

**MINUTES OF SILICON VALLEY CLEAN WATER
REGULAR MEETING – JULY 12, 2018
8:00 a.m.**

ITEM 1

CALL TO ORDER

Commission Chair, Mr. Seybert called the meeting to order at 8:00 a.m.

ITEM 2

ROLL CALL - Commissioners Duly Appointed by Each Agency

Council Member John Seybert, Redwood City – Chair
Council Member Warren Lieberman, PhD., Belmont– Vice Chair
Mayor Robert Grassilli, San Carlos – Secretary
Board Member George B. Otte, P.E., West Bay Sanitary District

Staff, Consultants and Visitors Present

Christine C. Fitzgerald, SVCW Legal Counsel
Teresa A. Herrera, SVCW Manager
Matt Anderson, SVCW Chief Financial Officer/Administration Manager
Monte Hamamoto, SVCW Chief Operating Officer
Jennifer Flick, SVCW Human Resources Director
Bruce Burnworth, SVCW Senior Engineer
Derek Rampone, City of Redwood City
Molly Flowerday, City of Redwood City
E.J. Shalaby, DNS Strategic Partners, LLC
Bill Tanner, Tanner Pacific, Inc.
Mark Minkowski, Kennedy/Jenks
Daniel Schall, Barnard Bessac JV
Aren Hansen, Brown & Caldwell
Charlie Joyce, Brown & Caldwell
Darrell Murray, IEDA
Stacey Cue, IEDA
Janet McGovern, Sandul

ITEM 3

PLEDGE OF ALLEGIANCE

Commissioner Otte led those attending the meeting in the recital of the Pledge of Allegiance.

ITEM 4
PUBLIC COMMENT

There was no Public Comment.

ITEM 5A
SAFETY MOMENT

Ms. Herrera discussed the importance of not leaving children and/or pets in cars during hot weather.

ITEM 5B
MANAGER'S REPORT

New SVCW Accounting System: On July 1 SVCW went live with the new accounting system. As anticipated, there have been some issues to be resolved but overall the migration is going smoothly.

JPA Requested Changes: Next week Ms. Herrera plans to issue a letter to member agency managers requesting changes they might want to see made to the JPA.

ITEM 5C
FINANCIAL REPORTS

Commissioner Seybert asked when the final fiscal year audited financial reports would be issued.

Mr. Anderson responded that an interim report will be released in August and the final report issued in October/November.

ITEM 5D
ENGINEERING PROJECT STATUS UPDATE

There were no comments to the status update.

ITEM 5E
COMMISSION REQUESTED STAFF-LEVEL ACTION ITEMS

There were no comments to the list of items.

ITEM 5F
RESCU PROGRAM STATUS UPDATE

There were no comments to the written report.

ITEM 6

CLOSED SESSION

Closed Session was called to order at 8:04 a.m.

- A. **LABOR NEGOTIATIONS (Govt. Code Section 54957.6(a))**
AGENCY NEGOTIATORS: Teresa A. Herrera, SVCW Manager
Matt Anderson, SVCW, Chief Financial Officer/Admin. Manager
Jennifer Flick, SVCW, Human Resources Director
Monto Hamamoto, SVCW, 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: 999 Skyway Road, San Carlos, CA (APN: 046-081-780)
SVCW Negotiators: Lillian Jewell, Kevin Thorne (Hamner, Jewell & Associates);
SVCW Manager, Teresa A. Herrera; SVCW Senior Engineer Bruce Burnworth
Negotiating Parties: Hudson Skyway Landing, LLC, A Delaware limited liability
company.
Under Negotiation: Price and terms
- C. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to Paragraph (2) of Subdivision (d) of
Government Code Section 54956.9 (One Potential Case)

ITEM 7

RECONVENE FROM CLOSED SESSION

Open Session reconvened at 8:41 a.m.

Ms. Fitzgerald reported that as to Closed Session Agenda Item 6A, no reportable action was taken.

Item 6B – the Commission unanimously approved a Final Purchase Agreement for subsurface easement from Hudson Landing located at 999 Skyway Road, San Carlos, CA for the Gravity Pipeline Project.

Item 6C – no reportable action was taken and direction was given to counsel.

ITEM 7

CONSIDERATION OF MOTION APPROVING CONSENT CALENDAR ITEMS 7A THROUGH 7E

Motion/Second: Mr. Lieberman / Mr. Otte

The Motion carried by Unanimous Roll Call Vote

ITEM 8A

CONSIDERATION OF RESOLUTION APPROVING PROGRESSIVE DESIGN-BUILD REQUEST FOR QUALIFICATIONS FOR PUMP STATION IMPROVEMENTS PROJECT.

This item has two parts to it; approval to issue the request for qualifications and approval of project management services for the pump station improvements project. Ms. Herrera projected aerial photos of the current Redwood City, Menlo Park, and Belmont Pump Stations and what the future improvements would look like. Work at the Menlo Park Pump Station and Belmont Pump Station will be contained within the existing buildings' footprint with the exception of a generator at the Menlo Park Pump Station which will be installed outside. The project also includes replacing the Belmont Force Main that will tie into the tunnel at the current San Carlos Pump Station site.

The project team recommended using a Progressive Design-Build delivery method. The legislation requires us to say why we are going with Progressive Design-Build when we issue Requests for Qualifications (RFQ). Reasons are due to the complexity of construction and construction sequencing; all sites are very space constrained and all pump stations need to remain functional while construction work is ongoing. Additionally, there is a tight budget available to get all the required work completed so we will use the process called Design-to-Budget. The progressive part allows for ongoing staff involvement throughout the design which is why progressive as opposed to a lump sum design-build is more beneficial to operations staff.

