

**COMMISSION OF SILICON VALLEY CLEAN WATER
JOINT POWERS AUTHORITY
REGULAR MEETING – Monday, August 19, 2019
8:00 a.m.**

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

COMMISSIONERS

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 – MEMBER

MANAGER: TERESA A. HERRERA

ATTORNEY FOR THE AUTHORITY: CHRISTINE C. FITZGERALD

CONTROLLER: KIMBRA MCCARTHY

TREASURER: MATTHEW ANDERSON

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
- D. Engineering Projects Status Update
- E. Commission Requested Staff-Level Action Items
- F. RESCU Program Design-Build Project Status Update

6. MATTERS OF COMMISSION MEMBER'S INTEREST

7. CONSIDERATION OF MOTION APPROVING CONSENT CALENDAR

8. BUSINESS ITEMS

- A. CONSIDERATION OF RESOLUTION APPROVING CONSTRUCTION CONTRACT FOR THE RECYCLED WATER SUPPLY LINE REPAIR PROJECT (PROJECT #290).

Proposed Action:

Move adoption of RESOLUTION APPROVING CONSTRUCTION CONTRACT DOCUMENTS FOR RECYCLED WATER SUPPLY LINE REPAIR PROJECT (PROJECT #290); ACCEPTING BID OF LOWEST RESPONSIBLE BIDDER, REJECTING ALL OTHER BIDS; AND AUTHORIZING EXECUTION OF AGREEMENT, DIRECTING RETURN OF SECURITY DEPOSITS AND AUTHORIZING MANAGER TO APPROVE CONTRACT CHANGE ORDERS UP TO TEN PERCENT OF THE CONTRACT PRICE FOR SAID PROJECT – JF SHEA/PARSONS JOINT VENTURE - \$315,000

9. CLOSED SESSION – Not Used

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 –

- i. July 15, 2019 Regular Meeting
- ii. August 8, 2019 Special Meeting

B. CONSIDERATION OF MOTION APPROVING CLAIMS AND CHECKS DATED JULY 12, 2019, JULY 26, 2019, AND AUGUST 1, 2019 AND NECESSARY PAYMENTS THROUGH AUGUST 1, 2019

C. CONSIDERATION OF RESOLUTION ADOPTING COMMISSION POLICY 2019-02, “NEPOTISM AND FRATERNIZATION”.

Proposed Action:

Move adoption of RESOLUTION APPROVING AND ADOPTING COMMISSION POLICY 2019-02, “NEPOTISM AND FRATERNIZATION”

D. CONSIDERATION TO ADOPT RESOLUTION DECLARING INTENTION TO REIMBURSE EXPENDITURES FROM TAX EXEMPT OBLIGATIONS

Proposed Action:

Move adoption RESOLUTION OF THE COMMISSION OF SILICON VALLEY CLEAN WATER DECLARING INTENTION TO REIMBURSE EXPENDITURES RELATING TO WASTEWATER PROJECTS FROM THE PROCEEDS OF TAX-EXEMPT OBLIGATIONS OF THE AUTHORITY

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AGENDA ITEM 5A

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SAFETY MOMENT**Take Steps to Avoid Injury or Death While Walking**

We rarely are more vulnerable than when walking in urban areas, crossing busy streets and negotiating traffic. And we all are pedestrians from time to time, so it's important to pay attention to what is going on around us. Nearly 6,000 pedestrians were struck and killed by motor vehicles in 2017, with an estimated 7,450 pedestrian deaths (traffic and non-traffic) according to *Injury Facts*.

**All Ages Are Vulnerable**

According to *Injury Facts*, in 2017, more than 16% of all traffic deaths were pedestrians. Every age group is vulnerable, though 10- to 14-year-olds and 50- to 69-year-olds have 20% or more pedestrian deaths as a percentage of all traffic fatalities.

Follow these tips to stay safe as a pedestrian:

- Whenever possible, walk on the sidewalk; if no sidewalk is available, walk facing traffic
- Follow the rules of the road, obeying all traffic signs and signals
- Cross streets at crosswalks
- If no crosswalk is available and your view is blocked, move to a place where you can see oncoming traffic
- Look left, right and left again before crossing the street, making eye contact with drivers of oncoming vehicles to make sure they see you
- Stay alert – avoid cell phone use and wearing earbuds
- Avoid alcohol and drug impairment when walking
- Wear bright and/or reflective clothing, and use a flashlight at night
- Watch for cars entering or exiting driveways or backing up in parking lots
- Children younger than 10 should cross the street with an adult

Head Up, Phone Down

Distracted walking incidents are on the rise, and everyone with a cell phone is at risk. We are losing focus on our surroundings and putting our safety at risk. The solution: Stop using phones while walking, and not just in crosswalks and intersections. Over half of distracted walking injuries occur in our own homes, proving that we need to stay aware of our surroundings whether indoors and out.

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AGENDA ITEM 5C

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SILICON VALLEY CLEAN WATER
INVESTMENT LISTING
July 31, 2019

Broker/Dealer	Composite							Estimated Annual
Investment Name	Credit	Maturity	Coupon Rate	Yield to				\$ Yield
Annual OPS and CAP Budget Reserve				Maturity	Par Value	Market Value	Cost	Earnings
FEDERAL FARM CR BKS CONS SYSTEM		12/13/2019	2.030%		40,000	40,000	40,000	820
FEDERAL FARM CR BKS CONS SYSTEM		02/01/2020	2.030%		60,000	60,000	60,000	1,218
FEDERAL FARM CR BKS CONS SYSTEM		02/18/2021	2.030%		80,000	80,152	80,000	2,536
FEDERAL FARM CR BKS CONS SYSTEM		07/29/2020	2.030%		140,000	139,429	138,779	2,268
FEDERAL HOME LN MTG CORP		08/17/2021	2.030%		30,000	29,926	30,039	375
FEDERAL HOME LN MTG CORP		10/07/2021	2.030%		70,000	69,586	69,863	963
FEDERAL HOME LN MTG CORP		05/06/2021	2.030%		35,000	35,381	35,749	831
FEDERAL HOME LN MTG CORP		06/12/2020	2.030%		80,000	79,690	80,000	1,200
FEDERAL HOME LN MTG CORP		01/24/2022	2.030%		150,000	149,340	150,000	2,400
FEDERAL HOME LN MTG CORP MEDIUM		07/19/2021	2.030%		80,000	79,680	80,000	1,300
FEDERAL HOME LN MTG CORP MULTIC		02/26/2021	2.030%		72,876	72,659	72,774	1,362
FEDERAL HOME LN MTG CORP MULTICLASS MTG PARTN CTFS GTD		09/25/2020	2.030%		5	5	5	0
FEDERAL HOME LN MTG CORP PARTN		02/01/2020	2.030%		8,023	8,253	8,464	401
FEDERAL HOME LOAN BKS CONS BDS		02/18/2021	2.030%		30,000	29,725	30,211	413
FEDERAL HOME LOAN BKS CONS BDS		12/13/2019	2.030%		60,000	60,032	60,373	1,425
FEDERAL HOME LOAN BKS CONS BDS		09/27/2021	2.030%		100,000	100,188	100,000	3,000
FEDERAL HOME LOAN BKS CONS BDS		09/27/2021	2.030%		100,000	100,391	101,660	4,500
FEDERAL HOME LOAN BKS CONS BDS		06/12/2020	2.030%		140,000	139,630	140,326	2,450
FEDERAL HOME LOAN BKS CONS BDS		07/29/2020	2.030%		140,000	139,654	140,578	2,562
FEDERAL NATL MTG ASSN		11/30/2020	2.030%		30,000	29,883	30,000	525
FEDERAL NATL MTG ASSN		12/30/2019	2.030%		90,000	88,883	89,410	1,125
FEDERAL NATL MTG ASSN		09/11/2020	2.030%		30,000	29,850	30,127	450
FEDERAL NATL MTG ASSN		05/15/2020	2.030%		70,000	69,141	69,469	963
FEDERAL NATL MTG ASSN		07/27/2020	2.030%		90,000	88,750	89,216	1,125
FEDERAL NATL MTG ASSN		09/13/2019	2.030%		100,000	99,015	99,833	1,375
FEDERAL NATL MTG ASSN		06/22/2020	2.030%		100,000	99,524	100,357	1,750
FEDERAL NATL MTG ASSN		09/19/2022	2.030%		100,000	99,313	99,706	1,500
FEDERAL NATL MTG ASSN GTD PASSTHRU CTF POOL		09/28/2020	2.030%		906	904	958	50
FEDERAL NATL MTG ASSN GTD PASSTHRU CTF POOL		11/25/2019	2.030%		25	25	25	1
FEDERAL NATL MTG ASSN GTD PASSTHRU CTF POOL		01/13/2022	2.030%		4,265	4,362	4,502	213
US TREASURY NOTE		04/01/2020	2.030%		20,000	20,001	19,847	400
US TREASURY NOTE		12/01/2019	2.030%		50,000	49,731	49,492	688
US TREASURY NOTE		12/31/2019	2.030%		50,000	49,857	49,876	813
US TREASURY NOTE		04/15/2020	2.030%		50,000	50,457	50,270	1,375
US TREASURY NOTE		05/01/2020	2.030%		80,000	81,538	79,756	2,200
US TREASURY NOTE		03/01/2020	2.030%		100,000	99,545	98,264	1,625
US TREASURY NOTE		10/02/2019	2.030%		240,000	239,784	239,349	4,500
CASH & EQUIVALENTS						1,002,986	1,002,986	23,370
Annual OPS and CAP Budget Reserve Total					\$	3,617,270	\$ 3,622,263	\$ 74,070
Capital Improvement Program Reserve								
3M CO FR		6/26/2022	2.000%		100,000	99,494	99,201	2,000
APPLE INC SR FLT NT		2/7/2020			100,000	100,139	99,821	2,812
BANK AMER CORP FR		5/13/2021	5.000%		75,000	78,459	78,701	3,750
BANK NEW YORK MTN BK ENT FR		11/27/2020	2.450%		100,000	100,276	101,298	2,450
CALIFORNIA ST GO BDS TAXABLE		10/1/2019	6.200%		100,000	100,896	102,053	6,200
CISCO SYS INC SR GLBL NT		1/15/2020	4.000%		125,000	126,319	128,151	5,563
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS		09/03/2019	45.000%		50,000	50,252	50,932	2,660
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS		07/19/2021	1.620%		80,000	80,000	80,000	1,624
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS		05/17/2021	1.680%		100,000	100,000	98,892	1,970
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS		08/16/2021	1.900%		100,000	98,948	97,504	1,680
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS		01/24/2022	1.900%		120,000	120,001	120,000	2,460
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS		09/19/2022	1.970%		160,000	160,304	160,000	5,072
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS		07/19/2022	2.030%		165,000	164,802	165,556	3,135
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS		08/03/2022	2.050%		165,000	164,782	165,305	3,135
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS		04/04/2022	2.100%		220,000	220,002	220,000	4,620
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS		09/11/2020	3.170%		400,000	398,368	396,510	6,480
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS		04/06/2020	5.300%		450,000	460,827	466,133	23,850
FEDERAL HOME LN MTG CORP		12/14/2022	5.320%		25,000	24,982	24,699	563
FEDERAL HOME LN MTG CORP		10/02/2019	1.250%		50,000	49,876	50,065	625
FEDERAL HOME LN MTG CORP		07/27/2020	1.375%		80,000	79,680	80,000	1,300
FEDERAL HOME LN MTG CORP		06/25/2020	1.500%		100,000	100,791	106,188	3,531
FEDERAL HOME LN MTG CORP		10/12/2021	1.600%		120,000	119,917	120,000	2,400
FEDERAL HOME LN MTG CORP		12/29/2021	1.750%		120,000	120,052	120,000	2,700
FEDERAL HOME LN MTG CORP		09/27/2023	2.000%		150,000	150,327	149,400	4,800
FEDERAL HOME LN MTG CORP		05/15/2020	2.000%		220,000	219,032	220,000	3,520
FEDERAL HOME LN MTG CORP		10/26/2021	2.250%		220,000	219,978	220,000	4,400
FEDERAL HOME LN MTG CORP		12/30/2019	2.375%		260,000	258,994	260,000	3,900
FEDERAL HOME LN MTG CORP		05/01/2020	3.200%		290,000	288,286	289,095	3,988
FEDERAL HOME LN MTG CORP		01/13/2022	1.625%		310,000	313,373	315,227	7,363
FEDERAL HOME LN MTG CORP		12/30/2020	3.531%		340,000	337,518	340,000	5,950
FEDERAL HOME LOAN BKS CONS BDS		08/15/2019			60,000	60,169	61,076	3,075
FEDERAL HOME LOAN BKS CONS BDS		09/11/2020	1.375%		60,000	60,581	61,267	1,725
FEDERAL HOME LOAN BKS CONS BDS		02/18/2021	1.700%		100,000	99,083	100,703	1,375
FEDERAL HOME LOAN BKS CONS BDS		10/26/2022	1.750%		100,000	99,465	99,600	2,280
FEDERAL HOME LOAN BKS CONS BDS		09/27/2021	1.850%		120,000	120,226	120,000	3,600
FEDERAL HOME LOAN BKS CONS BDS		12/13/2019	1.875%		125,000	126,049	126,903	5,156
FEDERAL HOME LOAN BKS CONS BDS		12/13/2022	2.130%		129,630	129,632	126,801	2,761
FEDERAL HOME LOAN BKS CONS BDS		08/15/2022	2.200%		130,000	129,788	130,735	2,405
FEDERAL HOME LOAN BKS CONS BDS		07/27/2022	2.280%		150,000	149,025	144,383	2,550
FEDERAL HOME LOAN BKS CONS BDS		06/12/2020	2.375%		170,000	169,551	170,396	2,975
FEDERAL HOME LOAN BKS CONS BDS		06/12/2020	2.875%		200,000	204,680	205,604	9,250
FEDERAL HOME LOAN BKS CONS BDS		04/27/2022	3.000%		220,000	222,295	219,505	5,060
FEDERAL HOME LOAN BKS CONS BDS		11/29/2021	4.125%		300,000	299,814	297,075	5,625

