



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

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Thursday, April 20, 2023

1:30 PM

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

Chair Galvin called the meeting to order at 1:32 p.m.

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

**Absent** 2 - Board Member Lisa Badenfort, and Board Member Mark Walsh

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

Board Member Bartholow recused herself from item 7.3 due to her employment with Sonoma County Farm Bureau.

**3. STUDY SESSION**

None.

**4. MINUTES APPROVAL**

4.1 April 6, 2023 - Regular Meeting Minutes - DRAFT.

The minutes for April 6, 2023 were approved as submitted.

**5. STAFF BRIEFINGS**

5.1 SANTA ROSA CREEK FLOOD STUDY AND FEMA MAP REVISION

Staff will provide information to the Board of Public Utilities regarding the Santa Rosa Creek Flood Study and Federal Emergency Management Agency (FEMA) map revision. The City is in the process of submitting data to FEMA for FEMA to update flood hazard maps for Santa Rosa Creek and its key tributaries, to generate new Flood Insurance Rate Maps, and to update Flood Insurance Studies for the study area. The City is evaluating implications of map updates on local property owners and intends to lead stakeholder engagement efforts, communicate findings, and assist the public in understanding National Flood Insurance Program requirements and options. Staff will conduct a Study Session for the Board to receive information, ask questions,

discuss, and provide feedback. No action will be taken except for possible feedback or direction to staff.

Flannery Banks, Storm Water and Creeks Engineer, presented and answered questions from the Board.

Bob Harter shared concerns regarding outreach and asked that the Engineering Contractor's Association, specifically, be looped in.

Flannery Banks responded to Public Commenter Harter's concerns.

## 6. CONSENT ITEMS

**A motion was made by Board Member Watts, seconded by Vice Chair Arnone, Jr., to approve Consent Items 6.1 through 6.5.**

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

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

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

### 6.1 MOTION - GENERAL SERVICE AGREEMENT F002599 AWARD - SANTA ROSA WATER JANITORIAL SERVICES

RECOMMENDATION: The Finance Department and Santa Rosa Water recommend that the Board of Public Utilities, by motion, approve a two-year General Services Agreement F002599 for janitorial services, with three one-year extension options, at Santa Rosa Water facilities with James Furuli Investment Co. Inc., DBA Environmental Dynamics, Petaluma, CA, in the amount of \$356,961.28, with a \$10,000 contingency for miscellaneous services.

This Consent - Motion was approved.

### 6.2 MOTION - BID AWARD AND APPROVAL OF A TWO-YEAR BLANKET PURCHASE ORDER - AGRICULTURAL LIME DELIVERY - PORTOLA MINERALS INC., DBA BLUE MOUNTAIN MINERALS

RECOMMENDATION: It is recommended by Santa Rosa Water and the Finance Department that the Board, by motion, award bid and approve a two-year Purchase Order, with three (3) one-year renewal options, to Portola Minerals Inc., dba Blue Mountain Minerals, Columbia, California,

for the supply and delivery of agricultural lime as required by Santa Rosa Water for the total amount not to exceed \$517,895.00.

This Consent - Motion was approved.

**6.3 MOTION - CONTRACT AWARD - LOS ALAMOS TRUNK SEWER REPLACEMENT SEGMENT 1 (STREAMSIDE DRIVE TO ELAINE DRIVE), CONTRACT NO. C01903**

RECOMMENDATION: It is recommended by the Transportation and Public Works Department and Santa Rosa Water that the Board of Public Utilities, by motion, award Construction Contract No. C01903 in the amount of \$8,777,141.00 to the lowest responsive bidder, Team Ghilotti, Inc., of Petaluma, California, for Los Alamos Trunk Sewer Replacement Segment 1 (Streamside Drive to Elaine Drive), approve a 15% contingency and authorize a total contract amount of \$10,093,712.15.

This Consent - Motion was approved.

**6.4 MOTION - AMENDMENT NO. 1 TO MASTER PROFESSIONAL SERVICES AGREEMENT CONTRACT A010099 WITH WEST YOST ASSOCIATES**

RECOMMENDATION: It is recommended by the Contract Review Subcommittee and Santa Rosa Water that the Board of Public Utilities, by motion, approve Amendment No. 1 to Contract A010099, a Master Professional Services Agreement with West Yost Associates, to increase the not to exceed amount from \$3,500,000.00 to \$5,000,000.00.

This Consent - Motion was approved.

**6.5 RESOLUTION - WAIVER OF COMPETITIVE BID AND PURCHASE ORDER AWARD - LABORATORY EQUIPMENT - AGILENT TECHNOLOGIES, INC. 5900 INDUCTIVELY COUPLED PLASMA OPTICAL EMISSION SPECTROSCOPY FOR THE LAGUNA ENVIRONMENTAL LABORATORY**

RECOMMENDATION: It is recommended by the Contract Review Subcommittee and Santa Rosa Water that the Board, by resolution, approve a waiver of competitive bid and award a purchase order for Agilent Technologies, Inc. 5900 Inductively Coupled Plasma Optical

Emission Spectroscopy, in the total amount not to exceed \$173,000.00.

