COMMISSION OF SILICON VALLEY CLEAN WATER JOINT POWERS AUTHORITY

REGULAR MEETING – Thursday, June 12, 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 6 of this agenda for virtual meeting access information and instructions.

COMMISSIONERS

BOARD MEMBER GEORGE OTTE, WEST BAY SANITARY DISTRICT- CHAIR MAYOR ELMER MARTÍNEZ SABALLOS, REDWOOD CITY - VICE CHAIR COUNCIL MEMBER TOM McCUNE, BELMONT - SECRETARY COUNCIL MEMBER NEIL LAYTON, 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

- 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.	SAF	FETY MOMENT and REPORTS	
	A.	Safety Moment	pg. 8
	B.	Manager's Report	
		Upcoming Commission Actions	pg. 10
		2. Memo to Commission	pg.12
	C.	Financial Report	
		1. Investment Report April	pg. 14
		2. Operating Budget Q3 Update	pg. 18
	D.	Engineering Capital Projects Report	pg. 21
	E.	Commission Requested Staff-Level Action Items	pg. 25
6.	MATT	TERS OF COMMISSION MEMBERS' INTEREST	
7.	CONS	ISIDERATION OF MOTION APPROVING CONSENT CALENDAR (beg	ins pg. 27)

8. BUSINESS ITEMS

A. CONSIDERATION OF MOTION APPROVING FINAL ACCEPTANCE AND AUTHORIZATION TO FILE NOTICE OF COMPLETION FOR THE PUMP STATIONS IMPROVEMENTS PROJECT (CIP #9501) (pg. 50)

Proposed Action:

Move approval of MOTION TO ACCEPT THE PUMP STATIONS IMPROVMENTS PROJECT (CIP PROJECT #9501) AND AUTHORIZE FILING NOTICE OF COMPLETION – SHEA PARSONS JOINT VENTURE

B. CONSIDERATION OF APPOINTMENT OF NEW MANAGER AND APPROVAL OF EMPLOYMENT AGREEMENT (pg. 55)

Proposed Actions:

- i. Chair to orally summarize recommended action regarding Manager's salary and benefits in accordance with Government Code Section 54953(c)(3)
- ii. Move adoption of RESOLUTION APPOINTTING MATHEW P. ZUCCA AS MANAGER OF SILICON VALLEY CLEAN WATER AND APPROVING EMPLOYMENT AGREEMENT
- C. CONSIDERATION OF RESOLUTIONS AND MOTION ESTABLISHING RATES OF PAY AND CLASSIFICATIONS FOR CONFIDENTIAL GENERAL, UNREPRESENTED GENERAL, PROFESSIONAL, AND MANAGEMENT

EMPLOYEES AND INCREASING THE SILICON VALLEY CLEAN WATER MATCHING AMOUNT FOR THE GENERAL CONFIDENTIAL AND PROFESSIONAL EMPLOYEES. (pg. 67)

Move Adoption of:

- i. RESOLUTION ESTABLISHING RATES OF PAY AND RELATED COMPENSATION PROVISIONS FOR MANAGEMENT EMPLOYEES OF SILICON VALLEY CLEAN WATER AND RESCINDING AND RESTATING CERTAIN PROVISIONS OF RESOLUTION NO. SVCW 24-52 AND RESCINDING ANY AND ALL OTHER RESOLUTIONS OR PORTIONS THEREOF IN CONFLICT HEREWITH
- ii. RESOLUTION ESTABLISHING RATES OF PAY AND RELATED COMPENSATION PROVISIONS FOR CONFIDENTIAL GENERAL EMPLOYEES OF SILICON VALLEY CLEAN WATER AND RESCINDING RESOLUTION NO. SVCW 24-25 AND ANY AND ALL OTHER RESOLUTIONS OR PROVISIONS THEREOF IN CONFLICT HEREWITH
- iii. RESOLUTION ESTABLISHING RATES OF PAY AND RELATED COMPENSATION FOR UNREPRESENTED GENERAL EMPLOYEE POSITIONS OF ENGINEERING INTERN, LABORATORY ASSISTANT AND GENERAL INTERN AND RESCINDING RESOLUTION NO. SVCW 24-26 AND ANY AND ALL OTHER RESOLUTIONS OR PORTIONS THEREOF IN CONFLICT HEREWITH
- iv. RESOLUTION ESTABLISHING RATES OF PAY AND RELATED COMPENSATION PROVISIONS FOR PROFESSIONAL EMPLOYEES OF SILICON VALLEY CLEAN WATER AND RESCINDING RESOLUTION NO. SVCW 24-42 AND RESCINDING ANY AND ALL OTHER RESOLUTIONS OR PORTIONS THEREOF IN CONFLICT HEREWITH
- v. RESOLUTION AMENDING SECTION 6 OF RESOLUTION NO. SVCW 77-6, THE SVCW PERSONNEL RESOLUTION, RELATING TO CLASSIFICATION OF POSITIONS AND RESCINDING PARAGRAPH 1 OF RESOLUTION NO. SVCW 24-53 AND ANY AND ALL OTHER RESOLUTIONS OR PROVISIONS THEREOF IN CONFLICT HEREWITH
- vi. RESOLUTION APPROVING AND ADOPTING CONSOLIDATED PAY SCHEDULE FOR ALL REPRESENTED AND UNREPRESENTED EMPLOYEES OF SILICON VALLEY CLEAN WATER FOR FISCAL YEAR 2025-2026
- vii. MOTION TO INCREASE 457(b) DEFERRED COMPENSATION MATCHING FOR CONFIDENTIAL GENERAL AND PROFESSIONAL EMPLOYEES
- RECONVENE IN OPEN SESSION Announce action taken in Closed Session if any

9. RECONVENE IN OPEN SESSION – Announce action taken in Closed Session if any

10. CLOSED SESSION

A. **PUBLIC EMPLOYEE APPOINTMENT** (Gov. Code § 54957)

Title: General Manager

B. **CONFERENCE WITH LABOR NEGOTIATORS** (Gov. Code §54957.6)

Unrepresented Employee: General Manager

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 (pg. 27)
 - i. May 8, 2025 Regular Meeting
 - ii. May 10, 2025 Special Meeting
 - iii. May 16, 2025 Special Meeting
 - iv. May 29, 2025 Special Meeting
 - B. CONSIDERATION OF MOTION APPROVING CLAIMS AND CHECKS DATED APRIL 15 MAY 12, 2025, AND NECESSARY PAYMENTS THROUGH MAY 12, 2025 (pg. 37)
 - C. CONSIDERATION OF MOTION ACCEPTING THE INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED UPON PROCEDURES FOR SVCW INTERNAL CONTROL ASSESSMENT FOR THE FISCAL YEAR 2023-24 (pg. 39)

Proposed Action:

Move approval of RECEIPT AND ACCEPTANCE OF INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED UPON PROCEDURES FOR SVCW INTERNAL CONTROL ASSESSMENT FOR FISCAL YEAR ENDED JUNE 30, 2024

Microsoft Teams Access Information Silicon Valley Clean Water Regular Meeting Thursday, June 12, 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

Distracted Walking

MENTAL DISTRACTIONS

Mental distractions can be anything that diverts your mental focus away from walking. Daydreaming, conversing with a coworker, and talking on the phone while you walk are distractions that could cause you to slip, trip, or fall.

VISUAL DISTRACTIONS

Visual distractions can be anything that diverts your visual attention away from walking, for example, looking up at a beautiful sky and inadvertently tripping over uneven concrete, slipping on ice, or falling into a service pit.

MANUAL DISTRACTIONS

Manual distractions can be any physical act you perform while walking. This can include texting on your phone, reading a report, or inspecting the truck and not watching where you are walking.

SAFETY TIPS

- · Focus on walking.
- Try to put personal or work matters out of mind before walking away.
- · Stop to have conversations.
- Let your phone go to voicemail and keep it out of sight.

SAFETY TIPS

- · Focus on walking.
- Stop walking, then turn your attention to whatever you wanted to look at.
- Keep your phone out of sight to curb the temptation of checking when notifications arrive.

SAFETY TIPS

- · Focus on walking.
- Stop walking, then respond to a text or read a report.
- When conducting a vehicle inspection, stop walking, inspect the equipment, then start again.

AGENDA ITEM 5B

Recurring and Upcoming 2025 Commission Actions Updated for June 2025 Meeting

January	February	March	April
	 Long Range Financial Plan Capital Improvement Plan Update Commission Meeting Schedule for 2025 	 Operating Budget Workshop Vacancies Reporting (AB2561) 	 Operating Budget Approval Initiate Manager Performance Evaluation (skip for 2025)
May	June	July	August
 Manager Performance Evaluation (skip for 2025) Re-evaluate Long Range Financial Plan 	 Approve Resolution 77-6 "Personnel Resolution" Review Reserve Funds Policy Receive Report re: Internal Controls 	 Elect Chair, Vice Chair; Appoint Secretary Conflict of Interest Update (Biennial; even numbered years) 	
September	October	November	December
Review Investment PolicyReview Debt Management Policy	 Annual Investment Update Initiate Application for State/Fed'l Funding 	Audited Financial ReportAnnual Investment Update	Commission Meeting Schedule for 2026

- Recurring Commission Actions

AGENDA ITEM 5B2



May 29, 2025

To: **SVCW Commission**

From: Teresa Herrera, SVCW Manager

Subject: Senior-Level Positions

At its meeting in October 2024, the Commission requested the Manager report on the financial impact of Senior Level positions within the Laboratory and Environmental Services Divisions.

Background

Prior to October 2024, the agency allowed for a single employee to be in a Senior-level position within the Laboratory and Environmental Services Divisions. In October 2024, the SVCW Manager brought forth Item 8B which posed the rationale for taking off the limitation to Senior-level positions within these two divisions. No other division has a limitation on seniorlevel positions and, in fact, SVCW encourages staff to reach the experience and knowledge necessary to move into senior-level positions. Employees in senior positions have higher expertise and decision-making capabilities that enhance the efficient functioning of SVCW.

Financial Impact

Removal of limitations on senior-level positions could result in an incremental four promotions in the Laboratory, and one such promotion in the Environmental Services Division. The annual costs including benefits, if all such promotions were to occur, is estimated to be approximately \$60 thousand and \$14 thousand in the Laboratory and Environmental Services Divisions, respectively. However, this is not occurring nor is it anticipated to occur.

To date, one Lab Analyst II was placed into the Senior Laboratory Analyst position in February 2025, at a 5% salary increase or \$7 thousand annually. It is anticipated that there will be no further promotions to Senior positions within the laboratory. Coincident with the February placement, two other positions within the laboratory changed. The previous director retired in December 2024, replaced by a newly promoted individual. In turn, the supervisor position was repurposed into the Lab QA/QC Officer position required for regulatory compliance. The net impact of these overall changes within the Laboratory Division is an estimated net savings of \$62 thousand annually.

Similar to the Laboratory, to date one Environmental Services Compliance Inspector was promoted to a Senior position. There has also been significant movement within the division due to retirements and changing roles. There is a single person in the Senior Environmental Compliance Specialist position. This person is not as long tenured as the vacating Senior ECS and, therefore, there is a reduction in salary within this division. The estimated reduction is \$22 thousand annually.

