

**MINUTES OF THE
SAN JOSE/SANTA CLARA
TREATMENT PLANT ADVISORY COMMITTEE**
City Hall, City Manager's Office, 17th Floor, Room 1734
Thursday, September 12, 2013 at 4:30 p.m.

1. ROLL CALL

Minutes of the Treatment Plant Advisory Committee convened this date at 4:37 p.m. Roll call was then taken, with the following members in attendance:

Committee members: Kansen Chu, Jose Esteves, John Gatto, Pat Kolstad, Jamie Matthews, Madison Nguyen, Chuck Page, Chuck Reed, Ed Shikada

2. APPROVAL OF MINUTES

A. August 15, 2013

Committee member Page noted that he was left off the attendance list but was present at the August 15 TPAC meeting.
Item 2.A was approved with one change.

3. UNFINISHED BUSINESS/REQUEST FOR DEFERRALS

4. DIRECTORS REPORT

A. Directors Verbal Report:

Kerrie Romanow, Director of the Environmental Services Department stated that in late August the department made some compensation changes and reclassifications for Operators and Mechanics which impacted 91 employees. Additionally, the Operations division has been reorganized to compress two classifications into one. This increases the department's flexibility and efficiency.

Kerrie added that as part of recruitment efforts, Environmental Services held a career fair at the end of August and more than a hundred people attended. Another one will be held in November.

Arn Andrews, Assistant Finance Director and Laura Burke, Principal Accountant, Environmental Services gave a presentation on the Initial Capital Improvement Program Financing Schedule.

The Committee requested that future updates include more detail on how the funding is spread over time.

5. **AGREEMENTS/ACTION ITEMS**

A. **Consultant Agreement for Digester and Thickener Facilities Upgrade Project**

Staff Recommendation: Approve a consultant agreement with Brown and Caldwell to provide engineering services for the Digester and Thickener Facilities Upgrade Project at the San José-Santa Clara Regional Wastewater Facility (formerly known as the San José/Santa Clara Water Pollution Control Plant). This agreement will be effective from the date of execution to December 31, 2019, for a total amount not to exceed \$12,017,526.

The Consultant Agreement for Digester and Thickener Facilities Upgrade Project is scheduled for Council Consideration on September 24, 2013.

Staff was directed to provide the Committee members the detailed technical study on upgrading the digesters.

Motion by Committee Member Matthews, second by Committee Member Nguyen to approve item 5.A with the direction to staff listed above. Item 5.A. was approved unanimously.

B. **Program Management Consultant Agreement**

Staff Recommendation:

- (a) Approve a Master Services Agreement with MWH Americas, Inc. for Program Management Consultant Services at the San José-Santa Clara Regional Wastewater Facility, (formerly known as the San Jose/Santa Clara Water Pollution Control Plant), for a term beginning from the date of execution through September 30, 2018, including up to two, one-year extension options, in an initial amount not to exceed \$7,295,000, and a maximum agreement amount not to exceed \$39 million, subject to the appropriation of funds.
- (b) Adopt a resolution authorizing the City Manager to exercise the City's option to extend the agreement for up to two, one-year terms, subject to the appropriation of funds.
- (c) Adopt the following 2013-2014 Appropriation Ordinance Amendments in the San José-Santa Clara Treatment Plant Capital Fund:
 - (1) Decrease the Ending Fund Balance in the amount of \$4,372,000; and
 - (2) Increase the Program Management appropriation to the Environmental Services Department in the amount of \$4,372,000.

The Program Management Consultant Agreement is scheduled for Council Consideration on September 17, 2013.

Ashwini Kantak, Assistant Director, Environmental Services gave a presentation on the Capital Improvement Program, Program Management Services.

Staff was directed to provide the Committee members a copy of the selection process and an estimate of staff costs.

The Committee recommended not adopting the resolution [Item 5.B(b)]

Motion by Committee Member Matthews, second by Committee Member Kolstad to approve item 5.B(a) and 5.B(c) with the directions to staff listed above. Item 5.B(a) and 5.B(c) were approved 8-1. Item 5.B(b) was not approved.

6. **OTHER BUSINESS/CORRESPONDENCE**

7. **STATUS OF ITEMS PREVIOUSLY RECOMMENDED FOR APPROVAL BY TPAC**

A. Annual Insurance Renewal Policy

Staff Recommendation: Accept the informational memo.

The Annual Insurance Renewal Policy was approved by the San Jose City Council on September 24, 2013.

B. First Amendment to Master Agreement with ERM-West, Inc., for Environmental Health and Safety Consulting Services

Staff Recommendation: Approve the First amendment to the Master Agreement with ERM-West Inc. for environmental health and safety consulting services to increase the total compensation by \$300,000 for a maximum not to exceed amount of \$550,000.

The First Amendment to Master Agreement with ERM-West, Inc., for Environmental Health and Safety Consulting Services was approved by the San Jose City Council on August 20, 2013.

C. First Amendment to the Zero Waste Project Ground Lease by and between the City of San Jose and Zero Waste Energy Development Company, LLC

Staff Recommendation: Authorize the City Manager to execute the First Amendment to the Zero Waste Project Ground Lease by and between the City of San Jose and Zero Waste Energy Development Company, LLC, permitting the tenant to sublease certain portions of the ground lease area for parking at the discretion of the City Manager.

Deferred from June 13, 2013

The First Amendment to the Zero Waste Project Ground Lease by and between the City of San Jose and Zero Waste Energy Development Company, LLC was approved by the San Jose City Council on August 20, 2013.

D. Regional Wastewater Facility Master Agreements Audit Report

Staff Recommendation: Accept the Regional Wastewater Facility Master Agreements Audit Report and recommend for Council consideration on August 20, 2013.

The Regional Wastewater Facility Master Agreements Audit Report was approved by the San Jose City Council on September 10, 2013.

E. Status Report on Agreement with Telstar to Provide Temporary Staffing at the San Jose-Santa Clara Regional Wastewater Facility

Staff Recommendation: Adopt a resolution to authorize the City Manager to execute the first one-year option to extend the Agreement for August 17, 2013, through August 16, 2014 for a maximum compensation not to exceed \$1,670,000, and to execute up to three one-year options through August 16, 2017, to extend the Agreement, subject to the appropriation of funds.

The Status Report on Agreement with Telstar to Provide Temporary Staffing at the San Jose-Santa Clara Regional Wastewater Facility was approved by the San Jose City Council on August 27, 2013.

Items 7 A-E were approved to note and file.

8. **REPORTS**

A. Open Purchase Orders Greater Than \$100,000

The attached monthly Procurement and Contract Activity Report summarizes the purchase and contracting of goods with an estimated value between \$100,000 and \$1.08 million and of services between \$100,000 and \$270,000.

Item 8.A was approved to note and file.

9. **MISCELLANEOUS**

Committee member Page requested that TPAC packets be delivered to the Committee members in a timely manner.

The next TPAC meeting is October 10, 2013, at 4:30 p.m. City Hall, City Manager's Office, 17th Floor, Room 1734.

10. **PUBLIC COMMENT**

None

11. **ADJOURNMENT**

A. The Treatment Plant Advisory Committee adjourned at 6:15 p.m.

A handwritten signature in cursive script that reads "Chuck Reed".

Chuck Reed, Chair
Treatment Plant Advisory Committee