

**COMMISSION OF SILICON VALLEY CLEAN WATER
JOINT POWERS AUTHORITY
REGULAR MEETING – Monday, January 13, 2025
8:00 a.m.**

Place: Silicon Valley Clean Water
1406 Radio Road
Redwood City, California

Consistent with Government Code Section 54953, this meeting will be held both in person and virtually. See page 5 of this agenda for virtual meeting access information and instructions.

COMMISSIONERS

BOARD MEMBER GEORGE OTTE, WEST BAY SANITARY DISTRICT– CHAIR
COUNCIL MEMBER TOM McCUNE, BELMONT
MAYOR ELMER MARTÍNEZ SABALLOS, REDWOOD CITY
COUNCIL MEMBER JOHN DUGAN, SAN CARLOS

MANAGER: TERESA A. HERRERA

ATTORNEY FOR THE AUTHORITY: CHRISTINE C. FITZGERALD

CONTROLLER: BETH GOLDBERG

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. 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, 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. Such item may be referred to staff for a decision with regard to placing it on a future agenda for discussion, action, or report.

5. SAFETY MOMENT and REPORTS

- A. Safety Moment.....pg. 7
- B. Manager’s Report
 - 1. Upcoming Commission Actions..... pg. 9
- C. Financial Report
 - 1. Investment Report November.....pg. 11
- D. Engineering Capital Projects Report.....pg. 15
- E. Commission Requested Staff-Level Action Items..... pg. 18
- F. RESCU Program Design-Build Project Status Update..... pg. 21

6. MATTERS OF COMMISSION MEMBERS’ INTEREST

- A. 2025 Commission Meeting Schedule
- B. Election of New Chairperson, Vice Chairperson and Appoint New Secretary

7. CONSIDERATION OF MOTION APPROVING CONSENT CALENDAR (begins pg.24)

8. BUSINESS ITEMS

- A. CONSIDERATION OF MOTION AND RESOLUTION AWARDDING SIDESTREAM TREATMENT TECHNOLOGY PROCUREMENT CONTRACT TO WORLD WATER WORKS INCORPORATED FOR THE SIDESTREAM TREATMENT PROJECT (CIP #9401) (pg. 36)

Proposed Action:

- i. Move to SUSPEND COMPETITIVE BIDDING FOR PROCUREMENT OF SIDESTREAM TREATMENT TECHNOLOGY ON THE GROUNDS THAT COMPETITIVE BIDDING WOULD NOT BE IN THE BEST INTEREST OF THE AUTHORITY NOR SERVE THE PUBLIC INTEREST (5/7th weighted vote required)
- ii. Move adoption of RESOLUTION APPROVING PROCUREMENT DOCUMENTS FOR SIDESTREAM TREATMENT TECHNOLOGY PROCUREMENT (CIP# 9401); APPROVING PROPOSAL OF WORLD WATER WORKS AND AUTHORIZING EXECUTION OF PURCHASE AGREEMENT; AUTHORIZING MANAGER TO APPROVE CHANGE ORDERS UP TO TEN PERCENT OF THE CONTRACT VALUE OF SAID PROJECT (\$2,144,702) – WORLD WATER WORKS INC

- B. CONSIDERATION OF MOTION APPROVING TASK ORDER FOR INFORMATION TECHNOLOGY SERVICES NEXINITE, LLC – ASSET MANAGEMENT WORK ORDER SOLUTION (CIP #9402) (pg. 40)

Proposed Action:

Move approval of TASK ORDER SCOPE AND BUDGET FOR ASSET MANAGEMENT TECHNOLOGY PLATFORM SERVICES UNDER THE FACILITIES PLANNING PROJECT (CIP #9402) IN AN AMOUNT NOT TO EXCEED \$200,000 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – NEXINITE LLC.

- C. CONSIDERATION OF RESOLUTIONS APPROVING APPOINTMENT OF CONTRACT EMPLOYEE AND CERTIFICATION OF NECESSITY UNDER GOVERNMENT CODE SECTIONS 7522.56 & 21224 (pg. 44)

Proposed Actions:

- i. Move adoption of RESOLUTION FOR EXCEPTION TO 180-DAY WAIT PERIOD UNDER GOVERNMENT CODE SECTIONS 7522.56 & 21224
- ii. Move adoption of RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT FOR CONTRACT APPOINTMENT TO PROVIDE EXTRA HELP AS A RETIRED ANNUITANT FOR A LIMITED DURATION (ROBERT WANDRO)

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 voice 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 – December 9, 2024 – Regular Meeting (pg. 24)

B. CONSIDERATION OF MOTION APPROVING CLAIMS AND CHECKS DATED NOVEMBER 12 – DECEMBER 9, 2024, AND NECESSARY PAYMENTS THROUGH DECEMBER 9, 2024 (pg. 30)

C. CONSIDERATION OF MOTION APPROVING FINAL ACCEPTANCE AND AUTHORIZATION TO FILE NOTICE OF COMPLETION FOR THE FRONT OF PLANT PROJECT (CIP #9502) (pg. 32)

Proposed Action:

Move approval of MOTION TO ACCEPT THE FRONT OF PLANT PROJECT (CIP PROJECT #9502) AND AUTHORIZE FILING NOTICE OF COMPLETION – SHEA PARSONS JOINT VENTURE

Microsoft Teams Access Information
Silicon Valley Clean Water
Regular Meeting
Monday, January 13, 2025

WEBSITE: [Link to access meeting](#)

MEETING ID: 270 547 566 14

CALL IN PHONE NUMBER: +1 747-216-0281 **ID:** 925 412 740#

You may log in via URL located on SVCW's website at <https://svcw.org/about/governance/commission-meetings>. You may view video during the meeting via live stream. An audio will be available after the meeting at SVCW's website. If you experience technical difficulties or have technical questions prior to or during the meeting, please contact Teams meeting support at 707-862-0859. Note: Public participation is not permitted during closed session discussion items.

Public Comment

Public comment may be made by joining the meeting using the link or phone number above. Members of the public may provide public comments via the Teams platform by using the "raise hand" feature or, if calling in by phone, by unmuting and beginning to speak. In response to a "raised hand", SVCW will unmute the member of public and allow them to speak. In response to a phone request to speak, SVCW will ask what is the nature of the comment and will provide directions to follow to provide comment. Public comments will be limited to three minutes.

Public comment may also be made by emailing comments to commission@svcw.org up to two hours prior to the scheduled meeting time. Indicate in your email the agenda item to which your comment applies. If you have anything that you wish distributed to the Commission and included for the official record, please include it in your email.

Accessibility for Individuals with Disabilities

Upon request, SVCW will provide for access to individuals with disabilities to fully engage in the meeting process. Joining the meeting via the teleconference instructions above will provide access to open captioning. For other accommodations, please email your request to commission@svcw.org or call 650-591-7121 at least four (4) days prior to the scheduled meeting time. Requests will be granted whenever possible and resolved in favor of accessibility.

Subject to Change:

The format of this meeting may change or the meeting may be canceled. You may check on the status of the meeting by visiting SVCW's website www.svcw.org.

AGENDA ITEM 5A

ENSURING SAFETY AFTER THE HOLIDAYS

CLEAR THE CLUTTER

- **Why It Matters:** Cluttered pathways can lead to trips, falls, and accidents.
- **What to Do:**
 - Remove leftover decorations, boxes, or personal belongings.
 - Keep emergency exits, hallways, and workspaces clear.
 - Organize desks to create a clean and efficient workspace.

CHECK ELECTRICAL EQUIPMENT

- **Potential Hazards:**
 - Overloaded outlets and frayed cords can lead to fires.
 - Forgotten decorations plugged in over the holidays.
- **Safety Steps:**
 - Unplug all holiday lights and check for any damage.
 - Inspect power strips and outlets for wear and tear.
 - Report any electrical issues to your facilities team.

