



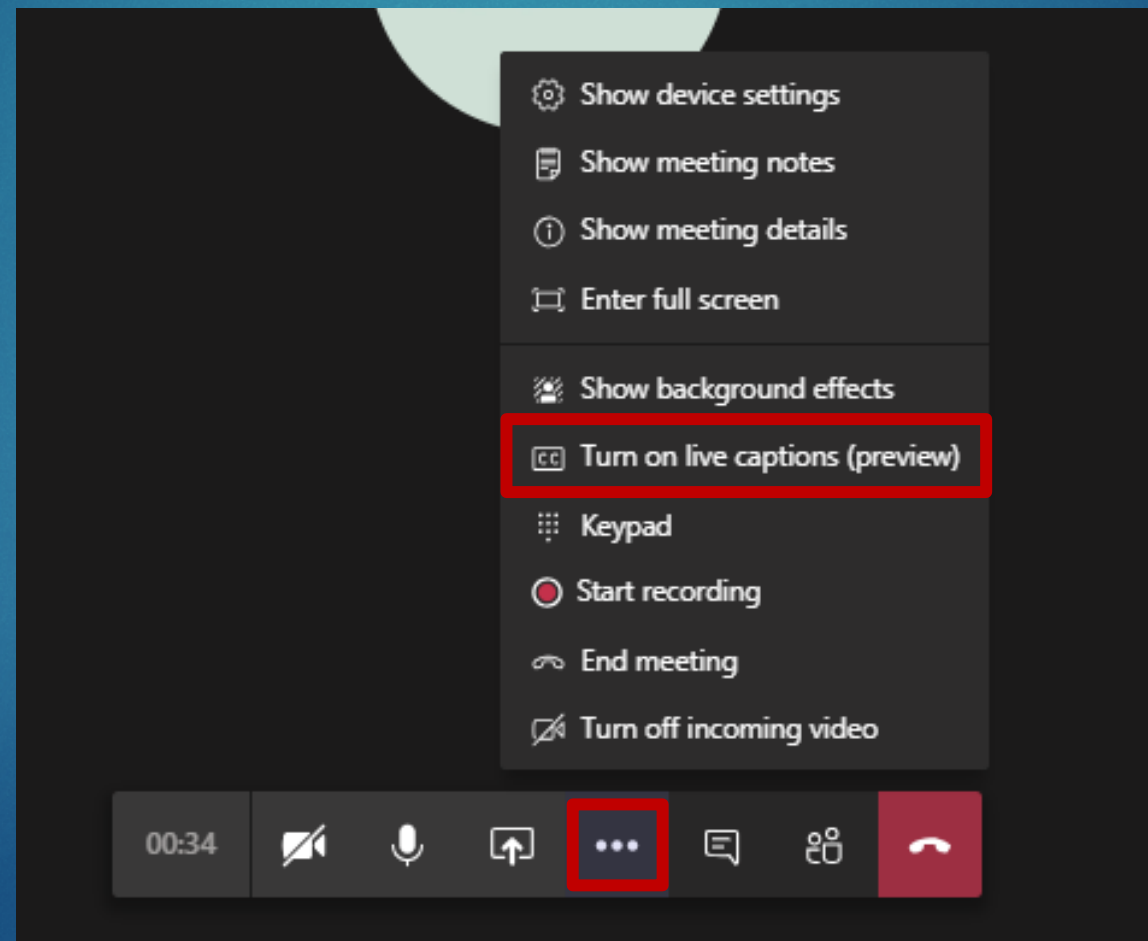
Silicon Valley Clean Water Commission Meeting

APRIL 20, 2020



Turn on Live Captions

- ▶ To turn on live captions, go to your meeting controls and select **More actions ...** > **Turn on live captions (preview)**.





