

Silicon Valley Clean Water

**AGENDA ITEM 7A
OCTOBER 09, 2023**

**MINUTES OF SILICON VALLEY CLEAN WATER
REGULAR MEETING – September 11, 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 8:00 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
Vice Mayor, Davina Hurt, Belmont – Member

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
Anir Bhagwat – SVCW Senior Engineer
Jane Kao - SVCW Senior Engineer
Cindy Hui – SVCW Finance Supervisor
Kiki Newberry – SVCW Financial Analyst
Chris Leon – SVCW Instrumentation Technician
Mark Minkowski – Kennedy Jenks
Catrina Paez – Kennedy Jenks
Norite Vong - City of Redwood City
Teresa Yee - City of Redwood City
Sergio Ramirez – West Bay Sanitary District
Vince Guillama - WMLyles Co

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 7A Safety Moment concerned tips on how to prepare an emergency kit.

The manager introduced SVCW's new instrumentation technician to the Commission. For other written reports contained within the agenda packet, there were no questions or comments.

ITEM 6

MATTERS OF COMMISSION MEMBER'S INTEREST

The Manager and Commission discussed a plan to create a subcommittee to develop a strategic plan. Two commissioners (Chairperson Aguirre and Vice-Chair Otte) were appointed to be the subcommittee members.

ITEM 7

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

- A. APPROVAL OF MINUTES – July 10, 2023 - Regular Meeting and August 14, 2023 – Special Meeting
- B. CONSIDERATION OF MOTION APPROVING CLAIMS AND CHECKS DATED JUNE 27 – AUGUST 7, 2023 AND NECESSARY PAYMENTS THROUGH AUGUST 7, 2023
- C. CONSIDERATION OF RESOLUTION APPROVING REVIEW AND UPDATE TO SVCW COMMISSION POLICY 1992-01, INVESTMENT POLICY AND GUIDELINES

Proposed Action:

Move adoption of RESOLUTION APPROVING AND ADOPTING REVISION V TO COMMISSION POLICY 1992-01, SILICON VALLEY CLEAN WATER'S INVESTMENT POLICY AND GUIDELINES

D. CONSIDERATION OF RESOLUTION APPROVING REVISIONS TO SVCW COMMISSION POLICY 2017-01, STATEMENT OF DEBT MANAGEMENT POLICY

Proposed Action:

Move adoption of RESOLUTION APPROVING AND ADOPTING REVISION F TO COMMISSION POLICY 2017-01, STATEMENT OF DEBT MANAGEMENT POLICY

E. CONSIDERATION OF RESOLUTION APPROVING REVISIONS TO SVCW COMMISSION POLICY 2000-01, PROCEDURE FOR ADMINISTRATIVE PENALTIES

Proposed Action:

Move adoption of RESOLUTION APPROVING AND ADOPTING REVISION A TO COMMISSION POLICY 2000-01, PROCEDURE FOR ADMINISTRATIVE PENALTIES

F. CONSIDERATION OF RESOLUTION APPROVING SVCW STANDARD SHORT FORM AND PROCUREMENT CONTRACT DOCUMENTS, VERSION SEPTEMBER 2023

Proposed Action:

Move adoption of RESOLUTION APPROVING SVCW'S STANDARD SHORT-FORM AND PROCUREMENT CONTRACT DOCUMENTS - VERSION SEPTEMBER 2023

G. CONSIDERATION OF RESOLUTIONS REJECTING BID FROM SYNAGROW-WWT, INC. AND APPROVING PURCHASE ORDER WITH WASTEWATER SOLIDS MANAGEMENT COMPANY FOR THE DIGESTER NO. 3 CLEANING AND REHABILITATION PROJECT

Proposed Actions:

- i. Move adoption of RESOLUTION REJECTING ALL BIDS FOR THE 2023 DIGESTER NO. 3 CLEANING PROJECT (CIP #9245)
- ii. Move adoption of RESOLUTION APPROVING PURCHASE ORDER FOR DIGESTER 3 TRANSFER AND CLEANING IN AN AMOUNT NOT-TO-EXCEED \$99,960 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – WASTEWATER SOLIDS MANAGEMENT COMPANY

H. CONSIDERATION OF RESOLUTION REJECTING BID FROM ACCO ENGINEERED SYSTEMS, INC. FOR THE CHILLER REPLACEMENT PROJECT (Capital Project # 0342)

Proposed Action:

Move adoption of RESOLUTION REJECTING SINGLE BID RECEIVED FOR THE CHILLER REPLACEMENT PROJECT (CAPITAL PROJECT # 0342)

