

**PINOLE / HERCULES
Wastewater Subcommittee**

**Minutes prepared by: Anita Tucci-Smith
November 5, 2015
8:30 A.M.**

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

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Debbie Long, Councilmember, City of Pinole, called the meeting to order at 8:37 A.M.

2. ROLL CALL

Subcommittee Members Present:

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

Subcommittee Members Absent:

Tim Banuelos, Councilmember, City of Pinole

Staff Present:

Belinda Espinosa, City Manager, Pinole
Hector De La Rosa, Assistant City Manager, Pinole
Al Petri, Interim Director of Public Works, Pinole
Ron Tobey, Plant Operations Manager, Pinole
David Biggs, City Manager, Hercules
Mike Roberts, Public Works Director/City Engineer, Hercules

Members of the Public:

Anthony Gutierrez, Pinole
Kari Larsen
James Tillman, Wastewater Advocate, Pinole
Mike Warriner, Carollo Engineers

3. INTRODUCTIONS

4. APPROVAL OF DRAFT MINUTES FROM AUGUST 6, 2015 MEETING

Action: Motion by Hercules Mayor McCoy, seconded by Hercules Vice Mayor Romero to approve the minutes of the August 6, 2015 meeting, as submitted, carried by the following vote:

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

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

Jim Tillman, Pinole, asked about the schedule for the construction of the Corporation Yard, the general cost, and the overall timeline related to the upgrade.

Belinda Espinosa, City Manager, Pinole, advised that the City was going out to bid for that project and bids would be opened on November 18, 2015, with a hoped for award of bid in December, and with the building expected to be ready by mid-February 2016. She clarified that the current Corporation Yard would not be replaced. A Butler building would be purchased for dry storage for the Public Works Department.

Hector De La Rosa, Assistant City Manager, Pinole, added that the referenced property was Redevelopment Agency property and the project had been deferred pending the issuance of the Long-Range Property Management Plan expected to be approved by the end of the month, after which the construction of the Butler building could commence.

6. PROJECT UPDATE

- a. Receive a Verbal Update on the Project Schedule, Status of the Plans, and Specifications (Mike Warriner – Carollo)

Mike Warriner, Carollo Engineers, the Project Manager, reported that the project had gone out to bid in October after a prequalification process when ten bidders had been prequalified for the project. Mandatory job work had been held on October 22, 2015 at the Wastewater Treatment Plant when eight of the ten bidders had participated. Two of the bidders had declined to bid at this time due to other commitments. As a result, there were now eight prequalified bidders involved. The current process involved receiving questions from the bidders; some technical, some seeking clarification. The first addenda had been issued and second addenda would go out next week. There was a deadline of November 25, 2015 for the submittal of all questions, and on December 1, 2015 the last addenda was expected to be issued for the opening of bids on December 10, 2015 at 2:00 P.M.

After the opening of bids, **Mr. Warriner** reported that the most responsible and responsive low bid contractor would be selected and the entire bid package would be submitted to the State Revolving Loan Fund for approval, after which an award of bid and Notice to Proceed would be issued. He estimated construction would begin in March 2016, and the work would be completed by October 2018.

Mr. Warriner explained, when asked, that his concern for project slippage was only due to unknown field conditions or weather. He emphasized that everything had been carefully vetted. As to whether an updated timeline would be provided after the award of contract, he advised that once the low bid had been submitted a preliminary baseline schedule would have to be provided to show the schedule for that plan, which could be expected by February 2016.

PUBLIC COMMENTS

Jim Tillman, Pinole, asked how the permit would be affected if there were delays to 2020 or potentially farther out, and whether there was any contingency for the ratepayers for any fines and fees associated with potential delays.

Ms. Espinosa explained that the City was in constant contact with the Regional Water Quality Control Board (RWQCB) and there was no concern with fines at this time. She suggested if there was a delay, the new permit would have revised milestones based on the status of the project in 2017 when starting the renewal process for another five-year permit.

Anthony Gutierrez, Pinole, asked how often project meetings would be held and whether that schedule would be made available on a weekly or bi-weekly basis to advise the public of the status of the project.

In response, **Mr. Warriner** stated that there would be weekly progress meetings with the contractor and meetings with the Plant Operations Manager to make sure that everything was being covered. As far as updates to the community, he was open to whatever the cities wanted.

The Board recommended that updates be provided as part of the regular City Manager updates on a weekly or bi-weekly basis, and that the citizenry of both cities be kept apprised of the timelines.