Broker/Dealer Investment Name	Composite Credit	Maturity	Coupon Rate	Yield to Maturity	Par Value	Market Value	Estimated Annual	
							Cost	\$ Yield Earnings
FEDERAL HOME LOAN BKS CONS BDS		12/15/2021	4.125%		300,000	300,081	298,050	6,600
FEDERAL HOME LOAN BKS CONS BDS		12/13/2019	4.625%		340,000	340,180	341,102	8,075
FEDERAL HOME LOAN BKS CONS BDS		03/13/2020	5.125%		700,000	709,975	717,172	28,875
FEDERAL NATL MTG ASSN		07/01/2019			31,690	31,682	35,156	1,546
FEDERAL NATL MTG ASSN		06/22/2020	1.250%		50,000	49,750	50,212	750
FEDERAL NATL MTG ASSN		01/21/2020	1.250%		100,000	99,716	100,675	1,625
FEDERAL NATL MTG ASSN		11/27/2020	1.375%		100,000	99,117	98,077	1,500
FEDERAL NATL MTG ASSN		09/28/2020	1.375%		120,000	119,532	120,000	2,100
FEDERAL NATL MTG ASSN		10/07/2021	1.500%		140,000	138,282	138,937	1,925
FEDERAL NATL MTG ASSN		11/30/2020	1.500%		170,000	168,832	169,489	2,550
FEDERAL NATL MTG ASSN		05/06/2021	1.500%		170,000	167,890	168,886	2,125
FEDERAL NATL MTG ASSN		08/17/2021	1.625%		170,000	167,639	168,519	2,125
FEDERAL NATL MTG ASSN		04/05/2022	1.750%		170,000	169,842	170,430	3,188
FEDERAL NATL MTG ASSN		02/26/2021	1.750%		240,000	237,636	239,883	3,300
FEDERAL NATL MTG ASSN		05/26/2021	1.800%		260,000	258,068	260,000	4,680
FEDERAL NATL MTG ASSN		11/26/2019	1.875%		300,000	299,484	299,637	5,250
FEDERAL NATL MTG ASSN		12/28/2020	1.875%		325,000	324,552	328,094	6,094
FEDERAL NATL MTG ASSN		01/05/2022	2.000%		610,000	611,171	608,652	12,200
HOME DEPOT INC SR GLBL NT		4/1/2021	4.880%		80,000	79,833	79,838	1,600
MORGAN STANLEY SR NT		1/27/2020	2.000%		80,000	80,071	80,383	2,120
ORACLE CORP SR GLBL		5/15/2022	2.650%		80,000	80,482	80,059	2,000
STARBUCKS CORP SR GLBL		2/4/2021	2.500%		80,000	79,638	79,979	1,680
US TREASURY NOTE		09/15/2021	2.100%		120,000	122,306	119,634	3,300
US TREASURY NOTE		04/30/2020	1.375%		410,000	407,790	405,836	5,638
US TREASURY NOTE		09/30/2020	1.625%		410,000	413,747	412,210	11,275
US TREASURY NOTE		10/31/2020	1.875%		600,000	599,190	599,160	13,140
US TREASURY NOTE		12/31/2019	2.750%		1,000,000	999,100	997,286	18,750
US TREASURY NOTE		03/15/2020	2.750%		1,000,000	997,130	992,852	16,250
WISCONSIN ST GEN FD ANNUAL APP		5/1/2021	1.616%		100,000	98,930	100,064	1,616
CASH & EQUIVALENTS						3,704,739	3,704,739	86,320
Capital Improvement Program Reserve Total						\$ 18,733,419	\$ 18,753,788	\$ 430,533
Stage 2 Capacity Reserve								
FEDERAL HOME LN MTG CORP PARTN GOLD		11/01/2020	4.880%		3,136	3,204	3,269	141
FEDERAL NATL MTG ASSN GTD PASSTHRU CTF POOL		12/01/2020	1.400%		13,850	14,390	14,512	554
FEDERAL NATL MTG ASSN GTD PASSTHRU CTF POOL		07/01/2019	1.625%		26,506	26,499	29,405	1,293
FEDERAL NATL MTG ASSN		10/28/2020	2.550%		40,000	39,727	39,103	560
FEDERAL HOME LN MTG CORP		07/27/2020	5.125%		40,000	39,840	40,000	650
JPMORGAN CHASE & CO SR NT		03/01/2021	1.500%		50,000	50,030	50,547	1,275
FEDERAL HOME LOAN BKS CONS BDS		08/15/2019	1.800%		50,000	50,141	50,897	2,563
FEDERAL HOME LN MTG CORP		03/30/2021	2.100%		60,000	59,492	60,000	900
FEDERAL NATL MTG ASSN		05/26/2021	1.250%		60,000	59,554	60,000	1,080
STARBUCKS CORP SR GLBL		02/04/2021	2.000%		60,000	59,729	59,984	1,260
FEDERAL NATL MTG ASSN		09/30/2019	2.050%		60,000	59,869	59,985	750
HOME DEPOT INC SR GLBL NT		04/01/2021	2.875%		60,000	59,875	59,879	1,200
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS		01/24/2022	2.750%		60,000	60,001	60,000	1,230
FEDERAL HOME LOAN BKS CONS BDS		09/11/2020	4.450%		60,000	60,581	61,267	1,725
US TREASURY NOTE		09/15/2021	1.375%		60,000	61,153	59,817	1,650
CISCO SYS INC SR GLBL NT		01/15/2020	2.030%		75,000	75,791	76,891	3,338
FEDERAL NATL MTG ASSN		10/07/2021	2.250%		80,000	79,018	79,393	1,100
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS		07/19/2021	1.850%		80,000	80,000	80,000	1,624
FEDERAL HOME LN MTG CORP		12/29/2021	0.000%		80,000	80,034	80,000	1,800
FEDERAL HOME LOAN BKS CONS BDS		08/15/2022	1.616%		85,000	84,861	85,480	1,573
FEDERAL HOME LN MTG CORP		08/25/2021	1.375%		90,000	89,719	90,000	1,350
WISCONSIN ST GEN FD ANNUAL APP REV REF BDS		05/01/2021	1.750%		100,000	98,930	100,064	1,616
FEDERAL HOME LOAN BKS CONS BDS		02/18/2021	1.500%		100,000	99,083	100,703	1,375
FEDERAL HOME LN MTG CORP		12/30/2020	1.500%		100,000	99,270	100,000	1,750
FEDERAL NATL MTG ASSN		11/30/2020	0.000%		100,000	99,313	100,450	1,500
FEDERAL NATL MTG ASSN		06/22/2020	1.625%		100,000	99,500	100,424	1,500
FEDERAL HOME LN MTG CORP		09/30/2021	1.250%		100,000	99,510	99,900	1,250
FEDERAL NATL MTG ASSN		01/21/2020	1.250%		100,000	99,716	100,675	1,625
FEDERAL HOME LN MTG CORP		10/02/2019	1.250%		100,000	99,752	100,130	1,250
FEDERAL HOME LN MTG CORP		08/01/2019	1.875%		100,000	99,931	100,221	1,250
FEDERAL HOME LOAN BKS CONS BDS		12/13/2019	2.500%		100,000	100,053	100,621	2,375
FEDERAL HOME LOAN BKS CONS BDS		11/29/2021	2.375%		120,000	119,926	118,830	2,250
ORACLE CORP SR GLBL		05/15/2022	4.125%		120,000	120,724	120,089	3,000
FEDERAL HOME LN MTG CORP		01/13/2022	2.000%		120,000	121,306	122,023	2,850
FEDERAL HOME LOAN BKS CONS BDS		03/13/2020	3.200%		125,000	126,781	128,026	5,156
FEDERAL HOME LN MTG CORP		10/26/2021	2.450%		150,000	149,985	150,000	3,000
FEDERAL HOME LN MTG CORP		09/27/2023	0.000%		150,000	150,327	149,400	4,800
BANK NEW YORK MTN BK ENT FR		11/27/2020	1.625%		150,000	150,414	151,947	3,675
FEDERAL HOME LOAN BKS CONS BDS		04/27/2022	3.000%		150,000	151,565	149,663	3,450
US TREASURY NOTE		11/30/2020	1.875%		160,000	159,272	157,223	2,600
FEDERAL HOME LOAN BKS CONS BDS		09/27/2021	1.375%		160,000	160,301	160,000	4,800
FEDERAL NATL MTG ASSN		12/28/2020	1.750%		175,000	174,759	176,666	3,281
FEDERAL NATL MTG ASSN		02/26/2021	2.000%		180,000	178,227	180,166	2,475
FEDERAL NATL MTG ASSN		09/28/2020	0.000%		180,000	179,298	180,000	3,150
FEDERAL HOME LN MTG CORP		10/12/2021	2.000%		180,000	179,876	180,000	3,600
FEDERAL HOME LOAN BKS CONS BDS		08/10/2023	3.170%		200,000	198,496	192,645	3,000
FEDERAL HOME LOAN BKS CONS BDS		04/30/2021	3.170%		200,000	199,792	195,577	4,000
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS		09/19/2022	2.000%		200,000	200,380	200,000	6,340
FEDERAL HOME LOAN BKS CONS BDS		10/25/2021	1.250%		200,000	200,532	200,000	6,340
FEDERAL NATL MTG ASSN		01/05/2022	1.250%		220,000	220,422	219,600	4,400
FEDERAL NATL MTG ASSN		08/17/2021	1.375%		260,000	256,389	257,735	3,250
FEDERAL NATL MTG ASSN		05/06/2021	1.750%		260,000	256,773	258,297	3,250
FEDERAL HOME LN MTG CORP		05/01/2020	2.100%		260,000	258,463	258,975	3,575
FEDERAL HOME LOAN BKS CONS BDS		06/12/2020	1.900%		260,000	259,314	260,606	4,550
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS		04/04/2022	1.900%		280,000	280,003	280,000	5,880
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS		08/03/2022	1.875%		290,000	289,617	290,537	5,510
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS		07/19/2022	1.375%		290,000	289,652	290,977	5,510
FEDERAL NATL MTG ASSN		04/05/2022	2.750%		300,000	299,721	300,759	5,625
US TREASURY NOTE		04/30/2020	0.000%		330,000	328,221	326,648	4,538
US TREASURY NOTE		09/30/2020	1.875%		330,000	333,016	331,779	9,075
US TREASURY NOTE		10/31/2020	1.625%		600,000	599,190	599,160	13,140
US TREASURY NOTE		12/31/2019	1.875%		600,000	599,460	598,371	11,250
US TREASURY NOTE		03/15/2020	1.625%		720,000	717,934	714,853	11,700
CASH & EQUIVALENTS						1,926,736	1,926,736	44,893
						\$ 12,025,437	\$ 12,030,902	\$ 247,019
						\$ 34,376,126	\$ 34,406,954	\$ 751,622
Subtotal, Bank of the West								
Bank of New York (Trustee)								
2009 Revenue FD Account - Morgan Stanley Treas Sec Portfolio X9USDMORS	-		0.000%	1.99		5,660	5,660	113
2009 Reserve Account - Morgan Stanley Treas Sec X9USDMORS	-		0.000%	1.99		3,115,760	3,115,760	62,004
2009 Reserve Account - Morgan Stanley Treas Sec X9USDMORS	-		0.000%	1.99		5,650	5,650	112