REASSESS YOUR WORKSPACE

- **Post-Holiday Adjustment:**
 - Reevaluate your workstation for comfort and ergonomics.
 - Ensure your chair height, keyboard position, and monitor angle support proper posture.
- **Why It Matters:** Prevent long-term strain or injuries caused by poor alignment.

STAY HEALTHY

- **Holiday-Related Risks:** Increased exposure to germs from travel and gatherings.
- **Tips to Stay Well:**
 - Sanitize your workspace and shared office equipment.
 - Use hand sanitizer and wash hands frequently.
 - Stay home if you're feeling unwell to avoid spreading illness.

EMERGENCY PREPAREDNESS

- **Refresh Your Knowledge:**
 - Review emergency exit routes and assembly points.
 - Locate fire extinguishers and first aid kits.
- **Holiday Changes:** Ensure no safety equipment is blocked or moved due to holiday decorations or rearrangements.

EASE BACK INTO ROUTINE

- **Post-Holiday Stress:** Returning to work can feel overwhelming.
- **Tips for a Smooth Transition:**
 - Prioritize tasks and create a manageable to-do list.
 - Take regular breaks to recharge.
 - Communicate with your team if you need support.

AGENDA ITEM 5B

Recurring and Upcoming 2025 Commission Actions
Updated for January 2025 Meeting

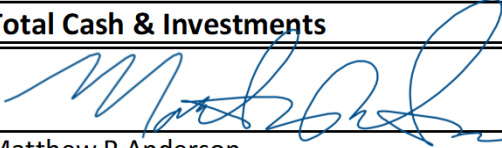
<p>January</p> <ul style="list-style-type: none"> • Commission Meeting Schedule for 2025 	<p>February</p> <ul style="list-style-type: none"> • Review Investment Policy • Long Range Financial Plan • Capital Improvement Plan Update 	<p>March</p> <ul style="list-style-type: none"> • Operating Budget Workshop 	<p>April</p> <ul style="list-style-type: none"> • Operating Budget Approval • Initiate Manager Performance Evaluation
<p>May</p> <ul style="list-style-type: none"> • Manager Performance Evaluation 	<p>June</p> <ul style="list-style-type: none"> • Approve Resolution 77-6 “Personnel Resolution” • Review Reserve Funds Policy 	<p>July</p> <ul style="list-style-type: none"> • Elect Chair, Vice Chair; Appoint Secretary • Conflict of Interest Update (Biennial; even numbered years) 	<p>August</p> <ul style="list-style-type: none"> • No Meeting (confirm w/newly appointed Commission)
<p>September</p> <ul style="list-style-type: none"> • Review Investment Policy • Review Debt Management Policy 	<p>October</p> <ul style="list-style-type: none"> • Annual Investment Update 	<p>November</p> <ul style="list-style-type: none"> • Audited Financial Report • Annual Investment Update 	<p>December</p> <ul style="list-style-type: none"> • Commission Meeting Schedule for 2026

-  - Recurring Commission Actions
-  - Upcoming Commission Actions

AGENDA ITEM 5C1

Silicon Valley Clean Water Authority
Cash & Investments Summary Report
November 30, 2024

Description	Market Value	% of Total Holdings	Yield to Market
Reserve Accounts			
Operating Reserve* - Securities	\$ 3,424,770	3.62%	3.27%
Operating Reserve - Money Market Fund Balance	992,202	1.05%	4.52%
CIP Reserve* - Securities	25,810,349	27.29%	3.32%
CIP Reserve - Money Market Fund Balance	1,849,925	1.96%	4.52%
Stage 2 Capacity Reserve* - Securities	8,204,296	8.68%	1.65%
Stage 2 Capacity Reserve - Money Market Fund Balance	163,029	0.17%	4.52%
Debt Coverage Reserve - CAMP	-	0.00%	4.87%
Total Market Value: Operating and Reserve Accounts	\$ 40,444,572	42.8%	3.07%
Total Accrued Interest: Operating and Reserve Accounts	226,770		
GRAND TOTAL, RESERVE ACCOUNTS	\$ 40,671,341		
Trustee Accounts:			
2018 Bond Project Fund Account - CAMP	\$ 3,288,664	3.48%	4.87%
2018 Bond Revenue Account	5,910	0.01%	4.25%
2021 Refunding Bonds Revenue Account	8,478	0.01%	4.25%
2021A Notes Interest Account	115	0.00%	4.25%
2021A Notes Principal Account	10,176	0.01%	4.25%
2021A Notes (RESCU) - Money Market Fund	446	0.00%	4.25%
2021A Notes (RESCU) - LAIF**	1,475,538	1.56%	4.48%
2021B Notes (WWTP) - Money Market Fund	3,414,590	3.61%	4.25%
2021B Notes (WWTP) - CAMP	13,764,087	14.55%	4.87%
2021B Notes (WWTP) - LAIF**	24,671,900	26.09%	4.48%
2021 Notes Capitalized Interest Account - Money Market Fund	668,976	0.71%	4.25%
Total Market Value, Trustee Accounts	\$ 47,308,881	50.03%	4.60%
Accrued Interest:	388,224		
Operating Cash (includes outstanding checks)	6,777,647	7.17%	0.00%
Cal-CLASS Balance	1,393	0.00%	4.83%
Local Agency Investment Funds (LAIF) Balance	39,259	0.04%	4.48%
Total Cash & Investments	\$ 95,185,352	100.00%	3.61%


Matthew P Anderson
Chief Financial Officer / Assistant Manager

12/17/2024
Date

* Monthly report of security transactions and interest available upon request
**Market value of LAIF based on the most available Fair Value factor

Silicon Valley Clean Water
Operating and Reserve Funds - Sector Allocation & Compliance November 30, 2024

Security Type	Operating Reserve	CIP Reserve	Capacity Reserve	Total Market Value	% of Total Portfolio	% Allowed by Policy	In Compliance	% Change vs. Prior Month
U.S. Treasury	\$ 3,190,718	\$ 14,885,292	\$ 4,218,793	\$ 22,294,803	55%	100%	✓	11.9%
Supranationals	-	-	-	-	0%	15%	✓	0.0%
Federal Agency/GSE	-	1,083,374	760,213	1,843,587	5%	100%	✓	0.6%
Federal Agency/CMBS	-	2,608,332	615,580	3,223,911	8%	100%	✓	0.9%
Federal Agency CMO	-	598,029	331,510	929,539	2%	100%	✓	0.3%
Federal Agency MBS	-	1,861,519	1,212,889	3,074,408	8%	100%	✓	0.9%
Municipal	-	899,112	728,055	1,627,167	4%	30%	✓	0.5%
Corporate Notes	234,052	3,874,691	337,256	4,445,999	11%	30%	✓	0.9%
Asset-Backed Securities	-	-	-	-	0%	10%	✓	(0.3%)
Securities Sub-Total	3,424,770	25,810,349	8,204,296	37,439,415	92%			
Accrued Interest	31,617	148,451	25,934	206,002				
Securities Total	3,456,388	25,958,800	8,230,230	37,645,417				
Money Market Fund	992,202	1,849,925	163,029	3,005,157	7%	20%	✓	(3.6%)
CAMP	-	-	-	-	0%	100%	✓	(12.0%)
Accrued Interest - CAMP	-	-	-	-				
CAMP Sub-Total	-	-	-	-	0%	100%	✓	0.0%
Total Investments	\$ 4,448,590	\$ 27,808,725	\$ 8,393,259	\$ 40,650,574	99%			
<i>As % of 6/30/25 Target:</i>	102.5%	95.2%	100.0%	96.9%				

