

**COMMISSION OF SILICON VALLEY CLEAN WATER
JOINT POWERS AUTHORITY
REGULAR MEETING – Thursday, April 12, 2018
8:00 a.m.**

Place: Pelican Conference Room
Silicon Valley Clean Water
1400 Radio Road, 2nd Floor
Redwood City, California

COMMISSIONERS

COUNCIL MEMBER JOHN SEYBERT, REDWOOD CITY – CHAIR
COUNCIL MEMBER WARREN LIEBERMAN, PhD., BELMONT – VICE CHAIR
BOARD MEMBER GEORGE OTTE, P.E., WEST BAY SANITARY DISTRICT – MEMBER
MAYOR ROBERT GRASSILLI, SAN CARLOS – SECRETARY

MANAGER: DANIEL T. CHILD

ATTORNEY FOR THE AUTHORITY: CHRISTINE C. FITZGERALD

CONTROLLER/TREASURER: KIMBRA MCCARTHY

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact SVCW (650) 591-7121. Notification in advance of the meeting will enable the Authority to make reasonable arrangements to ensure accessibility to this meeting.

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

Any member of the public may address and ask questions of the Chair under this item relating to any matter within the Commission's jurisdiction that does not appear as a separate item on the Agenda. An opportunity will be provided for members of the public to address the Chair and ask questions about any item that is listed on the agenda at the time the Commission considers the item and before action is taken. If you address the Commission on a non-agenda item, please be aware that the Ralph M. Brown Act (Gov. C. § 54950 et seq.) prohibits the Commission from acting on or discussing such matters at this meeting. Any such item may be referred to staff for a decision with regard to placing it on a future agenda for discussion, action or a report.

5. SAFETY MOMENT and REPORTS

- A. Safety Moment
- B. Manager's Report (verbal)
- C. Financial Reports
 - 1. Investment Report February 2018
- D. Engineering Projects Status Update March 2018
- E. Commission Requested Staff-Level Action Items
- F. RESCU Program Design-Build Project Status Update Handout/Discussion

6. MATTERS OF COMMISSION MEMBER'S INTEREST

7. CONSIDERATION OF MOTION APPROVING CONSENT CALENDAR

8. BUSINESS ITEMS

- A. CONSIDERATION OF RESOLUTION APPROVING GRAVITY PIPELINE PROJECT DESIGN-BUILD STAGE 1 AGREEMENT AMENDMENTS (CIP #6008)

Proposed Action: Move adoption of RESOLUTION RATIFYING DESIGN BUILD AGREEMENT STAGE 1 AMENDMENT NO. 1 AND APPROVING AMENDMENT NOS. 2, 3, AND 4 FOR GRAVITY PIPELINE PROJECT (CIP #6008) – BARNARD-BESSAC JOINT VENTURE - (\$580,576)

- B. CONSIDERATION OF RESOLUTION AWARDING CONSTRUCTION CONTRACT DOCUMENTS FOR THE FOOD WASTE RECEIVING PILOT PROJECT (CIP #9229)

Proposed Action: Move adoption of RESOLUTION APPROVING CONTRACT DOCUMENTS AND ACCEPTING NEGOTIATED BID PRICE FOR FOOD WASTE RECEIVING PILOT PROJECT UNDER STATE GRANT PROGRAM (CIP #9229) WITHOUT COMPETITIVE BIDDING, FINDING THAT COMPETITIVE BIDDING WOULD BE UNAVAILING, WOULD NOT PRODUCE AN ADVANTAGE AND WOULD NOT BE IN THE PUBLIC INTEREST; AUTHORIZING EXECUTION OF AGREEMENT FOR SAID WORK AS A CONSTRUCTION CONTRACT CHANGE ORDER TO THE THICKENING IMPROVEMENTS - PHASE 1 PROJECT (CIP#9168), AND AUTHORIZE MANAGER TO APPROVE CHANGE ORDERS UP TO TEN PERCENT OF THE CONTRACT VALUE FOR SAID PROJECT (\$684,000.00) – C. OVERAA & CO.