Motion/Second: Ms. Hurt / Mr. Otte

The Motion carried by Unanimous Vote

ITEM 8A

CONSIDERATION OF MOTIONS APPROVING ADDITIONAL OWNER ASSIST FUNDING FOR TANNER PACIFIC FOR CONSTRUCTION MANAGEMENT AND QUALITY ASSURANCE SERVICES, COLLABORATIVE STRATEGIES CONSULTING FOR PUMP STATIONS IMPROVEMENTS PROJECT MANAGEMENT SERVICES, AND BEECHER ENGINEERING, INC. FOR ELECTRICAL ENGINEERING CONSULTING SERVICES

Proposed Actions:

- i. Move approval of TASK ORDER SCOPE AND BUDGET AMENDMENT FOR CONSTRUCTION MANAGEMENT AND QUALITY ASSURANCE SERVICES FOR PUMP STATIONS IMPROVEMENTS PROJECT (CIP #9501); IN AN AMOUNT NOT TO EXCEED \$1,430,000 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – TANNER PACIFIC INC.
- ii. Move approval of TASK ORDER SCOPE AND BUDGET AMENDMENT FOR PROJECT MANAGEMENT ASSISTANCE FOR PUMP STATIONS IMPROVEMENTS PROJECT (CIP #9501); IN AN AMOUNT NOT TO EXCEED \$280,000 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – COLLABORATIVE STRATEGIES CONSULTING INC.
- iii. Move approval of TASK ORDER SCOPE AND BUDGET AMENDMENT FOR OWNER'S ADVISOR SERVICES FOR PUMP STATIONS IMPROVEMENTS PROJECT (CIP #9501); IN AN AMOUNT NOT TO EXCEED \$20,000 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – BEECHER ENGINEERING, INC.
- iv. Move approval of TASK ORDER SCOPE AND BUDGET AMENDMENT FOR CONSTRUCTION MANAGEMENT AND QUALITY ASSURANCE SERVICES FOR FRONT OF PLANT PROJECT (CIP #9502); IN AN AMOUNT NOT TO EXCEED \$510,000 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT

CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS –
TANNER PACIFIC INC.

Motion/Second: Mr. Otte / Ms. Hurt

The Motion carried by Unanimous Vote

ITEM 8B

CONSIDERATION OF RESOLUTION AND MOTION APPROVING DESIGN-BUILD AGREEMENT FOR FINAL EFFLUENT PUMP STATION IMPROVEMENTS WITH W.M. LYLES CO.; APPROVE TASK ORDER FOR OWNER'S ENGINEERING ADVISORY SERVICES WITH CDM SMITH; APPROVE A TASK ORDER FOR CONSTRUCTION QUALITY ASSURANCE SERVICES WITH TANNER PACIFIC, INC.

Proposed Actions:

- i. Move adoption of RESOLUTION APPROVING DESIGN BUILD AGREEMENT FOR FINAL EFFLUENT PUMP STATION IMPROVEMENTS PROJECT (CIP #9223); AUTHORIZING EXECUTION OF AGREEMENT AND AUTHORIZING MANAGER TO APPROVE CONTRACT CHANGE ORDERS UP TO TEN PERCENT OF THE CONTRACT PRICE FOR SAID PROJECT – W.M. LYLES CO. - \$1,350,917
- ii. Move approval of TASK ORDER SCOPE AND BUDGET FOR OWNER'S ADVISOR SERVICES FOR PUMP STATIONS IMPROVEMENT PROJECT (CIP #9223) IN AN AMOUNT NOT TO EXCEED \$190,280 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – CDM SMITH INC.
- iii. Move approval of TASK ORDER SCOPE AND BUDGET FOR CONSTRUCTION QUALITY ASSURANCE SERVICES FOR FINAL EFFLUENT PUMP STATION IMPROVEMENTS PROJECT (CIP #9223) IN AN AMOUNT NOT TO EXCEED \$247,500 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – TANNER PACIFIC INC.

Motion/Second: Ms. Hurt / Mr. Otte

The Motion carried by Unanimous Vote

ITEM 8C

CONSIDERATION OF RESOLUTION APPROVING ANNUAL SALARY FOR FISCAL YEAR 2023-2024 AND BONUS FOR FISCAL YEAR 2022-2023 FOR THE MANAGER OF SILICON VALLEY CLEAN WATER

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

- iii. Move adoption of RESOLUTION APPROVING AND ADOPTING UPDATED CONSOLIDATED PAY SCHEDULE FOR ALL REPRESENTED AND UNREPRESENTED EMPLOYEES OF SILICON VALLEY CLEAN WATER FOR FISCAL YEAR 2023-2024

Motion/Second: Mr. Otte / Ms. Hurt

The Motion carried by Unanimous Vote

ITEM 9

CLOSED SESSION – None

ITEM 10

RECONVENE IN OPEN SESSION – None


ITEM 11

ADJOURN

There being no further business, the meeting adjourned at 8:36 a.m.

Minutes prepared by Teresa A. Herrera

Reviewed by General Counsel

DocuSigned by:

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Ron Collins, Secretary