This report contains financial information which has not been reviewed or audited by an independent auditor, does not reflect the application of generally accepted accounting principles in all instances and is subject to future revision. This report has not been prepared with a view to informing an investment decision in any of the Authority's bonds, notes or other obligations. Any projections, plans or other forward-looking statements included in this report are subject to a variety of uncertainties that could cause any actual plans or results to differ materially from any such statement. The information herein is not intended to be used by investors or potential investors in considering the purchase or sale of the Authority's bonds, notes or other obligations and investors and potential investors should rely only on information filed by the Authority on the Municipal Securities Rulemaking Board's Electronic Municipal Market Access System for municipal securities disclosures and website, maintained at <https://emma.msrb.org>

1. All operating fund accounts are in compliance with SVCW's Investment Policy, and all bond proceeds accounts are in compliance with the relevant bond documents.
2. SVCW has adequate funding levels for more than six months of operations and claim payments, as referenced in CA Code Section 53646.
3. Market valuations for the Operating and Reserve accounts along with the 2018 bond, 2019A note, 2021 bond, 2021A and 2021B notes proceeds accounts are provided by PFM Asset Management LLC (PFM). Generally, PFM's market prices are derived from closing bid prices as of the last business day of the month as supplied by ICE Data Services or Bloomberg. Where prices are not available from generally recognized sources the securities are priced using a yield-based matrix system to arrive at an estimated market value. Prices that fall between data points are interpolated. Non-negotiable FDIC-insured bank certificates of deposit are priced at par. Although PFM believes the prices to be reliable, the values of the securities do not always represent the prices at which the securities could have been bought or sold.
4. In accordance with Generally Accepted Accounting Principles (GAAP), month-end holdings and information are reported on a trade date basis.
5. The yields shown for securities portions of the operating and reserve accounts and the 2019A and 2021A&B notes proceeds accounts are the yields to maturity at cost.
6. The yield for LAIF is the average monthly effective yield. Source: https://www.treasurer.ca.gov/pmia-laif/historical/avg_mn_ylds.asp
7. The yields shown for the PFM-managed money market funds are the Yield to Maturity at Cost, and the Yield to Maturity at Market sourced from the respective fund providers' statements. Yields for BNY-managed funds are Market Yields sourced from the respective fund providers' statements.
8. Yield shown for CAMP is the monthly distribution yield.
9. Amounts will slight differ due to timing of custodian account reports.

AGENDA ITEM 5D

**ENGINEERING REPORT: DECEMBER 2024
CAPITAL IMPROVEMENT PROGRAM**

UPCOMING COMMISSION ACTIONS:

Front of Plant (FoP) (CIP#9501): Design and construction of Front of Plant facility including Headworks, Receiving Lift Station and Surge Flow Structure.

Under this progressive design-build project, a new Surge Flow Structure, Receiving Lift Station, and Headworks facility were constructed. All these components of FoP project are in service and substantial completion reached September 2024.

Planned Commission Actions: Accept Project – January 2025

Sidestream Treatment (CIP#9401): Vendor/Supplier Selection Contract Approval

Sidestream project will repurpose the existing Gravity Thickener tanks into a sidestream treatment process facility to remove nutrients from the sidestream defined as the filtrate from dewatering system i.e. Rotary Fan Press.

Planned Commission Actions: Approve Technology Procurement Contract – January 2025

RAS Pipe Rehabilitation (CIP#9120): Rehabilitate RAS and WAS suction pipes.

Under this design-bid-build project, all the suction pipes between four clarifiers and RAS pumps and WAS pumps were rehabilitated. The project also included replacing the piping manifold and valves. The project is substantially complete with minor punch list items remaining.

Planned Commission Actions: Accept Project – February 2025

Hypo System Upgrade (CIP#9263): Design and construct new Sodium Hypochlorite Piping.

Sodium Hypochlorite is used for effluent disinfection prior to San Francisco Bay discharge. Under this project, the existing sodium hypochlorite system piping will be replaced.

Planned Commission Actions: Approve Design Task Order – February 2025

ONGOING PROJECTS IN CONSTRUCTION:

Solids Handling Building Switchgear Battery Replacement (CIP #9247): Replace Switchgear Battery

This project replaces the battery that provides auxiliary power to the switchgear. The battery is at the end of its useful life.

FFR and 3W System Rehabilitation (CIP #9242): Rehab of three fixed-film reactors and 3W system

This project includes rehabilitation of three remaining fixed-film reactors and upgrades to 3W system. The construction is expected to complete in 2026.

Five Corners Intersection Project (CIP #9131): Regrading Five Corners Intersection

The current configuration of this intersection contains blind spots and poor visibility and poses safety risks to pedestrians and drivers. The narrow intersection also poses challenges to large chemical delivery trucks that frequently traverse the intersection. This project will mitigate these concerns.

RESCU Program (6008, 9501, 9502): Design and Construct Conveyance System Improvements

SVCW 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. SVCW staff and consultant project team are intricately involved in all stages of work.

GP project construction is complete. FoP project is nearly complete and will be presented to the Commission in January. Construction continues on the PSI project with expected substantial completion in spring 2025.

Food Waste Improvements (CIP #9257): Design Build Project for an organic waste receiving facility.

This project will design and build an organic (food waste) receiving facility to receive up to 150 tons of organic. The facility includes two large 18,000-gallon capacity tanks for storage, pumps, piping, valves and electrical system on a new concrete pad located east of Digester No. 1.

AGENDA ITEM 5E

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

**JANUARY 13, 2025
AGENDA ITEM 5E**

Updated: 01/06/2025

Commission Meeting Date	Action Item	Requested or Estimated Date for Completion	Status			Date of Completion	Notes
			Ongoing	In Progress	Complete		
12/9/2024	No Action Items						
11/11/2024	No Action Items						
10/14/2024	1 ESD and Lab Senior Positions	N/A		✓			When filled, report back on financial impact of senior-level positions in Laboratory and Environmental Services Divisions
9/14/2024	1 Internal Controls	Feb/Mar 2025		✓			Report back on audit status; reported at November 2024 mtg
	2 Report back on Prevailing Wage/Union	N/A			✓	9/10/2024	Question: is EcoGreen a Union shop? Manager reported back to Commission via email on 9/10/2024. Not a union shop but pay prevailing wages per Public Works Labor Code.
7/15/2024	Internal Controls	9/9/2024			✓	8/28/2024	Bring item re: San Mateo Grand Jury Report on Internal Controls
6/10/2024	No Action Items						
5/13/2024	No Action Items						
4/8/2024	1 Investments	N/A			✓	5/13/2024	Research CA CLASS as an alternative to LAIF for short-term investing.
	2 May Commission Meeting	5/6/2024			✓	4/17/2024	Review what topics will be on the May Commission meeting agenda and determine if a Regular meeting is needed. Reviewed and email sent to Commissioners that a regular meeting is needed.
	3 Air Toxics Study	N/A			✓	4/9/2024	How long does the CARB Air Toxics study last? Email sent to Commissioners with answer.
	4 Bylaws	N/A			✓	11/11/2024	Review bylaws with respect to annual Commission meeting calendar. Bylaws do not reference annual meeting calendar.
3/11/2024	1 Agenda Packet Distribution	4/8/2024			✓	4/3/2024	Provide agenda packets to Commissioners' alternates with the exception of WBSD
2/12/2024	1 Strategic Plan	3/11/2024			✓	3/11/2024	Integrate "Innovation" into the strategic plan; completed via adding to the Vision Statement.