Agenda Item 5C

Capital Improvement Program Funding Strategy

CIP Program Expenditures

Capital Improvement Program - March 31, 2020

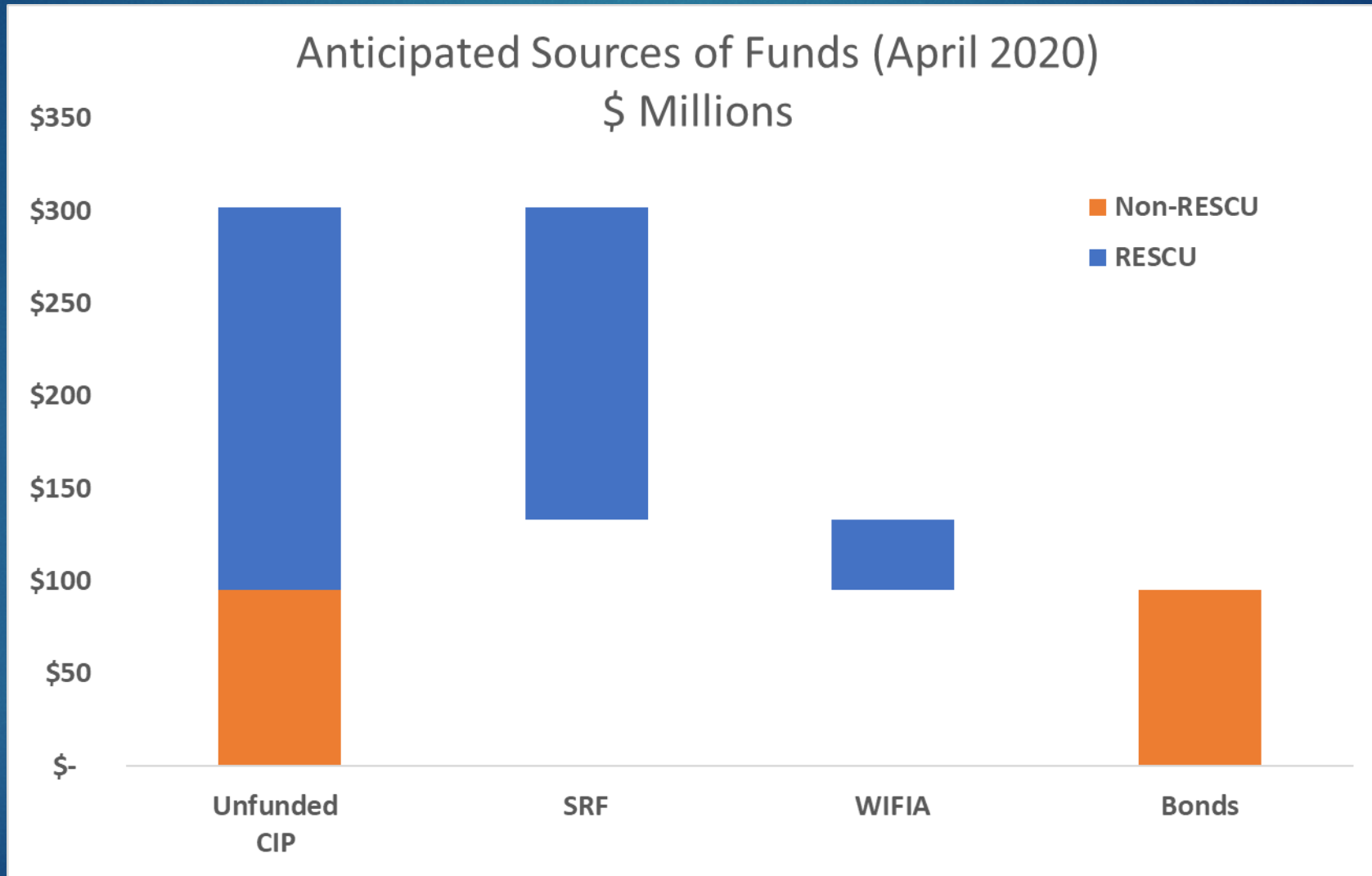
Description	Expend. to date		Expend. Remaining		Total Expend.
CIP Expenditures - RESCU	\$	202	\$	352	\$ 554
CIP Expenditures - non-RESCU		268		112	380
Total	\$	470	\$	464	\$ 934