AGENDA ITEM 5C1

Silicon Valley Clean Water Authority Cash & Investments Summary Report April 30, 2025								
			% of Total	Yield to				
Description		Market Value	Holdings	Market				
Reserve Accounts								
Operating Reserve* - Securities	\$	2,645,964	2.82%	3.96%				
Operating Reserve - Money Market Fund Balance		1,873,119	1.99%	4.21%				
CIP Reserve* - Securities		29,566,996	31.49%	3.49%				
CIP Reserve - Money Market Fund Balance		370,278	0.39%	4.21%				
Stage 2 Capacity Reserve* - Securities		8,093,733	8.62%	1.64%				
Stage 2 Capacity Reserve - Money Market Fund Balance		137,378	0.15%	4.21%				
Total Market Value: Operating and Reserve Accounts	\$	42,687,468	45.5%	3.21%				
Total Accrued Interest: Operating and Reserve Accounts		239,493						
GRAND TOTAL, RESERVE ACCOUNTS	\$	42,926,961						
Trustee Accounts:								
2018 Bond Project Fund Account - CAMP		21	0.00%	4.45%				
2018 Bond Revenue Account		2,887	0.00%	3.97%				
2021 Refunding Bonds Revenue Account		1,593	0.00%	3.97%				
2021A Notes Interest Account		117	0.00%	3.97%				
2021A Notes Principal Account		10,350	0.01%	3.97%				
2021A Notes (RESCU) - Money Market Fund		453	0.00%	3.97%				
2021A Notes (RESCU) - LAIF**		1,507,323	1.61%	4.28%				
2021B Notes (WWTP) - CAMP		7,155,903	7.62%	4.45%				
2021B Notes (WWTP) - LAIF**		25,203,336	26.84%	4.28%				
2021 Notes Capitalized Interest Account - Money Market Fund		495,218	0.53%	3.97%				
Total Market Value, Trustee Accounts	\$	34,377,201	36.61%	4.31%				
Accrued Interest:		324,267						
Operating Cash (includes outstanding checks)		3,373,684	3.59%	0.00%				
Cal-CLASS Balance		13,429,211	14.30%	4.39%				
Local Agency Investment Funds (LAIF) Balance		40,097	0.04%	4.28%				
Total Cash & Investments	\$	94,471,420	85.70%	3.04%				

Matthew P Anderson

Chief Financial Officer / Assistant Manager

5/15/2025

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 April 30, 2025												
Security Type	(Operating Reserve		CIP Reserve		Capacity Reserve	Т	otal Market Value	% of Total Portfollio	% Allowed by Policy	In Compliance	% Change vs. Prior Month
U.S. Treasury	\$	2,586,053	\$	17,547,153	\$	4,310,299	\$	24,443,505	57%	100%	✓	1.0%
Supranationals		-		-		-		-	0%	15%	\checkmark	0.0%
Federal Agency/GSE		-		1,095,719		769,349		1,865,068	4%	100%	\checkmark	0.0%
Federal Agency/CMBS		-		2,608,575		601,769		3,210,343	8%	100%	\checkmark	0.0%
Federal Agency CMO		-		565,505		314,804		880,309	2%	100%	\checkmark	0.0%
Federal Agency MBS		-		2,063,157		1,151,277		3,214,434	8%	100%	✓	1.0%
Municipal		-		737,100		613,625		1,350,725	3%	30%	✓	0.0%
Corporate Notes		59,911		4,949,787		332,610		5,342,308	13%	30%	✓	1.0%
Asset-Backed Securities		-		-		-		-	0%	10%	✓	0.0%
Securities Sub-Total		2,645,964		29,566,996		8,093,733		40,306,693	94%			
Accrued Interest		19,305		187,452		32,736		239,493				
Securities Total		2,665,269		29,754,448		8,126,468		40,546,186				
Money Market Fund		1,873,119		370,278		137,378		2,380,775	6%	20%	\checkmark	(2.0%)
Total Investments	\$	4,538,388	\$	30,124,727	\$	8,263,846	\$	42,926,961	100%			
As % of 6/30/25 Target:		104.6%		103.1%		100.0%		102.6%				

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 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 2021A and 2021B 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.
- 8. Yield shown for CAMP is the monthly distribution yield.
- 9. Amounts will slight differ due to timing of custodian account reports.

AGENDA ITEM 5C2

QUARTERLY OPERATING FUND FINANCIAL STATUS REPORT

<u>ISSUE</u>

Review of the Operating Fund Financial Update as of March 31, 2025. This update is through the third quarter of the 2024-25 Fiscal Year.

DISCUSSION

Staff present to the Commission a financial update each quarter of the fiscal year. Below are highlighted findings from the summary table shown below.

Revenue: Year to date, actual revenues were \$25.28 million or \$242 thousand (1.0%) higher than budget. Notable comments:

- All Member contributions were received in full and on time.
- Source Control Revenue for leachate discharges exceeded budget by \$315 thousand as SVCW increased the rate for leachate received from the local landfill. Separately, grease & septic revenue from restaurants exceeded estimates by \$56.2 thousand.
- Revenue from Storm Water Monitoring services was \$33.9 thousand below budget due to timing of work, which tends to be performed in the second half of the fiscal year.
- Miscellaneous revenue was \$37.5 thousand above budget as a tenant prepaid their rent for the entire year.
- Grant revenue was \$102.5 thousand below budget, due to timing of battery storage incentive payments which will be received near the end of the fiscal year.

Expense: Operating expenses to date were \$25.36 million, or \$527.8 thousand (2.1%) above budget. Notable items:

- Salaries, Overtime, and Retirement, and health insurance costs were a combined \$102.4 thousand less than budget due to retirements and vacancies.
- Workers' Compensation insurance costs were \$77.7 thousand (19.9%) below budget, as rates came in below anticipated insurance premiums.
- Chemicals were 3.4% (\$72.1 thousand) below budget, due to a reduction in nitrate used for corrosion control.
- Utilities Expense was \$322 thousand (15.6%) higher than budget as the electricity budget depicts a straight-line allocation and does not capture seasonality of wet weather nor PG&E seasonal summer rates. Progress has been made to enact process changes that avoid PG&E peak charges and reduce electricity costs.
- Contractual Services were \$358 thousand (43%) higher than budget, mostly due to timing of solids hauling and tank cleaning activities pre-wet weather.
- Equipment Maintenance costs are \$358.5 thousand higher than budget, as an unexpected number of repairs have been incurred for aeration mixers, primary sludge, and cogeneration systems.
- Administrative Expenses were \$114.2 thousand (18%) higher than budget, as property insurance premiums included significant new assets recently constructed.

REPORT BY: M.A. 5C2-1

• The remaining expenditure categories were below budget, largely the result of timing. It is anticipated that expenditures during the balance of the fiscal year will bring actuals in line with the full year's budget.

Year-to-Date Operati Nin		Revenue and I onths ending			cal	Year 2024-2	5
						\$ Higher	% Higher
		YTD		YTD		(Lower) vs.	(Lower) vs.
Description		Actual		Budget		Budget	Budget
Revenue:							
Member Operating Contrib.	\$	24,351,282	\$	24,351,284	\$	(2)	(0.0%)
Source Control Revenue		380,506		65,634		314,872	479.7%
Storm Water Monitoring		45,879		79,788		(33,909)	(42.5%)
Grease & Septic Revenue		240,785		184,568		56,217	30.5%
Food Waste Revenue		55,827		62,400		(6,573)	(10.5%)
Laboratory Services Revenue		1,950		2,879		(929)	(32.3%)
Miscellaneous Revenue		140,932		103,426		37,506	36.3%
Interest Income		7,371		9,375		(2,004)	(21.4%)
Grant Revenue		36,246		138,750		(102,504)	(73.9%)
Gain/(Loss) on Disposal		17,000		37,500		(20,500)	(54.7%)
Total Revenue:	\$	25,277,778	\$	25,035,604	\$	242,174	1.0%
Expenditures:							
Salaries	\$	11,053,344	\$	11,235,215	\$	(181,871)	(1.6%)
Overtime	7	293,946	Υ	197,788	Y	96,158	48.6%
Retirement		2,451,506		2,524,441		(72,935)	(2.9%)
Health Insurance		1,470,192		1,413,945		56,247	4.0%
Workers Compensation		312,559		390,266		(77,707)	(19.9%)
Medicare		163,419		170,235		(6,816)	(4.0%)
Chemicals		2,078,400		2,150,510		(72,110)	(3.4%)
Utilities		2,386,508		2,064,279		322,229	15.6%
Professional Services		596,466		711,911		(115,445)	(16.2%)
Contractual Services		1,176,595		818,097		358,498	43.8%
Equipment Maintenance		1,969,485		1,737,987		231,498	13.3%
Supplies		374,513		403,745		(29,232)	(7.2%)
Rentals/Leases		112,479		51,981		60,498	116.4%
Administrative Expenses		748,156		633,925		114,231	18.0%
Memberships		48,523		73,457		(24,934)	(33.9%)
Travel & Conference Fees		63,408		90,345		(26,937)	(29.8%)
Training		64,136		167,680		(103,544)	(61.8%)
Total Expenditures:	\$	25,363,635	\$	24,835,807	\$	527,828	2.1%

AGENDA ITEM 5D

ENGINEERING REPORT: MAY 2025 CAPITAL IMPROVEMENT PROGRAM

UPCOMING COMMISSION ACTIONS:

<u>Pump Station Improvements Project (CIP #9501)</u>: Progressive Design-Build project to rehabilitate Menlo Park Pump Station, replace Redwood City Pump Station, install a new Belmont Gravity Pipeline, and decommission San Carlos and Belmont Pump Stations.

This project has successfully completed its acceptance test. All pump stations and pipelines are in operation.

Planned Commission Actions: Accept Project – June 2025

<u>Lab Roof Replacement (Project #0388):</u> Replace the 32-year-old laboratory building roof which has developed leaks over the past two wet weather seasons.

This project will demolish the existing roof and insulation on the lab building and replace it with a new membrane roof system. Design is complete and the project is currently out to bid. Work will include mold mitigation inside the building.

Planned Commission Actions: Award Construction Contract – July 2025

<u>Biogas Utilization Project (CIP #9269):</u> Install linear generators and supporting infrastructure to optimize biogas utilization and reduce dependence on purchased electricity.

This project includes three contracts. The first contract was authorized in May 2024 with Mainspring Energy for procurement and installation of five linear generators. The second contract is installation of a gas conditioning system and pipeline to deliver biogas to the linear generators. The third contract is installation of electrical infrastructure to connect the linear generators to SVCW's electrical distribution system.

Planned Commission Actions: Award Construction Contract for Gas Conditioning

System and Pipeline – July 2025

Award Construction Contract for Electrical

Connection – October 2025

Report By: KRH 5D-1

ONGOING PROJECTS IN CONSTRUCTION:

<u>Solids Handling Building Switchgear Battery Replacement (CIP #9247):</u> 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. Design was completed by Beecher Engineering, and construction is underway by D.W. Nicholson.

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. These two processes are critical for maintaining the plant's permit compliance. The project was designed by Brown and Caldwell, and construction is being performed by J.F. Shea. The construction is expected to complete in 2026.

