

**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.

### **ITEM 6**

#### **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:

- i. 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

*Thomas McCune*

[Thomas McCune \(Jun 23, 2025 21:04 PDT\)](#)

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Tom McCune, Secretary