



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

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Thursday, August 20, 2020

1:30 PM

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

Chair Galvin called the meeting of the Board of Public Utilities to order at approximately 1:30 p.m.

**Present** 5 - Chair Daniel Galvin III, Vice Chair William Arnone Jr., Board Member Mary Watts, Board Member Glen Wright, and Board Member Matt Mullan

**Absent** 2 - Board Member Lisa Badenfort, and Board Member Christopher Grabill

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

No statements of abstention were made by Board members.

**3. STUDY SESSION - NONE.**

**4. MINUTES APPROVAL**

4.1 August 6, 2020 - Regular Meeting Minutes.

**Attachments:** [August 6, 2020 - Regular Meeting Minutes \(added 9/2/2020\)](#)

The approval of the minutes for August 6, 2020 was deferred to the next Board meeting.

**5. STAFF BRIEFINGS**

5.1 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 \(added 8/19/2020\)](#)

Presenter(s): Joe Schwall, Deputy Director Regional Water Reuse Operations.

**6. CONSENT ITEMS**

6.1 RESOLUTION - GENERAL SERVICE AGREEMENT F001538 - ADD DISPOSAL FEES FOR "OVERS" PRODUCT, AND ONE YEAR

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EXTENSION - DISPOSAL OF BIOSOLIDS TO THE LOCAL LANDFILL,  
REDWOOD LANDFILL, INC

RECOMMENDATION: It is recommended by the Finance and Water Department that the Board, by resolution, approve the First Amendment to General Service Agreement F001538 to 1) add disposal fees for the disposal of "overs" product, and 2) add a one-year extension with no increase to contract unit price with an increase in compensation for the disposal of wastewater treatment biosolids to Redwood Landfill, Novato, California, in an amount not to exceed \$231,325.

Attachments:    [Staff Report](#)  
                          [Resolution](#)  
                          [Attachment 1](#)

**A motion was made by Vice Chair Arnone, Jr., seconded by Board Member Watts to approve Item 6.1 - RESOLUTION NO. 1232 ENTITLED "RESOLUTION OF THE BOARD OF PUBLIC UTILITIES APPROVING GENERAL SERVICE AGREEMENT F001538 - ADD DISPOSAL FEES FOR "OVERS" PRODUCT, AND ONE YEAR EXTENSION - DISPOSAL OF BIOSOLIDS TO THE LOCAL LANDFILL, REDWOOD LANDFILL, INC. WITH REDWOOD LANDFILL, NOVATO, CALIFORNIA". The motion carried by the following vote:**

**Yes:** 5 - Chair Galvin III, Vice Chair Arnone Jr., Board Member Watts, Board Member Wright and Board Member Mullan

**Absent:** 2 - Board Member Badenfort and Board Member Grabill

**6.2       MOTION - PROFESSIONAL SERVICES AGREEMENT FOR PUBLIC COMMUNICATIONS AND COMMUNITY ENGAGEMENT STRATEGY RELATED TO NORTH TRUNK SEWER REPLACEMENT PROJECT**

RECOMMENDATION: It is recommended by the Transportation and Public Works Department and the Water Department that the Board, by motion, approve a Professional Services Agreement with Mark Millan dba Data Instincts, of Windsor, California, for Public Communications and Community Engagement Strategy related to the North Trunk Sewer Replacement project.

Attachments:    [Staff Report](#)  
                          [Attachment 1](#)  
                          [Attachment 2](#)

**A motion was made by Vice Chair Arnone, Jr., seconded by Board Member Watts to approve a Professional Services Agreement with Mark Millan dba**

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**Data Instincts, of Windsor, California, for Public Communications and Community Engagement Strategy related to the North Trunk Sewer Replacement project. The motion carried by the following vote:**

**Yes:** 5 - Chair Galvin III, Vice Chair Arnone Jr., Board Member Watts, Board Member Wright and Board Member Mullan

**Absent:** 2 - Board Member Badenfort and Board Member Grabill

## **7. REPORT ITEMS**

### **7.1 REPORT - RESOLUTION ADOPTING UPDATED POLICY UB-2 BILLING ADJUSTMENTS IN PLACE OF POLICY UB-1 BILLING ADJUSTMENTS**

**BACKGROUND:** The Finance Department provides billing adjustments for customer property-side leaks, inaccurate landscape measurements, unexplained use and sewer cap re-evaluations per Water Billing Policy - UB-1 Billing Adjustments (UB-1). UB-1 defines how to calculate adjustments for customer-side water leaks. The Single Family Residential (SFR) calculation is based on the previous four-tier rate structure and the proposed update to the policy modifies the calculation to use the current two-tier SFR rate structure for water. In addition to updating the currently defined processes for billing adjustments, the proposed update to the policy adds adjustment procedures for other billings performed by the SRW and Finance Departments to ensure consistency for processing those adjustments.

**RECOMMENDATION:** It is recommended by Santa Rosa Water (SRW) and the Finance Department that the Board of Public Utilities, by resolution, replace the current Water Billing Policy - UB-1 Billing Adjustments with the new Water Billing Policy - UB-2 Billing Adjustments to conform to the current water rate structure and add defined procedures for additional billings performed by SRW and Finance.

**Attachments:**    [Staff Report](#)  
                          [Attachment 1](#)  
                          [Attachment 2](#)  
                          [Attachment 3](#)  
                          [Resolution](#)  
                          [Presentation \(added 8/19/2020\)](#)

**Presenter(s):** Kimberly Zunino, Deputy Director Administration.

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**A motion was made by Board Member Wright, seconded by Board Member Watts to approve Item 7.1 - RESOLUTION NO. 1233, AS AMENDED, ENTITLED "RESOLUTION OF THE BOARD OF PUBLIC UTILITIES ADOPTING UPDATED WATER BILLING POLICY UB-2 BILLING ADJUSTMENTS IN PLACE OF UTILITY BILLING POLICY UB-1". The motion carried by the following vote:**

**Yes:** 5 - Chair Galvin III, Vice Chair Arnone Jr., Board Member Watts, Board Member Wright and Board Member Mullan

**Absent:** 2 - Board Member Badenfort and Board Member Grabill

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

NONE.

## **9. REFERRALS**

NONE.

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

- 10.1** LETTER DATED AUGUST 3, 2020 FROM JENNIFER BURKE, DIRECTOR OF SANTA ROSA WATER - Provided for information.

Attachments: [Written Communication](#)

Vice Chair Arnone complimented Director Burke for her efforts to communicate with the Agricultural community.

## **11. SUBCOMMITTEE REPORTS**

Chair Galvin reported that the Contract Review Subcommittee met on August 13 to review two contracts. One contract was approved earlier in the meeting and the other will come to the full Board in September.

## **12. BOARD MEMBER REPORTS**

Board Member Watts reported that she was expecting a baby in a month and hopes to remain active on the Board.

## **13. DIRECTORS REPORTS**

Jennifer Burke, Director provided a status report on the Wyland Foundation National Mayor's Challenge for Water Conservation and noted that Santa Rosa was currently leading in the category of cities

with similar population. She further announced that Roberta Atha would be assuming the duty of Recording Secretary to the Board. The change would be effective September 17 and thanked Gina Perez for her 17 years of service to the Board.

#### **14. ADJOURNMENT OF MEETING**

Chair Galvin adjourned the meeting at 2:20 p.m. The next regular scheduled meeting of the Board of Public Utilities will be held on September 3, 2020.

**Approved on: September 3, 2020**

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**Gina Perez, Recording Secretary**