This Consent - Resolution was approved.

**RECOMMENDATION**

**It is recommended by the Contract Review Subcommittee and Santa Rosa Water that the Board, by resolution, approve a waiver of competitive bid and award a purchase order for Agilent Technologies, Inc. 5900 Inductively Coupled Plasma Optical Emission Spectroscopy, in the total amount not to exceed \$173,000.00.**

**7. REPORT ITEMS**

**7.1 REPORT - PROFESSIONAL SERVICES AGREEMENT WITH KATZ AND ASSOCIATES FOR THE DEVELOPMENT AND IMPLEMENTATION OF THE WATER REUSE AND EDUCATION PROGRAM AT THE LAGUNA TREATMENT PLANT**

BACKGROUND: The tour program at the Laguna Treatment Plant (LTP) has been utilized to effectively educate community members about the value of our services and the stewardship of our local water resources. After a competitive process, the strategic communications firm of Katz and Associates, Inc., was selected to assist with improvements to the existing tour program at the LTP. The proposed Professional Services Agreement with Katz & Associates will first identify goals and objectives for outreach to tour participants, then develop a robust training program for department staff and a master plan for educational displays and signage around the facilities.

RECOMMENDATION: It is recommended by the Contract Review Subcommittee and Santa Rosa Water that, by motion, approve and authorize the Professional Services Agreement with Katz & Associates, Inc., a California corporation, for the Water Reuse Education and Tour Program, in an amount not to exceed \$247,577.00.

Alicia Quilici, Research and Program Coordinator, presented and received comments from the Board.

Duane Dewitt provided public comment on water reuse and the Geysers. Assistant City Attorney Biggerstaff asked that Public Commenter Dewitt speak during Item 8, Public Comments on Non-Agenda Matters.

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**A motion was made by Vice Chair Arnone, Jr., seconded by Board Member Wright, to approve:**

**RESOLUTION NO. 1314 ENTITLED: RESOLUTION OF THE BOARD OF PUBLIC UTILITIES APPROVING AND AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH KATZ & ASSOCIATES, INC., FOR THE DEVELOPMENT AND IMPLEMENTATION OF THE WATER REUSE EDUCATION AND TOUR PROGRAM AT THE LAGUNA TREATMENT PLANT**

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

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

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

**7.2 REPORT - FY 2023/24 WATER, WASTEWATER, STORM WATER AND CREEKS OPERATING AND MAINTENANCE, CAPITAL IMPROVEMENT, AND DEBT SERVICE BUDGETS - RECOMMENDATION TO CITY COUNCIL**

**BACKGROUND:** Santa Rosa Water manages the City of Santa Rosa's water and wastewater enterprise funds under the general policy authority and direction of the Board of Public Utilities (BPU) per the City Charter. The BPU annually recommends a proposed fiscal year water and wastewater budget to the City Council to be included in the annual City budget adoption. This year, per the 2022 update to the City Charter, the proposed fiscal year storm water and creeks budget will also be included in the request for recommendation.

**RECOMMENDATION:** It is recommended by the Budget Review Subcommittee and Santa Rosa Water that the Board of Public Utilities, by resolution, recommend that the City Council approve the Fiscal Year 2023/24 Water Fund, Local Wastewater Fund and Storm Water and Creeks Fund operation and maintenance and capital expenditure appropriation requests.

Nick Harvey, Budget and Financial Analysis Manager, presented, answered Board Member questions, and received Board Member comments.

Duane Dewitt spoke in support of the McMinn Ave. storm water project and provided comment on funding for Roseland Creek.

**A motion was made by Vice Chair Arnone, Jr., seconded by Board Member Bartholow, to approve:**

**RESOLUTION NO. 1316 ENTITLED: RESOLUTION OF THE BOARD OF PUBLIC UTILITIES RECOMMENDING THAT THE SANTA ROSA CITY COUNCIL APPROVE THE PROPOSED FISCAL YEAR 2023/24 SANTA ROSA WATER OPERATING, MAINTENANCE AND CAPITAL IMPROVEMENT BUDGETS FOR THE WATER FUND, THE LOCAL WASTEWATER FUND AND THE STORM WATER AND CREEKS FUNDS**

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

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

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

**7.3** REPORT - FY2023/24 REGIONAL WATER REUSE SYSTEM OPERATING AND MAINTENANCE, CAPITAL IMPROVEMENT, AND DEBT SERVICE BUDGET AND ALLOCATION OF COSTS - RECOMMENDATION TO CITY COUNCIL

BACKGROUND: The Regional Water Reuse System, managed by Santa Rosa Water serves five member agencies (Santa Rosa, Rohnert Park, Sebastopol, Cotati, and the Sonoma County South Park Sanitation District, each hereinafter referred to as “User Agency” or collectively as “User Agencies”). The Operating Agreement (Agreement) between the User Agencies requires that Santa Rosa Water annually prepare a Preliminary Budget and Allocation of Costs for the Regional Water Reuse System and notify the User Agencies of these costs by May 1st of each year. The Board annually recommends the proposed fiscal year Preliminary Budget and Allocation of Costs for the Regional Water Reuse System to the City Council to be included in the annual City budget adoption. The Regional Operations and Maintenance (O&M) Fund budget request is \$43,822,675 Regional cash-funded Capital Improvement Program (CIP) is \$10,000,000, and the Regional debt service due is \$23,096,097.