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 and FoP and PSI projects' construction are complete. PSI project acceptance is on the agenda for the Commission's June 12, 2025 meeting.

<u>Food Waste Improvements (CIP #9257)</u>: 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 material. The facility includes two large 18,000-gallon capacity storage tanks, pumps, piping, valves and electrical system on a new concrete pad located east of Digester No. 1. CCI Constructors is the Design-Builder on the project.

TASK ORDERS APPROVED CALENDAR YEAR 2025:

A list of task orders approved for engineering division projects is attached.

SVCW Engineering Division - Task Order Summary 01/01/2025-05/29/2025

Task Order Date	Consultant	TO Amt.	Project #	Project Name	Scope of Work
Commission-Appr	oved Date Task Orders:	\$1,368,720			
2/10/2025	Brown & Caldwell - Amend. 1	\$95,758	9269	Biogas Utilization Gas Conditioning System	Design Engineering Consulting Services
					Electrical Eng. Support Services for Mainspring Linear Generator
2/10/2025	Beecher Engineering - Amend. 1	\$72,962	9269	Biogas Utilization Gas Conditioning System	System Installation
5/8/2025	Technical Edge	\$1,200,000	9130	Capital Improvement Engineering	Process Automation Services
*Use Commission	approved date				
Task Order Date	Consultant	TO Amt.	Project #	Project Name	Scope of Work
Manager-Approve	ed Task Orders*:	\$169,006			
1/31/2025	Freyer & Laureta	\$25,179	9269	Biogas Utilization Gas Conditioning System	Design Services
2/3/2025	Freyer & Laureta	\$24,571	388	Lab Roof Repair	Design Services
3/6/2025	Sierra Research/Trinity Consultants - Amend. 1	\$13,200	9269	Biogas Utilization Gas Conditioning System	Air Permit Application Support
3/14/2025	Collaborative Strategies	\$74,844	6018	Conveyance System Completion	Inner Bair Island Restoration Coordination
3/24/2025	Nexinite	\$8,000	810	FY 24-25 As Needed Services	Name Builder Reconfiguration Services
4/14/2024	Freyer & Laureta	\$3,500	9131	Plant Service Road Surfacing	Driveway Drainage Improvements, Design, Bid, Const

^{*}JPA level of Manager approval is \$75,000

^{**}Uses last approval signature date

AGENDA ITEM 5E

Silicon Valley Clean Water Commissioners' Requested Action Items

JUNE 12, 2025 AGENDA ITEM 5E

Updated: 05/26/2025

Commission Meeting Date	Action Item		Requested or Estimated Date		Status		Date of Completion	Notes
			for Completion	Ongoing	In Progress	Complete		
5/8/2025	1 Financing CIP		June			√		Reach out to member staff to attend respective Council/Board meetings in June to discuss financing CIP projects. Future meetings are tentatively scheduled; but in June through September.
4/10/2025		No Action Items						
3/13/2025	1	Nitrogen Contributions by Member Agency	N/A			√	3/31/2025	Send data on nitrogen measured from each member; discussed with Members' technical staff
2/10/2025		Short-Term Notes vis a vis WiFIA loan	N/A		√			Keep apprised of Feds policy with respect to Fed'l loans. Inform Commission of any changes.
1/13/2025		No Action Items						
							l T	
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. Report at June meeting.
9/14/2024	1	Internal Controls	Apr/May2025			√	5/6/2025	Complete Internal Audit; report at June meeting
3,1,101	2	Report back on Prevailing Wage/Union	N/A			√	9/10/2024	Question: is EcoGreen a Union shop? 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
> 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 to follow up with Members.

AGENDA ITEM 7A

MINUTES OF SILICON VALLEY CLEAN WATER REGULAR MEETING – May 8, 2025 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 8:01 a.m.

ITEM 2

ROLL CALL - Commissioners Duly Appointed by Each Agency Board Member George Otte, West Bay Sanitary District – Chair Mayor Elmer Martínez Saballos, Redwood City – Vice Chair Council Member Tom McCune, Belmont – Secretary Council Member Neil Layton 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

Arvind Akela, SVCW Engineering and Environmental Director

Anir Bhagwat, SVCW Senior Engineer

Chathu Abeyrathna, SVCW Senior Engineer

Cindy Hui, SVCW Finance Supervisor

Keith McClure, SVCW CIP Manager

Kiki Newberry, SVCW Financial Analyst

Vanessa Ventura, SVCW Admin

Mark Minkowski, Kennedy Jenks

Bill Tanner, Tanner Pacific

Brett Margosian, Tanner Pacific

Sergio Ramirez, West Bay Sanitary District

Debra Fisher, West Bay Sanitary District

Fariborz Heydari, West Bay Sanitary District

Fion Lui, Redwood City

Paul Harris, City of San Carlos

Rebecca Mendenhall, City of San Carlos

Eric Distad

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 safety tips for how to avoid road rage.

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

<u> ITEM 6</u>

MATTERS OF COMMISSION MEMBER'S INTEREST

ITEM 7

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

- A. APPROVAL OF MINUTES April 10, 2025 Regular Meeting
- B. CONSIDERATION OF MOTION APPROVING CLAIMS AND CHECKS DATED APRIL 2 – APRIL 14, 2025, AND NECESSARY PAYMENTS THROUGH APRIL 14, 2025

Motion/Second: Mr. Layton/Mr. McCune

The Motion carried by Unanimous Vote

C. CONSIDERATION OF MOTION APPROVING TASK ORDER SCOPE AND BUDGET FOR ELECTRICAL-INSTRUMENTATION-CONTROLS CONSULTING SERVICES WITH TECHNICAL EDGE

Proposed Action:

Move approval of TASK ORDER SCOPE AND BUDGET FOR SVCW PROCESS AUTOMATION SERVICES IN AN AMOUNT NOT TO EXCEED \$1,200,000 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – TECHNICAL EDGE

Motion/Second: Mr. Layton / Mr. McCune

The Motion carried by Unanimous Vote

ITEM 8A

CONSIDERATION OF MOTION APPROVING ENGINEERING DESIGN SERVICES FOR DIGESTER GAS PIPING REPLACEMENT AND EVALUATION OF PROJECT DELAY - DIGESTER 3 REHABILITATION PROJECT (CIP #9244)

Proposed Action:

- i. Move approval of TASK ORDER FOR ENGINEERING DESIGN AND BID SUPPORT SERVICES AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS FOR DIGESTER GAS PIPING REPLACEMENT (CIP #9244)
 - Kennedy/Jenks Consultants \$213,646
- ii. Provide direction to staff to PROCEED WITH OPTION 2, DIGESTER 3 REHABILITATION

Motion/Second: Mr. Saballos Martinez/ Mr. McCune

The Motion carried by Unanimous Vote

ITEM 8B

UPDATE REGARDING FINANCIAL PLANNING - CAPITAL IMPROVEMENT PROGRAM AND INTERIM HYBRID SCENARIO

Proposed Actions:

Provide direction to staff to:

- Proceed with the INTERIM HYBRID CASH/LOC FUNDING MECHANISM
- ii. Proceed with PREPARATIONS TO AMEND COMMISSION POLICY 2013-03
 - RESERVES FUND POLICY AND PROCEDURE

ITEM 9

Closed Session was called to order at 8:55 am

ITEM 10

RECONVENE IN OPEN SESSION

Open Session reconvened at 9:38 am

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

ITEM 11

ADJOURN

There being no further business, the meeting adjourned at 9:39 am

Minutes prepared by Teresa A. Herrera Reviewed by General Counsel

Tom McCune, Secretary

MINUTES OF SILICON VALLEY CLEAN WATER SPECIAL MEETING – May 10, 2025 9:00 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.

Commissioner McCune appeared remotely: 2456 Hallmark Drive Belmont, California

ITEM 1

CALL TO ORDER

The meeting was called to order at 9:01 am

ITEM 2

ROLL CALL - Commissioners Duly Appointed by Each Agency Board Member George Otte, West Bay Sanitary District – Chair Mayor Elmer Martínez Saballos, Redwood City – Vice Chair Council Member Tom McCune*, Belmont – Secretary Council Member Neil Layton San Carlos – Member

*Commission McCune participated remotely via teleconference

Staff, Consultants and Visitors Present

Jessica Mangual, SVCW Secretary Pro Tem Valerie Phillips, Bob Murray & Associates Gary Phillips, Bob Murray & Associates

ITEM 3

PUBLIC COMMENT
There were no Public Comments

IITEM 4

Closed Session was called to order 9:03 am

ITEM 5

RECONVENE IN OPEN SESSION Open Session reconvened at 4:34 pm Mr. Otte reported that no action was taken.

ITEM 6 ADJOURN
There being no further business, the meeting adjourned at 4:35 pm
Minutes prepared by Teresa A. Herrera Reviewed by General Counsel
Tom McCune, Secretary

MINUTES OF SILICON VALLEY CLEAN WATER SPECIAL MEETING – May 16, 2025 12:00 p.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.

Commissioner McCune appeared remotely: 2456 Hallmark Drive Belmont, California

ITEM 1

CALL TO ORDER

The meeting was called to order at 12:24 pm

ITEM 2

ROLL CALL - Commissioners Duly Appointed by Each Agency Board Member George Otte, West Bay Sanitary District – Chair Mayor Elmer Martínez Saballos, Redwood City – Vice Chair Council Member Tom McCune*, Belmont – Secretary Council Member Neil Layton San Carlos – Member

*Commissioner McCune participated remotely via teleconference

Staff, Consultants and Visitors Present

Jessica Mangual, SVCW Secretary Pro Tem Valerie Phillips, Bob Murray & Associates

ITEM 3

PUBLIC COMMENT
There were no Public Comments

ITEM 4

Closed Session was called to order at 12:25 pm

ITEM 5

RECONVENE IN OPEN SESSION
Open Session reconvened at 3:57 pm
Mr. Otte reported that no action was taken.

ITEM 11 ADJOURN

There being no further business, the meeting adjourned at 3:58 pm

Minutes prepared by Teresa A. Herrera Reviewed by General Counsel

Tom McCune, Secretary

MINUTES OF SILICON VALLEY CLEAN WATER SPECIAL MEETING – May 29, 2025 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 8:29 a.m.

ITEM 2

ROLL CALL - Commissioners Duly Appointed by Each Agency Board Member George Otte, West Bay Sanitary District – Chair Mayor Elmer Martínez Saballos, Redwood City – Vice Chair Council Member Neil Layton San Carlos – Member

<u>Staff, Consultants and Visitors Present</u>
Jessica Mangual, SVCW Secretary Pro Tem

ITEM 3

PUBLIC COMMENT
There were no Public Comments

IITEM 4

Closed Session was called to order at 8:30 am

ITEM 5

RECONVENE IN OPEN SESSION
Open Session reconvened at 8:49 am
Commissioner Otte reported no action was taken.

<u>ITEM 11</u>

ADJOURN

There being no further business, the meeting adjourned at 8:50 am

Minutes prepared by Teresa A. Herrera Reviewed by General Counsel

Tom McCune	Secretary	

AGENDA ITEM 7B

SVCW WARRANT REGISTER

SVCW Warrant Registers dated April 15 - May 12, 2025, will be distributed to the Commission and Legal Counsel on June 5, 2025.