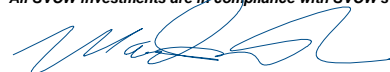
Broker/Dealer					Estimated Annual			
Investment Name	Composite Credit	Maturity	Coupon Rate	Yield to Maturity	Par Value	Market Value	Cost	\$ Yield Earnings
2009 Revenue FD Account - Morgan Stanley Treas Sec Portfolio X9USDMORS	-	-	0.000%	1.99		95,171	95,171	1,894
2014 Revenue Account - Goldman FS Money MKT INST 474 X9USDGLD4	-	-	0.000%	2.44		11	11	0
2014 Revenue Account - Goldman Sachs Fin Sq Instl X9USDGLD4	-	-	0.000%	2.43		415	414	10
2014 Revenue Account - Cash	-	-	0.000%	-		1,351,269	1,351,269	-
2014 Interest Account - Goldman Sachs Fin Sq Instl X9USDGLD4	-	-	0.000%	2.43		13	13	0
2014 Principal Account - Goldman Sachs Fin Sq Instl X9USDGLD4	-	-	0.000%	2.37		7	7	0
2015 Project Account - Cash	-	-	0.000%	-		2	2	-
2015 Revenue Account - JP Morgan Prime MMKT Instl X9USDJPMP	-	-	0.000%	2.34		163	163	4
2015 Revenue Account - Cash	-	-	0.000%	-		1,574,607	1,574,607	-
2009 Escrow - Cash	-	-	0.000%	-		40,716,427	40,716,427	-
Subtotal, Bank of New York (Trustee)						\$ 46,865,156	\$ 46,865,156	\$ 64,137
Less Amounts held in Escrow for 2009 Bond Defeasance						\$ (40,716,427)	\$ (40,716,427)	\$ -
Net Total, Bank of New York (Trustee)						\$ 6,148,729	\$ 6,148,729	\$ 64,137
Zions Bank (Trustee)								
CAMP Pool	NR	-	0.000%	2.39		25,682,571	25,682,571	613,813
2018 Revenue Account - Cash	-	-	-	-		-	-	-
2018 Acquisition Euro	-	-	-	-	1,590,847	1,762,022	1,831,542	-
Total, Zions Bank (Trustee)						\$ 27,444,593	\$ 27,514,113	\$ 613,813
Uninvested Operating Cash						2,590,780	2,590,780	-
California Local Agency Investment Fund		LAIF	-	2.428		\$ 2,059,818	\$ 2,059,818	50,012
Total Working Capital						4,650,597.34	4,650,597.34	50,012
TOTAL CASH & INVESTMENTS, UNRESTRICTED AND WITH TRUSTEE						\$ 72,620,045	\$ 72,720,392	\$ 1,479,585
						Weighted Average Yield to Maturity %		
						2.04%		

Summary by Investment Type:	Market Value
US Treasuries	\$ 10,150,662
Agencies	19,173,214
Commercial Paper / Corporate Bonds	1,341,273
Municipal Bonds / Notes	298,756
Money Market / Certificates of Deposit	39,596,322
Local Agency Investment Fund	2,059,818
TOTAL	\$ 72,620,045

Summary by Purpose / Restriction Level	Market Value
Working Capital	\$ 4,650,597
Operations & Capital Budget Reserve	3,617,270
Capital Improvement Program Reserve	18,733,419
Stage 2 Capacity Reserve	12,025,437
Debt Reserve	6,148,729
Debt Proceeds	27,444,593
TOTAL	\$ 72,620,045

Summary by Liquidity:	Market Value
0-1 years	\$ 56,033,003
1 years	7,373,409
2 years	7,785,757
3-5 years	1,427,876
TOTAL	\$ 72,620,045

SVCW has sufficient liquid resources available to meet expenditure requirements per SVCW's investment policy.
All SVCW investments are in compliance with SVCW's Investment Policy.



M. Anderson

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AGENDA ITEM 5D

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**ENGINEERING REPORT: JULY 2019
CAPITAL IMPROVEMENT PROGRAM**

Electrical Panel Replacement and Generator Modifications (9033): Modify the plant standby generator system to improve reliability and capacity. Remove and replace aging electrical infrastructure.

Standby Generators 4 and 5 will be connected to the new 12kV switchgear under this project, allowing these generators to power all of the plant loads, including the Front of Plant facilities. Implementing this project eliminates need to provide additional standby generators to the Front of Plant facilities, thus saving significant amount of capital dollars. Replacement of an aging Motor Control Center and other panels which are past their useful lives will be included in the scope of this project.

