

**MINUTES OF SILICON VALLEY CLEAN WATER  
SPECIAL MEETING – January 27, 2020  
8:00 a.m.**

**ITEM 1**

**CALL TO ORDER**

The meeting was called to order at 8:00 a.m.

**ITEM 2**

**ROLL CALL - Commissioners Duly Appointed by Each Agency**

Council Member Alicia Aguirre, Redwood City - Chair  
Board Member George Otte, P.E., West Bay Sanitary District – Vice Chair  
Council Member Mark Olbert, San Carlos – Secretary  
Council Member Warren Lieberman, PhD., Belmont

**Staff, Consultants and Visitors Present**

Teresa A. Herrera, SVCW Manager  
Christine Fitzgerald, SVCW Legal Counsel  
Jennifer Flick, SVCW Human Resources Director  
Matt Anderson, SVCW Chief Financial Officer/Assistant Manager  
Monte Hamamoto, SVCW Chief Operating Officer  
Kim Hackett, SVCW Authority Engineer  
Arvind Akela, SVCW Engineering Director  
Eric Hansen, SVCW Engineering  
Kara Tremblay, SVCW Engineering  
Jessica Mangual, SVCW Secretary Pro Tem  
Robert Wandro, SVCW Lab Director  
Tiffany Ishaya, SVCW Lab  
Yan Yan Zhang, SVCW Lab  
Maria Gawat, SVCW Lab Supervisor  
Jeff Brubaker, SVCW Operations Supervisor  
Sylvia Alejos, SVCW Engineering  
EJ Shalaby, Senior Consultant, DNS Strategic Partners  
Molly Flowerday, City of Redwood City  
Bill Tanner, Tanner Pacific, Inc.  
Mark Minkowski, Kennedy/Jenks  
Sheryl Chia, Kennedy/Jenks  
Leslie Murphy, PFM Asset Management

**ITEM 3**

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by those in attendance.

**ITEM 4**  
**PUBLIC COMMENT**

There was no Public Comment

**ITEM 5**  
**SAFETY MOMENT AND REPORTS**

Safety Moment concerned automobile tire safety and tire maintenance.

Under the Managers Report, several items were reported:

A milestone in safety was reached at 373 days without an OSHA reportable accident.

SVCW received an award from the California Sanitation Risk Management Authority for the Workers' Compensation Award recognizing low safety incidents within the agency.

Two awards were received from the California Water Environment Association Santa Clara Valley Section; one for Engineering Achievement and one for Research Achievement.

A presentation will be given at the February 11<sup>th</sup> Redwood Shores Community Association annual meeting; the focus is RESCU.

SVCW's Chief Operating Officer provided a presentation on the SVCW laboratory, noting its criticality in meeting regulatory requirements, providing input to plant operations, and performing work for other wastewater agencies. New federal certification requirements for laboratories are being implemented which will require additional training and possibly another staff person; staff is tracking impact of the changes.

For the remaining written reports contained within the agenda packets, there were no questions nor comments.

**ITEM 6**  
**MATTERS OF COMMISSION MEMBER'S INTEREST**

There were no comments.

**ITEM 7**  
**CONSIDERATION OF MOTION APPROVING CONSENT CALENDAR ITEMS 7A THROUGH 7I**

A. APPROVAL OF MINUTES – December 16, 2019

B. CONSIDERATION OF MOTION APPROVING CLAIMS AND CHECKS DATED DECEMBER 13, 2019 AND DECEMBER 27, 2019 AND NECESSARY PAYMENTS THROUGH DECEMBER 27, 2019

C. CONSIDERATION OF MOTION ACCEPTING CONTROL BUILDING HVAC IMPROVEMENTS PROJECT AND AUTHORIZATION TO FILE NOTICE OF COMPLETION

Proposed Action:

Move approval of MOTION TO ACCEPT THE CONTROL BUILDING HVAC IMPROVEMENTS (PROJECT #259) AND AUTHORIZE FILING NOTICE OF COMPLETION – RODAN BUILDERS

D. CONSIDERATION OF MOTION APPROVING TASK ORDER AMENDMENT TO RESCU PROGRAM'S COMPLIANCE MONITORING SERVICES BY RGM KRAMER

Proposed Action:

Move approval of TASK ORDER AMENDMENT SCOPE OF WORK AND BUDGET FOR COMPLIANCE MONITORING SERVICES FOR THE RESCU PROGRAM (CIP #9500) IN AN AMOUNT NOT TO EXCEED \$475,000 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – RGM KRAMER, INCORPORATED

E. CONSIDERATION OF MOTION AUTHORIZING PURCHASE ORDER CONTRACT FOR EMERGENCY ROADWAY REPAIRS IN THE WEST ACCESS ROAD ASSOCIATED WITH DUAL MEDIA FILTER LINE EMERGENCY REPAIRS PROJECT (PROJECT #313)

Proposed Action:

Move approval of PURCHASE ORDER CONTRACT FOR ROADWAY REPAIRS (PROJECT #313) IN AN AMOUNT NOT TO EXCEED \$98,000, AUTHORIZE MANAGER TO EXECUTE SAID PURCHASE ORDER CONTRACT AND APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – ANDREINI BROTHERS, INC.