CIP Funding Need

Capital Improvement Program - March 31, 2020

Description	Expend. Remaining	Available Funding	Needed
CIP Expenditures - RESCU	\$ 352	\$ (145)	\$ 207
CIP Expenditures - non-RESCU	112	(17)	95
Total	\$ 464	\$ (162)	\$ 302

CIP Funding Sources



Additional Opportunities

- WIFIA Size:** Pursue increasing the 2.40% existing WIFIA loan in lieu of issuing bonds. Could reduce interest expense by NPV \$16 million over 30 years.
- WIFIA Rate:** Negotiate lower interest rate on the WIFIA Loan. Each 10-basis point reduction worth \$179 thousand annually, or NPV \$3.3 million over 30 years.
- Refinance:** If market conditions allow, be poised to refinance 2015 and 2018 Wastewater Revenue Bonds. Policy threshold is 5% savings, worth \$5.1 million.

Bond Issuance Calendar

(No Commission action required today)

- ▶ April 2020: SVCW & Members begin to prepare documents
- ▶ August: SVCW / Members adopt resolutions
- ▶ September: Price 2020 wastewater revenue bonds
- ▶ October: Closing documents, proceeds delivered





Agenda Item 8A

Emergency Declaration Coronavirus Pandemic

Emergency Considerations

- ▶ Pandemic Continues
- ▶ Unknown Date for “Business as Usual”
- ▶ SVCW =
 - ▶ Essential Governmental Function
 - ▶ Providing Essential Infrastructure



Emergency Actions

Focus is on

- ▶ Maintaining Critical Functions
- ▶ Ensuring Worker Safety
- ▶ Minimizing Threat of Covid-19

Emergency Actions



Temporary Teleworking Program Agreement

In response to the COVID-19 event, SVCW has developed this “Temporary Teleworking Program” Agreement to codify program guidelines and procedures to support “social distancing” and reduce in-person employee interactions, while ensuring employees can continue to perform essential functions for the Authority. Employees designated for teleworking will need to acknowledge these program requirements and sign the Agreement to participate in this temporary program.

Program Guidelines

- Employees must be designated by the Department Manager/Director for program participation based on the following criteria:
 - Can perform work in a generally independent nature
 - Primarily knowledge-based worker
 - Ability to complete measurable deliverables
 - Does not require frequent in-person interaction
 - Does not require immediate workplace presence to address unplanned issues or events
- Program is temporary and may be canceled at any time at the sole discretion of the Manager.
- Individual employee participation in the program may be revoked at any time at the Department Manager/Director’s discretion.
- Teleworking must be conducted in a productive manner that accomplishes beneficial work for SVCW. While teleworking, employees shall comply with all Authority policies, procedures, practices, and instructions.
- While teleworking, the employee’s salary and benefits will remain unchanged.
- Overtime is not permitted while teleworking unless explicitly approved in advance by the Department Manager or Division Director.
- SVCW will not provide reimbursement for damage to any personal equipment while teleworking. SVCW will not purchase any equipment that cannot be utilized later to support teleworking.
- Employee is responsible for providing a defined, safe, and ergonomic location (e.g., home office) to telework that is agreed upon with the Director/Supervisor. Employee is responsible for the cost of ongoing expenses (e.g., electricity, data connection, etc.). Employee shall complete the attached workspace checklist (Attachment A).
- All records and work products created while teleworking are SVCW property and shall be managed in accordance with SVCW’s Records Retention Policy.
- Permission to record online meetings shall be obtained by an employee’s Department Manager; be aware that any online meeting that you participate in may be recorded.