Planned Commission Actions: Approve Design Task Orders – September 2019

Food Waste Receiving Station and Digester Improvements (9229): Construct receiving facilities, digester improvements, and gas utilization facilities associated with food waste processing

SVCW and South Bay Waste Management Authority (SBWMA) have been in discussions to develop a food waste project. SBWMA will remove organic matter from its waste stream, process the organic matter, then deliver it to SVCW to be further processed in the anaerobic digesters. The additional organic matter will increase the biogas created in the digesters which can be used as an energy source. SBWMA is developing a pilot project for its facilities, and SVCW is beginning the process to develop the project to accept and process the food waste. This project is planned to be a design-build project.

Planned Commission Actions: Approve Task Order for Owners Advisors Services – September 2019

Approve Task Order for Environmental/CEQA Services – September 2019

RESCU Program (6008, 9501, 9502): Design and construct conveyance system improvements.

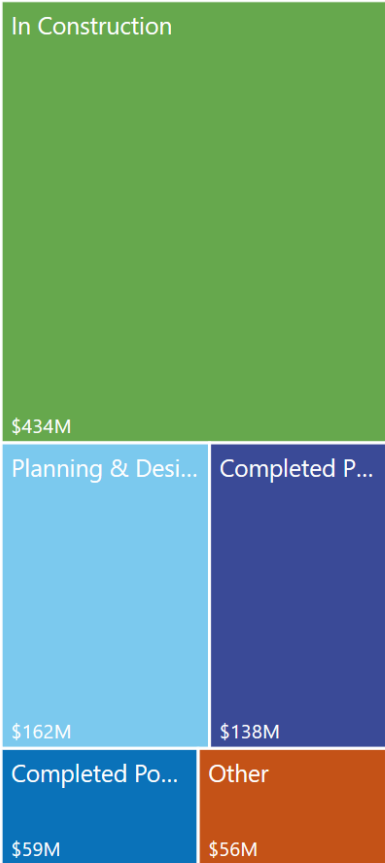
SVCW has awarded progressive design build contracts to Barnard Bessac Joint Venture for the Gravity Pipeline (GP) Project and Shea Parsons Joint Venture for the Front of Plant (FoP) and Pump Stations Improvements (PSI) Projects. These projects are in varying states of design and construction. SVCW staff is tracking potential changes to the work to assure that they are completed within budget.

As reported at the May 2019 Commission meeting, the Bay Area Air Quality Management District's permit requirements required a change in odor control technology that will result in higher project costs. The impact of this change is still being determined and staff will recommend a Contract Change Order in the coming months to address this change.

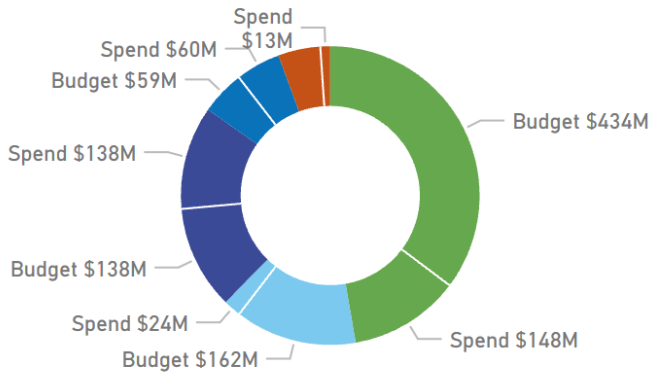
Planned Commission Actions: Approve Contract Change Order to FoP for Odor Control System – September/October 2019

CIP Spend Analysis

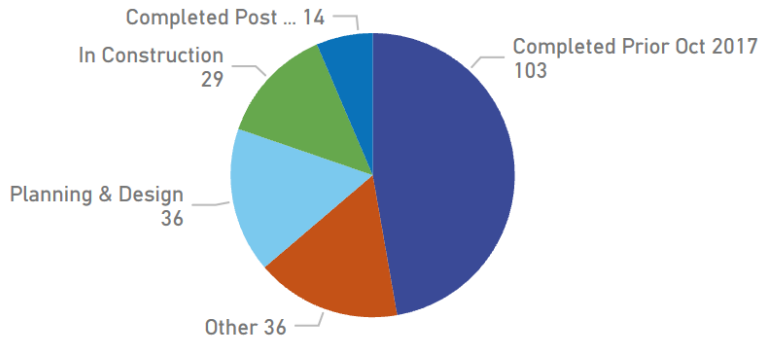
	Project Phase	Project Count	2018 CIP Budget	Actual Spend	Remaining	% Unspent
	In Construction	29	\$434,311,619	\$147,808,081	\$286,503,538	65.97%
	Planning & Design	36	\$161,982,232	\$23,707,030	\$138,275,202	85.36%
	Completed Prior Oct 2017	103	\$138,103,158	\$137,674,792	\$428,365	0.31%
	Completed Post Oct 2017	14	\$58,806,039	\$59,574,724	\$-768,686	-1.31%
	Other	36	\$56,363,374	\$13,097,038	\$43,266,336	76.76%
Total		218	\$849,566,422	\$381,861,666	\$467,704,756	55.05%



Budget and Spend by Project Phase



ProjectCount by Project Phase



Actual Spend by Project Phase



This report is a snapshot of CIP spending and displays the cost of projects as they evolve from un-initiated to completed. Within each phase, actual expenditures is compared to the 2018 CIP Budget Plan to arrive at dollars remaining.

"Planning/Design" budget values are not fully encumbered and therefore not meant for comparison to actual expenditures. Only upon completion of the planning and design phase will project budget and actual expenditures be recategorized to "In Construction" and a good measure of budget adherence.

"In Construction" dollar values reflect encumbrances (Budget) and expenditures (Actual Spent to date); comparing these numbers describes budget adherence.

"Other" phase includes projects that are administrative in nature (e.g. SRF loan expenses, Insurance, etc) and/or projects that have not been initiated.

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AGENDA ITEM 5E

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**Silicon Valley Clean Water
Commissioners' Requested Action Items**

**AUGUST 19, 2019
AGENDA ITEM 5E**

Updated: 08/05/2019

Commission Meeting Date		Action Item	Requested or Estimated Date for Completion	Status			Date of Completion	Notes
				Ongoing	In Progress	Complete		
7/15/2019	1	No new items at this meeting						
6/17/2019	1	No new items at this meeting						Direction provided to Counsel and staff re: closed session items only
5/20/2019	1	Send Updated Agenda Item 5E				✓	5/20/2019	The incorrect version was included in the agenda packet.
	2	Days Since Last Incident Sign - Pelican Board Room				✓	7/15/2019	The sign is on display in Pelican Room
4/15/2019	1	Maple Street Development	N/A	✓				SVCW and RWC staff coordinating efforts and messages to developer to protect mutual and exclusive interests.
3/18/2019	1	Emergency Declaration	4/15/2019			✓	4/10/2019	Ratified emergency declaration at April meeting
2/25/2019		No new items at this meeting						Direction provided to Counsel and staff re: closed session items only
1/28/2019		No new items at this meeting						
12/6/2018	1	Private property easements: keep Commission apprised if/when impasse during easement negotiations	2/25/2019			✓	6/28/2019	Easements for the two private property owners have been obtained without need for eminent domain.
11/8/2018	1	Draft Letter to County Manager for Commissioner Chair Signature	11/9/2018			✓	11/8/2018	Letter related to intended use of existing 48-in Force Main after Gravity Pipeline is put into use.
10/11/2018	1	No new items at this meeting						
8/23/2018	1	Item 8B error in bid summary sheet; note in minutes	10/11/2018			✓	10/3/2018	
> One Year	1	8E - JPA Amendment; re-initiate "clean up" to JPA	N/A		✓			Make required and requested changes to the JPA a priority. Comments received; Manager to begin working on consolidation.

Silicon Valley Clean Water
Commissioners' Requested Action Items

AUGUST 19, 2019
AGENDA ITEM 5E

Updated: 08/05/2019

Commission Meeting Date	Action Item		Requested or Estimated Date for Completion	Status			Date of Completion	Notes
				Ongoing	In Progress	Complete		
	2	When SVCW can begin exporting power to grid, make public for positive public relations standpoint	N/A		✓			The anticipated timeframe for SVCW to begin exporting power is late summer/fall 2019. Public notice will be prepared and distributed.
	3	Project delay costs	N/A	✓			Ongoing	Inform Commission of any potential delays that could add time and costs to projects they have authorized.
	4	Greendale property construction progress	6/30/2019			✓	7/31/2019	The Contractor has completed work. BAAQMD Permit to Operate obtained. Final payment to contractor being processed. Home is on the market for sale.
	5	Connection Fees	NA		✓			Additional plant capacity evaluation is underway to ensure proper flow numbers are used in the calculations. Will be incorporated into upcoming JPA changes.

AGENDA ITEM 5F

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Overview



RESCU Program describes eleven projects which constitute full replacement and rehabilitation of SVCW's conveyance system. RESCU includes the Gravity Pipeline, Front of Plant, Pump Stations, and Belmont Force Main projects. The Front of Plant includes six and Pump Stations includes four of the eleven projects. The Conveyance System Improvements Environmental Impact Report completed and adopted by the SVCW Commission in April 2017 covers work to be done under all the RESCU Program projects.

