

Silicon Valley Clean Water

**AGENDA ITEM 7A
AUGUST 17, 2020**

**MINUTES OF SILICON VALLEY CLEAN WATER
REGULAR MEETING – July 20, 2020**

8:00 a.m.

**This meeting took place remotely pursuant to
SVCW Resolution No. 20-08 due to coronavirus pandemic**

ITEM 1

CALL TO ORDER

The meeting was called to order at 8:03 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
Jessica Mangual, SVCW Secretary Pro Tem
Eric Hansen, SVCW Senior Engineer
EJ Shalaby, Senior Consultant, DNS Strategic Partners
Bill Tanner, Tanner Pacific, Inc.
Mark Minkowski, Kennedy/Jenks
Aren Hansen, Brown & Caldwell
Bob Donaldson, Collaborative Strategies
Theresa Yee, City of Redwood City
Molly Flowerday, City of Redwood City
Steven Machida, City of San Carlos
Sergio Ramirez, West Bay Sanitary District

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

Instructions for enabling live captioning on the remote meeting site were provided.

Safety Moment concerned tips for electrical safety while working from home.

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

ITEM 6

MATTERS OF COMMISSION MEMBER'S INTEREST

Commissioner Aguirre and Otte will remain as Chair and Vice Chair, respectively, and Commissioner Lieberman will become the new Secretary starting August 17, 2020.

ITEM 7

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

- A. APPROVAL OF MINUTES – June 15, 2020
- B. CONSIDERATION OF MOTION APPROVING CLAIMS AND CHECKS DATED JUNE 12, 2020 AND JUNE 26, 2020 AND NECESSARY PAYMENTS THROUGH JUNE 26, 2020
- C. CONSIDERATION OF MOTION APPROVING CONSTRUCTION CONTRACT CHANGE ORDER FOR WWTP RELIABILITY IMPROVEMENTS PHASE 2 PROJECT (CIP# 9503)

Proposed Action:

Move approval of CONTRACT CHANGE ORDERS FOR THE WWTP RELIABILITY IMPROVEMENTS PHASE 2 PROJECT (CIP #9503) IN THE AMOUNT OF \$301,399 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – C. OVERAA & CO

- D. CONSIDERATION OF MOTION APPROVING ANNUAL GLOBAL TASK ORDER FOR PROFESSIONAL CONSTRUCTION MANAGEMENT SERVICES

Proposed Action:

Move approval of TASK ORDER SCOPE AND BUDGET FOR CONSTRUCTION MANAGEMENT SERVICES IN AN AMOUNT NOT TO EXCEED \$3,625,000 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS - TANNER PACIFIC INC.

- E. CONSIDERATION OF MOTION APPROVING FINAL ACCEPTANCE OF THICKENING IMPROVEMENTS – PHASE 1 PROJECT (CIP #9168) AND AUTHORIZATION TO FILE NOTICE OF COMPLETION

Proposed Action:

Move approval of MOTION TO ACCEPT THICKENING IMPROVEMENTS - PHASE 1 PROJECT (CIP #9168) AND AUTHORIZE FILING NOTICE OF COMPLETION – C. OVERAA & CO

- F. CONSIDERATION OF RESOLUTION APPROVING AGREEMENT FOR GRANT FUNDING FROM THE U.S. BUREAU OF RECLAMATION

Proposed Action:

Move adoption of RESOLUTION ACCEPTING GRANT FUNDING, AUTHORIZING MANAGER TO NEGOTIATE AGREEMENTS WITH THE UNITED STATES BUREAU OF RECLAMATION, STANFORD UNIVERSITY, AND RELATED CONTRIBUTORS AND APPROVING EXECUTION OF SAID AGREEMENTS

Questions and comments were heard related to items 7D and 7E after which motion and second were made.

Motion/Second: Mr. Otte / Mr. Olbert

The Motion carried by Unanimous Roll Call Vote

ITEM 8A

CONSIDERATION OF RESOLUTION APPROVING MANAGER'S FISCAL YEAR 2020-2021 ANNUAL SALARY AND FISCAL YEAR 2019-2020 BONUS

Proposed Actions:

- i. Chair to summarize recommended action in accordance with Government Code Section 54953(c)(3)
- ii. Move adoption of RESOLUTION APPROVING ANNUAL COMPENSATION FOR THE SILICON VALLEY CLEAN WATER MANAGER

The Chair made the following oral recommendation of the proposed action prior to the motion:

“In accordance with Government Code Section 54953(c)(3), I am providing a summary of the recommended action. The item before the Commission is to approve adjustment to the Manager's compensation.

The recommended action is to amend the Manager's salary and set her new monthly salary at \$29,400, effective July 1, 2020. This action will also authorize a one-time incentive payment in the amount of \$32,400 in recognition of the Manager's performance.

Additional information regarding the Manager's fringe benefits is contained in the Agenda report and Resolution associated with this item, as well as the Manager's employment agreement."

Motion/Second: Mr. Olbert / Mr. Otte

The Motion carried by Unanimous Roll Call Vote

ITEM 8B

CONSIDERATION OF RESOLUTION APPROVING PUBLIC AGENCIES POST-EMPLOYMENT BENEFITS TRUST ADMINISTERED BY PFM ASSET MANAGEMENT, LLC

Proposed Action:

Move adoption of RESOLUTION OF THE SILICON VALLEY CLEAN WATER COMMISSION APPROVING THE ADOPTION OF THE POST-EMPLOYMENT BENEFITS SECTION 115 TRUST PROGRAM ADMINISTERED BY PFM ASSET MANAGEMENT, LLC TO PREFUND PENSION BENEFIT OBLIGATIONS; AND AUTHORIZE THE MANAGER TO EXECUTE CONTRACT DOCUMENTS

Motion/Second: Mr. Olbert / Mr. Lieberman

The Motion carried by Unanimous Roll Call Vote

ITEM 8C

CONSIDERATION OF MOTION APPROVING UNDERGROUND FUEL TANK REPLACEMENT (CIP #9041) ENGINEERING DESIGN SERVICES TASK ORDER

Proposed Action:

Move approval of DESIGN SERVICES TASK ORDER FOR UNDERGROUND FUEL TANK REPLACEMENT (CIP# 9041) IN AN AMOUNT NOT TO EXCEED \$148,800 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS - KENNEDY/JENKS CONSULTANTS, INC.

Motion/Second: Mr. Olbert / Mr. Otte

The Motion carried by Unanimous Roll Call Vote

ITEM 9

CLOSED SESSION

Closed Session was called to order at 8:51 a.m.

ITEM 10

RECONVENE IN OPEN SESSION

Open Session reconvened at 9:13 a.m.

Ms. Fitzgerald reported that as to Item 9A, no reportable action was taken and Commission gave direction to staff and Counsel.

ITEM 11

ADJOURN

There being no further business, the meeting adjourned at 9:14 a.m.

Minutes prepared by Teresa A. Herrera
Reviewed by General Counsel

DocuSigned by:

Warren Lieberman

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Warren Lieberman, Secretary