Program Procedures

- Document time spent working on assignments in accordance with normal time reporting procedure

Emergency Actions



Temporary Teleworking Program

In response to the COVID-19 event, SVCW has developed the Agreement to codify program guidelines and procedures to person employee interactions, while ensuring employees care for the Authority. Employees designated for teleworking will requirements and sign the Agreement to participate in this

Program Guidelines

- Employees must be designated by the Department Manager based on the following criteria:
 - Can perform work in a generally independent nature
 - Primarily knowledge-based worker
 - Ability to complete measurable deliverables
 - Does not require frequent in-person interaction
 - Does not require immediate workplace presence to
- Program is temporary and may be canceled at any time
- Individual employee participation in the program may be at the Manager/Director's discretion.
- Teleworking must be conducted in a productive manner at SVCW. While teleworking, employees shall comply with practices, and instructions.
- While teleworking, the employee's salary and benefits will continue to be paid.
- Overtime is not permitted while teleworking unless expressly approved by the Department Manager or Division Director.
- SVCW will not provide reimbursement for damage to any equipment. SVCW will not purchase any equipment that cannot be used at the office.
- Employee is responsible for providing a defined, safe, and secure space to telework that is agreed upon with the Director/Supervisor. A list of ongoing expenses (e.g., electricity, data connection, etc.) is attached workspace checklist (Attachment A).
- All records and work products created while teleworking must be managed in accordance with SVCW's Records Retention Policy.
- Permission to record online meetings shall be obtained from the participant. Employees shall be aware that any online meeting that you participate in

Program Procedures

- Document time spent working on assignments in accordance with the timekeeping procedure.
- Employees must obtain approval to use vacation, sick, or other leave while teleworking.



March 31, 2020

Subject: County Order to Continue Sheltering In Place Effective 11:59 p.m. March 31, 2020 and State Executive Order N-33-20 Effective March 19, 2020

To Whom It May Concern:

In accordance with the State Executive Order N-33-20, Silicon Valley Clean Water (SVCW) is one of 16 federal critical infrastructure sectors as defined by the Department of Homeland Security CISA website "Identifying Essential Critical Infrastructure Workers; Water and Wastewater Systems Sector" as described below. Additionally, San Mateo County Order No. c19-5b (revised) to Continue Sheltering in Place issued March 31, 2020, clarifies Essential Governmental Functions.

SVCW is a local public governmental agency which provides wastewater conveyance and treatment to the community of the San Francisco mid-Peninsula area, covering the area from Menlo Park to the south and Belmont to the north. SVCW has implemented its Pandemic Emergency Response Plan which, in part, designates essential onsite personnel.

San Mateo County Order No. c19-5b (revised) paragraphs 3 and 7 allows individuals to leave their residence for "Essential Governmental Functions" and allows travel into or out of the County to operate and maintain Essential Governmental Functions. Paragraphs 13a and 13c define Essential Governmental Functions which includes, in part, Essential Infrastructure (sewer utilities).

Paragraph 13.d. stipulates each governmental entity shall identify and designate appropriate employees to continue providing and carrying out any Essential Governmental Functions. The bearer of this letter has been identified and designated as an appropriate employee required to be onsite at the SVCW wastewater treatment facility fulfilling the functions outlined in both State Executive Order N-33-20 of March 19, 2020 and County Order of March 31, 2020.

Sincerely,
SILICON VALLEY CLEAN WATER

Teresa A. Herrera
General Manager

Emergency Actions



Temporary Teleworking Program

In response to the COVID-19 event, SVCW has developed this Agreement to codify program guidelines and procedures to support person employee interactions, while ensuring employees can work for the Authority. Employees designated for teleworking will meet requirements and sign the Agreement to participate in this teleworking program.

Program Guidelines

- Employees must be designated by the Department Manager based on the following criteria:
 - Can perform work in a generally independent nature
 - Primarily knowledge-based worker
 - Ability to complete measurable deliverables
 - Does not require frequent in-person interaction
 - Does not require immediate workplace presence to a
- Program is temporary and may be canceled at any time at the discretion of the Department Manager.
- Individual employee participation in the program may be at the discretion of the Department Manager.
- Teleworking must be conducted in a productive manner at SVCW. While teleworking, employees shall comply with all policies, practices, and instructions.
- While teleworking, the employee's salary and benefits will continue to be provided.
- Overtime is not permitted while teleworking unless explicitly approved by the Department Manager or Division Director.
- SVCW will not provide reimbursement for damage to any equipment that cannot be used at SVCW.
- SVCW will not purchase any equipment that cannot be used at SVCW.
- Employee is responsible for providing a defined, safe, and secure telework space that is agreed upon with the Director/Supervisor.
- Costs of ongoing expenses (e.g., electricity, data connection, etc.) are the responsibility of the employee.
- Attached workspace checklist (Attachment A).
- All records and work products created while teleworking must be managed in accordance with SVCW's Records Retention Policy.
- Permission to record online meetings shall be obtained by the employee. Employees must be aware that any online meeting that you participate in may be recorded.

