

**PINOLE / HERCULES  
Wastewater Subcommittee**

**Minutes prepared by: Anita Tucci-Smith  
February 12, 2015  
8:30 A.M.**

The meeting was hosted by the City of Hercules in the Council Chambers of City Hall.

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

**Sherry McCoy, Hercules Mayor serving as Chair, called the meeting to order at 8:35 A.M. and led the Pledge of Allegiance.**

**2. ROLL CALL**

**Subcommittee Members Present:**

Sherry McCoy, Mayor, City of Hercules  
Dan Romero, Vice Mayor, City of Hercules  
Tim Banuelos, Councilmember, City of Pinole  
Debbie Long, Councilmember, City of Pinole

**Subcommittee Members Absent:**

None

**Staff Present:**

David Biggs, City Manager, Hercules  
Belinda Espinosa, City Manager, Pinole  
Hector de la Rosa, Assistant City Manager, Pinole  
Dean Allison, Public Works Director/City Engineer, Pinole  
Ron Tobey, Operations Manager

**Members of the Public:**

Anthony Gutierrez, Pinole  
James Tillman, Wastewater Advocate, Pinole  
Graham Sharp, Vice President, HDR Engineering, Inc.  
Craig Wilson, HDR Engineering, Inc.

**3. CITIZENS TO BE HEARD – FOR ITEMS NOT ON THE AGENDA**

There was no one to speak to items not on the agenda.

**4. APPROVAL OF MINUTES – DECEMBER 2014 AND JANUARY 2015 MEETINGS**

**Action: Motion by Pinole Councilmember Long, seconded by Hercules Vice Mayor Romero to approve the minutes of the December 18, 2014 and January 15, 2015 meetings, as submitted, carried by the following vote:**

Ayes: Banuelos, Long, Romero, McCoy  
Noes: None  
Abstain: None  
Absent: None

**5. PROJECT UPDATE: Receive a Verbal Report from the Two City Managers Regarding a January 14, 2015 Meeting with HDR Engineering, Inc.**

**Belinda Espinosa, City Manager Pinole**, reported on the meeting directed by the Wastewater Subcommittee with the staff of both cities and HDR Engineering, Inc. to discuss HDR's failure to produce 90 percent plans, as required, with 60 percent plans. She explained that staff had expressed its disappointment with HDR's plans; HDR had taken responsibility for the situation and had assured the staff of both cities that the situation would not be repeated; and additional resources had been placed on the project with status reports to be offered every two weeks.

**David Biggs, City Manager, Hercules**, stated the meeting had resulted in improved communications and commitment to keep the project on track.

**Graham Sharp, Vice President and Operations Manager for Northern California Operations, HDR Engineering, Inc.**, took full responsibility for not meeting the required milestone and apologized to the cities and to the Wastewater Subcommittee; affirmed that the necessary resources had been committed to the project to keep it on track; and identified the accelerated communication that would occur with weekly progress reporting to keep the momentum going until the completion of the project.

The Wastewater Subcommittee thanked Mr. Sharp for his presence but chided him for not being present to initially respond to the failure to submit 90 percent plans; verified with Mr. Sharp that the 90 percent plans were expected by March 24, 2015; clarified the billing expected after the delivery of the plans; and asked how the cities would be compensated for the delays caused by HDR's failure and for the extra level of scrutiny required that would cost each city more staff time.

When asked if HDR's 10 percent profit margin could be reduced because of the delays, **Mr. Sharp** stated that would be discussed by HDR.

**Dean Allison, Public Works Director/City Engineer, Pinole**, explained that there had been a similar conversation with Carrollo Engineers. On the discussion, the Wastewater Subcommittee requested that Carrollo Engineers be invited to the next meeting given the concern for Carrollo's lack of oversight on HDR's plans.

**Anthony Gutierrez, Pinole**, recommended a single source Project Manager who would make sure that everyone was communicating with each other. He

objected to the emphasis on HDR suggesting it was more important how the project was being managed.

**Jim Tillman, Pinole**, agreed that there should be some kind of just compensation for the delays created by HDR's failure to produce 90 percent plans. He agreed with the need for a Project Manager.

**Chair McCoy** requested that Mr. Allison return at the next meeting to address the Project Management question in conjunction with the appearance of Carrollo Engineers.