AGENDA ITEM 7C

REPORTING SILICON VALLEY CLEAN WATER INTERNAL CONTROLS

ISSUE

Receive and Accept the Independent Accountant's Report on Applying Agreed Upon Procedures for SVCW Internal Control Assessment for the Fiscal Year 2023-24.

BACKGROUND

On June 27, 2024, the San Mateo County Civil Grand Jury released a report "Assessing and Reporting Internal Controls in San Mateo County Agencies and School Districts".

Based on the results of its surveys and interviews, the Civil Grand Jury report identified findings and made two recommendations for SVCW:

- F1. When an entity does not have a process to identify organizational risks, and the entity does not demonstrate how its internal controls address identified risks, the likelihood of a failure in internal controls that results in fraud or waste increases.
 - SVCW has completed this finding.
- F2. When an entity does not periodically assess its internal controls and the entity cannot demonstrate that it is monitoring its internal controls, the likelihood of a failure in internal controls that results in fraud or waste increases.
 - SVCW agrees with this finding
- F3. When management does not report the results of its assessments of internal controls to its governing board and the entity has not communicated externally, the likelihood that others see this as an opportunity to commit fraud or waste increases.
 - SVCW agrees with this finding

Recommendations:

- R1. Beginning by no later than December 31, 2024 and at least annually thereafter, each entity will document its organizational risks and address those risks in its annual Assessments of Internal Controls.
- R2. Beginning by no later than March 31, 2025 and at least annually thereafter, each
 governing board will require its management to complete its annual assessments of
 internal controls.
- R3. Beginning by no later than June 30, 2025 and annually thereafter, each governing board will require management to report the results of its annual assessment of the entity's internal controls that require SVCW to respond to its findings and recommendations.

On July 15, 2024, SVCW presented the San Mateo Grand Jury Report as Agenda Item 5B2 to the Commission by providing a memorandum and recommendations related to the SVCW internal controls. Staff recommended that annual assessment and reporting is not warranted given the strength of its internal controls and protections already in place. Rather, the Manager recommended a cadence of every three to five years. Direction to

Report By: CH 7C-1

staff was to begin at a three-year cadence of assessment and reporting and, after two three-year cycles, re-evaluate and move to a five-year cadence, if warranted.

On September 9, 2024, SVCW presented Agenda Item 7G to the Commission to consider a motion to direct Manager to execute a response letter to the County of San Mateo on behalf of the SVCW Commission. The letter agreed with the recommendations as follows:

- R1. SVCW has established processes to assess organizational risks and strengthen its internal controls to mitigate fraud or waste.
- R2. SVCW will implement this recommendation with one deviation. If, during its assessment of internal controls, independent findings establish strong internal controls are present, an assessment would be performed every three years thereafter.
- R3. SVCW will implement this recommendation with one deviation, that the report occurs every three years.

This motion was unanimously adopted.

DISCUSSION

On April 15, 2025, SVCW entered an engagement with Maze & Associates in which they applied Agreed Upon Procedures (AUP) to evaluate the internal control (IC) assessment and overview by SVCW's management for the fiscal year ended June 30, 2024.

Maze and Associates issued the attached final report on May 6, 2025, which provides detailed internal control assessment for the Commission and SVCW management.

Maze and Associates evaluated SVCW's financial reporting system to gain an understanding of the internal control environment. They inquired about the following areas of Information System (IS):

- Financial close and reporting process documentation and communication
- Effect and risks of IS on SVCW's control activities
- Standard procedures for periodic system updates

In addition, they performed testing in multiple areas of financial management and accounting processes.

Maze and Associates issued a result that no exceptions were noted in terms of control procedures for the following areas:

- Journal Entries Procedure
- Investment Report (Treasury Report)
- Wire Authorization
- Disbursement Process
- Vendor Database
- Payroll Procedures

The auditors provided a result that no exceptions were noted in terms of control procedures, although the preparations and reviews were later than 45 days after the month's end due to a staff shortage for the following areas:

- Bank and Investment Reconciliation
- Receipt Process

Note that the preparations and reviews for bank reconciliation and receipt processing are currently performed within 45 days after the month's end.

CLIMATE EFFECTS

There are no climate effects as a result of this direction.

FINANCES

There is minimal financial implication to this direction; every three years a line item will be included in the operating budget to hire an internal audit firm to perform this assessment.

RECOMMENDATION

Move approval of RECEIPT AND ACCEPTANCE OF INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED UPON PROCEDURES FOR SVCW INTERNAL CONTROL ASSESSMENT FOR FISCAL YEAR ENDED JUNE 30, 2024

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED UPON PROCEDURES FOR SILICON VALLEY CLEAN WATER (SVCW) INTERNAL CONTROL (IC) ASSESSMENT FOR THE YEAR ENDED JUNE 30, 2024



INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED UPON PROCEDURES FOR INTERNAL CONTROL ASSESSMENT FOR THE YEAR ENDED JUNE 30, 2024

To the Commission of Silicon Valley Clean Water Redwood City, California

We have performed the procedures enumerated below to assess Silicon Valley Clean Water (SVCW)'s internal control environment, determine whether it periodically assesses its internal controls with applicable procedures, and report the results of its internal control assessments to its governing board for the year ended June 30, 2024. SVCW's management is responsible for its internal controls.

The SVCW has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the assessment of internal control for the year ended June 30, 2024. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

1. COUNTY FINDINGS AND CURRENT STATUS:

SM County Grand Jury Finding #2:

When an entity does not periodically assess its internal controls and the entity cannot demonstrate that it is monitoring its internal controls, the likelihood of a failure in internal controls that results in fraud or waste increases.

County Recommendation

Beginning by no later than March 31, 2025 and at least annually thereafter, each governing board will require its management to complete its annual assessments of internal controls.

Current Status for Finding #2:

SVCW has not edited or updated any new internal control assessment procedures since 6/27/2024, but it is in the process of compiling its individual procedures into a single manual, following the framework of the Green Book by the U.S. Government Accountability Office.

SM County Grand Jury Finding #3:

When management does not report the results of its assessments of internal controls to its governing board and the entity has not communicated externally, the likelihood that others see this as an opportunity to commit fraud or waste increases.

County Recommendation

Beginning by no later than June 30, 2025, and annually thereafter, each governing board will require management to report the results of its annual assessment of the entity's internal controls.

Current Status for Finding #3:

On 7/15/2024, SVCW presented the San Mateo Grand Jury Report as Agenda Item 5B2 to the Commissioners by providing a memorandum and recommendation related to SVCW Internal Controls related to San Mateo County Grand Jury Report.

On 9/9/2024, SVCW presented Agenda Item 7G to the Commissioners to consider a motion to direct SVCW to provide a response letter to the County of San Mateo, which included a draft response letter on behalf of the SVCW Commission.

2. INFORMATION SYSTEM:

The Financial Reporting System must be evaluated as part of gaining an understanding of the internal control environment.

1. Inquire how the financial close and reporting process has been documented and communicated to appropriate departments, individuals, and components.

Status: The Finance staff uses a monthly closing checklist to track and mark off items needed to close the month for drawdown preparation and reporting.

SVCW encourages departments to process their invoices in a timely manner. The Accounting Technician prepares an AP aging report weekly and sends it to the Accounting Supervisor and the CFO. This Aging Report is used to follow up on invoices by communicating with the appropriate departments.

On a monthly basis, an email notifies the SVCW management group when a month has closed, and the PowerBI budget variance report of their revenues and expenses is updated through the closed month.

2. Inquire how IT affects the entity's control activities (including the risks posed by IT).

IT sets permissions-based access to critical systems (Great Plains, Paramount, ADP) and SharePoint sites for all departments of SVCW agency. The system administrator enforces permissions-based access in the GP financial systems and ADP. IT implemented and oversaw the extensive cybersecurity awareness program in which all employees are subject to monthly training and monitoring through random test emails. The program provides employees with vital information about data breaches, malware, ransomware, phishing attacks, social engineering tactics, etc.

IT manages a robust network security program that protects IT environments from evolving cyber threats and ensures the safety of sensitive data. This level of security helps to prevent the need for other mitigating controls.

3. Inquire how the Finance Department communicates. Do they have standard procedures set up to communicate with the IT Department for periodic system updates?

SVCW's system administrator coordinates with its partner, Cogsdale, to regularly update patches and run system updates in GP. The internal IT group also regularly works with consultants to deploy all Microsoft-recommended updates and system patches to strengthen our security measures and address any vulnerabilities.

3. JOURNAL ENTRIES PROCEDURES (JE):

The Accounting staff prepares and posts manual JEs, whereas the CFO has approval rights but no posting rights. The Accounting Technician has only access to prepare JEs and no access to post manual JEs. The Accountant reviews and posts the manual JEs after the Accounting Technician initiates them.

Once reviewed, the posted JE will be provided to the CFO for review and approval. For the Accounting Supervisor and Financial Analyst's JEs, the manual JEs are initiated and then provided to the CFO for review and approval.

The manual JEs are posted in Great Plains (GP), the Financial System upon the CFO's approval.

Testing:

Five manual JEs were selected randomly to verify the IC control procedures.

Result:

No exceptions were noted in terms of control procedures.

4. BANK AND INVESTMENT RECONCILIATION:

SVCW only has one checking account with Wells Fargo. The Accountant reconciles this account monthly, and the CFO reviews and approves it.

Investment reconciliations are performed monthly by the Financial Analyst and reviewed by the Accounting Supervisor. The JE, along with the investment statements, is routed to the CFO for review and approval.

Testing:

Selected the December 2023 and March 2024 bank reconciliations to verify the procedures.

Result:

No exceptions were noted for the procedures described above, although the preparations and reviews were later than 45 days after the month's end due to a staff shortage.

5. INVESTMENT REPORT (TREASURY REPORT):

The Financial Analyst prepares the investment report on a monthly basis. The CFO reviews, approves, and submits the investment report in the Commission agenda packet for Commission approval. SVCW also provides quarterly investment updates to the Commissioners.

Testing:

Review of the December 2023 and March 2024 Investments Summary Report.

Result:

No exceptions were noted in terms of control procedures.

6. WIRE AUTHORIZATION:

Only the Accountant and the Accounting Supervisor can initiate wire payments up to the threshold of \$15,000,000 due to the large transfers needed to cover AP checks. The CFO cannot initiate wires and only has access to approve all the wire payments.

Since the Accounting Supervisor is the backup of the CFO, she can also approve the Accountant's initiated wire, but she cannot approve her own wires.

Testing:

Observed that the Accounting Supervisor initiated a wire transfer and noted that she has her own unique username and password to sign in to the bank website. After she has completed the process, a confirmation is generated. Noted the "Approve" button is inactive, which prevents her from approving her initiated wire. The CFO receives an email notification that a wire is pending approval by the Bank.

Result:

No exceptions were noted in terms of control procedures.

7. RECEIPT PROCESS:

Receipts are mainly in the form of checks and EFT/wire payments. The Administrative Assistant opens all mailed checks. He immediately stamps with a receipt date and then distributes the checks to the Accountant for deposit in Wells Fargo and entry through the Cash Running Balance Excel workbook, an internal Excel file that tracks all activities impacting the checking account.