Program Procedures

- Document time spent working on assignments in accordance with the teleworking procedure.
- Employees must obtain approval to use vacation, sick, or other leave while teleworking.



March 31, 2020

Subject: County Order to Continue Sheltering In Place and State Executive Order N-33-20 Effective March 31, 2020

To Whom It May Concern:

In accordance with the State Executive Order N-33-20 of 16 federal critical infrastructure sectors as defined on the CISA website "Identifying Essential Critical Infrastructure Systems Sector" as described below. Additionally, in accordance with the County Order to Continue Sheltering in Place issued March 31, 2020, and the State Executive Order N-33-20 of March 31, 2020.

SVCW is a local public governmental agency which provides wastewater treatment to the community of the San Francisco Peninsula from Menlo Park to the south and Belmont to the north. SVCW is designated as an Essential Governmental Function in the County Emergency Response Plan which, in part, designates SVCW as an Essential Governmental Function.

San Mateo County Order No. c19-5b (revised) permits employees to continue providing and carrying out their residence for "Essential Governmental Functions" as defined by the County to operate and maintain Essential Governmental Functions which include wastewater treatment utilities).

Paragraph 13.d. stipulates each governmental entity shall ensure that employees to continue providing and carrying out their residence for "Essential Governmental Functions" as defined by the County to operate and maintain Essential Governmental Functions which include wastewater treatment utilities).

Sincerely,
SILICON VALLEY CLEAN WATER

Teresa A. Herrera



Per County Order c19-5b (Revised) issued March 31, 2020 Appendix A
Symptom Check for Employees Prior to Entering the Workplace

Name of Employee:

Name of Supervisor Checking:

Date of Symptom Check:

Symptoms (check yes/no to each question)

Do you have a Cough?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you experiencing Shortness of Breath?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a Fever?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If the answer is NO to all the symptoms checker, the employee is allowed to enter the workplace.

If the answer is YES to any one of the symptoms, send/keep the employee home

Emergency Actions



Temporary

In response to the COVID-19 event, SVCW Agreement to codify program guidelines for person employee interactions, while employees are in the Authority. Employees designated requirements and sign the Agreement.

Program Guidelines

- Employees must be designated by based on the following criteria:
 - Can perform work in a general
 - Primarily knowledge-based work
 - Ability to complete measurable
 - Does not require frequent in-person
 - Does not require immediate work
- Program is temporary and may be
- Individual employee participation in Manager/Director's discretion.
- Teleworking must be conducted in SVCW. While teleworking, employee practices, and instructions.
- While teleworking, the employee's
- Overtime is not permitted while teleworking Department Manager or Division Director
- SVCW will not provide reimbursement SVCW will not purchase any equipment
- Employee is responsible for providing to telework that is agreed upon with of ongoing expenses (e.g., electricity, attached workspace checklist (Attachment))
- All records and work products created managed in accordance with SVCW
- Permission to record online meetings be aware that any online meeting is

Program Procedures

- Document time spent working on a procedure.
- Employees must obtain approval to employees who are not teleworking



March 31, 2020

Subject: County Order to Continue and State Executive Order

To Whom It May Concern:

In accordance with the State Executive Order of 16 federal critical infrastructure CISA website "Identifying Essential Systems Sector" as described below to Continue Sheltering in Place in Functions.

SVCW is a local public government treatment to the community of Menlo Park to the south and Berkeley Emergency Response Plan which

San Mateo County Order No. c1 their residence for "Essential Government County to operate and maintain define Essential Governmental utilities).