Available Budget

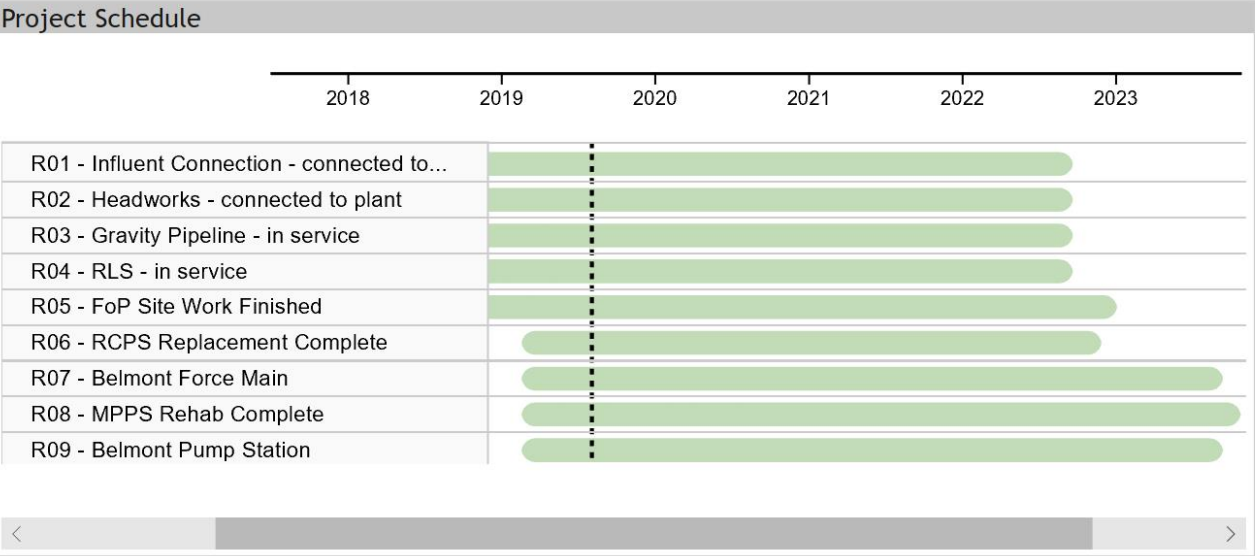
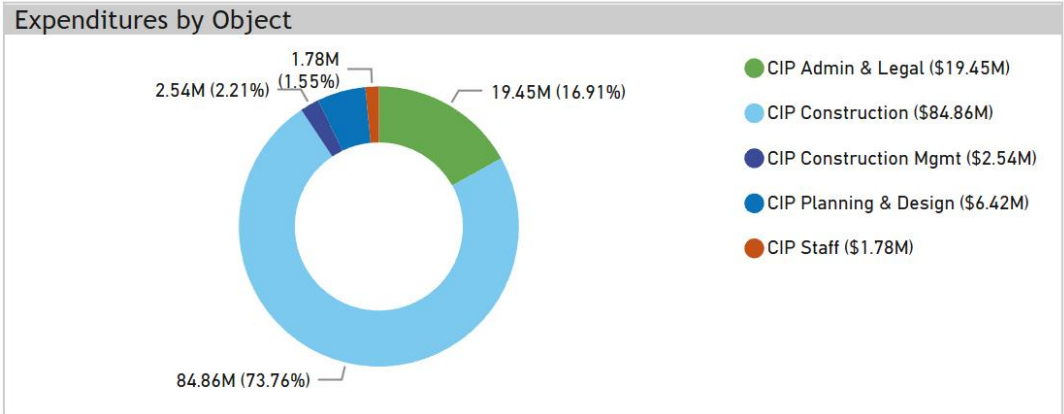
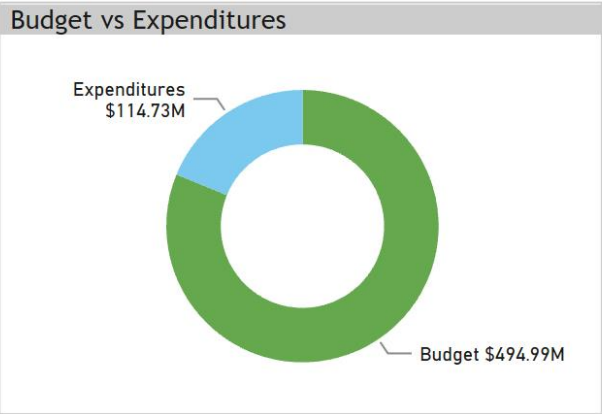
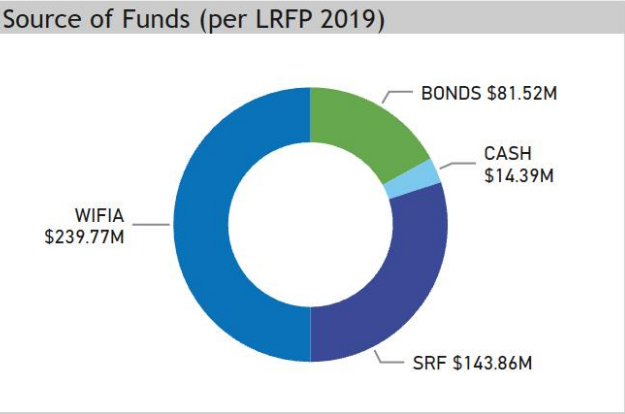
\$494.99M

Total Expenditure

\$114.73M

Remaining Budget

\$380.26M



Front of Plant Progressive DB Project



The Front of Plant (FoP) Project consists of the design, construction, permitting, start-up, commissioning, and final acceptance for the Receiving Lift Station (RLS), Surge and Flow Splitter (SFS), Headworks Facility, Odor Control Facilities, Influent Connector Pipe, Storage and Chemical Offload Facilities, Civil site work, Emergency Overflow pipe to storage basin and related process support systems. Work is being implemented under a Progressive Design-Build procurement process in stages.

Available Budget

\$137.81M

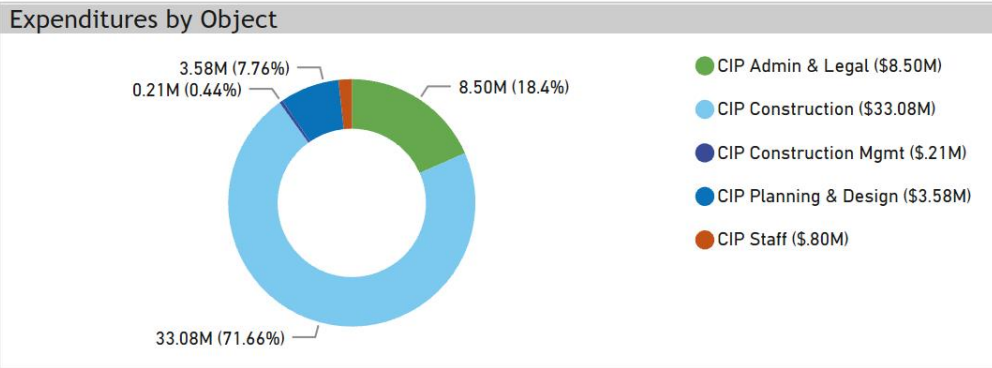
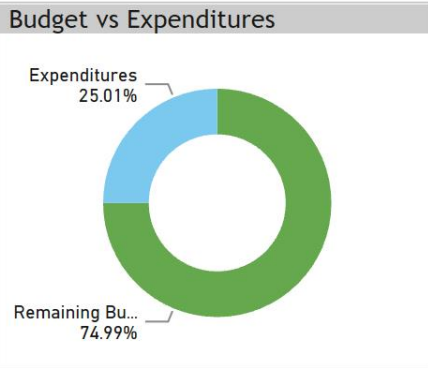
Total Expenditure

\$45.95M

Remaining Budget

\$91.85M

Milestone Schedule		
	Start	Finish
95 Percent (%) Design Documents	12/6/2018	7/31/2019
Stage 2C - RLS Shaft Construction	10/11/2018	2/25/2020
Headworks Completed/Early Start-Up	12/6/2018	10/24/2021
SFS/RLS Operational	12/6/2018	8/28/2022
Stage 2D - Balance of Stage 2 Work Final Completion	12/6/2018	10/20/2022



23.79%

% Complete

23.88%

% Expenditures



As of : 2019 - 07

Major Accomplishments this Period

Design	<ul style="list-style-type: none"> - SPJV worked on the development at the 95% design package that will be distributed for SVCW's review on 8/2. - Held multiple electrical meetings related to power distribution and the RLS pump controls design - Continued development of all FoP control narratives
Procurement of Trade Packages	<ul style="list-style-type: none"> - SPJV is finalizing submittals of major equipment (slide gates, screenings, grit separator, pumps, elevator, jib crane, VFDs, piping) with preferred manufacturers for submission - WIFIA and SRF requirements for trade packages are in progress - SPJV executed contracts with multiple subcontractors for upcoming work
Construction	<ul style="list-style-type: none"> - Placed ductbanks for conduit and piping under the headworks facility - Installed and backfilled a segment of the 48-inch overflow line that runs from the SFS to the drying beds - Began installation of formwork and rebar for the Headworks Facility base slab - Installed inclinometers (monitoring instrumentation) in preparation for mass excavation of the RLS

Potential Issues

Change order for odor control system.

3 - Month Look Ahead

	Start	End	August	September	October
Headworks Facility Civil Work	March 7, 2019	August 1, 2019	X		
RLS and SFS Excavation Work	July 22, 2019	January 17, 2020	X	X	X
Installation of the Base Slab of the Headworks Facility	August 8, 2019	October 7, 2019	X	X	X

Safety Spot Light

Category	Value
Lost Time	0
Near Misses	0
Recorded Losses	0

Gravity Pipeline Progressive DB Project



The Gravity Pipeline (GP) Project consists of the design, construction, permitting, start-up, commissioning, and closeout of approximately 17,600 feet of wastewater gravity FRP pipe inside a concrete-segment tunnel. The work includes three shafts and will interface directly with the Front of Plant (FoP) Project at the Surge & Flow Shaft (SFS). Work is being implemented under a Progressive Design-Build procurement process.