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

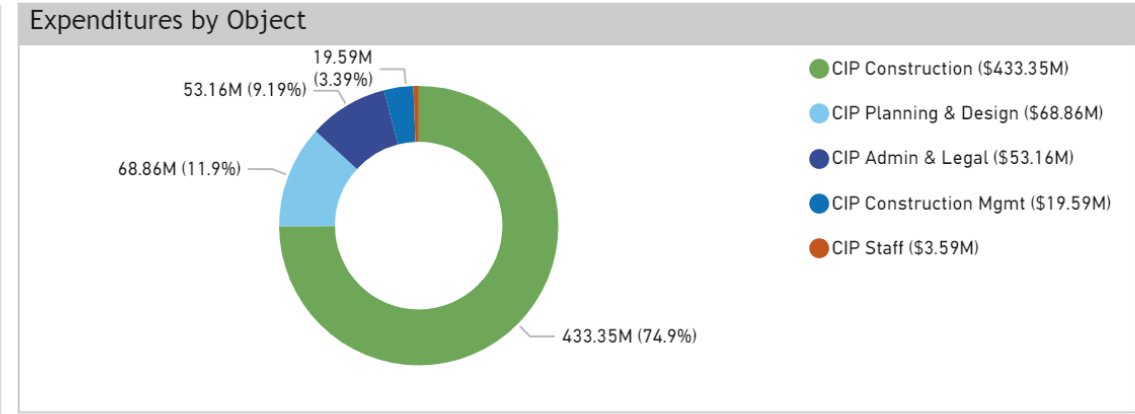
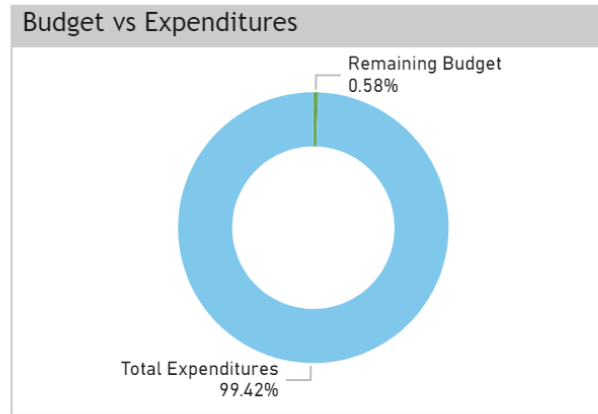
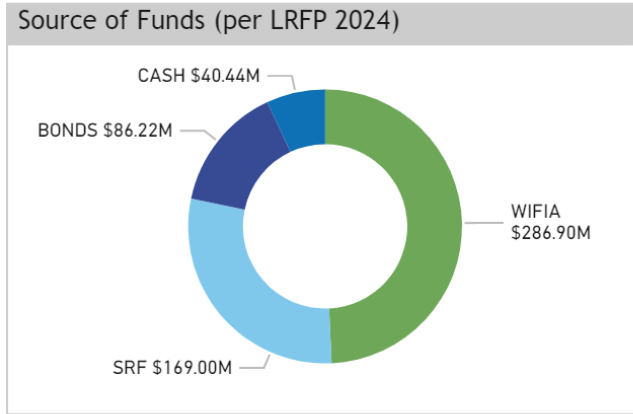
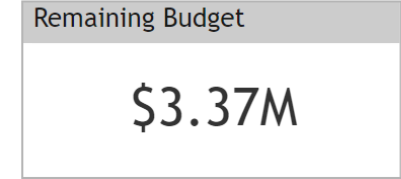
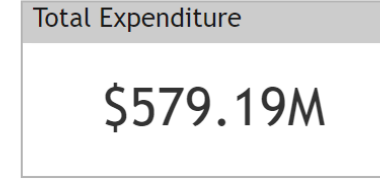
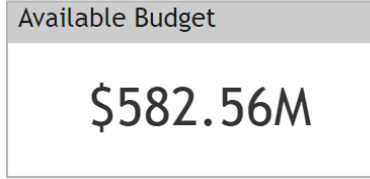
**JANUARY 13, 2025
AGENDA ITEM 5E**

Updated: 01/06/2025

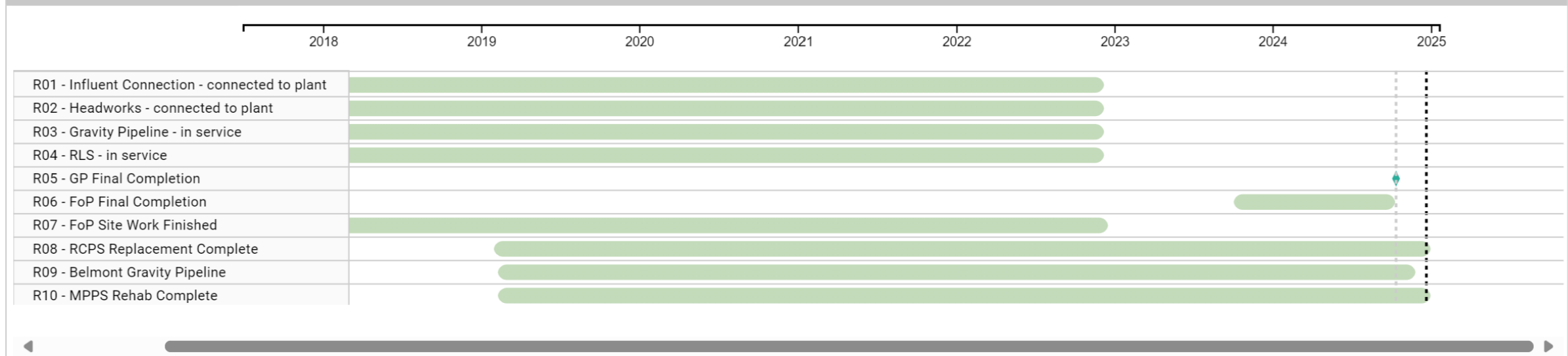
Commission Meeting Date	Action Item		Requested or Estimated Date for Completion	Status			Date of Completion	Notes
				Ongoing	In Progress	Complete		
	2	NPDES Annual Report	N/A			✓		Question: how are SVCW's treatment issues/problems/maintenance requirements codified and captured for future action? Mainly in our Annual Report to the Regional Water Board. Place this onto the SVCW website.
> One Year		8E - JPA Amendment; re-initiate "clean up" to JPA	N/A		✓			Manager presented a pathway to address critical changes to the JPA at the April 2023 meeting. Commission concurred; Manager following up with Members.

AGENDA ITEM 5F

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.



Project Schedule



Startup Progress

Project	PreCommissioning	Functional Testing (Design verification)	Functional Testing (Dry verification)	Functional Testing (Wet verification)	Acceptance Testing
FoP	100%	100%	100%	100%	100%
GP	100%	100%	100%	100%	100%
MPPS A side	100%	100%	100%	100%	100%
MPPS B side	100%	100%	100%	100%	100%
BGP	100%	100%	100%	100%	100%
RCPS	100%	100%	100%	100%	95%

Major Accomplishments To Date

Front of Plant	<ul style="list-style-type: none"> - FoP Control Strategies completed. - FoP Design Intent presentation completed. - Acceptance Testing plan completed. - All vendor trainings completed. - Headworks and SFS/RLS Functional Testing completed.
Gravity Pipeline	<ul style="list-style-type: none"> - GP Design Intent presentation completed. - Acceptance Testing completed. - FM to GP switchover completed.
Pump Stations Improvements	<ul style="list-style-type: none"> - MPPS A-Side 30-Day Acceptance Testing completed. - MPPS B-Side 30-Day Acceptance Testing completed. - BGP 30-Day Acceptance Testing completed. - RCPS 30-Day Acceptance Testing completed. - RCPS Automatic Systems training and vendor training completed.
Program	<ul style="list-style-type: none"> - RESCU Commissioning Risk Register workshop completed.