Paragraph 13.d. stipulates each employees to continue providing bearer of this letter has been identified be onsite at the SVCW wastewater State Executive Order N-33-20 c

Sincerely,
SILICON VALLEY CLEAN WATER

Teresa A. Herrera



Per County Order c19-5b (Revised) Symptom Check for Employees

Name of Employee:

Name of Supervisor Checking:

Date of Symptom Check:

Symptoms (check yes/no to each question)

Do you have a Cough?

Are you experiencing Shortness of Breath?

Do you have a Fever?

If the answer is NO to all the symptoms check workplace.

If the answer is YES to any one of the symptoms



Covid19

Social Distancing Protocol and Safe Work Practices

While the county and state of California are responding to the novel coronavirus with "shelter-in-place" orders, it is contingent upon every individual to do our part to slow the spread of the disease. Unconventional practices and methods must be considered in the course of each day's activity.

Whilst onsite at SVCW facilities, please adhere to the following:

- Use Social Distance – Stay 6 feet or more from others at all possible times.
- Do not engage in any unnecessary physical contact, including hand-shaking.
- Wash your hands regularly for 20 seconds or use hand sanitizer.
- Avoid touching your face.
- Cover your mouth with tissues or your elbow when you cough/sneeze.
- Used tissues must be discarded and not left on any surface. Dispose into garbage can.
- Do not bring in communal food offerings. Bring in only food for yourself.
- Keep one person on the same piece of equipment for the entire shift.
- Do not share cups, plates, utensils, glasses. When you use any dishes, place the used dish into the dishwasher. If you see the dishwasher is full, place dishwashing soap in it and begin a wash cycle.
- Refrain from chewing tobacco or eating sunflower seeds. If you must, no spitting. Use a container and dispose in the trash.
- If you need to work within a confined space with others use N95 or P100 respirators.
- When you get home, wash your hands (and suggest showering) before greeting loved ones.
- STAY HOME IF YOU ARE FEELING SICK.**
 - Please inform your supervisor and stay home if you have a **FEVER, COUGH** or are **SHORT OF BREATH**. If you experience any of these symptoms you may need to seek medical attention. Before returning to work you will need approval by your supervisor. If you have anyone in your household that has these symptoms, please contact your supervisor and remain at home.

SYMPTOM CHECKS WILL BE CONDUCTED:

Before entering the workplace, you must be symptom-checked first

In addition, routinely disinfect the following items using wipes and/or disinfectant made available onsite. If no wipes or disinfectant is available, let David Lee know immediately. When all else fails, a solution of **1 gal of water to 1/2 cup of bleach** can be used. Properly label containers of disinfecting solution.

- | | |
|--|-------------------------------------|
| • Door handles into and out of work areas | • Coffee pot handles |
| • Interiors of shared vehicles and heavy equipment | • Refrigerator handles |
| • Any common computer equipment (keyboards, mice). | • Break and Conference room tables |
| • Radios and walkie talkies | • Bathroom faucets and doors |
| • Stair rails | • Copy and Fax machines |
| • Any pushbutton controls | • Light switches |
| | • Any community-use office supplies |

The CDC suggests leaving disinfectant on a surface for 1 to 2 minutes before wiping it up. Place rags and paper towels into the trash and take it outside. Letting it air dry is also acceptable.

Emergency Declaration Actions

- ▶ Grant Manager Temporary Emergency Powers
- ▶ Ratify Emergency Actions Taken
- ▶ Authorize Use of Electronic Signatures
- ▶ Temporarily Change Commission's Regular Meeting Place
- ▶ Future Actions Needing to be Taken?
 - ▶ Unknown at this time; possibilities provided in agenda letter
- ▶ "Return to Work" Plan being Developed

Recommendation

Adopt Resolution Declaring
Existence of Emergency Conditions
Related to Covid-19 Pandemic