Available Budget

\$253.25M

Total Expenditure

\$62.86M

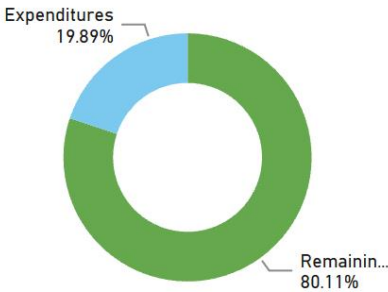
Remaining Budget

\$190.39M

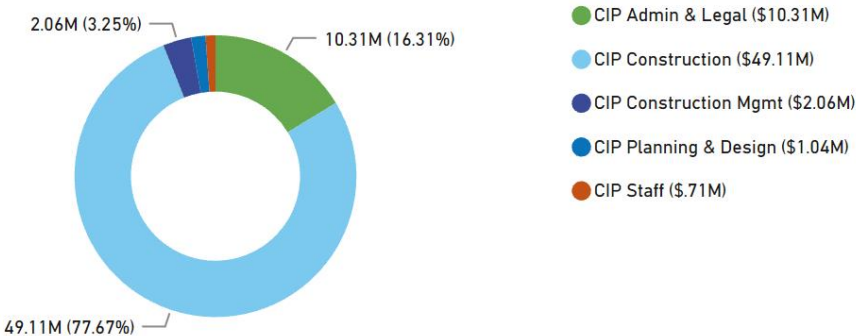
Milestone Schedule

	Start	Finish
100% Design Documents		12/18/2019
Bair Island Shaft Construction	6/24/2019	4/1/2020
TBM Drive (AAS to Bair Island)	9/25/2019	6/12/2020
San Carlos Shaft Construction	10/20/2020	1/17/2022
TBM Drive (AAS to SFS)	8/18/2020	10/1/2021
FRP Pipe Installation	7/15/2021	5/9/2022
Final Commissioning		7/1/2022

Budget vs Expenditures



Expenditures by Object



22.65%

% Complete

21.03%

% Expenditures

As of : 2019 - 07





Major Accomplishments this Period	
Design	<div><div></div><div><ul style="list-style-type: none">- Issued for Construction Specifications under development- Continued coordination with Pump Stations Improvement project and Operations & Maintenance for San Carlos inlet connection- FRP Pipe Specification and Durability Report development complete- Bair Island shaft design complete</div></div>
Procurement of Trade Packages	<div><ul style="list-style-type: none">- FRP pipe contract executed.- Outreach in conformance with SRF and WIFIA funding requirements- Bair Island support of excavation contract executed- TBM delivery complete</div>
Construction	<div><ul style="list-style-type: none">- BBJV began construction on the Bair Island road- BBJV continues assembling the TBM in the Airport Access Shaft- BBJV continues constructing grout plant and muck bin</div>

Potential Issues
<div>County Permits and Easements.</div>

3 - Month Look Ahead					
	Start	End	August	September	October
100% Design Completion	August 10, 2018	December 18, 2019	X	X	X
Bair Island Shaft Construction	June 24, 2019	April 1, 2020	X	X	X
Assemble TBM	June 25, 2019	September 9, 2019	X	X	
Launch TBM for Bair Island Drive	September 25, 2019	June 12, 2020		X	X

Safety Spot Light	
Category	Value
Lost Time	0
Near Misses	0
Recorded Losses	0

Pump Stations



All SVCW pump stations require replacement or rehabilitation. Menlo Park PS will be rehabilitated. Redwood City PS will be replaced. Belmont PS will be rehabilitated. San Carlos PS is no longer needed due to the new gravity pipeline; flows from San Carlos and Belmont will enter into the gravity pipeline via a drop structure at the current San Carlos pump station site. Flows from the MPPS and RCPS will flow through the new 48-inch force main to a drop structure at Inner Bair Island. This project also includes replacement of the Belmont Force Main and will be implemented via a Progressive Design-Build Process.

Available Budget

\$103.93M

Total Expenditure

\$5.88M

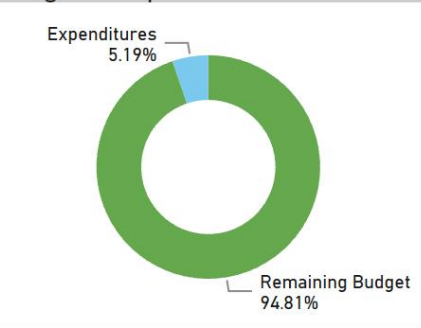
Remaining Budget

\$98.24M

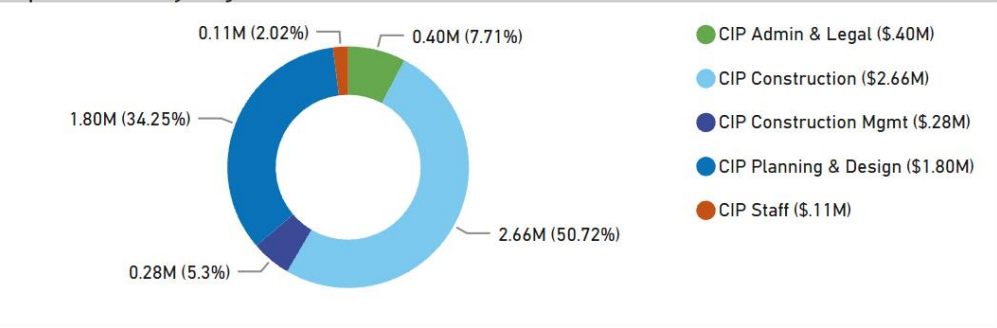
Milestone Schedule

	Start	Finish
PSI Project Procurement process approved by Commission	7/13/2018	7/13/2018
Recommend Award of DB Agreement to Commission	2/25/2019	2/25/2019
Basis of Design Report (BODR)	8/6/2019	
30 Percent (%) Design Documents	9/24/2019	
60 Percent (%) Design Documents	11/11/2019	
Stage 1 Services Complete	1/9/2020	

Budget vs Expenditures



Expenditures by Object



Phase 2 is scheduled to start on 1/9/2020.

No % Complete or % Expenditures available at this time.



Major Accomplishments this Period

Design	<ul style="list-style-type: none"> - Draft BODR under review, comments due to SPJV on July 31, 2019 - Geotechnical investigations at pump station sites and along Belmont Gravity Pipeline alignment are ongoing and will continue into August. - Ongoing coordination with GP project.
--------	--

Potential Issues

No issues to note for this period.

3 - Month Look Ahead

	Start	End	August	September	October
Permitting & Public Outreach Support	February 28, 2019	January 16, 2020	X	X	X
Cost Modeling Development and Estimates	May 3, 2019	December 5, 2019	X	X	X
Hazardous Materials and Contamination Survey	May 7, 2019	August 22, 2019	X		
Control Strategy / Narratives Development	May 23, 2019	October 2, 2019	X	X	X
BODR & 30% Design Documents	May 24, 2019	November 11, 2019	X	X	X
Modeling	May 24, 2019	October 1, 2019	X	X	X
Geotechnical Field Investigations	July 5, 2019	August 12, 2019	X		
P&ID, Master Equipment & I/O List Development	August 6, 2019	October 2, 2019	X	X	X
BIM Model Development, Analysis, and Support	August 13, 2019	January 16, 2020	X	X	X
60% Design Package	August 16, 2019	November 11, 2019	X	X	X
Preliminary Startup, Testing and Acceptance Plan	August 16, 2019	October 28, 2019	X	X	X
Preliminary Staffing & Staff Training Plan	October 2, 2019	October 25, 2019			X

Safety Spot Light

Category	Value
Lost Time	0
Near Misses	0
Recorded Losses	0

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AGENDA ITEM 7Ai

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**MINUTES OF SILICON VALLEY CLEAN WATER
REGULAR MEETING – July 15, 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 Warren Lieberman, PhD., Belmont – Chair
Council Member Alicia Aguirre, Redwood City – Vice Chair
Board Member George Otte, P.E., West Bay Sanitary District – Secretary
Mayor Mark Olbert, San Carlos

Staff, Consultants and Visitors Present

Teresa A. Herrera, SVCW Manager
Christine C. Fitzgerald, SVCW Legal Counsel
Jennifer Flick, Human Resources Director
Monte Hamamoto, SVCW Chief Operating Officer
Matt Anderson, SVCW Chief Financial Officer/Assistant Manager
Arvind Akela, SVCW Engineering Director
Eric Hansen, SVCW Senior Engineer
Jessica Mangual, SVCW Secretary Pro Tem
Mark Minkowski, Kennedy/Jenks
Aren Hansen, Brown & Caldwell
Molly Flowerday, City of Redwood City
Theresa Yee, City of Redwood City
Bruce Burnworth, MPF Consulting

ITEM 3

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by those in attendance.

ITEM 4

PUBLIC COMMENT

There was no Public Comment.

Chairman Lieberman made a motion to change the order of business, considering the Closed Session items before the Business items portion of the meeting.

Motion/Second: Mr. Olbert / Ms. Aguirre

The Motion carried by Unanimous Roll Call Vote

ITEM 5A

SAFETY MOMENT AND REPORTS

The Safety Moment this month relayed safety tips for summer grilling. Additionally, attention was drawn to the new safety sign in the Commission meeting room.

The itinerary for the Tunnel Boring Machine community event scheduled for Wednesday, July 17th was distributed.

The Financial Report highlighted the successful closing of the WIFIA loan.

The RESCU Program Status report now includes photos, information on expenditures versus construction status, and highlights potential issues.

ITEM 6A

MATTERS OF COMMISSION MEMBER'S INTEREST

Alicia Aguirre was nominated as the new Chairperson.

Motion/Second: Mr. Olbert / Mr. Otte

The Motion carried by Unanimous Roll Call Vote

George Otte was nominated to the position of Vice Chairperson

Motion/Second: Mr. Olbert / Mr. Lieberman

The Motion carried by Unanimous Roll Call Vote

Motion was made to appoint Mark Olbert to the position of Secretary

Motion/Second: Mr. Lieberman / Mr. Otte

The Motion carried by Unanimous Roll Call Vote

ITEM 7

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

Motion/Second: Mr. Olbert / Mr. Lieberman

The Motion carried by Unanimous Roll Call Vote

ITEM 9

CLOSED SESSION

Closed Session was called to order at 8:28 a.m.

ITEM 10

RECONVENE FROM CLOSED SESSION

Open Session reconvened at 8:57 a.m.

Ms. Fitzgerald reported as to Closed Session Agenda Item 9A, the Commission discussed and made a threshold decision on the Manager's salary increase and performance bonus which was taken up in Open Session according to the Brown Act. As to Closed Session Agenda Item 9B, no reportable action was taken and direction was given to staff.

The Commission then returned to address Agenda Item 8A

ITEM 8A

CONSIDERATION OF RESOLUTION APPROVING ANNUAL SALARY FOR FISCAL YEAR 2019-2020 AND BONUS FOR FISCAL YEAR 2018-2019 FOR THE MANAGER OF SILICON VALLEY CLEAN WATER

Proposed Action:

As required under Government Code Section 54953, the Commission recommends that final action be taken to approve the Manager's annual base salary for Fiscal Year 2019-2020 in the amount of \$324,000 and to grant a performance bonus for Fiscal Year 2018-2019 in the amount of \$27,000.

