

**PINOLE / HERCULES
Wastewater Subcommittee**

**Draft Minutes prepared by: Anita Tucci-Smith
June 2, 2016
8:30 A.M.**

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

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Debbie Long, Pinole Mayor Pro Tem, called the meeting to order at 8:35 A.M.

II. ROLL CALL

Subcommittee Members Present:

Debbie Long, Mayor Pro Tem, City of Pinole
Tim Banuelos, Councilmember, City of Pinole
Dan Romero, Mayor, City of Hercules
Bill Kelly, Councilmember, City of Hercules

Subcommittee Members Absent:

None

Staff Present:

Michelle Fitzer, City Manager, Pinole
Hector De La Rosa, Assistant City Manager, Pinole
Tamara Miller, City Engineer, Pinole
Ron Tobey, Plant Operations Manager, Pinole
Jeff Brown, Public Works Director, Hercules

Members of the Public:

Jim Tillman, Wastewater Advocate, Pinole
Anthony Gutierrez, Pinole

III. INTRODUCTIONS

IV. APPROVAL OF MINUTES FROM APRIL 7, 2016 MEETING

The minutes had not been included in the Subcommittee packet.

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

Jim Tillman, Pinole, urged written reports as opposed to oral reports as part of the Subcommittee agenda, requested that the Council Chambers be opened to the public a half hour prior to the meeting, spoke to his repeated request for a new contract to replace the existing 2001 contract with the City of Hercules, and sought something that was more equitable to the Pinole ratepayer.

Members of the Subcommittee and staff responded to Mr. Tillman's comments.

VI. PINOLE-HERCULES WATER POLLUTION CONTROL PLANT (PH WPCP) UPGRADE LOAN STATUS

Hector De La Rosa, Assistant City Manager, Pinole, reported the City had finally received the Installment Service Agreement the State needed in order to move forward with approval of the State Revolving Loan; and the document had now been submitted for the final review stage with an approved document expected this week for signature, which would approve pre-design and pre-planning costs and allow authorization to move forward with construction, although it would not allow authorization for reimbursement of construction costs, which would not likely occur until mid-July.

Jeff Brown, Public Works Director, Hercules, reported that the Hercules City Attorney was also working with the State, and Hercules was on a duplicate timeline with Pinole on the status of the loan from the State Revolving Loan Fund.

- **Hercules Councilmember Kelly** verified that until those loans had been approved no expenses would be disbursed.
- **Chair Long** verified with City Engineer Miller that the construction cost was fully loaded with labor and wage, and once reviewed the payout schedule for the entire 30 months would be available. She requested that the document, when received, be provided to both cities given the importance of tracking the expenses prior to reimbursement.

Jim Tillman, Pinole, asked about the funds in the Enterprise Fund and expressed concern as to whether those payments might be able to be paid prior to the opportunity for reimbursement; he also verified with staff that Pinole's loan payoff would be 30 years and the assets would have a 30-year life; Hercules' payoff would be 20 years.

VII. PH WPCP UPGRADE CONSTRUCTION STATUS

Tamara Miller, City Engineer, Pinole, reported that physical work at the site had started this week; most work clearing the site, some prep work, and Kiewit Pacific had opted and absorbed the cost to do ultrasound studies of the buried

assets to map what had been built underground to be safe and to minimize disruption to the operation. She added that Carollo Engineer's crew had set up on site with a field inspector, Mike Warriner had come in as needed, and HDR Engineering, Inc. had been participating in the Wednesday meetings via phone. She explained that HDR was on track to do its existing work as the Engineer of Record and that work was not being expanded.

Hercules Mayor Romero requested that Ms. Miller track the attendance at the meetings so that when invoiced the HDR charges could be verified, and emphasized that anything identifiable as a design flaw should be presented to avoid extra charges.

Anthony Gutierrez, Pinole, asked about the project schedule, noted that the start date was three months after the last schedule identified to the public, and asked if that time would be made up; asked if the ultrasound tests would extend the project; requested that the project plans be posted on-line so that the public would know about the schedule; and commented that it was common practice to use sole source specs to get the actual product.

Ms. Miller explained that sole source was allowable under the SRS although there was no sole sourcing for this project; the current schedule was complex and detailed; the ultrasound was on the schedule and was part of Kiewit's pot holing process and would not impact the schedule; and Kiewit had found opportunities for savings in the time schedule although the three months had been tacked on to the end of the project at this point.

In response to Mr. Tillman, **Mr. De la Rosa** clarified that change orders were not required to get the loan; the Engineer's Report was required and included all the specs; the change orders were after the fact and not part of the loan approval. He added as part of the process and part of the funding, a 7 percent contingency was being sought which would cover the change orders. He clarified the change order protocol for approval.

VIII. RODEO SANITARY DISTRICT OUTFALL INSPECTION PROJECT

Tamara Miller, City Engineer, Pinole, advised that the outfall inspection was routine, done very five years, and Rodeo Sanitary District had provided the bids received from the contractors, the only contractors in the state doing the work.

Action: Motion by Hercules Mayor Romero, seconded by Pinole Councilmember Banuelos to accept the request from Rodeo Sanitary District to participate in the funding cost and to conduct both an underwater inspection and cathodic system evaluation of the outfall pipeline for that portion of the costs that Pinole and Hercules are responsible for in the amount of \$17,045.94, carried by the following vote:

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

Ron Tobey, Plant Operations Manager, Pinole, reported that Kiewit had broken ground at the plant and he had two meetings with the contractor at this point who had been very cooperative. He was asked to report that he had recently passed his Grade 4 exam and would take his Grade 5 exam in October.

Hercules Councilmember Romero expressed concern that the budget had not been submitted to the Subcommittee for review as it normally was in May or June, and requested that the budget be placed on the next meeting agenda for review and discussion.

IX. ADJOURN TO THE NEXT REGULAR SUBCOMMITTEE MEETING ON JULY 7, 2016 IN HERCULES

The meeting adjourned at approximately 9:50 A.M. to a regular meeting scheduled for Thursday, July 7, 2016 at 8:30 A.M. in the City of Hercules.