- C. CONSIDERATION OF RESOLUTION AWARDING CONTRACT DOCUMENTS FOR THE DESIGN-BUILD OF WASTEWATER TREATMENT PLANT IMPROVEMENTS PHASE 2 PROJECT AND FOR OWNER ENGINEERING ADVISOR SERVICES RELATED TO THE PROJECT

Proposed Actions:

- i. Move adoption of RESOLUTION APPROVING DESIGN BUILD DOCUMENTS FOR THE WASTEWATER TREATMENT PLANT IMPROVEMENTS PHASE 2 PROJECT (CIP #9169, 9173, 9186, 9189, 9197, 9220, 9224), AUTHORIZING EXECUTION OF AGREEMENT AND AUTHORIZING MANAGER TO APPROVE CONTRACT CHANGE ORDERS UP TO TEN PERCENT OF THE CONTRACT PRICE FOR SAID PROJECT – C. Overaa/HydroScience (\$9,000,000).
- ii. Move approval of AMENDING THE TASK ORDER SCOPE AND BUDGET FOR OWNER'S ADVISOR SERVICES FOR THE WWTP RELIABILITY IMPROVEMENTS PHASE 2 PROJECT IN AN AMOUNT NOT-TO-EXCEED \$87,782 – KENNEDY/JENKS

- D. CONSIDERATION OF RESOLUTION AWARDING CONTRACT DOCUMENTS FOR CONSTRUCTION OF SAF-MBR RESEARCH FACILITY INFRASTRUCTURE.

Proposed Action: Move adoption of RESOLUTION APPROVING CONTRACT FOR CONSTRUCTION OF INFRASTRUCTURE IMPROVEMENTS FOR THE SAF-MBR PILOT RESEARCH PROJECT WITHOUT COMPETITIVE BIDDING, FINDING THAT COMPETITIVE BIDDING WOULD BE UNAVAILING, 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 - POWER ENGINEERING CONTRACTORS - (\$320,000)

- E. CONSIDERATION OF CONTRACT CHANGE ORDER FOR PLANT SECURITY GATE FOR NEW 12KV SWITCHGEAR PROJECT (CIP#9807)

Proposed Action: Move approval of CONTRACT CHANGE ORDER FOR NEW 12KV SWITCHGEAR PROJECT (CIP #9187) IN THE AMOUNT OF \$120,000 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – JF SHEA/PARSONS JOINT VENTURE

F. CONSIDERATION OF RESOLUTIONS APPROVING AND ADOPTING FISCAL YEAR 2018-19 ANNUAL OPERATING AND CAPITAL EXPENDITURES BUDGET

Proposed Actions:

- i. Move adoption of RESOLUTION ADOPTING FISCAL YEAR 2018-19 REVENUE PLAN IN THE AMOUNT OF \$24,213,623 IN NET OPERATING REVENUES REQUIRED AND \$1,485,500 FOR REVENUE-FUNDED CAPITAL PROJECTS**
- ii. Move adoption of RESOLUTION ADOPTING FISCAL YEAR 2018-19 CASH RESERVE DESIGNATIONS IN THE AMOUNT OF \$984,034**
- iii. Move adoption of RESOLUTION ADOPTING FISCAL YEAR 2018-19 DEBT SERVICE EXPENDITURES IN AN AMOUNT OF \$20,389,946**
- iv. Move adoption of RESOLUTION AUTHORIZING SVCW MANAGER TO IMPLEMENT, MANAGE AND APPROVE EXPENDITURES AUTHORIZED WITHIN THE FISCAL YEAR 2018-2019 ANNUAL OPERATING AND CAPITAL EXPENDITURES BUDGET AS ADOPTED BY THE SILICON VALLEY CLEAN WATER COMMISSION**

9. CLOSED SESSION

- A. LABOR NEGOTIATIONS (Govt. Code Section 54957.6(a))
AGENCY NEGOTIATORS: Daniel T. Child, SVCW Manager
Matt Anderson, Chief Financial Officer/Admin. Manager
Jennifer Flick, SVCW Human Resources Director
Monte Hamamoto, SVCE Chief Operating Officer Darrell Murray, IEDA
EMPLOYEE ORGANIZATION: IUOE LOCAL 39**
- B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Pursuant to Government Code Section 54956.8
Property Description: 930 Governor's Bay, Redwood City, CA (APN: 095-380-210)
SVCW Negotiators: Lillian Jewell, Kevin Thorne (Hamner, Jewell & Associates); SVCW Manager, Daniel T. Child
Negotiating Parties: Young/Leung Under Negotiation: Price and terms**
- C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Section 54956.9(b) and (d)(2) (one potential case)**

10. RECONVENE IN OPEN SESSION – Announce action taken in Closed Session, if any.

11. ADJOURN

CONSENT CALENDAR

NOTICE TO PUBLIC

All matters listed under CONSENT CALENDAR are considered to be routine. There may be discussion on items on the CONSENT CALENDAR. All items will be enacted by one motion with a roll call vote unless members of the Commission, staff, or public request specific items be removed from the CONSENT CALENDAR for separate action.