**6. PROJECT UPDATE: Discuss the Plan for Temporary Storage of the City of Pinole Maintenance Supplies and Equipment During Plant Construction**

**Mr. Allison** explained that the plant upgrades would impact the operation of the City of Pinole's Public Works Maintenance Department, and require the demolition of a 2,400 square foot building, the relocation of several large maintenance vehicles, and the construction of a 1,200 square foot replacement building. A suitable offsite location to store equipment, materials, and vehicles during construction had been identified where a 1,200 square foot storage building would be constructed. To avoid delaying the project, the offsite storage building must be in place at the time the upgrade project was awarded, and a separate construction contract for that building had been proposed at a cost of \$220,000 under a \$500,000 allowance for a replacement building, which would be adequate to fund the offsite location as well as the proposed building onsite. He reported that the proposed separate construction contract would be submitted as soon as possible to the Wastewater Subcommittee for consideration prior to the award of contract.

The Wastewater Subcommittee asked for a timeline and a budget for the separate construction contract.

**Jim Tillman, Pinole**, asked for an explanation of the activities that would occur in the Corporation Yard; about the access to the gas pumps during the construction period; the effect of construction parking in the park area; and whether the City would seek permission from the railroad for temporary parking on railroad property.

**Mr. Allison** stated the core operations of the Corporation Yard would be at the end of Tennant, although the materials and vehicle storage would be at the remote location where the fuel tanks would remain and where emergency vehicles would be able to refuel. The staging area had been identified, and there was an area where employees could park along Railroad Avenue on the other side of the track, although the issue still unresolved and currently being discussed was where the contractor's employees would park nearby.

**Ms. Espinosa** added that the Corporation Yard involved everything having to do

with Public Works in terms of streets, parks, lighting, storage, vehicles, heavy equipment, and a workshop; and while communication with the railroad had been identified with respect to parking, the bids and specifications required the contractor to be responsible for finding a site to store vehicles and equipment.

7. **COMMUNICATIONS WITH THE REGIONAL WATER QUALITY CONTROL BOARD: Update the Subcommittee on Recent Discussions with the Regional Water Quality Control Board Regarding the Operating Permit**

**Mr. Allison** highlighted the last meeting with the Regional Water Quality Control Board (RWQCB); reported that there was a new permit writer; and staff had advised that the November 1, 2015 date would not be met for the completion of the plans and for the start of construction. The RWQCB had asked for a letter outlining the new dates, and the draft letter to do that was presented to the Wastewater Subcommittee. He noted it was in the best interest of the cities not to return to the RWQCB until the project was under construction and that some of the dates in the letter should be adjusted to avoid changes in the future.

**Ms. Espinosa** emphasized the need to resolve the issues to be able to move forward and avoid additional delays. She highlighted the timing of the milestones.

Wastewater Subcommittee members committed themselves to meeting as often as necessary, with special meetings, to meet the required milestones.

**Chair McCoy** emphasized the need to articulate areas that could be accelerated to allow a better buffer to make sure that the milestone timelines were met. She urged both councils to coordinate the needed approvals to remain on track to meet the June 1, 2017 date to bring the plant upgrades online.

**Anthony Gutierrez, Pinole**, noted that Carrollo Engineers had jurisdiction over the construction phase but nothing to do with the PLA or the Fiscal Agreement. He reiterated his recommendation for a Project Manager to manage the entire project and identify all the dependencies. He was concerned being able to meet the June 1, 2017 timeline within such a short time without an acceleration of cost.

8. **ADDITIONAL COMMENTS AND REQUESTS FROM THE SUBCOMMITTEE**

When asked by the Chair, **Hector de la Rosa, Assistant City Manager, Pinole**, provided an update on the loan with the State Revolving Loan Fund, explained that loan approval was expected in the next six weeks, and stated that once approved by the State the City could draw down \$1 million of State funds to reimburse itself for the design work.

**Chair McCoy** asked for an update on the loan at the next meeting from both the City of Pinole and the City of Hercules perspectives.

**9. ADJOURNMENT**

The meeting adjourned at 9:50 A.M. to the next meeting scheduled for March 12, 2015 at 8:30 A.M. in the City of Pinole.