This item authorizes staff to issue the RFQ using procurement documents that have brought design to a 10% completion level. Responses to the RFQ will be in the form of Statements of Qualifications (SOQ). SOQ's are due August 24, 2018 after which the selection panel will review the SOQs, hold interviews with respondents, and shortlist up to three firms. Shortlisted firms will receive Request for Proposals in late September and Proposals will be due on December 10, 2018. Final selection of a Progressive Design-Build firm will be presented to the Commission for award at the February 14, 2019 meeting.

The other action on this item is for project management services by Collaborative Strategies. This company has been involved in the project since 2014 and has provided excellent services to the agency.

This recommendation is twofold: issue RFQs and approve a task order to Collaborative Strategies in the amount of \$460,530.

Commissioner Lieberman asked for the reason of the cost differential between the pump stations.

Ms. Herrera responded that the costs differentials are due to the extent of the work required; work at the Belmont Pump Station is primarily changing out the pumps; there is no reconfiguration of the structure needed. The Redwood City Pump Station will have the largest amount of changes; there will be a whole new structure built and significant mechanical changes.

Commissioner Lieberman commented that it was not just the size of pump station, but rather the scope of improvements that need to be done.

Ms. Herrera confirmed this was the case.

Commissioner Otte asked if there was Commission input required for issuing the RFP.

Ms. Herrera responded that there was no requirement, but reports on status will be issued to the Commission every month.

Motion/Second: Mr. Lieberman / Mr. Grassilli

The Resolution carried by Unanimous Roll Call Vote

ITEM 8B

CONSIDERATION OF RESOLUTION AWARDDING STAGE 2B AMENDMENT TO PROGRESSIVE DESIGN-BUILD AGREEMENT FOR FRONT OF PLANT PROJECT.

There are two shafts that will be built at the front of the plant site; a Receiving Lift Station which will pump flow from the tunnel to the ground surface and a tunnel boring machine retrieval shaft which will be used to remove the TBM after tunneling is complete. After the TBM is removed, this shaft will be used as a surge tower. The shafts are approximately 90-foot deep and the smaller one is 47-foot diameter and the larger one 75-foot diameter. There will be a stairway as well as an elevator in the Receiving Lift Station.

The Stage 2B Amendment is for mobilizing construction equipment and readying the site for shaft construction, not to build the shafts. At the August Commission Meeting, SVCW will be seek approval for an amendment to build the shafts. Prior to that work starting, there is a lot of work that needs to be done; instead of losing a month and a half during critical dry weather, the project team seeks to get an amendment authorized to allow for

site preparation. The \$1,299,447 amount is relatively small compared to the cost for shafts' construction.

Commissioner Otte asked for clarification of the graphic that shows motors on top of the pump stations and to ensure these were not the pump motors.

Ms. Herrera clarified that what is shown are ventilation fans on top of the Pump Station.

Commissioner Lieberman asked that in terms of the Design-Build work to be done in packages, to what extent, if any, is there a risk that work on a portion of the project gets further along than other parts and then there is some kind of inconsistency that is discovered.

Ms. Herrera felt that the risk was relatively small due to the fact that the packages are small incremental steps of where we need to go.

Commissioner Lieberman asked that staff remain alert to the possibility of this situation to ensure the project does not get out of synch.

Commissioner Otte added that he shares this concern; if we approve too many pieces prior to pricing out the larger bulk of the project what happens if we can't negotiate the final-end product budget?

Ms. Herrera responded the SVCW would definitely keep a watchful eye on each of these amendments. The contract provides for an off-ramp to be taken if necessary, and each of the amendments retains the ability to take an off-ramp. We anticipate the bulk of Stage 2 to be negotiated no later than December and, if the situations go sideways, SVCW can take an off-ramp.

Motion/Second: Mr. Grassilli / Mr. Otte

The Resolution carried by Unanimous Roll Call Vote

ITEM 8C

CONSIDERATION OF RESOLUTION TO APPOINT SVCW MANAGER

Commissioner Seybert stated that at a sub-committee consisting of Messrs. Grassilli and Otte and Ms. Herrera it was decided to approve Agenda Items 8Ci and 8Cii which states that the Manager's monthly salary amount be set at \$25,000 and that Teresa Herrera be appointed Manager of Silicon Valley Clear Water.

Motion/Second: Mr. Grassilli / Mr. Otte

The Resolution carried by Unanimous Roll Call Vote

ITEM 10

MATTERS OF COMMISSION MEMBER'S INTEREST

Commission Chair Seybert requested staff to work on a SVCW Commission Member on-boarding session since there will be 2 to 3 new Commissioners after December. Plan for a 1 to 2 hour session for new Commissioners, bringing them up to date on all the activities occurring. The risk to be averted is going back in time and losing the traction that we currently enjoy. It will be important to do early in the new Commissioners career here at SVCW.

Commissioner Grassilli noted that the December Commission meeting will be too early for the member agencies to make appointments and even January may be too early. Likely will need to be the February 2019 meeting.

Commissioner Grassilli asked if there was a December meeting?

Commissioner Seybert noted that there is but that it will need to change to either late in November or early in December. Ms. Herrera will put an email out to the Commissioners with dates.

There being no further business, the meeting adjourned at 8:46 a.m.

Minutes Prepared By: Teresa A. Herrera, Manager



Robert Grassilli, Secretary

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