3 - Month Look Ahead

	Start	End



AGENDA ITEM 7A

**MINUTES OF SILICON VALLEY CLEAN WATER
REGULAR MEETING – December 9, 2024
8:00 a.m.**

Place: Silicon Valley Clean Water
1406 Radio Road
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 8:02 a.m.

ITEM 2

ROLL CALL - Commissioners Duly Appointed by Each Agency

Board Member George Otte, West Bay Sanitary District– Chair
Council Member Davina Hurt, Belmont – Vice Chair
Council Member Alicia Aguirre, Redwood City – Secretary
Council Member Ron Collins, San Carlos – 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
Jennifer Flick, SVCW Human Resources Director
Jessica Mangual, SVCW Secretary Pro Tem
Daniel Buenrostro, SVCW Chief Operations Officer
Monte Hamamoto, SVCW Chief Operations Officer (outgoing)
Arvind Akela, SVCW Engineering and Environmental Director
Jane Kao, SVCW Senior Engineer
Cindy Hui, SVCW Finance Supervisor
Kiki Newberry, SVCW Financial Analyst
Mark Minkowski, Kennedy Jenks
Bill Tanner, Tanner Pacific
Elmer Martinez-Saballos, City of Redwood City Council Member

ITEM 3

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by those in attendance

ITEM 4

PUBLIC COMMENT

There were no Public Comments

ITEM 5

SAFETY MOMENT AND REPORTS

Instructions for enabling live captioning and providing public comment remotely during the meeting were provided.

Item 5A Safety Moment included tips on how to handle holiday stress.

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

ITEM 6

MATTERS OF COMMISSION MEMBER'S INTEREST

Appreciation gifts were given to outgoing Commission members

ITEM 7

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

- A. APPROVAL OF MINUTES – November 11, 2024 – Regular Meeting

- B. CONSIDERATION OF MOTION APPROVING CLAIMS AND CHECKS DATED OCTOBER 15 – NOVEMBER 11, 2024, AND NECESSARY PAYMENTS THROUGH NOVEMBER 11, 2024

- C. CONSIDERATION OF MOTION APPROVING FINAL ACCEPTANCE AND AUTHORIZATION TO FILE NOTICE OF COMPLETION FOR THE DECOMMISSION UNDERGROUND STORAGE TANK PROJECT (CIP #9268)

Proposed Action:

Move approval of MOTION TO ACCEPT THE DECOMMISSION UNDERGROUND STORAGE TANK PROJECT (CIP #9268) AND AUTHORIZE FILING NOTICE OF COMPLETION – CATALYST ENVIRONMENTAL, INC.

- D. CONSIDERATION OF RESOLUTION APPROVING AGREEMENT WITH BIOFORCETECH FOR SVCW BIOSOLIDS DRYING AND PYROLYSIS

Proposed Action:

Move adoption of RESOLUTION APPROVING SERVICES AGREEMENT WITH BIOFORCETECH

- E. CONSIDERATION OF RESOLUTION APPROVING \$68,190 DEPOSIT TO CALIFORNIA PUBLIC UTILITIES COMMISSION FOR SELF-GENERATION INCENTIVE PROGRAM APPLICATION

Proposed Action:

Move adoption of RESOLUTION APPROVING \$68,190 DEPOSIT TO CA PUC TO ACCOMPANY APPLICATION FOR SGIP

F. CONSIDERATION OF MOTION APPROVING TASK ORDER SCOPE AND BUDGET FOR DNS STRATEGIC PARTNERS PROJECT MANAGEMENT SERVICES

Proposed Action:

Move adoption of TASK ORDER SCOPE AND BUDGET FOR PROJECT MANAGEMENT SERVICES IN AN AMOUNT NOT-TO-EXCEED \$520,000 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – DNS STRATEGIC PARTNERS, LLC

G. CONSIDERATION OF RESOLUTION ADOPTING COMMISSION POLICY NO. 2024-01 ARTIFICIAL INTELLIGENCE

Proposed Action:

Move adoption of RESOLUTION APPROVING AND ADOPTING COMMISSION POLICY NO. 2024-01 “ARTIFICIAL INTELLIGENCE POLICY”

Motion/Second: Mr. Collins / Ms. Hurt

The Motion carried by Unanimous Vote

ITEM 8A

CONSIDERATION OF RESOLUTION AND MOTIONS APPROVING FOOD WASTE RECEIVING IMPROVEMENTS PROJECT (CIP #9257) STAGE 2 AMENDMENT AND CONSULTANT TASK ORDER

Proposed Action:

- i. Move adoption of RESOLUTION APPROVING STAGE 2 AMENDMENT TO THE ENERGY CONSERVATION CONTRACT AGREEMENT FOR FOOD WASTE RECEIVING IMPROVEMENTS PROJECT (CIP #9257) AND AUTHORIZING MANAGER TO APPROVE CONTRACT CHANGE ORDERS UP TO TEN PERCENT OF THE CONTRACT PRICE– CDM CONSTRUCTORS INC. - \$8,562,274
- ii. Move approval of TASK ORDER SCOPE AND BUDGET FOR SYSTEM INTEGRATION SERVICES FOR THE FOOD WASTE RECEIVING IMPROVEMENTS PROJECT STAGE 2 (CIP #9257) IN AN AMOUNT NOT TO EXCEED \$155,477 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – CID TECHNOLOGIES.
- iii. Move approval of INCREASE IN PROJECT BUDGET FOR THE FOOD WASTE RECEIVING IMPROVEMENTS PROJECT STAGE 2 (CIP #9257) TO \$11,730,000

Motion/Second: Ms. Hurt / Mr. Collins

The Motion carried by Unanimous Vote

ITEM 8B

CONSIDERATION OF RESOLUTION AND MOTIONS APPROVING STAGE 2 AMENDMENT TO THE DESIGN-BUILD AGREEMENT AND CONSULTANT TASK ORDERS FOR THE FINAL EFFLUENT PUMP STATION IMPROVEMENTS PROJECT (CIP #9223)

Proposed Actions:

- i. Move adoption of RESOLUTION APPROVING AMENDMENT 2 TO THE DESIGN BUILD AGREEMENT FOR FINAL EFFLUENT PUMP STATION IMPROVEMENTS PROJECT (CIP #9223) AND AUTHORIZING MANAGER TO APPROVE CONTRACT CHANGE ORDERS UP TO TEN PERCENT OF THE CONTRACT PRICE – W.M. LYLES CO. - \$9,533,259
- 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 \$181,400 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 \$1,254,009 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – TANNER PACIFIC INC.
- iv. Move approval of TASK ORDER SCOPE AND BUDGET FOR CONTROL SYSTEM INTEGRATION SERVICES FOR FINAL EFFLUENT PUMP STATION IMPROVEMENTS PROJECT (CIP #9223) IN AN AMOUNT NOT TO EXCEED \$185,645 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – CID INC.
- v. Move approval to TRANSFER \$3,200,000 FROM CIP #9600 TO CIP #9223 AND INCREASE THE BUDGET FOR CIP #9223 TO \$19,300,000

Motion/Second: Mr. Collins / Ms. Aguirre

The Motion carried by Unanimous Vote

ITEM 8C

CONSIDERATION OF RESOLUTIONS APPROVING NEW POSITION OF INFORMATION SYSTEMS SUPERVISOR

Proposed Action:

- i. Move adoption of RESOLUTION ESTABLISHING RATES OF PAY FOR PROFESSIONAL EMPLOYEES OF SILICON VALLEY CLEAN WATER AND RESCINDING AND RESTATING CERTAIN PROVISIONS OF RESOLUTION NO. SVCW 24-42 AND RESCINDING ANY AND ALL OTHER RESOLUTIONS OR PROVISIONS THEREOF IN CONFLICT HEREWITH