RECOMMENDATION: It is recommended by Santa Rosa Water, the Budget Review Subcommittee, and the Subregional Technical Advisory Committee, that the Board of Public Utilities, by resolution, recommend that the City Council approve the 2023/24 Regional System Operating and Maintenance, Capital Improvement, and Debt Service Budgets and resulting cost allocations.

Board Member Bartholow left the Chamber at 2:32 p.m.

Nick Harvey, Budget and Financial Analysis Manager, presented.

Duane Dewitt provided feedback regarding opportunities to bring in more funding in the future and provided feedback on where to find these monetary opportunities from the state.

**A motion was made by Board Member Wright, seconded by Board Member Watts, to approve:**

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**RESOLUTION NO. 1317 ENTITLED: RESOLUTION OF THE BOARD OF PUBLIC UTILITIES RECOMMENDING THAT THE SANTA ROSA CITY COUNCIL APPROVE THE PRELIMINARY FISCAL YEAR 2023/24 REGIONAL SYSTEM OPERATING, CAPITAL AND DEBT SERVICE BUDGET AND THE PROPOSED OPERATIONS AND DEBT SERVICE ALLOCATION OF COSTS**

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

**Yes:** 4 - Chair Galvin III, Vice Chair Arnone Jr., Board Member Watts and Board Member Wright

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

**Recused:** 1 - Board Member Bartholow

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

Duane Dewitt provided public comment on using the term "wastewater" and suggested alternative terms to use. Commenter Dewitt also shared feedback on using the Geysers to help bring revenue in and asked when the contract with the Geysers will end.

Director Burke responded to Public Commenter Dewitt's public comment.

**9. REFERRALS**

None.

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

None.

**11. SUBCOMMITTEE REPORTS**

Board Member Watts reported that the Water Conservation Subcommittee met on April 12, 2023. The first item revealed the five 2023 Water Use Efficiency award winners, which were unanimously approved by the subcommittee, and reviewed upcoming Water Awareness Month Activities. The Water Awareness Month Proclamation and WUE awards will go to City Council on April 25, 2023. The second item was the proposed modification to the Cash for Grass rebate amount to return the rebate to a cost-effective level of \$1.00 per sq ft. This item was approved by



the subcommittee by a vote of 2-1, with Board Member Walsh voting no. The third item was a review of success of the water use efficiency and communications efforts during this recent drought emergency.

Chair Galvin reported that the Contract Review Subcommittee met on April 11, 2023 to review three agreements, all of which were unanimously recommended by the subcommittee and on today's Board agenda. The first item was the proposed Professional Services Agreement (PSA) with Katz & Associates for the Water Reuse Education and Tour Program. The second item was the proposed Amendment No. 1 to the Master Professional Services Agreement (MPSA #A010099) with West Yost Associates for the groundwater program, which will raise the spending cap to allow existing, already funded projects to be completed under the contract. The third item was recommending the approval of a Waiver of Competitive Bid for a Purchase Order for an Agilent Technologies 5900 series Inductively Charged Plasma Optical Emission Spectroscopy (ICP-OES), replacing the currently ICP-OES which is beyond its service life.

## **12. BOARD MEMBER REPORTS**

None.

## **13. DIRECTORS REPORTS**

Director Burke provided a report on: Reminder two events this Saturday, first is the creek clean up on the Greenway with the starting point at the Olive Park foot bridge; second event is Earth Day at Courthouse Square from 12p.m. to 4p.m; lots of outreach has been happening in regards to applying for various funding, working with our elected officials, which included tours of the Laguna Treatment Plant for Congressman Huffman and staff, Congressman Thompson and staff, as well as Senator Feinstein's staff; Congressman Thompson sponsored our Water Resources Development Act (WARDA) bill last year which will support the Llano Trunk sewer trunk lining; we have also received a \$19.4 million authorization to work with the Army Corp.; this year we are working

on getting appropriations and Senator Feinstein has included \$2.5 million in her recommendation for potential appropriation for this project and we are hopeful it will make it through the budgeting process in Congress.

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

Chair Galvin adjourned the meeting at 2:52 p.m. The next meeting of Board of Public Utilities is scheduled for May 4, 2023.