Mr. Warriner explained that the contract required a monthly update, to be submitted to the City, which would include the status of the schedule, the status of any change orders on the project, a summary of the work to date, and projections of billings for the project. In addition, the contract required the contractor to provide a master schedule update every month, and the gains and

losses would be identified in those reports.

In response to **Hercules Vice Mayor Dan Romero**, who suggested there had been a six-month delay in the schedule identified in December 2014, **Mr. De La Rosa** explained that the permitting agency controlled when the construction had to be started and completed. The realistic dates were not what the State had provided but more the construction timeframe based on experience.

Ms. Espinosa also explained that the project had started five to six years ago and the closer to award of bid, the more realistic the timelines would be. She described the goal as 900 days on the project; the Wastewater Subcommittee had been kept up-to-date every step of the way; and the State was very aware of what the City was doing and would be more than willing to revise the milestones.

Pinole Chair Long referenced the discussion of meeting with the neighborhoods so that people could express their concern for construction related issues, such as safety, and parking in the neighborhood. She sought a date between January and February to notify neighbors within proximity of the Wastewater Treatment Plant through a mailing. She wanted to identify preferences for a parking plan, with the plan to be returned to the Wastewater Subcommittee.

Mr. Warriner advised that the selected contractor would be required to submit a site specific safety manual that would list all of the company procedures for accidents and other incidents that may occur at the site, and would have to conduct a Site Hazardous Analysis to identify the different hazards and incorporate that into the manual, along with all the training certifications of the individuals and a list of the competent personnel, their incident command, and identify emergency evacuation routes and the like that had been written into the contract. He affirmed that there were on-line training systems. When asked, he stated that a copy of the manual could be provided to the Fire Department along with a copy of any compounds that the contractor would bring onto the site.

With respect to parking, **Ms. Espinosa** stated that the specifications had identified a staging area and limited parking, and beyond that the contractor would need to put together a parking plan that worked for all individuals.

Mr. Warriner stated that he would look into the parking plan and report out. He added that the contractor would provide gang boxes to store tools and materials at the site during the construction process.

- b. Receive a Verbal Update on the State Water Resources Control Board (Hector De La Rosa)

Mr. De La Rosa reported that the general information, technical and environmental information submitted for approval had been completed and the

financial was now being routed to two other supervisors who needed to approve the document prior to final approval.

Mr. De La Rosa also reported that the financials were reportedly stable and it was clear that each city was eligible for the \$24 million requested. He noted there had been some internal changes in the department that had delayed the process somewhat. The next process would be the legal process for preliminary approval, which would be negotiated with the city attorneys and the State, which could take some time to complete although he had been advised that the State understood the timelines and would try to get approval of all the documents prior to the award of contract. He had asked, and had yet to be provided, a range of how much could be borrowed beyond the projected \$48 million, should that become necessary.

Anthony Gutierrez, Pinole, questioned whether the Revolving Loan Fund could be impacted by the Long-Range Property Management Plan.

Mr. De La Rosa reported that there would be no impact from the Long-Range Property Management Plan. He emphasized that the City was working with the State and there had been no indication that the City was in default with any other agency.

7. OPERATIONS REPORT FROM THE PLANT MANAGER (Ron Tobey)

Ron Tobey, Plant Operations Manager, Pinole, provided an update from what he had provided at the last meeting on a reuse, recycle, conservation, and water recycling program at the plant. He reported that with the installation of recycle filters and limiting the use of water from the East Bay Municipal Utility District (EBMUD), the City had gone from using 13,000 gallons of EBMUD water a day to 2,500 gallons a day, reducing the cost from \$6,000 per cycle to \$1,200.

8. DISCUSS NEED FOR DECEMBER MEETING

Given that the bids would be opened on December 10, and the contract would be awarded in March, after which it would have to be submitted to the State, the Board saw no need for a December meeting. The Board scheduled the next meeting for January 21, 2016, when a process update was requested.

Pinole Chair Long took this opportunity to introduce the Interim Public Works Director Al Petri, who had replaced former Public Works Director Dean Allison who had retired. She also reported that Belinda Espinosa would be retiring at the end of December. The new Pinole City Manager would be Michelle Fitzer.

9. ADJOURNMENT

The meeting adjourned at approximately 9:30 A.M. to a regular meeting

scheduled for Thursday, January 21, 2016 at 8:30 A.M. in the City of Hercules.