- ii. Move adoption of RESOLUTION AMENDING SECTION 6 OF RESOLUTION NO. SVCW 77-6, THE SVCW PERSONNEL RESOLUTION, RELATED TO CLASSIFICATION OF POSITIONS AND RESCINDING RESOLUTION NO. SVCW 24-43 AND ANY AND ALL OTHER RESOLUTIONS OR PROVISIONS THEREOF IN CONFLICT HEREWITH

- iii. Move adoption of RESOLUTION APPROVING UPDATED CONSOLIDATED PAY SCHEDULE FOR ALL REPRESENTED AND UNREPRESENTED EMPLOYEES OF SILICON VALLEY CLEAN WATER FOR FISCAL YEAR 2024-2025 AND RESCINDING RESOLUTION NO. SVCW 24-44

Motion/Second: Mr. Collins / Ms. Aguirre

The Motion carried by Unanimous Vote

ITEM 9

Closed Session was called to order at 8:58 am

ITEM 10

RECONVENE IN OPEN SESSION

Open Session reconvened at 9:34 am

Ms. Fitzgerald reported that, as to closed session item 9A, no reportable action was taken.

ITEM 11

ADJOURN

There being no further business, the meeting adjourned at 9:35 am

Minutes prepared by Teresa A. Herrera

Reviewed by General Counsel

Jessica Mangual, Secretary Pro Tem

AGENDA ITEM 7B

SVCW WARRANT REGISTER

SVCW Warrant Registers dated November 12 – December 9, 2024, were scanned and a copy was emailed to Commissioners and Legal Counsel on January 8, 2025.

AGENDA ITEM 7C

**FRONT OF PLANT PROJECT (CIP #9502)
FINAL PROJECT ACCEPTANCE**

ISSUE

Final Acceptance and Authorization to file Notice of Completion for the Front of Plant Project (CIP #9502)

BACKGROUND

The Front of Plant Project was performed under a design-build contract with Shea Parsons Joint Venture (SPJV) to construct a 105-foot deep Receiving Lift Station, Headworks Facility, Odor Control Facilities, Influent Connector Pipe, and Emergency Overflow Pipe. This project's implementation was integral to the operation of SVCW's conveyance system and is one of the 3 design/build contracts that make up the Regional Environmental Conveyance Sewer Upgrade (RESCU) program.

Substantial Completion was achieved on September 30, 2024 with all construction completed on November 22, 2024. The project underwent a thorough acceptance testing process, passing all acceptance criteria.

DISCUSSION

With successful completion of the acceptance test and SVCW's favorable review of the acceptance test report, the project can now be considered completed.

The total contract amount was \$141,912,277 including \$20,261,797 million in Stage 2 contract amendments (equating to approximately 14% of the contract amount). Factoring in consultant, legal, administrative, and real estate costs, the total project cost is \$174.04 million.

Regarding the Stage 2 contract amendments, approximately half the increase is associated with scope that was added to the contract, including a negotiated change in scope between two RESCU projects (Gravity Pipeline Project and Front of Plant Project) for design and construction of connecting piping into the new gravity pipeline. This scope of work resulted in an additional \$7.6 million being added to the SPJV contract. Another \$2.3 million change was a result of changing the odor control facilities to abide by requirements issued by the Bay Area Air Quality Management District. Without these two scope changes, contract amendments equate to 7.3% of the total contract amount, well within the expected changes for a project of this magnitude.

The contractor has completed the subject work in accordance with the Plans and Specifications and staff recommends the work be accepted. The signed Substantial Completion Certificate is attached.

CLIMATE EFFECTS

There are no climate impacts due to the Front of Plant Project.

FINANCES

As of December 2024, \$174.04 million has been expended on CIP #9502 which had a total project budget of \$174.19. This project is completed within budget.

RECOMMENDATION

Move approval of MOTION TO ACCEPT THE FRONT OF PLANT PROJECT (CIP PROJECT #9502) AND AUTHORIZE FILING NOTICE OF COMPLETION – SHEA PARSONS JOINT VENTURE

**Silicon Valley Clean Water
Front of Plant (CIP #9502)
SUBSTANTIAL COMPLETION CERTIFICATE**

The Front of Plant Project ("Project") is accepted as Substantially Complete in accordance with Section(s) 1.8 and 1.59 of the Design-Build Agreement for the Project, as follows.

As of September 30, 2024, these portions of the Project are certified as substantially complete:

1. All Work on the Project except as noted below:
 - a. Remaining work identified in the attached Punch List, dated October 29, 2024.

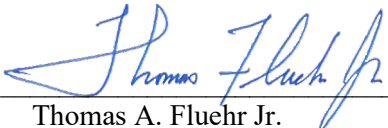
As of the above date of the final signature on this certificate, the following responsibilities are agreed to:

1. Silicon Valley Clean Water ("Owner"):
 - a. The Owner assumes responsibility for security, maintenance (except as noted below), heat, utilities, damage to the Work (except as caused by the Contractor's actions) and insurance for the facilities.
2. Shea Parsons Joint Venture ("Design-Builder"):
 - a. The Design-Builder will work in an expeditious manner to complete the Punch List work prior to the Final Completion date of November 22, 2024.
 - b. The Design-Builder will preserve all Project records for a period of at least 3 years after final payment, or for such a longer period as may be required by law. The Design-Builder will incorporate Section 15 accounting and auditing provisions into all Design Professional agreements and Subcontracts and require Design Professionals and Subcontractors to keep detailed and accurate accounting records for their portion of the Work for a period of at least 3 years.
 - c. The Design-Builder shall obtain manufacturers' warranties for all equipment procured and installed on the Project and shall assign all such warranties to the Owner prior to Final Completion. Owner and Design-Builder shall agree upon acceptable warranty periods for each item of equipment prior to the procurement of the equipment. Manufacturers' warranties commenced on September 30, 2022 and ended September 30, 2024. The parts warranty commenced on September 30, 2022 and will continue through September 30, 2025.

This Certificate does not constitute an acceptance of Work not completed in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

The undersigned hereby acknowledge agreement to the above provisions:

Design-Builder: J. F. Shea / Parsons Joint Venture Construction Manager: Tanner Pacific, Inc.

By: 
Thomas A. Fluehr Jr.

By: 
William Tanner, P.E.

Title: Executive Vice President

Title: Construction Manager

Date: 12/26/2024

Date: 12/26/24

AGENDA ITEM 8A

**SIDESTREAM TREATMENT
TECHNOLOGY PROCUREMENT (CIP #9401)**ISSUE

Award Sidestream Treatment Technology Procurement Contract to World Water Works Incorporated for the Sidestream Treatment Project (CIP #9401)

BACKGROUND

Silicon Valley Clean Water (SVCW) operates a wastewater treatment plant serving over 225,000 people and businesses located within its mid-Peninsula service area. The Environmental Protection Agency (EPA), through the local Regional Water Quality Control Board (RWQCB), has issued a permit for SVCW to discharge treated effluent to San Francisco Bay under the National Pollutant Discharge Elimination System (NPDES), with specific criteria for effluent Total Suspended Solids (TSS) and Biochemical Oxygen Demand (BOD).

In addition, the RWQCB recognizes that municipal wastewater treatment plants contribute nutrients (Nitrogen and Phosphorus) to San Francisco Bay and is of the opinion that these nutrients, particularly nitrogen, pose a potential threat to San Francisco Bay beneficial uses. The RWQCB has chosen to regulate nitrogen discharge from wastewater treatment plants by issuing a series of watershed permits. The first watershed permit established in 2014 allowed for a regional approach to monitoring nutrients and developing a pathway to limit the nutrients in treatment plant effluents should science support the theory that nutrients from wastewater treatment facilities have negative impact on the Bay. The watershed permit is renewed every five years, and the current 3rd watershed permit came into effect in July 2024.

