

**MINUTES OF SILICON VALLEY CLEAN WATER
REGULAR MEETING – June 12, 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
Edward McGinley, SVCW Admin
Mark Minkowski, Kennedy Jenks
Bill Tanner, Tanner Pacific
Brett Margosian, Tanner Pacific
Fariborz Heydari, West Bay Sanitary District
Fion Lui, Redwood City
Darren Aston, Redwood City
Matthew Zucca, City of Palo Alto
Henry Deland

ITEM 3**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by those in attendance

ITEM 4**PUBLIC COMMENT**

There were no Public Comments

Commissioner Layton made a motion to move Item 9 (Closed Session) ahead of Item 8B (Appointment of New Manager). Commissioner McCune seconded the motion.

Motion carried by unanimous vote.

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 distracted walking.

Item 5B Managers Report included a report on the financial impact of Senior Level positions within the Laboratory and Environmental Services Divisions.

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 7C****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**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

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

Motion/Second: Mr. Layton / Mr. McCune

The Motion carried by Unanimous Vote

ITEM 8A

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

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

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

The Motion carried by Unanimous Vote

ITEM 9

Closed Session was called to order at 8:28 am

ITEM 10

RECONVENE IN OPEN SESSION

Open Session reconvened at 8:39 am

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

ITEM 8B

CONSIDERATION OF APPOINTMENT OF NEW MANAGER AND APPROVAL OF EMPLOYMENT AGREEMENT

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

Mathew P. Zucca's salary and benefits were summarized both orally and via PowerPoint slides during Manager Herrera's presentation of the item.

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

The Motion carried by Unanimous Vote

ITEM 8C

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.

Proposed Actions:

- 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

Motion/Second: Mr. Layton / Mr. McCune

The Motion carried by Unanimous Vote

ITEM 11

ADJOURN

There being no further business, the meeting adjourned at 9:02 am

Minutes prepared by Teresa A. Herrera

Reviewed by General Counsel

Tom McCune

Tom McCune (Jul 18, 2025 16:06 PDT)

Tom McCune, Secretary