Checks: For each check deposited that day, the Accountant logs the checks in the Cash Running Balance Excel workbook. Concurrently, as receipts are inputted to the spreadsheet, whoever made the deposit also uploads the backup to the Check Copies Deposited folder in the SharePoint Bank Reconciliation folder for the month to be processed. The cash receipt is recorded and posted through GP to be recognized in the GL.

Wires/ACH: Each day, the Accountant signs into the Bank's checking account and records wire/ACH receipts for that day in the Cash Running Balance Excel workbook. This cash receipt is also recorded and posted through GP to be recognized in the GL.

Once the month-end closes, the accountant prepares the bank reconciliation and includes all the backups for the CFO to review and approve.

Testing:

Reviewed the cash receipt entered in the GP for the weeks of 11/6/2023 - 11/12/2023 and 3/11/2024-3/17/2024.

Result:

There were no exceptions in terms of control procedures described above, except that due to staff shortages, the cash receipts were delayed in being entered into GP.

8. DISBURSEMENT PROCESS:

Effective July 2023, SVCW migrated to a new accounts payable repository and approval platform known as "A/P CoPilot", a Microsoft PowerApps platform that uses digital workflows and internal controls to ensure all invoices are routed and approved. This App ensures appropriate approval routing and processing. A/P CoPilot accommodates multiple levels of approvals and provides an invoice approval audit history.

The GP system requires electronic approval from the Accounting Supervisor or the CFO to complete the check payment process. Each check run, the Financial Analyst prepares a Warrant Register. The Accounting Supervisor, CFO, and Manager review it. Once the review is complete, the CFO signs and emails the warrant register via Adobe Sign to the Finance Director in City of Redwood City, who is the SVCW Controller, for signature. Signed Warrant Registers are included in the Commissioner's Agenda Packet.

Testing:

Reviewed five approved invoices and two of the "Warrant Register" dated 11/28/2023-12/26/2023 & 4/14/2023-6/24/2024 to verify the procedures.

Result:

There were no exceptions in terms of control procedures.

9. VENDOR DATABASE:

The Accounting Supervisor, Accountant, and Accounting Technician can add new vendors and modify the vendor master file. Each new vendor request must be approved before being added. Any request to add a new vendor must be completed using the New Vendor Request Form, which the Division Director, CFO, and Manager then approve.

The Accounting Technician generally adds new vendors, and the Accountant reviews the Vendor Master record. The CFO and Accounting Supervisor regularly review a GP Smartlist Report that tracks all vendor database changes.

Testing:

Reviewed the GP Vendor Changes Smartlist and the Vendor Review Log as of 7/15/2024.

Result:

There were no exceptions in terms of control procedures.

10. PAYROLL PROCEDURES:

Employees must enter and submit their time entries. Once all timecards are reviewed and approved, the Accountant will review them for accuracy, completeness, and reasonableness. Once uploaded to ADP, the Accountant will cross-check the Timecard Pay Batch in ADP against the actual hours and codes. The Accountant will prepare a reconciliation of the employer costs and employee PERS contribution for the pay period. Accounting Supervisor will review and sample transactions from the HR and Payroll Change Log against ADP system. In addition, she will review the Employee Summary Report by pay period, Employer Costs Reconciliation, ADP Detailed Results report, and ADP Statistical Summary report.

Testing:

Reviewed Payroll and Payroll changes log for pay periods 11/12/2023-11/25/2023 and 4/14/2024-4/27/2024.

Result:

There were no exceptions in terms of control procedures.

We were engaged by SVCW to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on reporting on the assessment of SVCW's internal control for the year ended June 30, 2024. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of SVCW and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This information is intended solely for the use of the Commission and management and is not intended to be, and should not be, used by anyone other than these specified parties; however, this restriction is not intended to limit the distribution of this report, which is a matter of public record.

Pleasant Hill, California

Maze & Associates

May 6, 2025

AGENDA ITEM 8A

PUMP STATIONS IMPROVEMENTS PROJECT (CIP #9501) FINAL PROJECT ACCEPTANCE

ISSUE

Final Acceptance and Authorization to file Notice of Completion for the Pump Stations Improvements Project (CIP #9501)

BACKGROUND

The Pump Stations Improvements (PSI) Project was performed under a design-build contract with Shea Parsons Joint Venture (SPJV) to rehabilitate the Menlo Park Pump Station, construct a new Redwood City Pump Station, decommission and repurpose the San Carlos Pump Station, construct a new 36" gravity pipeline, and demolish the Belmont Pump Station. This project's implementation was integral to the rehabilitation 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 May 22, 2025 with all construction completed on June 6, 2025. The project underwent a thorough acceptance testing process, and the new and refurbished facilities are performing to SVCW staff's satisfaction.

The completion of this contract is the final milestone for the RESCU program, which is now being wound down. The remaining scopes of work include completing final documentation, closing out environmental permits, and transferring all asset and project data into SVCW's files. Projections of the remaining program expenditures indicate that the program costs will exceed budget by approximately 0.1% (one tenth of one percent).

DISCUSSION

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

The total contract amount was \$110,555,656 including \$7,602,977 in Stage 2 contract amendments (equating to approximately 7.4% of the contract amount). Factoring in consultant, legal, administrative, and real estate costs, the total project cost is approximately \$134 million.

The largest contract amendment had to do with differing site conditions associated with the influent pipeline to the former Redwood City Pump Station. The scope of work for constructing the new pump station included work around the old influent pipe as well as diverting the flow from this pipe into the new pump station. When SPJV investigated the condition of the pipe, it was found to be extremely poor and posed unsafe conditions to construct in its vicinity. The cost to repair the pipeline and the resulting delay costs totaled \$2.17 million. Costs for this change order were shared with the City of Redwood City, as the pipeline was owned by the city.

The second largest amendment was due to a transfer in scope from the Gravity Pipeline Project to the Pump Stations Improvements project. The original Gravity Pipeline scope

Report By: KRH 8A-1

of work included constructing the large diameter pipeline and connecting Member Agency and SVCW pipelines to the tunnel. It was determined that this work could be performed more safely and efficiently by SPJV. Therefore, this work was removed from the Gravity Pipeline contract and added to the Pump Stations Improvements contract by amendment. The resulting change order was a \$1.43 million amendment to the PSI project. While this was an additive cost to the PSI project, it resulted in an overall savings of \$220,000 to the overall RESCU program.

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 Pump Stations Improvements Project.

FINANCES

As of May 2025, \$132.62 million has been expended on CIP #9501 which had a total project budget of \$134.77. Once final contractor payments are accounted for and final closeout activities completed, it is anticipated that the project will be approximately \$200,000 over budget. This final amount will be reflected in the next CIP update.

RECOMMENDATION

Move approval of MOTION TO ACCEPT THE PUMP STATIONS IMPROVMENTS PROJECT (CIP PROJECT #9501) AND AUTHORIZE FILING NOTICE OF COMPLETION – SHEA PARSONS JOINT VENTURE

Silicon Valley Clean Water Pump Stations Improvements Project (CIP #9501) SUBSTANTIAL COMPLETION CERTIFICATE

The <u>Pump Station Improvements Project ("Project") is accepted as Substantially Complete in accordance with Section(s) 1.8 and 1.60 of the Design-Build Agreement for the Project, as follows.</u>

As of July 26, 2024, these portions of the Project are certified as substantially complete:

- 1. All Work on the Belmont Gravity Pipeline (Stage 2B/2F) portions of the Project except as noted below:
 - a. There are no outstanding items.

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 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.
 - b. 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. Warranty durations are specified in Submittal #596.01.1: SCPS Warranty Durations Letter.

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 / Par	rsons Joint Venture Con	struction Manager: Tanner Pacific, Inc.
By: Thomas A. Fluehr Jr.	By: _	Brett Margosian, P.E., CCM
Title: Executive Vice Preside	ent Title:	Director of CM Services
Date: 6/5/2025	Date:	6/5/2025

Silicon Valley Clean Water Pump Stations Improvements Project (CIP #9501) SUBSTANTIAL COMPLETION CERTIFICATE

The <u>Pump Station Improvements Project ("Project") is accepted as Substantially Complete in accordance with Section(s) 1.8 and 1.60 of the Design-Build Agreement for the Project, as follows.</u>

As of May 22, 2025, these portions of the Project are certified as substantially complete:

- 1. All Work on the Menlo Park Pump Stage (Stage 2A) and Redwood City Pump Station (Stage 2C) portions of the Project except as noted below:
 - a. Remaining work identified in the Memorandum of Understanding regarding the 60 MGD performance criterion at the Redwood City Pump Station, which is being finalized and will be included in the final Project Amendment.

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 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.
 - b. 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. Warranty durations are specified in Submittal #610.01.0: PSI Warranty Duration Letter RCPS and Submittal #597.01.1: MPPS Warranty Durations Letter.

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: Butt Margosian, P.E., CCM
Title: Executive Vice President	Title: Director of CM Services
Date:6/5/2025	Date: 6/5/2025

AGENDA ITEM 8B

APPOINT SVCW MANAGER

ISSUE

Appoint Matthew P. Zucca as Manager of Silicon Valley Clean Water (SVCW) and approve employment agreement.

BACKGROUND

In late 2024, current SVCW Manager Teresa Herrera announced their plans to retire from service no later than June 30, 2025. To ensure a smooth and timely transition, SVCW began the process of recruiting a new manager in January 2025. The process started by soliciting proposals from professional recruitment firms. The firm Bob Murray & Associates was retained to assist with the recruitment process. With the help of Bob Murray & Associates, the recruitment process produced multiple highly qualified candidates for Commission consideration. After several rounds of interviews, the Commission identified Matthew P. Zucca as their top candidate.

Mr. Zucca brings a wealth of experience in environmental infrastructure, public agency leadership, and community engagement to the position, and will guide SVCW as it continues delivering safe, reliable, and sustainable wastewater treatment services to more than 220,000 residents and businesses in the Authority's service area. As a professional engineer with more than 30 years of experience in the water and wastewater sector most recently as Assistant Director of Utilities at the City of Palo Alto, Mr. Zucca also has over 20-years' experience in consulting where he helped a wide range of clients solve their environmental and infrastructure challenges. Mr. Zucca has a strong track record in strategic planning, cross-agency collaboration, and stakeholder outreach. He is also a 30-year resident of Belmont and has served on the Board of Directors for the Midpeninsula Water District for over 20 years, demonstrating his commitment to and understanding of public service, public agency governance, and our community.

DISCUSSION

Section 3.5 of the JPA requires that the position of Manager of SVCW be appointed by the Commission. Moreover, Government Code Section 94953(c)(3), requires that the Commission orally report during an open meeting the salary amount of any executive officer of a local agency before taking final action.

If the employment agreement is approved, Mr. Zucca will begin serving as the new SVCW Manager on July 1, 2025. The agreement is for an initial three-year term beginning July 1, 2025. The terms and conditions of the proposed employment agreement are comparable to other wastewater manager positions within the San Francisco Bay Area region.