In the summers of 2022 and 2023, there were harmful algal blooms in the San Francisco Bay that resulted in a large quantity of fish killed. While the triggers for these algal blooms are not fully understood by scientists, it is known that nutrients contribute to the magnitude of algal blooms once initiated. Within the 3rd watershed permit update issued in July 2024, the RWQCB has included significant reductions of effluent discharge nitrogen loading with required implementation by 2034. For SVCW, the effluent discharge permit is limited to 3,000 kilogram/day (kg/d) total inorganic nitrogen (TIN) in the short-term (effective immediately) and 880 kg/d in the long-term (effective 2034). SVCW's current Nitrogen discharge is approximately 2,400 kg/d which will go up with organic waste receiving and population growth.

In preparation for the new limits to nitrogen discharge, staff had identified that the most cost-effective first-step approach to reduce nutrients in its effluent is to implement a sidestream treatment project. The project will remove the nitrogen in the solids dewatering process filtrate from SVCW's rotary fan presses. The rotary fan press filtrate is a concentrated source of nitrogen, comprising approximately 15% of total nitrogen (TN) load to the plant. Reduction of this amount would enable SVCW to reliably meet the 2024 Watershed Permit short-term effluent requirements of 3,000 kg/d.

To fully meet the 2034 watershed long-term permit requirements, SVCW will need to implement a mainstream nutrient removal process. It is the intention that the sidestream and mainstream removal technologies will complement each other. Mainstream nutrient

removal processes are being investigated as part of the Strategic Treatment Advancement Roadmap Project (CIP #9402).

DISCUSSION

In October 2023, SVCW received competitive proposals from three consulting engineering firms and selected Brown and Caldwell to prepare the basis of design for the Sidestream Treatment Project. Brown and Caldwell have prepared a draft preliminary design report including the basis of design, flows and loads, and technical screening of available methods to cost-effectively treat the nitrogen loading at SVCW. The decommissioned gravity thickener tanks have been identified as available tanks to retrofit for a new sidestream treatment process.

Based on criteria such as maturity of technology, number of successful installations, operational experience at other treatment plants, and ability to retrofit in existing SVCW tanks, SVCW short-listed two sidestream treatment technologies that are most suitable to fit within SVCW's wastewater treatment train. All available sidestream technologies are proprietary and the design of each is different for all elements including influent requirements, blower and pumping equipment, need for chemicals, screening, and mixing. To proceed with further design, Brown and Caldwell recommended SVCW conduct a competitive procurement to select the sidestream technology based on the evaluation criteria of capital cost, lifecycle cost, operational and maintenance ease, and technology.

In October 2024, SVCW conducted a competitive procurement using a request for proposal (RFP) process with the two short-listed firms – Veolia Inc. and World Water Works Inc. On December 12, 2024, SVCW received bids from each of the two firms. World Water Works Inc. was selected as the top-ranked proposer based on the submitted proposal and evaluation criteria scoring. Their bid price came in at \$2,144,702.

While Veolia Inc. provided a slightly lower price for the scope of work (\$2,095,233.93, or 2.3% lower than the World Water Works bid), the World Water Works bid was rated higher in operational and maintenance and technological criteria. Veolia also took exception to many of the contract terms, such as performance testing and liquidated damages. Based on these factors, SVCW staff recommend awarding the contract to World Water Works.

CLIMATE EFFECTS

Nutrient removal processes can be very energy intensive and will require additional electrical infrastructure support. Therefore, this project will have a negative impact on the climate due to the anticipated additional electrical demand. However, sidestream treatment will be an efficient first step towards nitrogen removal and is anticipated to lessen the energy required for future nutrient projects needed to comply with limits from the RWQCB.

As noted above, removing nitrogen from discharges to the San Francisco Bay may have positive impact on the health of the San Francisco Bay.

FINANCIAL IMPACT

Work under this task order will be funded from Sidestream Treatment Project (CIP #9401), which has an allocated budget of \$17,160,000. As of November 2024, \$525,877 has been expended and a budget of \$16,634,123 remains.

This project will be funded using loans through the Federal Water Infrastructure Finance and Innovation Act (WIFIA) Program.

RECOMMENDATION

- i. Move to SUSPEND COMPETITIVE BIDDING FOR PROCUREMENT OF SIDESTREAM TREATMENT TECHNOLOGY ON THE GROUNDS THAT COMPETITIVE BIDDING WOULD NOT BE IN THE BEST INTEREST OF THE AUTHORITY NOR SERVE THE PUBLIC INTEREST (5/7th weighted vote required)

- ii. Move adoption of RESOLUTION APPROVING PROCUREMENT DOCUMENTS FOR SIDESTREAM TREATMENT TECHNOLOGY PROCUREMENT (CIP# 9401); APPROVING PROPOSAL OF WORLD WATER WORKS AND AUTHORIZING EXECUTION OF PURCHASE AGREEMENT; AUTHORIZING MANAGER TO APPROVE CHANGE ORDERS UP TO TEN PERCENT OF THE CONTRACT VALUE OF SAID PROJECT (\$2,144,702) – WORLD WATER WORKS INC

AGENDA ITEM 8B

**ASSET MANAGEMENT WORK ORDER SOLUTION (CIP #9402)
CONSULTANT TASK ORDER**

ISSUE

Approve Task Order Scope and Budget for Nexinite, LLC Asset Management Work Order Solution Information Technology Services

BACKGROUND

Silicon Valley Clean Water (SVCW, Authority) maintains over \$1 billion in wastewater treatment assets that protect the environment and local community public health. The Authority has rehabilitated most treatment plant process equipment and structures over the past decade and, as such, these asset records grew significantly in volume and in complexity. Recent completion of the Regional Environmental Sewer Conveyance Upgrade (“RESCU”) also introduced hundreds of new equipment items that must be maintained.

Maintenance activities, both preventative and corrective, are routinely performed on approximately 3,000 pieces of equipment. Each maintenance activity is described via “work order” and approximately 2,500 work orders are completed annually, two-thirds of which are preventative. SVCW is required by regulations promulgated by the State Water Resources Control Board to demonstrate maintenance competencies, which includes the ability to produce complete and accurate maintenance records.

Over the past two decades, different technologies have been used to meet SVCW maintenance requirements, as follows:

- In 2006, SVCW implemented an Infor Global Solutions application (“Infor”). It was the Authority’s first computerized maintenance management system to manage equipment workflows and maintenance work orders.
- In 2018 SVCW began using the enterprise-wide software platform Microsoft Great Plains. Infor was discontinued and maintenance work orders/records management moved to the new platform. The Great Plains solution is mature and well-suited for mid-sized organizations needing financial, inventory, and construction project functions. In 2018, its Sales and Service module was repurposed to meet basic equipment management needs. From Great Plains, users can request, condition, assign, and route work orders. Basic reporting tools were also configured which satisfies regulatory requirements. Great Plains was a significant improvement over the 2006-era Infor application.
- In 2022, in anticipation of newly constructed assets coming online, SVCW implemented a Microsoft model-driven application to record, store, and deliver digital asset equipment records. Named Equipment Information Management System (EIMS), the system provides an easily navigable way to locate any record associated with the 3,000-plus pieces of equipment. Not only is it now easy to locate Original Equipment Manufacturer (OEM) manuals, drawings, repair instructions, Standard Operating Procedures, historical work orders, Lock-Out/Tag-Out events, Safety Data Sheets (SDS), and training materials, EIMS also prohibits unauthorized changes so that accurate records are maintained.