Move adoption of RESOLUTION APPROVING ANNUAL COMPENSATION AND PERFORMANCE BONUS FOR THE SILICON VALLEY CLEAN WATER MANAGER

Motion/Second: Mr. Olbert / Mr. Otte

The Motion carried by Unanimous Roll Call Vote

ITEM 11

ADJOURN

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

Minutes prepared by Teresa A. Herrera

Mark Olbert, Secretary

AGENDA ITEM 7Aii

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**MINUTES OF SILICON VALLEY CLEAN WATER
SPECIAL MEETING – August 8, 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
Kim Hackett, SVCW Authority Engineer
Jessica Mangual, SVCW Secretary Pro Tem
Suzanne Solomon, Liebert Cassidy Whitmore

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

The Safety Moment related to roadways being newly paved and to be aware of changed lane patterns while the paving is occurring.

ITEM 6

MATTERS OF COMMISSION MEMBER'S INTEREST

Not Used

ITEM 7

CONSIDERATION OF MOTION APPROVING CONSENT CALENDAR

Not Used

ITEM 8

BUSINESS ITEMS

Not Used

ITEM 9

CLOSED SESSION

Before Closed Session was called to order, Ms. Fitzgerald announced that as to Closed Session Item 9B, as a matter of procedure under the Brown Act the Commission is meeting under paragraph (2) of subdivision (d) of the Government Code Section referenced in the agenda.

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

ITEM 10

RECONVENE FROM CLOSED SESSION

Open Session reconvened at 9:24 a.m.

Ms. Fitzgerald reported as to Agenda Items 9A and 9B. As to Closed Session Agenda Item 9A, no reportable action was taken and direction was given to staff. As to Closed Session Agenda Item 9B, no reportable action was taken and direction was given to staff and counsel.

ITEM 11

ADJOURN

There being no further business, the meeting adjourned at 9:26 a.m.

Minutes prepared by Teresa A. Herrera

Mark Olbert, Secretary

AGENDA ITEM 7B

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SVCW WARRANT REGISTER

SVCW Warrant Register dated July 2, 2019 - July 16, 2019 and July 17, 2019 – August 1, 2019, were scanned and a copy was emailed to Commissioners and Legal Counsel on August 8, 2019.

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AGENDA ITEM 7C

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**CONSIDERATION OF ADOPTION OF
COMMISSION POLICY 2019-02, NEPOTISM AND FRATERNIZATION**

ISSUE

Adopt Commission Policy 2019-02, "Nepotism and Fraternization".

BACKGROUND

Establishing and maintaining a safe and productive workplace is an essential need for any business. SVCW has policies and procedures in place to assist the Commission, management and front-line employees in understanding the importance of workplace rules and processes. Commission policies provide direction from the Commission to staff on important functions and guidelines of the Authority.

DISCUSSION

SVCW management is in the process of reviewing and updating all existing SVCW policies and developing new policies and/or procedures where deficiencies are found. There are many existing policies dating back to 1976. Some of these have been updated routinely over the years, while others were developed and have not been reviewed or updated since the early 1980s.

This Nepotism and Fraternization Commission Policy is a new policy and is being established to help avoid and prevent personal and family conflicts from affecting the workplace. It will reduce the appearance of favoritism and reduce the possibility of sexual harassment and discrimination. The policy was drafted in compliance with state law and is attached.

The SVCW Manager recommends approval and adoption of said policy.

FINANCIAL IMPACT

There are no direct financial impacts to this action.

RECOMMENDATION

Move adoption of RESOLUTION APPROVING AND ADOPTING COMMISSION POLICY 2019-02, "NEPOTISM AND FRATERNIZATION"

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COMMISSION POLICY NO. 2019-02

Approved by: _____

Rev: Issue

Revision Date:

Issue Date: 08/19/2019

Approved by the SVCW Commission August 19, 2019 by Resolution No. 19-33

SUBJECT: Nepotism and Fraternization

APPLICABLE CODES AND REGULATIONS:

California Fair Employment and Housing Act (FEHA)

Cal. Code Reg., tit. 2, section 11057; Government Code section 12940(a)(3)

PURPOSE

Establish a nepotism and fraternization workplace policy for employees of Silicon Valley Clean Water to avoid, prevent and/or minimize personal and family conflicts from affecting the workplace.

POLICY

Silicon Valley Clean Water believes that it is in the best interest of the Authority to avoid conflicts of interest between work-related and personal/family obligations, reduce favoritism or even the appearance of favoritism, and reduce the possibility of sexual harassment and discrimination in the workplace.

It is the duty of all employees who are in a situation prohibited under this policy to immediately notify their supervisors either in person or through the chain of command that a situation exists in which the involved employee may be in violation of this policy. SVCW reserves the right to reasonably investigate the situation and determine whether the employee has violated this policy.

A. Fraternization

Public trust, safety and Authority morale require that employees avoid the appearance of a conflict between their professional responsibilities and any involvement that they may have in a romantic or sexual relationship with other Authority employees.

The provisions of this section are not applicable to individuals employed by the Authority on or before the date of adoption of this policy in their current state of marriage or non-marriage. As such, a change in marital status/cohabitation, etc., of any current employee will result in the applicability of this policy. Furthermore, those employees are subject to any and all employment-related actions by the Authority, that are permissible pursuant to existing Authority policies and procedures to address conduct that may be negatively impacting the work environment.

Romantic Relationships Between Supervisors and Subordinate Employees Are Prohibited

To promote efficient operation of the Authority and to avoid misunderstandings, complaints of favoritism, other problems of supervision, security, morale, and possible claims of sexual

harassment and/or gender-based discrimination, romantic and/or sexual relations between supervisors and subordinate employees are prohibited.

Romantic Relationships Between Co-Employees in The Same Department Are Prohibited

Public trust, safety and morale of Authority employees require that employees avoid relations that may negatively impact the efficient operation of the Authority. To promote efficient operation of the Authority and to avoid formation of cliques and factions, claims of sexual harassment and gender-based discrimination, and the blurring of professional and personal responsibilities and relationships in the workplace, romantic and/or sexual relationships between co-employees in the same Department are prohibited.

Enforcement

The Authority reserves the right to investigate situations in the workplace to determine whether a romantic and/or sexual relationship exists and presents a possible violation of this policy. If the Authority determines that a proscribed relationship (as defined by this policy) exists, remedial and/or disciplinary measures, including but not limited to a transfer, reassignment, or dismissal, shall be utilized to mitigate issues that arise relevant to the enforcement of this policy.

1. The Authority retains the right to refuse to place employees engaged in relationships prohibited by this policy in the same department where it has the potential for creating adverse impact on supervision, safety, security or morale or involves potential conflicts of interest.
2. To implement such procedures, and where the above circumstances exist and mandate that employees shall not work in a prohibited relationship, the Authority will attempt to transfer one party to the proscribed relationship to a similar classified position in another department, should such a position exist, be available, and should the employee possess the skills and qualifications necessary to perform the essential duties of the position. Although the wishes of the involved parties as to which individual will be transferred will be given consideration by the Authority, the controlling factor in determining who is to be transferred shall be the positive operation and efficiency of the Authority. If any such transfer results in a reduction in salary or compensation, applicable and legally required due process procedures shall be applied.
3. In lieu of a transfer from one department to another, or in situations where no similar counterpart classification exists to which an employee in a proscribed relationship can be transferred, that employee may continue to be employed within the same department subject to approval by the department manager and the Manager or his/her designee. However, any such continuing employment is predicated upon both subject employees not reporting to the same immediate supervisor; not being supervised by each other; not working the same shift; or, otherwise becoming involved in a work environment having the potential for adverse impact on supervision, safety, security or morale.
4. If continuing employment of employees in a relationship prohibited by this policy cannot be accommodated consistent with the Authority's interest in promotion of safety, security,

morale and efficiency, then the Authority retains sole discretion to separate one of the parties from Authority employ. Absent resignation by one affected employee, the less senior, in terms of overall Authority service, of the involved employees shall be subject to separation. In the event of separation, applicable and governing due process procedures shall be applied.

B. Nepotism

It is an express finding of the Authority that the employment of relatives is contrary to appropriate Authority goals of safety and efficiency. The purpose of this section is to define those specific circumstances and to delineate the manner in which such employment issues will be addressed.

Relatives of employees shall not be employed in the same department of such relative at any time by the Authority as further proscribed below.

As of the effective date of this policy, Authority employees who are related (as defined in this policy) shall not be affected in their current job status except when the Manager, or his/her designee, determines that the circumstances of that employment raises an undue hardship upon the other employees within the particular work unit and that such continued employment is detrimental to the supervision, safety, security and/or morale of the particular work unit.

It is found by the Authority that a business purpose exists and dictates that a prohibition on employment of relatives within Authority departments is essential to safety and efficiency when such employment results in any of the following:

- a supervisor-subordinate relationship;
- the employees having job duties, which authorize performance of shared duties on the same or related work assignment;
- both employees being under the jurisdiction of the same immediate supervisor; or
- an adverse impact on supervision, safety, security and/or morale.

C. Effect of Post-Employment Marriage or Creation of Other “Relative” Status of Authority Employees

In determining rules and regulations governing the employment of Authority employees who become related (as defined in this policy) after commencement of Authority employment, the Authority is guided by the principles outlined in the California Fair Employment and Housing Act (FEHA), which prohibits discrimination on the grounds of marital status.*

* FEHA and its regulations do authorize restrictions being placed upon married Authority employees (or upon people deemed related as a result of marriage [i.e., in-laws]) where for business reasons of supervision, safety, security or morale, the employer may refuse to place one spouse or other relative under the direct supervision of another spouse or other relative and refuse to place both spouses or other relatives in the same department, division or facility if the work involves potential conflicts of interest or other hazards greater for married couples or other relatives than for other persons. (Cal. Code Reg., tit. 2, section 11057; Government Code section 12940(a)(3)).

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The Authority retains the right to refuse to place one spouse or other relative under the direct supervision of the other spouse where there is a potential for creating adverse impact on supervision, safety, security or morale.