In addition to standard terms and conditions, the Agreement provides for the following salary and benefits:

- Starting annual base salary will be \$\$410,481 (\$34,206 monthly)
- Upon the completion of a successful performance evaluation the Commission may adjust the Manager's base salary and/or other benefits

Report By: CCF 8B-1

- The Manager will be enrolled in the California Public Employees Retirement System (PERS)
- SVCW will provide the Manager with health, dental and life benefits, leave accruals, and retirement benefits consistent with those provided to other SVCW management employees; additionally, the Manager will be entitled to 4 ½ weeks' vacation leave.

SVCW General Counsel reviewed and approved as to form the Contract of Employment.

In the event Mr. Zucca desires to receive orientation, shadowing or transitional briefings before his official employment begins on July 1, he may do so in a non-decision-making observer role, and on a purely voluntary basis without compensation and without engaging in work or exercising any managerial authority.

FINACIAL IMPACT

If appointed Manager of SVCW, Mr. Zucca will be paid a monthly salary of \$34,206.00 and receive the above negotiated benefits' package approved by this Commission.

RECOMMENDATION

- i. Chair to orally summarize recommended action regarding Manager's salary and benefits in accordance with Government Code Section 54953(c)(3)
- ii. Move adoption of RESOLUTION APPOINTTING MATHEW P. ZUCCA AS MANAGER OF SILICON VALLEY CLEAN WATER AND APPROVING EMPLOYMENT AGREEMENT

EMPLOYMENT AGREEMENT MANAGER OF SILICON VALLEY CLEAN WATER

THIS AGREEMENT ("Agreement") made and entered into as of
_______,2025 by and between SILICON VALLEY CLEAN WATER, a California
public entity ("Authority"), and MATTHEW P. ZUCCA ("Manager");

WITNESSETH

WHEREAS, Authority is a public entity established by Joint Exercise of Powers Agreement entered into by and among the Cities of Belmont, San Carlos and Redwood City and the West Bay Sanitary District (formerly, the Menlo Park Sanitary District), California, dated as of November 13, 1975 and thereafter amended (collectively, with amendments, "Joint Powers Agreement"); and

WHEREAS, the Commission of the Authority ("Commission") has, concurrently with approval of this Agreement, appointed Matthew Zucca as Manager of the Authority pursuant to Section 3.5 of the Joint Powers Agreement; and

WHEREAS, this Agreement sets forth the terms and conditions of Manager's employment by the Authority;

NOW, THEREFORE, in consideration of the mutual covenants, agreements, and conditions contained herein, the parties hereto agree as follows:

- 1. Manager's Duties and Responsibilities. Manager shall perform the duties, carry out the responsibilities and have the rights and privileges, express and implied, of the Manager of Authority pursuant to Section 3.5 of the Joint Powers Agreement as said Section exists upon the date hereof and may during the Term (hereinafter defined) be amended, revised or superseded, and shall perform such other lawful duties and responsibilities consistent with said Section as may from time to time be assigned by the Commission.
- 2. Employment Date. Manager's employment shall commence 9:00 AM., P.D.T., July 1, 2025 ("Employment Date"). Without limitation, implied or express references herein to time of employment shall be measured from the Employment Date.
- **3.** <u>Term.</u> The initial Term of this Agreement is three (3) years, commencing July 1, 2025 and expiring June 30, 2027. The Term shall be automatically extended

for an additional one (1) year commencing July 1, and expiring June 30, unless either party gives written notice to the other part 90 days before the contract expires.

- 4. <u>Compensation.</u> Manager's salary shall be established by resolution of the Commission in accordance with Section 12 of Resolution No. SBSA 77-6 ("Personnel Resolution") as from time-to-time amended, subject to adjustments as hereinafter provided. Said compensation shall be established initially at the rate of Four Hundred Ten Thousand Four Hundred Eighty-One Dollars (\$410,481) per annum (\$34,206.75 per month) ("Base Salary"), payable in installments at the same time as other employees of the Authority, subject to adjustments following performance reviews as hereinafter provided. Every three years a salary comparison shall be conducted to maintain a minimum ten percent (10%) base salary differential for Manager above the top of the range of the highest paid employee directly supervised by Manager.
- 5. <u>Benefits.</u> Except as otherwise provided herein, Manager shall receive employment benefits including, without limitation, paid administrative leave, health, dental and life insurance, deferred compensation and retirement benefits in accordance with the benefits provided to those officers and employees defined as "Management Employees" in the Personnel Resolution and as those benefits are provided or revised from time-to-time by resolutions establishing salaries and benefits for said Management Employees adopted pursuant to the Personnel Resolution. Notwithstanding the foregoing, Manager shall be entitled to the following benefits:
 - i. Four and one-half (4 ½) weeks' vacation leave per year from and after July 1, 2025 and shall receive an initial vacation bank of eighty (80) hours, the accrual of which, expressed in hours, shall not exceed the amount equivalent to one (1) year's accrual; Manager will not receive additional accrual until 80 hours have been earned.
 - ii. Enrollment in the California Public Employees Retirement System ("PERS") with Manager paying the full amount of the employee's contribution established by PERS;
 - iii. Subject to all terms and conditions of any agreement which may be entered into between Authority and any organization or organizations offering life

- insurance coverage benefits, Authority shall furnish and pay the premiums for general life insurance coverage for Manager, the face amount of which shall be \$250,000;
- iv. The Authority's contribution shall be limited to the employer contribution or such percentage of premiums of all other insurance benefits provided Manager by reference to those provided Management Employees, viz., medical, dental, vision, short or long-term disability and such other insurance coverage as may be provided Management Employees from time-to-time;
- v. The Authority will provide Manager with access to qualified deferred compensation plans under Internal Revenue Code Section 457(b) and 401(a), into which Manager may deposit funds from base salary at Manager's discretion and as allowed by law and into which Authority may at its sole discretion and as allowed by law elect to provide future contributions; and
- vi. Upon retirement, the Manager, when retiring from the Authority through CalPERS with at least 7 years continuous service immediately preceding retirement, will be eligible in retirement to be reimbursed at to the Kaiser single rate for the remainder of his life. Upon reaching age 65, the reimbursement rate will change to the Kaiser Medicare rate.

6. Performance Reviews; Compensation Adjustments.

A. <u>Performance Reviews</u>. The Commission shall review Manager's job performance annually prior to the close of each Fiscal Year during the Term. Job performance shall be evaluated through annual goals jointly created by Manager and Commission. The reviews shall not unreasonably be delayed. Manager shall request and schedule such reviews, as appropriate, in accordance with the Authority's agenda procedures or as otherwise directed by the Commission. Manager shall be entitled to participate in all reviews. The reviews shall include consideration by the Commission of adjustments to Manager's Compensation. Manager shall propose on an annual basis as part of their performance review adjustments to Manager's compensation for Commission's consideration. Adjustments to compensation shall be made by amendment to this agreement. The Commission shall not be obligated to approve an, or any, adjustment. ("Compensation" includes salary and benefits) but neither shall the

Commission unreasonably and without reason withhold approval should the approved goals be met. Adjustments to compensation shall be made by the Commission in open session and appear in the Management Employees' Salary Resolution.

- B. <u>Cost of Living Adjustments</u>: Manager's salary adjustment shall only be adjusted through the process outlined in paragraph 6A. Manager is not entitled to COLA or other adjustments offered to other employees of District.
- 7. At-Will Employment Status. Manager shall serve at the pleasure of the Commission, subject to the terms and conditions hereof, and shall not acquire a property interest in employment or a right to continuing employment with Authority. Manager's employment with Authority is expressly limited by, and subject to, the terms and conditions of this Agreement and Manager shall not acquire nor accrue any employment rights or benefits not expressly provided or referenced herein.

8. <u>Termination</u>.

A. <u>Termination Without Cause</u>. Manager may terminate Manager's employment and this Agreement without cause at any time during the initial Term or the extended Term upon giving the Commission not less than ninety (90) days' prior written notice thereof, ("Notice Date") which notice shall specify the date that Manager has elected to vacate the Office of Manager and cease performing duties as such ("Vacancy Date") which, for the avoidance of doubt, shall not be less than ninety (90) days from such Notice Date; provided, that if no date is so specified, the Vacancy Date shall be ninety (90) days from the date of the notice. Termination without cause by Manager shall not entitle Manager to severance pay or any other form of compensation, benefits or other remuneration except that in effect upon the date of Manager's termination notice and due and payable to the Vacancy Date.

Authority may terminate Manager's employment and this Agreement without cause upon giving Manager written notice thereof, which notice shall specify the Vacancy Date, which shall not exceed thirty (30) days from the date of the notice; provided, that if no date is so specified, the Vacancy Date shall be the date of the notice. In the event of termination without cause, the effective date of termination ("Termination Date") shall be twelve (12) months from the Vacancy Date. From and after

the Termination Date, all rights and obligations of the parties hereto shall thereupon cease, except as to those which may have accrued or have been incurred prior to the Termination Date or expressly survive termination.

If Authority terminates Manager's employment without cause, Manager shall be compensated for severance pay in the form of paid administrative leave (or such other form as the attorney for the Authority shall approve that provides severance pay equivalent in value to that herein specified) from and after the Vacancy Date to the Termination Date, calculated at Manager's basic salary, including benefits in effect upon the Vacancy Date ("Severance Pay"). Entitlement to the severance pay shall commence upon the Vacancy Date and shall be payable over the succeeding twelve (12) - month period at the same time as other Management Employees are paid their salaries, less all mandatory payroll deductions. Completion of all Severance Pay due to the Manager on the Termination Date shall release the Authority from further obligations under this Agreement. Contemporaneously with the delivery of the Severance Pay herein, Manager agrees to execute and deliver to the Authority a release releasing the Authority of all claims that Manager may have against the Authority. Authority's termination without cause shall not affect Manager's election to retire under PERS and such retirement shall not affect or in any manner decrease Manager's right hereunder to receive Severance Pay or any other benefits due to the Manager under this Agreement on the date of retirement.

- B. <u>Termination for Cause</u>. In the event Manager's employment is terminated for cause, Manager shall receive no compensation beyond the date of termination or other compensation except as may be required by law for certain accrued benefits. The provisions of this Paragraph shall not be deemed a limitation upon termination for cause or upon such other rights or remedies of the parties which may accrue to them, respectively. "Cause" in the context of termination of employment means gross negligence, gross insubordination, conviction of a felony, conduct unbecoming employment with the Authority, professional misconduct that reflects adversely upon the Authority or a material breach of the terms, conditions and covenants of this Agreement.
 - C. <u>Abuse of Manager's Position</u>. Irrespective of the Term of this Agreement and whether Manager's employment is terminated without cause or for cause and

subsequently Manager is convicted of a crime involving an abuse of his position as Manager of the Authority as defined in Government Code Section 53243.4, Manager shall fully reimburse Authority for any cash settlement related to the termination, including, without limitation, attorneys fees paid by the Authority for Manager's legal criminal defense, paid administrative leave or such other form that provides severance pay equivalent in value to that herein specified.

