



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

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Thursday, September 17, 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** 6 - Chair Daniel Galvin III, Vice Chair William Arnone Jr., Board Member Lisa Badenfort, Board Member Christopher Grabill, Board Member Glen Wright, and Board Member Matt Mullan

**Absent** 1 - Board Member Mary Watts

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

None.

**3. STUDY SESSION**

None.

**4. MINUTES APPROVAL**

The minutes for September 3, 2020 were received and accepted as submitted.

**4.1** September 3, 2020 - Regular Meeting Minutes

**Attachments:** [September 3, 2020 - Regular Meeting Minutes \(added 9/14/2020\)](#)

**5. STAFF BRIEFINGS**

**5.1** WATER SUPPLY AND RECYCLED WATER SUPPLY UPDATE

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

**Attachments:** [Presentation \(added 9/15/2020\)](#)

Presenters: Peter Martin, Deputy Director - Water Resources and Emma Walton, Deputy Director - Regional Water Reuse Operations

**6. CONSENT ITEMS**

**6.1** RESOLUTION - APPROVE ISSUANCE OF A PURCHASE ORDER TO

VELOCITY DYNAMICS LLC, DBA VELODYNE, LOUISVILLE, CO

RECOMMENDATION: It is recommended by the Water and Finance Departments that the Board of Public Utilities, by resolution, approve issuance of a Purchase Order for the purchase of three (3) polymer blending and feed equipment units, as required by the Laguna Treatment Plant, to Velocity Dynamics LLC, dba Velodyne, Louisville, CO, in the amount of \$149,650.

Attachments:    [Staff Report](#)  
                         [Resolution No. 1234](#)

**A motion was made by Vice Chair Arnone, Jr., seconded by Board Member Badenfort, to approve Item 6.1 - RESOLUTION NO. 1234 ENTITLED "RESOLUTION OF THE BOARD OF PUBLIC UTILITIES APPROVING ISSUANCE OF A PURCHASE ORDER FOR POLYMER BLENDING AND FEED EQUIPMENT UNITS TO VELOCITY DYNAMICS LLC, DBA VELODYNE, LOUISVILLE, COLORADO". The motion carried by the following vote:**

**Yes:** 6 - Chair Galvin III, Vice Chair Arnone Jr., Board Member Badenfort, Board Member Grabill, Board Member Wright and Board Member Mullan

**Absent:** 1 - Board Member Watts

**6.2            MOTION - APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR LEGAL SERVICES WITH JONES HALL LLP**

RECOMMENDATION: It is recommended by the City Attorney's Office and the Water Department that the Board of Public Utilities, by motion, approve a professional services agreement with the law firm of Jones Hall LLP for legal services as bond counsel and disclosure counsel for the issuance of the wastewater 2020A bonds in an amount not to exceed one hundred twenty thousand dollars (\$120,000).

Attachments:    [Staff Report](#)  
                         [Attachment 1 \\_ Legal Services Agreement](#)

**A motion was made by Vice Chair Arnone, Jr., seconded by Board Member Badenfort, to approve a professional services agreement with the law firm of Jones Hall LLP for legal services as bond counsel and disclosure counsel for the issuance of the wastewater 2020A bonds in an amount not to exceed one hundred twenty thousand dollars (\$120,000). The motion carried by the following vote:**

**Yes:** 6 - Chair Galvin III, Vice Chair Arnone Jr., Board Member Badenfort, Board Member Grabill, Board Member Wright and Board Member Mullan

**Absent:** 1 - Board Member Watts

## 7. REPORT ITEMS

### 7.1 REPORT - RECOMMENDATION FOR CITY COUNCIL TO APPROVE A FEE DEFERRAL AND AGREEMENT TO PAY WATER DEMAND FEES BETWEEN EL CRYSTAL MOBILE HOME PARK AND CITY OF SANTA ROSA

BACKGROUND: El Crystal Mobile Home Park (El Crystal MHP) is in need of an immediate connection to the City's water system due to contamination of the existing water wells on the real property located at 3280 Santa Rosa Avenue, Santa Rosa, California, Assessor's Parcel Number 044-101-012 (the "Property"). Deferral of the water demand fees will reduce the up-front cost for El Crystal MHP to make the connection, and the fees are anticipated to be paid within the five (5) year deferral period by state grant funds.

RECOMMENDATION: It is recommended by the Water Department that the Board of Public Utilities, by resolution, recommend that the Santa Rosa City Council approve a Fee Deferral and Agreement to Pay Water Demand Fees with El Crystal Mobile Home Park (MHP), LLC.

**Attachments:**    [Staff Report](#)  
[Attachment 1 El Crystal Water Fee Deferral Agreement](#)  
[Attachment 2 El Crystal Utility Certificate Approval Letter](#)  
[Attachment 3 El Crystal Notice of Exemption](#)  
[Presentation \(added 09/15/2020\)](#)  
[Resolution No. 1235 and Exhibit A](#)

Presenter: Andrew Allen, Supervising Engineer

**A motion was made by Board Member Wright, seconded by Board Member Grabill, to approve Item 7.1 - RESOLUTION NO. 1235 ENTITLED "RESOLUTION OF THE BOARD OF PUBLIC UTILITIES RECOMMENDING THE CITY COUNCIL APPROVE A FEE DEFERRAL AND AGREEMENT TO PAY WATER DEMAND FEES BETWEEN EL CRYSTAL MOBILE HOME PARK (MHP) AND CITY OF SANTA ROSA". The motion carried by the following vote:**

**Yes:** 6 - Chair Galvin III, Vice Chair Arnone Jr., Board Member Badenfort, Board Member Grabill, Board Member Wright and Board Member Mullan

**Absent:** 1 - Board Member Watts

## 8. PUBLIC COMMENTS ON NON-AGENDA MATTERS

None.

## 9. REFERRALS

None.

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

None.

#### **11. SUBCOMMITTEE REPORTS**

None.

#### **12. BOARD MEMBER REPORTS**

Vice Chair Arnone reported that he attended the recent Mayor's Boards & Commissions meeting on behalf of Chair Galvin.

#### **13. DIRECTORS REPORTS**

Jennifer Burke, Director, reported that staff received direction to submit the petition for review of the NPDES permit for wastewater to the State Water Board. Staff, outside counsel and outside consultants have worked on the petition and it will be submitted before the September 18, 2020 due date. She also informed the Board that Assistant City Attorney Molly MacLean will be leaving the City in the near future and Director Burke is working with the City Attorney's Office on a replacement. A recruitment will open soon and, in the interim, the department will procure outside counsel for assistance.

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

Chair Galvin adjourned the meeting. The next regular scheduled meeting of the Board of Public Utilities will be held on October 1, 2020.

**Approved on: October 15, 2020**

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**Roberta Atha, Recording Secretary**