1:30 p.m. Mayor’s Conference Room – Room 10

ROLL CALL

Present (7) Chairman Gale, Vice Chair Galvin, Board Members Arnone, Dowd, Holt, Kaun, and Steffensen

STATEMENTS OF ABSTENTION BY BOARD MEMBERS

Chairman Gale stated that he would be abstaining from the approval of the minutes for March 6, 2014 because he was absent from the meeting.

STUDY SESSION

3.1 CITYWIDE COST ALLOCATION PLAN REVIEW

BACKGROUND: The Cost Allocation Plan distributes city-wide administrative departmental costs to all departments based on various methodologies. Operating programs benefit from the city structure; therefore, the funding for the programs should reimburse the general government for that support. The Board may ask questions and discuss the cost allocation plan.

Linda Reed, Administrative Services Officer – Budget stated that this item would be continued to the April 3, 2014 meeting.

3.2 WATER, WASTEWATER AND SUBREGIONAL 2014/15 CAPITAL IMPROVEMENT PROGRAM BUDGET REVIEW

BACKGROUND: At a later meeting, the Board of Public Utilities will be asked to recommend the water, wastewater and Subregional system capital improvement program to the City Council. Staff will review the new and carryover projects and programs included in the 2014/15 request. The Board may discuss this item and give direction to staff.

Presenters: Danielle Dugre, Associate Engineer and Marie Benson, Quality Control Associate

No action was taken by the Board.

3.3 2014/15 WATER, WASTEWATER AND SUBREGIONAL REVENUE ASSUMPTIONS AND PROPOSED OPERATIONS AND MAINTENANCE BUDGET REVIEW

BACKGROUND: The Utilities Department manages the City of Santa Rosa’s water and wastewater enterprise funds under the general policy authority of the Board of Public Utilities (BPU) per the City Charter and budget approval by the City Council. The BPU will be asked at a later date to recommend proposed fiscal year water, wastewater, and Subregional system budgets to the City Council. Staff will review 2014/15 revenue assumptions and proposed water, wastewater, and Subregional system fund operations and maintenance budgets at this study session. The Board may discuss this item and give direction to staff.

Presenter: Linda Reed, Administrative Services Officer – Budget

No action was taken by the Board.

MINUTES APPROVAL

Board Member Dowd moved the approval of the minutes for March 6, 2014. The motion was seconded by Board Member Holt. AYES (6) NO (0) ABSENT (0) ABSTAIN (1) Gale

STAFF BRIEFINGS – NONE

CONSENT ITEMS

6.1 CONTRACT EXTENSION – FERRIC CHLORIDE SUPPLY

MOTION:

Board Member Steffensen moved a motion to approve the Second Amendment to General Services Agreement F000080 with Kemira Water Solutions, Inc., Lawrence, KS, for ferric chloride for the Laguna Wastewater Treatment Plant, for an additional two-year term, with a 2% decrease in contract unit price, in the total amount of $302,673. With approval of the Second Amendment in the amount of $302,673, the cumulative value of
the contract will be $769,143. Funds required for this operational expense have been allocated in the FY 2013-14 budget of the Utilities Department’s Key account number 130802-5339, and will be allocated in subsequent years budgets when approved by Council. The motion was seconded by Board Member Holt and carried unanimously. AYES (7) NO (0) ABSENT (0) ABSTAIN (0)

6.2 FIRST AMENDMENT TO JOINT AGREEMENT FOR JANITORIAL SERVICES

MOTION:

Board Member Steffensen moved a motion to approve the First Amendment to the Joint Agreement for Janitorial Services between the City of Santa Rosa and the Sonoma County Water Agency for a decrease in the total contract amount of $6,797.00. The motion was seconded by Board Member Holt and carried unanimously. AYES (7) NO (0) ABSENT (0) ABSTAIN (0)

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: David Guhin, Director of Utilities

Gina Perez

8. PUBLIC COMMENTS ON NON-AGENDA MATTERS - NONE

9. REFERRALS - NONE

10. WRITTEN COMMUNICATION (And Possible Board Action)

10.1 March 10, 2014 - Memo from David Guhin, Director of Utilities re: Minor Contract Award C01735 – Station 10 Emergency Generator Improvements; included in packet.

11. SUBCOMMITTEE REPORTS

Board Member Dowd stated that the report from the Budget Review Subcommittee was completed during the Study Sessions.

12. BOARD MEMBER REPORTS - NONE

13. DIRECTORS REPORT

David Guhin, Director of Utilities reported that the Earth Day event is scheduled for April 19, 2014; and the selection process for Deputy Director of Environmental Services has begun. He then discussed the recent article in the North Bay Business Journal regarding high strength waste.

14. ADJOURNMENT OF MEETING

At 3:05 p.m. the meeting was adjourned. The next regular meeting of the Board of Public Utilities will be held on Thursday, April 3, 2014 at approximately 1:30 p.m. in the Council Chamber, City Hall, 100 Santa Rosa Avenue, Santa Rosa.

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Stephen Gale

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Gina Perez