7. A. APPROVAL OF MINUTES – March 8, 2018 Meeting
- B. CONSIDERATION OF MOTION APPROVING WARRANT REGISTERS FOR CLAIMS AND CHECKS DATED FEBRUARY 23, 2018 AND APRIL 1, 2018, AND NECESSARY PAYMENTS FROM FEBRUARY 24, 2018 THROUGH APRIL 1, 2018
- C. CONSIDERATION OF MOTION ACCEPTING FINAL PROJECT AND FILING NOTICE OF COMPLETION FOR THE PRIMARY SEDIMENTATION TANK REHABILITATION PROJECT (CIP #9080, #9128)

Proposed Action: Move approval to ACCEPT PRIMARY SEDIMENTATION TANK REHABILITATION (CIP #9080, #9128) AND AUTHORIZE FILING NOTICE OF COMPLETION – ERS INDUSTRIAL SERVICES

- D. CONSIDERATION OF MOTION ACCEPTING FINAL PROJECT AND FILING NOTICE OF COMPLETION FOR THE SOLIDS HANDLING BUILDING HVAC DUCT REPAIR PROJECT (CIP #9169)

Proposed Action: Move approval TO ACCEPT SOLIDS HANDLING BUILDING HVAC DUCT REPAIR PROJECT (CIP #9169) AND AUTHORIZE FILING OF NOTICE OF COMPLETION – BLOCKA CONSTRUCTION INC.

- E. CONSIDERATION OF RESOLUTIONS REVISING ADMINISTRATIVE POLICIES 1980-04, "CODE OF ACCOUNTS"; 1981-02, "DISPOSAL OF SURPLUS PROPERTY"; 1990-01, "PROCEDURE FOR REIMBURSEMENT OF EXPENSES AND TRAVEL GUIDELINES"; 1991-01, "PROCEDURE GOVERNING SVCW PETTY CASH"; 1992-01, "SVCW INVESTMENT POLICY AND GUIDELINES"; 2007-01, "SVCW PURCHASE CARD SYSTEM"; 2007-02, "FIXED ASSET POLICIES AND PROCEDURES"; 2013-03, "SVCW RESERVE FUND POLICY AND PROCEDURES"; AND 2017-01, "STATEMENT OF DEBT MANAGEMENT POLICY"

Proposed Actions:

- i. Move adoption of RESOLUTION APPROVING AND ADOPTING REVISION Z OF ADMINISTRATIVE POLICY 1980-04, "CODE OF ACCOUNTS"

- ii. Move adoption of RESOLUTION APPROVING AND ADOPTING REVISION F OF ADMINISTRATIVE POLICY 1981-02 "DISPOSAL OF SURPLUS PROPERTY"
- iii. Move adoption of RESOLUTION APPROVING AND ADOPTING REVISION B OF ADMINISTRATIVE POLICY 1990-01, "PROCEDURE FOR REIMBURSEMENT OF EXPENSES AND TRAVEL GUIDELINES"
- iv. Move adoption of RESOLUTION APPROVING AND ADOPTING REVISION B OF ADMINISTRATIVE POLICY 1991-01, "PROCEDURE GOVERNING SVCW PETTY CASH"
- v. Move adoption of RESOLUTION APPROVING AND ADOPTING REVISION Q OF ADMINISTRATIVE POLICY 1992-01, "SVCW INVESTMENT POLICY AND GUIDELINES"
- vi. Move adoption of RESOLUTION APPROVING AND ADOPTING REVISION A OF ADMINISTRATIVE POLICY 2007-01, "SVCW PURCHASE CARD SYSTEM"
- vii. Move adoption of RESOLUTION APPROVING AND ADOPTING REVISION C OF ADMINISTRATIVE POLICY 2007-02, "FIXED ASSET POLICIES AND PROCEDURES"
- viii. Move adoption of RESOLUTION APPROVING AND ADOPTING REVISION B OF ADMINISTRATIVE POLICY 2013-03, "SVCW RESERVE FUND POLICY AND PROCEDURES"
- ix. Move adoption of RESOLUTION APPROVING AND ADOPTING REVISION A OF ADMINISTRATIVE POLICY 2017-01, "STATEMENT OF DEBT MANAGEMENT POLICY"