The Authority retains the right to refuse to place both spouses or other relatives in the same department where doing so has the potential for creating adverse impact on supervision, safety, security or morale or involves potential conflicts of interest.

To implement this policy, and where the above circumstances exist and mandate that two spouses or other relatives shall not work in a prohibited relationship, each affected department will attempt to do any of the following:

- Attempt to redefine the job responsibilities of the related employees within the department to minimize the conflict.
- If the redefinition of job status is not feasible, will attempt to transfer one spouse or other relative to a similar classified position in another Authority department. Although the wishes of the involved parties as to which spouse or other relative is to be transferred will be given consideration by the Authority, the controlling factor in determining who is to be transferred shall be operation an efficient of the Authority. If any such transfer results in a reduction in salary or compensation, the transfer shall not be considered disciplinary in nature and shall not be the subject of any form of administrative appeal.
- In lieu of a transfer from one department to another, or in situations where no similar counterpart classification exists to which a spouse or other relative can be transferred, the Authority may request the voluntary resignation of one of the employees and if one of the employees does not voluntarily resign, the employee with the least employment experience/service with the Authority may be discharged by the Manager. Married or other related employees may continue to be employed within the same department, subject to approval by the department manager and the Manager, or his/her designee. However, any such continuing employment is predicated upon both spouses or other similarly situated relative as defined in this policy not reporting to the same immediate supervisor, not being supervised by each other, not working the same shift at the same work site; or, otherwise becoming involved at a work environment having the potential for adverse impact on supervision, safety, security or morale.

DEFINITIONS

As used in this policy, the following words and phrases shall have the following definitions.

Cohabitation: A living arrangement where one or more employees live together, share room and board, or sire children without being married to one another.

Dating: Behavior that includes, but is not limited to, one or more social meetings under circumstances that may lead to exchange of personal affection and sexual or physical intimacy.

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Employee: Any person who receives an Authority payroll check for services, full or part time, rendered to the Authority.

Marital status: An individual's state of marriage, non-marriage, divorce or dissolution, separation, widowhood, annulment, or other marital state for purpose of this policy.

Relative: Spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, step-brother, step-sister, aunt, uncle, niece, nephew, parent-in-law, brother-in-law, sister-in-law, legal guardian, and/or any other individual related by blood or marriage living in the same household as the Authority employee.

Romantic and/or sexual relationship: A relationship where two Authority employees are or become personally involved with each other to the point that there is dating, exchange of personal affection, sexual or physical intimacy and/or cohabitation.

Significant Other: A relationship between an employee of the Authority and another individual.

Social meeting: Meeting that occurs when co-employees gather for purposes not related to work for the Authority.

Spouse: A partner in marriage.

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POLICY NO. 2019-02

Rev: Issue

Revision Date:

Issue Date: 08/19/2019

SUBJECT: Nepotism and Fraternization

ACKNOWLEDGEMENT OF POLICY RECEIPT

By my signature below, I confirm that I have received, read and understand, and that I will comply with Silicon Valley Clean Water's Nepotism and Fraternization Policy. If I have any questions about the procedure, I will promptly speak with my supervisor or the Manager for clarification and guidance.

Date

Signature

Printed Name

Please return this signed confirmation to Human Resources.

This document will be filed in the signing employee's personnel file.

AGENDA ITEM 7D

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**RESOLUTION OF THE COMMISSION OF SILICON VALLEY CLEAN WATER
DECLARING INTENTION TO REIMBURSE EXPENDITURES RELATING TO
WASTEWATER PROJECTS FROM THE PROCEEDS OF TAX-EXEMPT
OBLIGATIONS OF THE AUTHORITY**

ISSUE

Adopt a Resolution to ensure SVCW retains its tax-exempt status when seeking reimbursement using its line of credit and for expenses to be reimbursed by tax-exempt revenue Notes, Bonds, Loans, or Line of Credit.

BACKGROUND

SVCW continually seeks cost-effective financing for its Capital Improvement Program that consists of over 200 projects that replace, rehabilitate, and upgrade its wastewater infrastructure (the "Project"). The Authority has issued five series of tax-exempt Bonds and one series of tax-exempt Notes, as well as incurred three obligations under the California State Water Quality Control Board State Revolving Fund Loan Program (SRF) to finance the Project. Finally, SVCW also utilizes a tax-exempt Line of Credit for up to \$65 million as interim funding of the Projects.

To ensure project contractors and vendors are paid in a timely manner, SVCW has advanced funds to pay Project costs prior to issuing Bonds or Notes. In order to preserve the Authority's ability to reimburse such advances from the proceeds of the Bonds, United States Income Tax Regulations require the Commission to formally declare its intention to issue such tax obligations and authorize proceeds thereof be used to reimburse such advances.

DISCUSSION

On the advice of SVCW Bond Counsel, staff proposes the Authority adopt a resolution to preserve its ability to use debt proceeds to reimburse any project expenditures that are paid before the issuance of Bonds, Notes, Loans, or the Line of Credit.

FINANCIAL IMPACT

There is no financial impact associated with this action.

RECOMMENDATION

Move adoption RESOLUTION OF THE COMMISSION OF SILICON VALLEY CLEAN WATER DECLARING INTENTION TO REIMBURSE EXPENDITURES RELATING TO WASTEWATER PROJECTS FROM THE PROCEEDS OF TAX-EXEMPT OBLIGATIONS OF THE AUTHORITY

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AGENDA ITEM 8A

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**RECYCLED WATER SUPPLY LINE REPAIR PROJECT (PROJECT #290)
AWARD OF CONSTRUCTION CONTRACT****ISSUE**

Award of Construction Contract for the Recycled Water Supply Line Repair Project (Project #290)

BACKGROUND

The Recycled Water Facility (Facility) at Silicon Valley Clean Water (SVCW) was constructed by the City of Redwood City in 2006 to receive recycled water from SVCW and subsequently distribute throughout their community. The Facility includes a disinfection system and storage and pumping facilities, all located on SVCW property that is leased by Redwood City. The Facility is fed with filtered water from the B-side Dual Media Filters (DMF) at the SVCW treatment plant (Plant) via a 36-inch pipe. The pipe begins at the DMF and is mounted above ground until it reaches a main access road located at the north-west corner of the Plant's main structure. From there, the 36-inch pipe transitions to below grade and eventually connects to the Facility. To account for ongoing soil movement (young bay mud conditions), the original pipe installation in 2006 included a flexible rubber spool to accommodate differential settlement. This flexible coupling has reached its maximum movement limit due to ground settlement; the flanges and the rods holding the flanges together are misaligned. Further movement of the existing flexible coupling has the potential to damage the coupling and cause leakage.

Additionally, there are three pipes that enter and leave the Facility in a vault adjacent the concrete disinfection tank; one is the 36-inch pipe referenced in the preceding paragraph. One is a 30-inch pipe that comes from the Facility's Reject Water Box to the Plant and one is a 12-inch line that feeds recycled water to SVCW for in-Plant use. There has been leakage from two of these pipes (the 36- and 30-inch pipes), water fills the vault and causes need for frequent pumping. The water in the vault has caused corrosion on all three lines and their respective expansion joints.

To resolve all the issues presented above, a project to replace the existing above-ground flexible coupling and the expansion joints within the vault was developed to ensure continued service. SVCW's Agreement with Redwood City states that any maintenance work on the Recycled Water Facility will occur between November and March.

DISCUSSION

Design drawings and specifications were prepared by Freyer & Laureta, Inc. for the replacement of the flexible coupling and expansions joints. The project was publicly advertised for competitive bidding on July 11, 2019. A mandatory pre-bid meeting and project site inspection was held on July 18, 2019 and eight potential bidders attended both the pre-bid meeting and the project site inspection. Bids were due on August 8, 2019 and two bids were received on the project; the bid results summary sheet is attached. The apparent low bidder is JF Shea/Parsons Joint Venture at \$315,000. The engineer's estimate of probable cost of construction is \$270,000. The bid from JF Shea/Parsons Joint Venture was reviewed for correctness and compliance with the bid documents and

found to be in order. SVCW staff recommends that the Commission accept the low bid and award the construction contract for Project #290: Recycled Water Supply Line Repair Project to JF Shea/Parsons Joint Venture.

FINANCIAL IMPACT

Responsibility for repairs related to the Facility is defined in the agreement between SVCW and Redwood City. In this case, the responsibility resides with SVCW for repair of delivery pipeline and reject water pipeline. Funding for this project derives from Fund 14, Revenue-Funded Capital Program, Project #290. The allocated budget for this project is \$369,030.


RECOMMENDATION

Move adoption of RESOLUTION APPROVING CONSTRUCTION CONTRACT DOCUMENTS FOR RECYCLED WATER SUPPLY LINE REPAIR PROJECT (PROJECT #290); ACCEPTING BID OF LOWEST RESPONSIBLE BIDDER, REJECTING ALL OTHER BIDS; AND AUTHORIZING EXECUTION OF AGREEMENT, DIRECTING RETURN OF SECURITY DEPOSITS AND AUTHORIZING MANAGER TO APPROVE CONTRACT CHANGE ORDERS UP TO TEN PERCENT OF THE CONTRACT PRICE FOR SAID PROJECT – JF SHEA/PARSONS JOINT VENTURE – \$315,000

Recycled Water Supply Line Repair Project - Capital #0290

Bid Opening

Thursday, August 08, 2019

											
Name of Bidder	Addendum	Proposal	Proposal Guaranty Bond	Cert. of Bidders Exp. & Qualifications	Desig. of Subcontractors	Site Visit Affidavit	Schedule of Major Equipment & Material Suppliers	Ackw. of Insurance Req's.	Noncollusion Affidavit	Affidavit of Safety Compliance	Total Bid Amt.
	#1 & 2	Section 00300	Section 00410	Section 00420	Section 00430	Section 00440	Section 00450	Section 00470	Section 00480	Section 00490	
1 *J.F. Shea/Parsons JV	✓✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$315,000
2 D.W. Nicholson	✓✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$446,000
*Pending Commission approval. Next Commission meeting is scheduled for Monday, August 19, 2019.											