

Silicon Valley Clean Water

**AGENDA ITEM 7A
MAY 8, 2023**

**MINUTES OF SILICON VALLEY CLEAN WATER
REGULAR MEETING – APRIL 10, 2023
8:00 a.m.**

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

Members of the public and SVCW staff and consultants were also able to observe and participate remotely per instructions provided in the agenda.

ITEM 1

CALL TO ORDER

The meeting was called to order at 8:01 a.m.

ITEM 2

ROLL CALL - Commissioners Duly Appointed by Each Agency

Council Member Alicia Aguirre, Redwood City – Chair
Board Member George Otte, West Bay Sanitary District – Vice-Chair
Council Member Ron Collins, San Carlos – Secretary
Vice Mayor Davina Hurt, 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
Monte Hamamoto, SVCW Chief Operating Officer
Kim Hackett, SVCW Authority Engineer
Jennifer Flick, SVCW Human Resources Director
Arvind Akela, SVCW Engineering & Environmental Services Director
Jessica Mangual, SVCW Secretary Pro Tem
Cindy Hui, SVCW Finance Supervisor
Kiki Newberry, SVCW Financial Analyst
Jane Kao, SVCW Senior Engineer
Chathu Abeyrathna, SVCW Senior Engineer
Mark Minkowski, Kennedy Jenks
Sheryl Chia, Kennedy Jenks
Sergio Ramirez, West Bay Sanitary District
Theresa Yee, City of Redwood City
Carolyn Kerans, City of Redwood City
Aren Hansen, Brown & Caldwell
Bill Tanner, TPI

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 and providing public comment during the remote meeting site were provided.

Item 5A Safety Moment concerned tips on situational awareness in the workplace.

Item 5B Manager's Report included discussion on possible JPA amendments.

For other written reports contained within the agenda packet, there were no questions or comments.

ITEM 6

MATTERS OF COMMISSION MEMBER'S INTEREST

ITEM 7

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

- A. APPROVAL OF MINUTES – March 13, 2023 - Regular Meeting
- B. CONSIDERATION OF MOTION APPROVING CLAIMS AND CHECKS DATED JANUARY 25 – MARCH 20, 2023, AND NECESSARY PAYMENTS THROUGH MARCH 20, 2023
- C. CONSIDERATION OF MOTION APPROVING DESIGN TASK ORDER SCOPE AND BUDGET FOR BURIED AND EXPOSED PROCESS PIPE REPAIR

Proposed Action:

Move approval of TASK ORDER SCOPE OF WORK AND BUDGET FOR DESIGN SERVICES FOR THE BURIED AND EXPOSED PROCESS PIPING REPAIR (CIP #9600) IN AN AMOUNT NOT TO EXCEED \$395,630 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – BROWN AND CALDWELL

- D. CONSIDERATION OF MOTION APPROVING WATER ENVIRONMENTAL TECHNICAL (WET) CONSULTING TASK ORDER SCOPE AND BUDGET FOR

OPERATIONS INPUT INTO CIP PROJECTS AND OPERATIONAL SUPPORT TASKS

Proposed Action:

Move approval of TASK ORDER SCOPE AND BUDGET FOR OPERATIONAL CONSULTING SERVICES IN AN AMOUNT NOT-TO-EXCEED \$500,000 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – WATER ENVIRONMENTAL TECHNICAL CONSULTING

E. CONSIDERATION OF RESOLUTION AMENDING PRICING ASSOCIATED WITH A LINE OF CREDIT AGREEMENT WITH WELLS FARGO BANK, NATIONAL ASSOCIATION

Proposed Action:

Move adoption of RESOLUTION OF THE COMMISSION OF SILICON VALLEY CLEAN WATER AUTHORIZING AMENDMENT TO AGREEMENT WITH WELLS FARGO BANK, NATIONAL ASSOCIATION, PURSUANT TO THE TERMS OF THE NOTICE, AND APPROVING OFFICIAL ACTIONS

Motion/Second: Ms. Hurt/ Mr. Collins

The Motion carried by Unanimous Vote

ITEM 8A

CONSIDERATION OF RESOLUTION AND MOTION RATIFYING SVCW MANAGER'S DECLARATION OF EXISTENCE OF AN "EMERGENCY CONDITION" AND APPROVING REPAIR OF ESSENTIAL FACILITIES

Proposed Actions:

- i. Move adoption of RESOLUTION DECLARING EXISTENCE OF EMERGENCY CONDITION REQUIRING IMMEDIATE EXPENDITURE OF FUNDS IN FURTHERANCE OF PUBLIC HEALTH, WELFARE AND SAFETY AND APPROVING AND RATIFYING EXECUTION OF CONTRACTS FOR REPAIR OF ESSENTIAL PUBLIC FACILITIES RELATING THERETO (54-INCH INFLUENT FORCE MAIN) (4/5^{ths} weighted vote required)
- ii. Move approval of EXPENDITURES UP TO \$475,000 AT THE DIRECTION OF THE SVCW MANAGER FOR REPAIRS OF THE 54-INCH INFLUENT FORCE MAIN FROM CAPITAL BUDGET RESERVE FUND.

Motion/Second: Mr. Otte / Ms. Hurt

The Motion carried by Unanimous Vote

ITEM 8B

CONSIDERATION OF RESOLUTIONS APPROVING FISCAL YEAR 2023-24 ANNUAL OPERATING AND CAPITAL EXPENDITURES BUDGET

Move Approval of Resolutions Adopting:

- i. FISCAL YEAR 2023-24 ANNUAL OPERATING BUDGET IN THE AMOUNT OF \$31,012,421 IN NET OPERATING REVENUES REQUIRED AND \$480,000 FOR REVENUE-FUNDED CAPITAL PROJECTS
- ii. FISCAL YEAR 2023-24 CASH RESERVE DESIGNATIONS IN THE AMOUNT OF \$3,000,000 TO THE CAPITAL IMPROVEMENT PROGRAM RESERVE FUND AND \$246,236 TO THE OPERATING RESERVE FUND
- iii. FISCAL YEAR 2023-24 DEBT SERVICE EXPENDITURES IN AN AMOUNT OF \$19,047,831
- iv. AUTHORIZING SVCW MANAGER TO IMPLEMENT, MANAGE AND APPROVE EXPENDITURES AUTHORIZED WITHIN THE FISCAL YEAR 2023-24 ANNUAL OPERATING AND CAPITAL EXPENDITURES BUDGET AS ADOPTED BY THE SILICON VALLEY CLEAN WATER COMMISSION

Motion/Second: Mr. Collins / Ms. Hurt

The Motion carried by Unanimous Vote

ITEM 9

Closed Session was called to order at 8:37 a.m.

ITEM 10

RECONVENE IN OPEN SESSION

Open Session reconvened at 8:44 a.m.

Ms. Fitzgerald reported that, as to closed session item 9, no action was taken and direction was given to staff and Counsel.

ITEM 11

ADJOURN

There being no further business, the meeting adjourned at 8:45 a.m.

Minutes prepared by Teresa A. Herrera

Reviewed by General Counsel

DocuSigned by:

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Ron Collins, Secretary