

**MINUTES OF THE  
SAN JOSE/SANTA CLARA  
TREATMENT PLANT ADVISORY COMMITTEE**  
City Hall, City Manager's Office, 17<sup>th</sup> Floor, Room 1734  
Thursday, October 10, 2013 at 4:30 p.m.

1. **ROLL CALL**

Minutes of the Treatment Plant Advisory Committee convened this date at 4:30 p.m. Roll call was then taken, with the following members in attendance:

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

Absent: Committee members: Kansen Chu and Madison Nguyen

2. **APPROVAL OF MINUTES**

A. **September 12, 2013**  
**Item 2.A was approved.**

3. **UNFINISHED BUSINESS/REQUEST FOR DEFERRALS**

4. **DIRECTORS REPORT**

A. Directors Verbal Report:  
**There was no Director's Report this month.**

5. **AGREEMENTS/ACTION ITEMS**

A. Semi Annual Regional Wastewater Facility CIP Report

Staff Recommendation:

1. Accept the Semiannual Status Report on the San José-Santa Clara Regional Wastewater Facility Capital Improvement Program for the period January through June 2013; and
2. Cross-reference this item to the October 29, 2013 Council meeting for acceptance.

**The Semi Annual Regional Wastewater Facility CIP Report is scheduled for Council Consideration on October 29, 2013**

Ashwini Kantak, Assistant Director, Environmental Services gave a presentation.

David Wall, Public, spoke on this item.

**Motion by Committee Member Kolstad, second by Committee Member Page to approve item 5.A. Item 5.A. was approved unanimously.**

B. Facility Technical Training Contract

Staff Recommendation: Adoption of a resolution to authorize the City Manager to execute an agreement with CTS International Corp (CTS) for consultant services to develop technical training at the San José-Santa Clara Regional Wastewater Facility, formally referred to as the San Jose/Santa Clara Water Pollution Control Plant, from the date of execution through June 30, 2017 in an amount not to exceed \$2,250,000, and to provide for up to two, one-year options to extend the term through June 30, 2019, subject to the appropriation of funds.

**The Facility Technical Training Contract is scheduled for Council Consideration on October 22, 2013**

Linda Charfauros, Division Manager gave a presentation.

David Wall, Public, spoke on this item.

**Motion by Committee Member Matthews, second by Committee Member Page to approve item 5.B. and to direct staff to return with a more detailed plan on addressing staffing issues. Item 5.B was approved unanimously.**

C. Annual Insurance Renewal Process

Staff Recommendation:

(a) Adopt a resolution authorizing the City Manager to select and purchase certain City property and liability insurance policies for the period from October 1, 2013 to October 1, 2014, at a total cost not to exceed \$1,500,000 for all policies, with the following insurance carriers, subject to the appropriation of funds:

(1) Lexington Insurance Company, (Boston, MA) for Property Insurance, including Boiler & Machinery.

(2) QBE Insurance Corporation, (New York, NY) to provide the following coverage:

(a) Airport Owners and Operators Liability including War Risks & Extended Perils Coverage (Primary and Excess).

(b) Police Aircraft Hull & Liability including War Risks & Extended Perils.

(3) St Paul/Travelers Insurance Company, (Hartford, CT) for Automobile Liability (Airport fleet vehicles including Shuttle Bus, and the San Jose-Santa Clara Regional Wastewater Facility (fleet vehicles) and Airport Shuttle Bus physical damage.

(4) Indian Harbor Insurance Company, (Stamford, CT) for Secondary Employment Law Enforcement Professional Liability.

(b) Adopt the following 2013-14 Appropriation Ordinance amendments in the Convention and Cultural Affairs Fund:

- (1) Increase the Insurance Expenses appropriation to the Finance Department for Insurance Expenses by \$702000; and
- (2) Decrease the Ending Fund Balance by \$70,000

**The Annual Insurance Renewal Process was considered by Council on September 24, 2013**

**Motion by Committee Member Gatto, second by Committee Member Kolstad to approve item 5.C. Item 5.C. was approved unanimously.**

**6. OTHER BUSINESS/CORRESPONDENCE**

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

**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 Jose-Santa Clara Regional Wastewater Facility (formerly known as the San Jose/Santa Clara Water Pollution Control Plant). This agreement will be effective from the date of execution to December 31, 2019, for total amount not to exceed \$12,017,526.

**The Consultant Agreement for Digester and Thickener Facilities Upgrade Project is scheduled to be heard by City Council on October 8, 2013.**

**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.

**On September 17, 2013, the Program Management Consultant Agreement was heard and tabled for further discussion and action by Council on September 24, 2013.**

**On September 24, 2013, Council approved staff recommendation A with modifications and staff recommendation C. Council did not approve staff recommendation B.**

**Items 7 A-C 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**

The next TPAC meeting is November 14, 2013, at 4:30 p.m. City Hall, City Manager's Office, 17th Floor, Room 1734.

**10. PUBLIC COMMENT**

**David Wall, Public, spoke on hiring youth at the Wastewater Facility.**

**11. ADJOURNMENT**

- A. The Treatment Plant Advisory Committee adjourned at 6:00 p.m.



Chuck Reed, Chair  
Treatment Plant Advisory Committee