F. CONSIDERATION OF MOTION APPROVING SIDE LETTER OF AGREEMENT BETWEEN SILICON VALLEY CLEAN WATER AND STATIONARY ENGINEERS, LOCAL 39

Proposed Action:

Move adoption of RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF SIDE LETTER OF AGREEMENT MODIFYING THE MEMORANDUM OF UNDERSTANDING BETWEEN SILICON VALLEY CLEAN WATER AND STATIONARY ENGINEERS, LOCAL 39

G. CONSIDERATION OF RESOLUTION AND MOTION APPROVING MASTER SERVICES AGREEMENT AND TASK ORDER WITH INTEGRAL GROUP, INC. FOR BUILDING MECHANICAL SYSTEMS (ALSO KNOWN AS HEATING, VENTILATION AND AIR CONDITIONING OR HVAC) CONSULTING SERVICES

Proposed Actions:

- i. Move adoption of RESOLUTION APPROVING MASTER SERVICES AGREEMENT FOR BUILDING MECHANICAL SYSTEM CONSULTING SERVICES WITH INTEGRAL GROUP, INC.
- ii. Move approval of TASK ORDER SCOPE OF WORK AND BUDGET FOR ENGINEERING DESIGN SERVICES FOR LABORATORY BUILDING HVAC REHABILITATION (CIP #9251) IN AN AMOUNT NOT TO EXCEED \$102,000 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – INTEGRAL GROUP, INC.

H. CONSIDERATION OF RESOLUTION APPROVING CONTRACT CHANGE ORDER TO GRAVITY PIPELINE PROJECT

Proposed Action:

Move adoption of RESOLUTION AUTHORIZING THE SILICON VALLEY CLEAN WATER MANAGER TO APPROVE CONTRACT CHANGE ORDER FOR THE GRAVITY PIPELINE PROJECT IN THE AMOUNT OF \$111,568 – BARNARD-BESSAC JOINT VENTURE

I. CONSIDERATION OF MOTION APPROVING CONTRACT CHANGE ORDER FOR NEW 12KV SWITCHGEAR PROJECT (CIP #9807)

Proposed Action:

Move approval of CONTRACT CHANGE ORDER FOR NEW 12KV SWITCHGEAR PROJECT (CIP #9807) IN THE AMOUNT OF \$198,480 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – JFSHEA/PARSONS JOINT VENTURE

Commissioners had questions regarding Consent Calendar Items 7C, 7D, 7E and 7F. Ms. Herrera responded to the questions regarding the four items.

Regarding Item 7I, the Commission requested that future financial information be clearer as to expenditures versus allocated budgets for individual agenda items.

**Motion/Second: Mr. Olbert / Mr. Otte**

The Motion carried by Unanimous Vote

**ITEM 8A**

**CONSIDERATION OF RESOLUTION ADOPTING REVISION TO SILICON VALLEY CLEAN WATER'S INVESTMENT POLICY AND GUIDELINES**

Proposed Action:

Move adoption of RESOLUTION APPROVING AND ADOPTING REVISION "S" TO ADMINISTRATIVE POLICY 1992-01 ESTABLISHING SILICON VALLEY CLEAN WATER'S INVESTMENT POLICY AND GUIDELINES

An introduction to the item was made followed by a presentation by Leslie Murphy, Senior Managing Consultant, PFM Asset Management LLC. Staff and Ms. Murphy then answered Commissioners' questions.

After discussion, the item was tabled to the March 2020 Commission Meeting.

**ITEM 8B**

**CONSIDERATION OF RESOLUTION ADOPTING THE 2020 CIP UPDATE AND CORRESPONDING CEQA CONCLUSIONS**

Proposed Action:

Move adoption of RESOLUTION APPROVING AND ADOPTING THE 2020 UPDATE OF THE SILICON VALLEY CLEAN WATER CAPITAL IMPROVEMENT PROGRAM AND CORRESPONDING CEQA CONCLUSIONS

**Motion/Second: Mr. Lieberman / Mr. Olbert**

The Motion carried by Unanimous Vote

**ITEM 8C**

**CONSIDERATION OF MOTION TO RECEIVE AND ACCEPT LONG-RANGE FINANCIAL PLAN – 2020 UPDATE**

Proposed Action:

Move approval of RECEIPT AND ACCEPTANCE OF SILICON VALLEY CLEAN WATER LONG-RANGE FINANCIAL PLAN – 2020 UPDATE

**Motion/Second: Mr. Olbert / Mr. Otte**

The Motion carried by Unanimous Vote

**ITEM 9**

**CLOSED SESSION**

Closed Session was called to order at 10:06 a.m.

**ITEM 10**

**RECONVENE IN OPEN SESSION**

Open Session reconvened at 10:23 a.m.

Ms. Fitzgerald reported as to Agenda Item 9A the Commission unanimously approved an Agreement with the County of San Mateo for the transfer and acceptance of Easement Deeds for the Gravity Pipeline Project.

**ITEM 11**

**ADJOURN**

There being no further business, the meeting adjourned at 10:25 a.m.

Minutes prepared by Teresa A. Herrera  
Reviewed by General Counsel



---

Mark Olbert, Secretary