

**MINUTES OF THE
SAN JOSE/SANTA CLARA
TREATMENT PLANT ADVISORY COMMITTEE**
City Hall, City Manager's Office, 17th Floor, Room 1734
Thursday, November 14, 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, Madison Nguyen, Chuck Page, Chuck Reed, Ed Shikada

Absent: Committee members: Kansen Chu

2. **APPROVAL OF MINUTES**

- A. **October 10, 2013**
Item 2.A was approved.

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

4. **DIRECTORS REPORT**

- A. Directors Verbal Report:
Kerrie Romanow, Director, Environmental Services stated that the CoGeneration Facility, the financing options and the Plant Master Plan were all discussed at the TAC meeting this week.

She also noted that ESD's annual book drive is in progress. Staff will be collecting children's books from November 13 to December 11 and she encouraged contributions.

John Cannon, Principal Engineer, Public Works and Bob Reid, Technical Service Advisor to the Regional Wastewater Facility gave a presentation entitled "Cogeneration Facility Technology Update".

David Wall, Public, spoke on facility engines.

5. **AGREEMENTS/ACTION ITEMS**

- A. **Plant Master Plan EIR**

Staff Recommendation: Recommend to the City Council adoption of the draft Plant Master Plan for the San José-Santa Clara Regional Wastewater Facility with modifications to the Land Use Component consistent with staff recommendations.

The Plant Master Plan EIR is scheduled for Council consideration on November 19, 2013

Kerrie Romanow, Director, Environmental Services gave a presentation.

Motion by Committee Member Matthews, second by Committee Member Nguyen to approve item 5.A. Item 5.A. was approved 7 to 1.

Yay – Committee Members Esteves, Kolstad, Matthews, Nguyen, Page, Reed, Shikada

Nay – Committee Member Gatto

B. Update on Financing and Alternative Project Delivery Options for Facility CIP Projects

Staff Recommendation: Accept this report on Financing and Alternative Project Delivery Options for San José-Santa Clara Regional Wastewater Facility CIP Projects.

The Update on Financing and Alternative Project Delivery Options for Facility CIP Projects is scheduled for Council consideration on November 19, 2013

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

The Committee discussed the financing options and requested that a financing plan be developed before the budget is approved

Motion by Committee Member Matthews, second by Committee Member Kolstad to approve item 5.B. Item 5.B was approved unanimously.

C. Confined Space Rescue Services

Staff Recommendation: Authorize the City Manager to:

1. Execute an Open Purchase Order with Capstone Fire Management Systems, Inc. (San Diego, CA) for confined space rescue and emergency services at the San Jose-Santa Clara Regional Wastewater Facility ("Plant") for the period of November 22, 2013 through November 21, 2014, in an amount not-to-exceed \$400,000.00; and
2. Exercise four additional one-year options to renew the Purchase Order, subject to the annual appropriation of funds.

The Confined Space Rescue Services report is scheduled for Council consideration on November 19, 2013

Motion by Committee Member Matthews, second by Committee Member Gatto 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. 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 was approved on October 29, 2013

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 was approved by Council on October 22, 2013

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

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 December 12, 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 5:27 p.m.


Chuck Reed, Chair
Treatment Plant Advisory Committee