- 9. <u>Obligations.</u> Manager's employment hereunder shall be Manager's sole and full-time employment. Manager shall not engage in any employment, activity, consulting service, or other enterprise, for compensation or otherwise, which is actually or potentially in conflict with, inimical to, or which interferes with the performance of Manager's duties. Manager may continue serving on the Mid-Peninsula Water District Board since his election occurred prior to serving. Provided, that such activities shall not interfere with Manager's responsibilities and obligations as Manager of the Authority and do not constitute a conflict of interest therewith.
- 10. <u>Indemnification</u>. Except as otherwise permitted, provided, limited or required by law, including without limitation California Government Code Sections 825, 995, and 995.2 through 995.8, the Authority will defend, hold and save harmless, and indemnify Manager, using legal counsel typically relied upon by the Authority or its member agencies for similar matters, against any and all claims, damages, liabilities, costs and expenses arising out of or relating to the performance of Manager's duties under this Agreement, provided such acts or omissions occurred within the course and scope of Manager's employment.

Notwithstanding the foregoing, in any matter where both the Authority and the Manager are named or involved in the same claim or proceeding, and where the Authority determines that a conflict of interest exists or may reasonably exist between the Authority and Manager, such as where the Manager may face personal exposure distinct from the Authority's liability, the Authority may provide a separate defense to Manager, at the Authority's expense, subject to Government Code Sections 995.2 and 995.8. In such cases, the Authority's obligation to indemnify shall be limited to the extent of legal liability imposed upon Manager for acts performed within the scope of employment, and shall not extend to any portion of a judgment, settlement, or award

based on conduct found to be outside the scope of employment or involving fraud, malice, or corruption.

In its sole discretion, the Authority may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered therefrom. Said indemnification shall extend beyond termination of employment, and the expiration of this Agreement, to provide full and complete protection to Manager as described herein, for any acts undertaken or committed in Manager's capacity as Authority Manager, regardless of the notice of filing occurs during Manager's employment with the Authority. In the event Authority provides funds for legal criminal defense pursuant to this section and the terms of the Government Code, Manager shall reimburse the Authority for such legal criminal defense funds if Manager is convicted of a crime involving an abuse of office or position, as provided by Government Code Sections 53243- 53243.4. Further, in the event Manager is convicted of a crime involving an abuse of office or position, Manager shall reimburse Authority for any paid leave or cash settlement, as provided by Government Code Sections 53243 - 53243.4.

- 11. Non-Assignability. Manager shall not sub-contract, assign, sell, mortgage, hypothecate, or otherwise transfer Manager's interests, rights, duties or obligations hereunder in any manner without the express prior written consent of Authority. Consent may be denied for any reason or no reason.
- 12. <u>Amendments: Supplements.</u> The provisions of this Agreement may be amended or supplemented by written agreement approved in the same manner as the initial Agreement.
- Governmental Enactments. If, in any year of the Term, federal or State of California statutory or regulatory provisions are enacted that significantly affect the rights or obligations of one or both parties to this Agreement, either party may notify the other party in writing thereof and the parties shall thereupon confer regarding an amendment or amendments to this Agreement necessary to address such occurrence in an equitable manner. The provisions of this Paragraph shall not be invoked more than once in any given Fiscal Year.
- 14. **Notices.** Written notices required or convenient hereunder shall be delivered personally or by depositing the same with the United States Postal Service,

first class (or equivalent) postage prepaid and addressed:

in the case of Manager to:

Matthew P. Zucca Silicon Valley Clean Water 1400 Radio Road Redwood City, CA 94065

and

Matthew P. Zucca 1721 Robin Whipple Way Belmont, CA 94002

in the case of Authority to:

Chair, Commission of Silicon Valley Clean Water 1400 Radio Road Redwood City, CA 94065

and

To the address on file with Authority of the person serving as Chair of the Commission as of the date of the notice.

- 15. <u>Integration.</u> This Agreement contains the entire agreement between the parties pertaining to the subject matter hereof and supersedes all prior agreements, written or oral, between the parties regarding said subject.
- 16. <u>Captions.</u> Paragraph and subparagraph headings used in this Agreement are for convenience only, are not part of this Agreement and shall not be used in construing this Agreement.
- 17. **Governing Law.** This Agreement shall be construed in accordance with, and the performance of the parties governed by, the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first hereinabove written.

SILICON VALLEY CLEAN WATER a California public entity

	By:
	George Otte, Chair Commission of Silicon Valley Clean Water
ATTEST:	
Tom McCune, Secretary Silicon Valley Clean Water	
	Manager, SILICON VALLEY CLEAN WATER a California public entity
	Matthew P. Zucca

AGENDA ITEM 8C

ESTABLISHING RATES OF PAY AND CLASSIFICATIONS FOR CONFIDENTIAL GENERAL, UNREPRESENTED GENERAL, PROFESSIONAL, AND MANAGEMENT EMPLOYEES; INCREASE 457(b) DEFERRED COMPENSATION MATCHING FOR CONFIDENTIAL GENERAL AND PROFESSIONAL EMPLOYEES; AND APPROVING UPDATED CONSOLIDATED PAY SCHEDULE

ISSUE

Consideration of Compensation for Confidential General, Unrepresented General, Professional, and Management Employees and increasing the Silicon Valley Clean Water matching amount for the General Confidential and Professional employees.

BACKGROUND

It is the Commission's responsibility to approve all SVCW personnel position titles, compensation, and classifications. A Memorandum of Understanding (MOU) with International Union of Stationary Engineers - Local 39 (Local 39) was ratified by the Commission in May 2023. It is a five-year MOU. For unrepresented SVCW employees, the Commission approves personnel position titles, classifications, and compensation via Resolution ("Resolution 77-6"). Unrepresented employee categories requiring Commission approval are Confidential General, Unrepresented General, Professional, and Management. Positions within each classification are indicated in the following table.

Administrative Assistant
Administrative Clerk
Information System Analyst
Information System Technician
Planner/Scheduler
ed General Employees
Engineering Intern
Junior Intern
sional Employees
Engineer
Senior Capital Improvement Manager
Senior Information System Analyst
Business Analyst
Laboratory Technical & Quality Assurance Officer
Regulatory Compliance Specialist
ement Employees
Environmental Services Supervisor
Operations Supervisor
Health & Safety Director
Laboratory Director
Operations Director
Maintenance Director
Engineering Director
Assistant Manager/Chief Financial Officer
paragraph payrall and other confidential decuments

¹ These positions work with and have access to personnel, payroll, and other confidential documents.

DISCUSSION

Report By: J.F.

It is the intention and has been ongoing practice for the Commission to approve the same Cost of Living Adjustment (COLA) for all unrepresented positions based upon the MOU agreement with Local 39. The approved COLA increase for the bargaining unit is four percent (4%) effective July 1, 2025, through June 30, 2026. The SVCW Manager recommends a COLA increase for unrepresented employees of four percent (4%) effective July 1, 2025. The budget approved by the Commission in April 2025 for fiscal year 2025-26 includes this recommended COLA increase.

The attached consolidated pay schedule includes previously approved pay rates for the general represented employees as well as the unrepresented employees which is the subject of this agenda item. It is a CalPERS requirement that consolidated pay schedules for the entire staff be publicly approved and adopted by the Commission.

In addition to approval of pay rates for all SVCW employees, the Manager is recommending the Commission approve an increase to the agency's 457(b) deferred compensation matching for General Confidential and Professional employees up to \$2,960 annually. Currently the agency matches up to \$2,500 for these 2 classifications. At present, General Represented employees receive up to \$2,960 annual matching (negotiated in previous 2018-2023 SVCW-Local 39 MOU). The Manager is recommending the \$460 increase so all non-management employees receive the same matching amount. The matching amount for General Confidential and Professional employees has not been adjusted since they were originally approved by the Commission on July 10, 2008, and July 1, 2011, respectively.

CLIMATE EFFECTS

There are no anticipated climate effects from approval for rates of pay.

FINANCES

The approved SVCW Fiscal Year 2025-26 operating budget includes the recommended COLA increase and was relayed to member agency finance staff in April 2025.

RECOMMENDATION

Move adoption of:

- i. RESOLUTION ESTABLISHING RATES OF PAY AND RELATED COMPENSATION PROVISIONS FOR MANAGEMENT EMPLOYEES OF SILICON VALLEY CLEAN WATER AND RESCINDING AND RESTATING CERTAIN PROVISIONS OF RESOLUTION NO. SVCW 24-52 AND RESCINDING ANY AND ALL OTHER RESOLUTIONS OR PORTIONS THEREOF IN CONFLICT HEREWITH
- ii. RESOLUTION ESTABLISHING RATES OF PAY AND RELATED COMPENSATION PROVISIONS FOR CONFIDENTIAL GENERAL EMPLOYEES OF SILICON VALLEY CLEAN WATER AND RESCINDING RESOLUTION NO. SVCW 24-25 AND ANY AND ALL OTHER RESOLUTIONS OR PROVISIONS THEREOF IN CONFLICT HEREWITH
- iii. RESOLUTION ESTABLISHING RATES OF PAY AND RELATED COMPENSATION FOR UNREPRESENTED GENERAL EMPLOYEE POSITIONS OF ENGINEERING INTERN, LABORATORY ASSISTANT AND GENERAL

- INTERN AND RESCINDING RESOLUTION NO. SVCW 24-26 AND ANY AND ALL OTHER RESOLUTIONS OR PORTIONS THEREOF IN CONFLICT HEREWITH
- iv. RESOLUTION ESTABLISHING RATES OF PAY AND RELATED COMPENSATION PROVISIONS FOR PROFESSIONAL EMPLOYEES OF SILICON VALLEY CLEAN WATER AND RESCINDING RESOLUTION NO. SVCW 24-42 AND RESCINDING ANY AND ALL OTHER RESOLUTIONS OR PORTIONS THEREOF IN CONFLICT HEREWITH
- v. RESOLUTION AMENDING SECTION 6 OF RESOLUTION NO. SVCW 77-6, THE SVCW PERSONNEL RESOLUTION, RELATING TO CLASSIFICATION OF POSITIONS AND RESCINDING PARAGRAPH 1 OF RESOLUTION NO. SVCW 24-53 AND ANY AND ALL OTHER RESOLUTIONS OR PROVISIONS THEREOF IN CONFLICT HEREWITH
- vi. RESOLUTION APPROVING AND ADOPTING CONSOLIDATED PAY SCHEDULE FOR ALL REPRESENTED AND UNREPRESENTED EMPLOYEES OF SILICON VALLEY CLEAN WATER FOR FISCAL YEAR 2025-2026
- vii. MOTION TO INCREASE 457(b) DEFERRED COMPENSATION MATCHING FOR CONFIDENTIAL GENERAL AND PROFESSIONAL EMPLOYEES

Silicon Valley Clean Water Negotiated Pay Scale

Stationary Engineers Local 39

Facilities Maintenance Technician

Class 0 Positions

General Represented Employees (hourly)