Agenda Item 8B

PSI Stage 2B

Agreement and
Consultant Task Orders

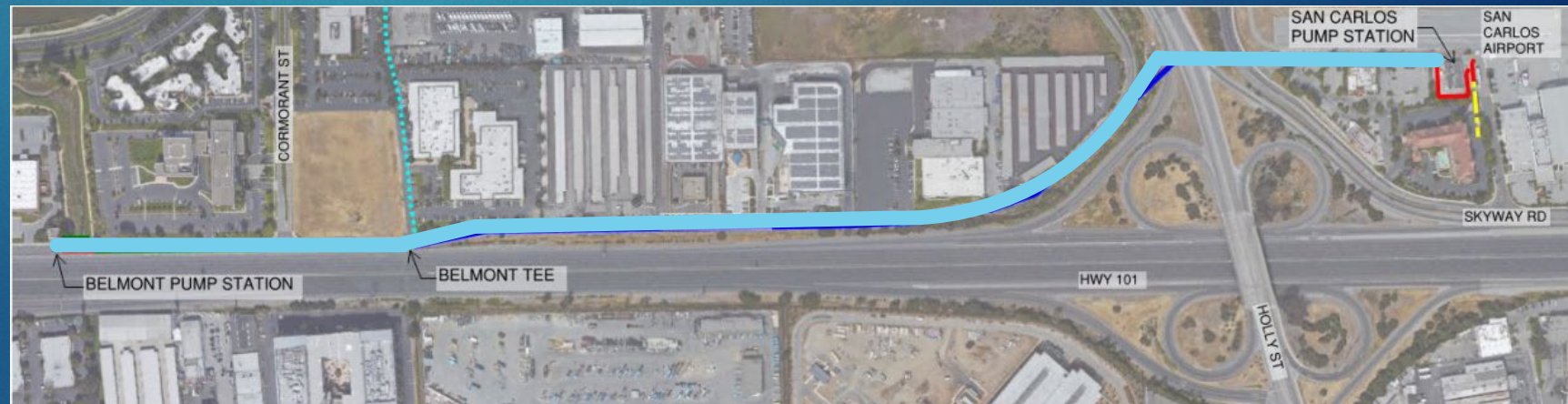
Belmont Portion of Conveyance System

Original Project Concept **Pump System**

- ▶ Rehabilitate the Pump Station
- ▶ Slipline existing force mains
- ▶ Pump flow to the tunnel drop shaft

Current Project Concept **Gravity System**

- ▶ Install Sewer Pipe
- ▶ Gravity flow to the tunnel drop shaft



Life Cycle Cost Analysis

- ▶ Pump Station - Lower construction cost – \$25 million
 - ▶ Higher Operating Costs
 - ▶ pump and electrical maintenance,
 - ▶ energy consumption,
 - ▶ equipment replacement
- ▶ Gravity Sewer - Higher construction cost – \$28 million
 - ▶ Significantly Lower Operating Costs
 - ▶ 50+ year life of pipe
 - ▶ Periodic sewer cleaning
- ▶ Life Cycle Cost analysis:
payback of ~12 years for Gravity Sewer option

Project Support Task Orders

- ▶ Owner's Engineering Advisor –
technical oversight assistance to SVCW
- ▶ Owner's Automation Developer –
assures consistency with all SVCW automation
- ▶ Quality Assurance Services –
construction conformance with SVCW needs
- ▶ Environmental Compliance –
RESCU-wide CEQA

Recommendation

Approve
Pump Stations Improvements Project
Stage 2B Design-Build Amendment
and Consultant Task Orders





Agenda Item 8C

Fiscal Year 2020-21
Operating Budget

Budget-to-Budget Highlights

- ▶ No changes in total SVCW budget since April 2020 Commission meeting
- ▶ Total year-over-year contributions increase by \$862 thousand (1.79%)

Year-over-year Budgeted Member Entity Contributions

Description	2019-20 Adopted Budget	2020-21 Proposed Budget	\$ Increase/ (Decrease)	% Increase/ (Decrease)
Gross Operating Expenses	\$ 26,268,777	\$ 27,728,484	\$ 1,459,707	5.56%
Less: Miscellaneous Revenue	(1,059,500)	(1,099,500)	40,000	3.78%
Contributions, Net Operating Expenses	\$ 25,209,277	\$ 26,628,984	\$ 1,419,707	5.63%
Add: Revenue-Funded Capital Projects	1,684,325	1,295,500	(388,825)	(23.08%)
Contributions, Before Reserves & Debt Service	\$ 26,893,602	\$ 27,924,484	\$ 1,030,882	3.83%
Add: Reserve Designations	1,052,583	1,524,866	472,283	44.87%
Add: Debt Service, Participating members	20,287,459	19,646,217	(641,242)	(3.16%)
Contributions, Total	\$ 48,233,644	\$ 49,095,567	\$ 861,923	1.79%

