERM POSITION WITHIN THE FISCAL YEAR 2017/18 SANTA ROSA WATER OPERATING, MAINTENANCE AND CAPITAL IMPROVEMENT BUDGETS FOR THE WATER FUND AND THE LOCAL WASTEWATER FUND**

**The motion carried by the following vote:**

**Yes:** 5 - Vice Chair Kaun, Board Member Dowd, Board Member Watts, Board Member Grabill and Board Member Badenfort

**Absent:** 2 - Chair Galvin III and Board Member Arnone Jr.

## **7. REPORT ITEMS**

### **7.1 REPORT - WATER SUPPLY UPDATE**

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

**Presenter:** Jennifer Burke, Deputy Director of Water and Engineering Resources

## **8. PUBLIC COMMENTS ON NON-AGENDA MATTERS - NONE**

## **9. REFERRALS - NONE**

## **10. WRITTEN COMMUNICATION (AND POSSIBLE BOARD DISCUSSION / ACTION)**

### **10.1 QUARTERLY CAPITAL IMPROVEMENT PROGRAM UPDATE: JANUARY - MARCH 2017; INCLUDED IN PACKET**

## **11. SUBCOMMITTEE REPORTS**

Board Member Watts announced that the Water Conservation Subcommittee had met with staff to decide on the recipients of the Water Use Efficiency Awards and to discuss the Direct Install Program on April 24, 2017.

Board Member Watts also announced the Demonstration Garden was open and that a ribbon cutting ceremony was being planned for the near future.

**12. BOARD MEMBER REPORTS - NONE**

**13. DIRECTORS REPORTS**

Bennett Horenstein, Director of Santa Rosa Water, reported on Department activities.

**14. ADJOURNMENT OF MEETING**

Vice Chair adjourned the meeting at 2:47 pm.

The next regular meeting of the Board of Public Utilities will be held on Thursday, May 18, 2017, at 1:30 p.m. in the Council Chamber, City Hall, 100 Santa Rosa Avenue, Santa Rosa.

/s/

Daniel J. Galvin III, Chairman

/s/

Sara Roberts, Recording Secretary