

**MINUTES OF SILICON VALLEY CLEAN WATER
REGULAR MEETING – September 16, 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, Mayor, 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
Matt Anderson, SVCW Chief Financial Officer/Assistant Manager
Kim Hackett, SVCW Authority Engineer
Jennifer Flick, SVCW Human Resources Director
Arvind Akela, SVCW Engineering Director
Kara Tremblay, SVCW Engineering
Jessica Mangual, SVCW Secretary Pro Tem
EJ Shalaby, Senior Consultant, DNS Strategic Partners
Derek Rampone, City of Redwood City
Theresa Yee, City of Redwood City
Jim Lewis, Menlo Park
Bill Tanner, Tanner Pacific, Inc.
Mark Minkowski, Kennedy/Jenks

ITEM 3

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by those in attendance.

ITEM 4

PUBLIC COMMENT

Mr. Jim Lewis from Menlo Park addressed the Commission. He commented on how helpful it was that Staff Reports were now available on SVCW's website and suggested that perhaps future Commission Meetings could be videoed and made available to public.

ITEM 5

SAFETY MOMENT AND REPORTS

In this month's Safety Moment, it was noted that September is National Preparedness month and the importance of being prepared for any kind of disaster was discussed.

Under the Manager's Report, the Commission was presented with SVCW's new Vision statement. Additionally, Ms. Herrera noted that she will be giving a presentation today at the US China Green Energy Council. Finally, it was noted that SVCW's staff is sponsoring confined space entry training open to public agencies throughout the mid-Peninsula.

The Investment Report format is new due to a change in investment advisors. Options of what to include in the report were discussed and the consensus was to ensure that it covered pertinent and important items for which the Commissioners should be aware.

Ms. Hackett then gave the Engineering Projects Status Update. Discussion ensued related to possibility of receiving unexpected inorganic material with the proposed organics co-digestion project. The agreement with SBWMA has not yet been drafted but will include warranty on material quality. Discussion continued related to digestion capacity; the current capacity is adequate for current and projected future loads.

ITEM 6

MATTERS OF COMMISSION MEMBER'S INTEREST

There were no comments.

ITEM 7

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

Motion/Second: Mr. Lieberman / Mr. Otte

The Motion carried by Unanimous Roll Call Vote

ITEM 8A

CONSIDERATION OF MOTION TO APPROVE TASK ORDER FOR CDM-SMITH SCOPE AND BUDGET FOR ALTERNATIVE TECHNOLOGY IMPACT ANALYSIS RELATED TO ORGANICS CO-DIGESTION PROJECT (CIP# 9215, 9229, 9235)

Proposed Action:

Move approval of TASK ORDER SCOPE OF WORK AND BUDGET FOR ENGINEERING SERVICES RELATED TO ORGANICS CO-DIGESTION (CIP #9215, 9229, 9235) IN AN AMOUNT NOT TO EXCEED \$343,178 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – CDM-SMITH

Motion/Second: Mr. Olbert / Mr. Otte

The Motion carried by Unanimous Roll Call Vote

ITEM 8B

UPDATE ON SILICON VALLEY CLEAN WATER ADMINISTRATIVE POLICY NO. 2013-03 REGARDING SVCW RESERVE FUND POLICY AND PROCEDURES ("RESERVE FUND POLICY") AND PROVIDE GUIDANCE TO STAFF REGARDING POTENTIAL AMENDMENTS

Proposed Action:

NO ACTION IS REQUIRED. COMMISSION TO PROVIDE DIRECTION TO STAFF AS NEEDED

Discussion ensued regarding the reserve policy; staff will bring additional information and proposed changes to Commission in October.

ITEM 9

CLOSED SESSION

Not used

ITEM 10

RECONVENE IN OPEN SESSION

Not used

ITEM 11

ADJOURN

There being no further business, the meeting adjourned at 9:00 a.m.

Minutes prepared by Teresa A. Herrera

Reviewed by General Counsel



Mark Olbert, Secretary