Flow and Loading Values

Three-year Average Flow and Loading Averages - by Member				
Agency	Factor	2019-20 Adopted Budget	2020-21 Proposed Budget	Point Increase/ (Decrease)
Belmont	Flow	11.82%	11.60%	(0.22)
	Biochem. Oxygen Demand	12.29%	11.91%	(0.38)
	Suspended Solids	11.72%	11.69%	(0.03)
Redwood City	Flow	49.49%	50.47%	0.98
	Biochem. Oxygen Demand	44.89%	47.29%	2.40
	Suspended Solids	47.62%	48.39%	0.77
San Carlos	Flow	14.45%	14.80%	0.35
	Biochem. Oxygen Demand	12.83%	12.84%	0.01
	Suspended Solids	12.19%	12.58%	0.39
WBSD	Flow	24.24%	23.13%	(1.11)
	Biochem. Oxygen Demand	29.99%	27.96%	(2.03)
	Suspended Solids	28.47%	27.34%	(1.13)

Operating Budget Allocations



2020-21 Budget Revenue Allocation to Member Agencies - Proposed					
Description	Belmont	Redwood City	San Carlos	West Bay San District	TOTAL
Allocation Factors					
<i>Flow</i>	11.60%	50.47%	14.80%	23.13%	100%
<i>Biochemical Oxygen Demand (BOD)</i>	11.91%	47.29%	12.84%	27.96%	100%
<i>Suspended Solids (SS)</i>	11.69%	48.39%	12.58%	27.34%	100%
Total Operating Expenditures	\$ 3,248,716	\$ 13,557,561	\$ 3,748,048	\$ 7,174,158	\$ 27,728,484
Subtract Miscellaneous Income	\$ 129,080	\$ 534,057	\$ 145,743	\$ 290,620	\$ 1,099,500
2020-21 Net Operating Revenue Required	\$ 3,119,636	\$ 13,023,504	\$ 3,602,305	\$ 6,883,538	\$ 26,628,984
<i>2019-20 Net Operating Revenue Required</i>	3,004,200	11,999,297	3,341,409	6,864,371	25,209,277
<i>\$ Increase / (Decrease)</i>	115,436	1,024,207	260,896	19,167	1,419,707
<i>% Increase / (Decrease)</i>	3.84%	8.54%	7.81%	0.28%	5.63%

Total Contributions by Member

2020-21 Budget - Total Contributions by Member Agency

Description	City of Belmont	Redwood City	City of San Carlos	West Bay San District	TOTAL
Net Operating Expenditures	\$ 3,119,636	\$ 13,023,504	\$ 3,602,305	\$ 6,883,538	\$ 26,628,984
Revenue-Funded Capital Expenditures	122,425	629,224	196,139	347,712	1,295,500
Reserve Contributions	144,100	740,628	230,865	409,274	1,524,866
Projected Debt Service	178,425	10,743,220	3,404,038	5,320,535	19,646,217
Total Contributions to SVCW	\$ 3,564,586	\$ 25,136,576	\$ 7,433,346	\$ 12,961,059	\$ 49,095,567

SVCW Budget Calendar

- ▶ March 09 Commission review
- ▶ April 20 Commission adopts SVCW Budget
- ▶ May / June: Members Incorporate into respective Budgets

Recommendation

Adopt Resolution to Approve:

- i. FY2020-21 Revenue Plan
- ii. FY2020-21 Capital Improvement Program Fund and Operating Reserve Funds
- iii. FY2020-21 Debt Service Expenditures
- iv. Authorize SVCW Manager to Approve Expenditures within the FY2020-21 Budget



Thank You