Since 2018, the Authority has proceeded to implement its intentional strategy related to data management as reflected in the above activity. Specifically, SVCW has implemented its strategy to:

- a. Control and centralize its own data, ensuring low-cost access to financial and operational data (as opposed to a proprietary data-repository not owned by SVCW)
- b. Utilize standard software solutions that are highly configurable and do not require use of proprietary consultants (i.e., Microsoft solutions vs propriety software)
- c. Ensure the selected platforms are both scalable and interoperable to cross-leverage technologies
- d. Drive digital transformation, as the Authority modernizes workflows, enhances operational efficiency, and improves decision-making capabilities
- e. Lay a foundation for AI-driven and machine-learning technologies, ensuring SVCW infrastructure can adopt and integrate artificial intelligence solutions to drive greater insights, automation, and predictive capabilities.

DISCUSSION

Microsoft recently announced its Great Plains application will be discontinued in September 2029. As SVCW considers strategies to upgrade from Great Plains, staff recommends separating maintenance / work order functions from financial activities now. Doing so would leverage the EIMS solution for Operations and Maintenance staff who no longer would need to separately log into Great Plains when retrieving and updating work orders. The improved accessibility through EIMS, in addition to superior query and reporting tools, will optimize staff's experience when gathering and analyzing information for maintenance purposes. It will also simplify reporting tasks to meet regulatory requirements.

To separate maintenance work order functions, staff has consulted with its Microsoft technology partner, Nexinite LLC, to scope a solution working with EIMS and SVCW's other Microsoft Power Platform solutions. By unifying maintenance tasks, schedules, and asset records into a single, scalable platform, SVCW will improve accessibility, reduce system complexity, and enhance staff productivity. The new Work Order solution will allow Operations and Maintenance staff to efficiently initiate, condition, assign, and complete work orders through a modern, web-based interface. It will include comprehensive scheduling features to streamline task assignments, with advanced analytics and reporting tools to provide actionable insights through dashboards and visualizations. When complete, the solution also will provide full visibility of inventory records found in financial systems.

The EIMS solution uses standard Microsoft Power Platform technology that interfaces with Microsoft Dataverse, a secure and scalable data storage platform. The new Work Order solution will integrate seamlessly with EIMS to ensure unified data management. Additionally, integrations like automated work order status notifications to eLogger (SVCW's current digital logbook of Operations activities) will ensure accurate and timely records and reduce manual input.

To further enhance asset lifecycle management, the Work Order system will also integrate with SVCW's Capital Improvement Program (CIP) Project Management Information System (PMIS). A key feature of this integration is the Asset Name Builder, which enables Engineering Project Managers to predefine and reserve asset tags within the EIMS system. Project managers have a seamless way to set up new assets and upload Preventive Maintenance plans used for work order management. All preparatory data from the CIP PMIS application is securely saved into EIMS, ensuring a smooth transition from project delivery to maintenance operations.

Nexinite LLC, SVCW's trusted technology partner, has extensive experience implementing solutions for the Authority, including technologies like RESCU tracking/reporting applications and SharePoint document management. Nexinite's expertise in building and deploying Power Platform solutions ensures SVCW will continue leveraging state-of-the-art tools to manage its critical wastewater treatment assets, meet regulatory requirements, and optimize operational efficiency.

Staff have worked with Nexinite to develop a scope of work and budget for implementation of a Maintenance Work Order system covering the items described above. Work will be performed on a time-and-expense at a not-to-exceed fee of \$200 thousand.

CLIMATE EFFECTS

There are no climate effects associated with this item.

FINANCES

Work on the Asset Management Technology Platform will be funded from the comprehensive Facilities Planning (CIP #9402) which has an allocated budget of \$2.5 million.

RECOMMENDATION

Move approval of TASK ORDER SCOPE AND BUDGET FOR ASSET MANAGEMENT TECHNOLOGY PLATFORM SERVICES UNDER THE FACILITIES PLANNING PROJECT (CIP #9402) IN AN AMOUNT NOT TO EXCEED \$200,000 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – NEXINITE LLC.

AGENDA ITEM 8C

**APPOINTMENT OF CONTRACT EMPLOYEE AND
CERTIFICATION OF NECESSITY UNDER
GOVERNMENT CODE SECTIONS 7522.56 & 21224**

ISSUE

Provide for Immediate Appointment of Retiree as Contract Employee and Certify Necessity for Exception to Public Employees' Retirement System (PERS) 180-Day Wait Period Required by California Government Code Sections 7522.56 and 21224

BACKGROUND

After sixteen years in the position of Laboratory Director, Robert Wandro retired effective December 7, 2024. His duties were recently assumed by a newly promoted candidate, Tiffany Ishaya, who has served in various Silicon Valley Clean Water (SVCW) laboratory positions over the past nine years. To ensure that the laboratory team is fully staffed, SVCW is in the process of recruiting a new Senior Laboratory Analyst.

The laboratory team began transitioning the workload and specific knowledge related to Mr. Wandro's duties several months ago. Hiring a new Senior Laboratory Analyst, however, required action from the Commission and the employee Union, Local 39, before recruiting activities could be initiated and took more time than originally estimated. The delay prevented full transfer of critical information, processes, activities, and training from Mr. Wandro to the Laboratory team. Specifically, Mr. Wandro's uniquely specialized knowledge associated with the Laboratory Information Management System (LIMS), the database software that stores and develops reports of laboratory data, was not fully transferred.

DISCUSSION

Under CalPERS law a retiree may not be appointed to an interim position until after 180 days have elapsed from the date of retirement unless the employer certifies that the employment is critically needed before that time has expired (Gov. C. §7522.56(f)) and the retiree has specialized skills (Gov. C. §21224). The proposed actions are to adopt the necessary resolution allowing SVCW to appoint Mr. Wandro as a retired annuitant to perform the specialized and critically needed duties related to LIMS database software before the expiration of the 180-day "wait period" and to approve the appointment of Mr. Wandro to a position of Senior Laboratory Analyst through an employment agreement to enable him to perform these specialized and critically needed duties. Though it is the SVCW Manager's responsibility to hire and make appointments to positions at SVCW, this specific and particular action by the Commission is required by Government Code (CalPERS law) due to the timing of employment less than 180 days after retirement.

The employment contract outlines the terms and conditions of this temporary position. It is a limited engagement through December 31, 2025, that precludes employment by the retiree exceeding a combined employment total of 960 hours per year. Under the contract, Mr. Wandro will assist in the transition of information, processes, activities, and training related to LIMS database software to the new Senior Laboratory Analyst. His

role will be strictly transitory, focused on ensuring that his successor is fully prepared to handle all position-required duties. Specifically, he will train and transition the following activities to the new Senior Laboratory Analyst:

- Upload all data from outside contracted labs to SVCW's LIMS Database.
- Troubleshoot issues related to LIMS reporting, functionality or calculations.
- Develop and update LIMS SOPs and reports.

CLIMATE EFFECTS

There are no climate effects associated with this item.

FINANCIAL IMPACT

The estimated cost to retain the retired staff person is \$37.4 thousand. The current 2024-25 fiscal year budget can absorb this cost, as changes in Laboratory Division have reduced the costs associated with staffing by approximately \$60.8 thousand. Funding needed for Fiscal Year 2025-26 will be included in the budget to be presented to the Commission in March for approval in April.

RECOMMENDATION

- i. Move adoption of RESOLUTION FOR EXCEPTION TO 180-DAY WAIT PERIOD UNDER GOVERNMENT CODE SECTIONS 7522.56 & 21224
- ii. Move adoption of RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT FOR CONTRACT APPOINTMENT TO PROVIDE EXTRA HELP AS A RETIRED ANNUITANT FOR A LIMITED DURATION (ROBERT WANDRO)