Fiscal Year: 2025-26
Cost-of-Living Adjustment: 4.0%

57.11 \$

G0

59.95

F0

Senior Operator	D130	\$ 60.31	\$ 63.33	\$ 66.46	\$ 69.80	\$ 74.04	\$ 76.97	\$ 80.81
Operator	D400	\$ 48.20	\$ 50.64	\$ 53.13	\$ 55.82	\$ 58.66	\$ 61.58	\$ 64.62
Senior Plant Mechanic	D200	\$ 58.13	\$ 61.05	\$ 64.07	\$ 67.25	\$ 70.66	\$ 74.17	\$ 77.91
Senior Plant Mechanic - Electrician	D250	\$ 62.13	\$ 65.24	\$ 68.49	\$ 71.91	\$ 75.55	\$ 79.31	\$ 83.28
Senior Instrumentation Technician	D230	\$ 62.13	\$ 65.24	\$ 68.49	\$ 71.91	\$ 75.55	\$ 79.31	\$ 83.28
Senior Plant Mechanic - Control Systems Technician	D260	\$ 65.23	\$ 68.53	\$ 71.92	\$ 75.49	\$ 79.32	\$ 83.27	\$ 87.44
Plant Mechanic	D450	\$ 44.70	\$ 46.95	\$ 49.31	\$ 51.81	\$ 54.41	\$ 57.11	\$ 59.95
Plant Mechanic - Electrician	D460	\$ 44.70	\$ 46.95	\$ 49.31	\$ 51.81	\$ 54.41	\$ 57.11	\$ 59.95
Instrumentation Technician	D440	\$ 44.70	\$ 46.95	\$ 49.31	\$ 51.81	\$ 54.41	\$ 57.11	\$ 59.95
Plant Mechanic - Control Systems Technician	D470	\$ 46.94	\$ 49.30	\$ 51.77	\$ 54.39	\$ 57.15	\$ 59.97	\$ 62.95
Planner / Scheduler Assistant	D852	\$ 44.70	\$ 46.95	\$ 49.31	\$ 51.81	\$ 54.41	\$ 57.11	\$ 59.95

B0

46.95 \$

C0

49.31 \$

D0

51.81

\$

54.41 \$

E0

Α0

Codes

D870

\$

Water Quality Specialist *	D360	\$ 56.22	\$ 59.65	\$ 63.36	\$ 67.19	\$ 71.32	\$ 75.70	\$ 79.50
Senior Laboratory Analyst	D305	\$ 65.41	\$ 68.68	\$ 72.11	\$ 75.70	\$ 79.50	-	-
Laboratory Analyst II	D303	\$ 59.47	\$ 62.45	\$ 65.56	\$ 68.85	\$ 72.27	-	-
Laboratory Analyst I	D301	\$ 54.06	\$ 56.75	\$ 59.59	\$ 62.58	\$ 65.71	-	-
Senior Environmental Compliance Specialist *	D351	\$ 59.32	\$ 62.30	\$ 65.41	\$ 68.68	\$ 72.11	-	-
Environmental Compliance Specialist	D353	\$ 53.93	\$ 56.63	\$ 59.47	\$ 62.45	\$ 65.56	-	-
Pollution Prevention Specialist	D355	\$ 53.93	\$ 56.63	\$ 59.47	\$ 62.45	\$ 65.56	-	-
Materials Specialist	D703	\$ 57.58	\$ 60.55	\$ 63.63	\$ 66.75	\$ 70.09	-	-
Utility Worker	D850	\$ 41.38	\$ 43.67	\$ 46.05	\$ 48.60	\$ 51.26	=	-

44.70 \$

Class 1 Positions	Codes	A 1	B1	C1	D1	E1	F1	G1
Senior Operator	D131	\$ 61.53	\$ 64.56	\$ 67.79	\$ 71.21	\$ 75.51	\$ 78.51	\$ 82.41
Operator	D401	\$ 49.17	\$ 51.66	\$ 54.18	\$ 56.93	\$ 59.84	\$ 62.80	\$ 65.92
Senior Plant Mechanic	D201	\$ 59.28	\$ 62.28	\$ 65.36	\$ 68.59	\$ 72.07	\$ 75.66	\$ 79.46
Senior Plant Mechanic - Electrician	D251	\$ 63.37	\$ 66.56	\$ 69.85	\$ 73.34	\$ 77.05	\$ 80.89	\$ 84.95
Senior Instrumentation Technician	D231	\$ 63.37	\$ 66.56	\$ 69.85	\$ 73.34	\$ 77.05	\$ 80.89	\$ 84.95
Senior Plant Mechanic - Control Systems Technician	D261	\$ 66.53	\$ 69.88	\$ 73.35	\$ 77.01	\$ 80.91	\$ 84.94	\$ 89.19
Plant Mechanic	D451	\$ 45.59	\$ 47.89	\$ 50.29	\$ 52.83	\$ 55.52	\$ 58.26	\$ 61.15
Plant Mechanic - Electrician	D461	\$ 45.59	\$ 47.89	\$ 50.29	\$ 52.83	\$ 55.52	\$ 58.26	\$ 61.15
Instrumentation Technician	D441	\$ 45.59	\$ 47.89	\$ 50.29	\$ 52.83	\$ 55.52	\$ 58.26	\$ 61.15
Plant Mechanic - Control Systems Technician	D471	\$ 47.88	\$ 50.28	\$ 52.81	\$ 55.48	\$ 58.28	\$ 61.17	\$ 64.21
Planner / Scheduler Assistant	D853	\$ 45.59	\$ 47.89	\$ 50.29	\$ 52.83	\$ 55.52	\$ 58.26	\$ 61.15
Facilities Maintenance Technician	D871	\$ 45.59	\$ 47.89	\$ 50.29	\$ 52.83	\$ 55.52	\$ 58.26	\$ 61.15
Water Quality Specialist *	D361	\$ 57.35	\$ 60.84	\$ 64.65	\$ 68.56	\$ 72.76	\$ 77.22	\$ 81.09
Senior Laboratory Analyst	D306	\$ 66.72	\$ 70.04	\$ 73.55	\$ 77.22	\$ 81.09	-	-
Laboratory Analyst II	D304	\$ 60.65	\$ 63.69	\$ 66.87	\$ 70.21	\$ 73.72	-	-
Laboratory Analyst I	D302	\$ 55.14	\$ 57.91	\$ 60.79	\$ 63.84	\$ 67.03	-	-
Senior Environmental Compliance Specialist *	D352	\$ 60.49	\$ 63.54	\$ 66.72	\$ 70.04	\$ 73.55	-	_
Environmental Compliance Specialist	D354	\$ 55.03	\$ 57.76	\$ 60.65	\$ 63.69	\$ 66.87	-	_
Pollution Prevention Specialist	D356	\$ 55.03	\$ 57.76	\$ 60.65	\$ 63.69	\$ 66.87	-	-
Materials Specialist	D704	\$ 58.74	\$ 61.76	\$ 64.91	\$ 68.09	\$ 71.50	-	-
Utility Worker	D851	\$ 42.21	\$ 44.53	\$ 46.99	\$ 49.57	\$ 52.30	-	-

Class 0 - Employees not eligible for certification pay.

Class 1 - Employees achieving professional certification higher than specified for current classification qualify for certification pay per CLASS 1 salary schedule.

The Water Quality Specialist classification not available to new hires after June 30, 2013.

^{*} Salary step "G" available only to Water Quality Specialists in Environmental Compliance Division as of 7/1/2013.

General Non-Represented Employees (hourly)	Codes	Α	В	С	D	E
Lab Assistant	D550	\$ 26.74	\$ 28.05	\$ 29.46	\$ 30.95	\$ 32.50
Engineering Intern	E505	\$ 26.74	\$ 28.05	\$ 29.46	\$ 30.95	\$ 32.50
General Intern	E508	\$ 26.74	\$ 28.05	\$ 29.46	\$ 30.95	\$ 32.50
Junior Intern **	E515	\$ 18.20				

^{**} City of Redwood City minimum wage

Confidential General Employees (hourly)	Codes	Α	В	С	D	E	F	G
Accountant	E250	\$ 59.86	\$ 62.86	\$ 66.00	\$ 69.31	\$ 72.77	\$ 76.41	\$ 80.23
Accounting Technician	E200	\$ 44.26	\$ 46.47	\$ 48.80	\$ 51.24	\$ 53.82	\$ 56.49	\$ 59.32
Administrative Assistant	E100	\$ 53.15	\$ 55.82	\$ 58.62	\$ 61.55	\$ 64.62	\$ 67.85	\$ 71.23
Administrative Clerk	E175	\$ 37.21	\$ 39.07	\$ 41.05	\$ 43.09	\$ 45.24	-	-
Office Assistant	E150	\$ 31.75	\$ 33.34	\$ 35.02	\$ 36.78	\$ 38.62	-	-
Procurement Specialist	E702	\$ 57.58	\$ 60.47	\$ 63.49	\$ 66.66	\$ 70.00	\$ 73.50	\$ 76.71
Asset Management Specialist	E730	\$ 57.58	\$ 60.47	\$ 63.49	\$ 66.66	\$ 70.00	\$ 73.50	\$ 76.71
Planner / Scheduler	E740	\$ 57.58	\$ 60.47	\$ 63.49	\$ 66.66	\$ 70.00	\$ 73.50	\$ 76.71
Information System Analyst	E510	\$ 71.94	\$ 75.55	\$ 79.32	\$ 83.28	\$ 87.45	-	-
Information System Technician	E520	\$ 50.89	\$ 53.48	\$ 56.23	\$ 59.14	\$ 62.17	-	-

Professional Employees (monthly)	Codes	N	/linimum	M	laximum
Senior Engineer	E500	\$	18,378	\$	22,339
Engineer	E501	\$	15,051	\$	18,287
Associate Engineer	E503	\$	13,173	\$	16,011
Senior Capital Improvement Manager	C902	\$	18,378	\$	22,339
Capital Improvement Program Manager	C903	\$	14,704	\$	17,872
Regulatory Compliance Specialist	E410	\$	14,704	\$	17,872
Senior Information System Analyst	E530	\$	13,855	\$	16,840
Financial Analyst	E300	\$	12,970	\$	17,384
Business Analyst	E325	\$	12,970	\$	17,384
Business Operations Associate	E330	\$	12,970	\$	17,384
Laboratory Technical and Quality Assurance Officer	E400	\$	12,970	\$	17,384
Process Control Specialist	E450	\$	12,970	\$	17,384

Management Employees (monthly)	Codes	N	Vinimum	M	laximum
Manager	C100	\$	34,206	\$	34,206
Authority Engineer	C110	\$	25,910	\$	31,490
Chief Operating Officer	C120	\$	26,607	\$	32,341
Assistant Manager / Chief Financial Officer	C205	\$	25,910	\$	31,490
Maintenance Director	C261	\$	20,427	\$	24,828
Operations Director	C271	\$	20,427	\$	24,828
Engineering Director	C181	\$	20,427	\$	24,828
Environmental Services Director	C411	\$	19,074	\$	23,184
Laboratory Director	C501	\$	19,074	\$	23,184
Information Systems Director	C511	\$	19,074	\$	23,184
Human Resources Director	C208	\$	19,074	\$	23,184
Health and Safety Director	C191	\$	19,074	\$	23,184
Information Systems Supervisor	C509	\$	15,444	\$	18,772
Maintenance Supervisor	C300	\$	15,444	\$	18,772
Operations Supervisor	C400	\$	15,444	\$	18,772
Accounting Supervisor	C405	\$	15,444	\$	18,772
Laboratory Supervisor	C512	\$	15,444	\$	18,772
Environmental Services Supervisor	C420	\$	15,444	\$	18,772