

**MINUTES OF SILICON VALLEY CLEAN WATER
REGULAR MEETING – November 18, 2019
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
Mayor Mark Olbert, San Carlos – Secretary
Council Member Warren Lieberman, PhD., Belmont

Staff, Consultants and Visitors Present

Teresa A. Herrera, SVCW Manager
Christine C. Fitzgerald, SVCW Legal Counsel
Matt Anderson, SVCW Chief Financial Officer/Assistant Manager
Kim Hackett, SVCW Authority Engineer
Arvind Akela, SVCW Engineering Director
Jessica Mangual, SVCW Secretary Pro Tem
Eric Hansen, SVCW
EJ Shalaby, DNS
Bill Tanner, Tanner Pacific
Mark Minkowski, Kennedy/Jenks
Derek Rampone, City of Redwood City
Leslie Murphy, PFM Asset Management
Jim Lewis, member of the public

ITEM 3

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by those in attendance.

ITEM 4

PUBLIC COMMENT

Mr. Jim Lewis, a member of the public, thanked the Commissioners and SVCW staff members for all their work over the last five years.

ITEM 5A THROUGH 5F
SAFETY MOMENT AND REPORTS

This month's Safety Moment provided tips for storing, buying, and cooking turkeys as well as storing leftovers.

The Manager's Report included a reminder about the SVCW Holiday Potluck Luncheon on Wednesday, December 11th. A description of bioassays was provided to the Commissioners; bioassays are a permit requirement, are performed once a month and last for a week. Fish are placed into tanks with plant effluent and a control and 100% survival rate is required. A bioassay just completed with 100% survival rate.

The Financial Reports were then given by Mr. Anderson after which he along with Ms. Herrera responded to Commissioners' questions.

For the Engineering Projects Status Update and Commission Requested Staff Level Action Items, there were no verbal reports.

For the RESCU Program Update, information related to contract change orders was added.

ITEM 6
MATTERS OF COMMISSION MEMBER'S INTEREST

There were no comments.

ITEM 7
CONSIDERATION OF MOTION APPROVING CONSENT CALENDAR ITEMS

Items 7C and 7D were pulled for questions and clarifications.

- A. APPROVAL OF MINUTES – October 21, 2019
- B. CONSIDERATION OF MOTION APPROVING CLAIMS AND CHECKS DATED OCTOBER 18, 2019 AND NOVEMBER 1, 2019, AND NECESSARY PAYMENTS THROUGH NOVEMBER 1, 2019

Motion/Second: Mr. Olbert / Mr. Otte on Items 7A and 7B

The Motion carried by Unanimous Vote

- C. CONSIDERATION OF MOTION APPROVING TASK ORDER SCOPE AND BUDGET FOR NEXINITE DATA DEVELOPMENT AND REPORTING FOR SVCW'S ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE (CIP #9105)

Proposed Action:

Move approval of TASK ORDER SCOPE OF WORK AND BUDGET FOR DATA AND REPORTING SOLUTIONS ASSOCIATED WITH THE ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE PROJECT (CIP #9105) IN THE AMOUNT NOT TO EXCEED \$173,350 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT (10%) CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – NEXINITE LLC

The Commission asked if other software solutions besides Power BI were evaluated. The proposed action was modified to authorize staff to review other software solutions, specifically, Tableau, within the same budgetary authorization.

Motion/Second: Mr. Olbert / Mr. Lieberman

The amended Motion carried by Unanimous Vote

- D. CONSIDERATION OF RESOLUTION APPROVING CONTRACTS FOR CONSTRUCTION OF SAF-MBR RESEARCH FACILITY INFRASTRUCTURE (CIP #9236)

Proposed Action:

Move adoption of RESOLUTION APPROVING CONTRACTS FOR CONSTRUCTION OF INFRASTRUCTURE IMPROVEMENTS FOR THE SAF-MBR PILOT RESEARCH PROJECT WITHOUT COMPETITIVE BIDDING FINDING THAT COMPETITIVE BIDDING WOULD BE UNAVAILABLE, WOULD NOT PRODUCE AN ADVANTAGE AND WOULD NOT BE IN THE PUBLIC INTEREST AND AUTHORIZING SVCW MANAGER TO APPROVE CONSTRUCTION CONTRACT CHANGE ORDERS UP TO TEN PERCENT (10%) OF THE CONTRACT PRICE – SHEA PARSONS JOINT VENTURE (\$140,000) AND MORROW MEADOWS (\$140,000)

The Commission requested clarification on the policy under which staff makes a determination of the need to publicly bid a project. The Manager and Legal Counsel responded to the Commissioner's question.

Motion/Second: Mr. Otte / Mr. Lieberman

The Motion carried with 3 ayes and 1 nay; Commissioner Olbert opposing.

ITEM 8A

CONSIDERATION OF RESOLUTION APPROVING UPDATE TO SILICON VALLEY CLEAN WATER 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

After discussion, Agenda Item 8A was tabled until the December Meeting.

ITEM 8B

CONSIDERATION OF RESOLUTION APPROVING UPDATE TO SILICON VALLEY CLEAN WATER RESERVE FUND POLICY AND PROCEDURES

Proposed Action:

Move adoption of RESOLUTION APPROVING AND ADOPTING REVISION "D" TO ADMINISTRATIVE POLICY 2013-03, "SVCW RESERVE FUND POLICY AND PROCEDURES"

The Commission asked several questions related to where the reserve funds should reside and inclusion of an annual escalator to the reserve amounts. After discussion, a motion was made with a revision to the proposed action including an annual escalator to the recommended reserve amounts.

Motion/Second: Ms. Aguirre / Mr. Otte

The Motion carried with 3 ayes and 1 nay; Commissioner Olbert opposing.

ITEM 8C

CONSIDERATION OF RESOLUTION DECLARING EXISTENCE OF AN EMERGENCY CONDITION AND APPROVING REPAIR OF ESSENTIAL FACILITIES (DMF FEED PIPE)

Proposed Action:

Move adoption of RESOLUTION DECLARING EXISTENCE OF EMERGENCY CONDITION REQUIRING IMMEDIATE EXPENDITURE OF FUNDS IN FURTHERANCE OF PUBLIC HEALTH, WELFARE AND SAFETY AND APPROVING AND RATIFYING EXECUTION OF CONTRACTS FOR REPAIR OF ESSENTIAL PUBLIC FACILITIES RELATING THERETO (DMF FEED PIPE) (4/5th weighted vote required)

Motion/Second: Mr. Olbert / Mr. Lieberman

The Motion carried by Unanimous Vote

ITEM 9A THROUGH 9D

CLOSED SESSION

Closed Session was called to order at 9:43 a.m.

ITEM 10

RECONVENE FROM CLOSED SESSION

Open Session reconvened at 10:11 a.m.

Ms. Fitzgerald reported as to Agenda Items 9A through 9D no reportable action was taken and direction was given to staff.

ITEM 11

ADJOURN

There being no further business, the meeting adjourned at 10:12 a.m.

Minutes prepared by Teresa A. Herrera
Reviewed by General Counsel



Mark Olbert, Secretary