

**PINOLE / HERCULES
Wastewater Subcommittee**

**Minutes prepared by: Anita L. Tucci-Smith
March 1, 2018
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

Pinole Mayor Pro Tem Peter Murray, serving as Chair, called the meeting to order at 8:32 A.M.

2. ROLL CALL

Subcommittee Members Present:

Peter Murray, Mayor Pro Tem, City of Pinole
Debbie Long, Councilmember, City of Pinole
Dan Romero, Vice Mayor, City of Hercules
Gerard Boulanger, Councilmember, City of Hercules

Subcommittee Members Absent:

None

Staff Present:

Michelle Fitzer, City Manager, Pinole
Tamara Miller, Development Services Director, Pinole
David Biggs, City Manager, Hercules
Mike Roberts, Public Works Director, Hercules

Members of the Public:

Mike Warriner, Carollo Engineers
James Tillman, Pinole Wastewater Advocate

3. INTRODUCTIONS

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

There were no citizens to be heard.

5. APPROVAL OF MINUTES FROM JANUARY 11, 2018

The meeting minutes were continued to the next meeting pending an amendment requested by Tamara Miller, Pinole Development Services Director.

6. OPERATOR'S REPORT

Tamara Miller, Development Services Director, Pinole, advised that Ron Tobey, Plant Operator, could not attend the meeting and would provide an Operator's Report at the next meeting.

7. NEW CONNECTIONS

a. PINOLE

Tamara Miller, Development Services Director, Pinole, described a new ongoing item on the Wastewater Subcommittee agenda that would identify the new connections being made to the Wastewater Treatment Plant as part of the upgrade. In the City of Pinole, she reported there had been seven new connections to the plant, which included commercial, residential, and industrial connections.

b. HERCULES

Mike Roberts, Public Works Director, Hercules, reported that in the last calendar year in the City of Hercules there had been 41 single-family residential connections along with a number of approved commercial and condominium projects that would connect to the system in the next year. He noted that Hercules and Pinole engineering staff were working together to coordinate future commercial developments in both cities to ensure appropriate regulation of the sewer line.

PUBLIC COMMENTS

Jim Tillman, Pinole, commented that the population in Hercules was greater than in Pinole, which was essentially built out. Given that Hercules was a growing city, he stated the 2001 agreement to share capital costs related to the Wastewater Treatment Plant 50/50 between both cities was unfair and should be revisited.

On the subsequent discussion and the comments related to a reconsideration of the agreement to address any issues related to equity, it was noted that the Wastewater Subcommittee had determined to defer that issue pending the completion of the upgrade project.

Pinole City Manager Michelle Fitzer advised that the requested review was on the Project List for 2019.

8. CAPITAL PROJECT – PH WPCP UPGRADE

a. HDR AND CAROLLO CONTRACT AUTHORIZATION FOR 100%

Tamara Miller, Development Services Director, Pinole, requested that the Wastewater Subcommittee recommend to the Pinole City Council that the full amount of the two professional service contracts as part of the upgrade project be authorized. She characterized the project as going wonderfully well and attributed that to the joint efforts of Kiewit, HDR, and Carollo Engineers.

Mike Roberts, Public Works Director, Hercules echoed Ms. Miller's recommendation that the full amount of the contract be awarded at this time.

It was clarified that the Pinole City Council had approved the contract at 100 percent but had only given spending authority to 75 percent; the request was to allow the City of Pinole to spend beyond the 75 percent previously approved.

Comments from Subcommittee Members:

- Verified that the City of Pinole was 100 percent committed to HDR but expressed concern for HDR's past practice and verified that HDR and Carollo Engineers were both working together and the work had been high quality. There was a concern expressed to make sure that training after the completion of the upgrade was included in the costs. (Romero)

Ms. Miller explained that the Phase I startup was currently ongoing, Pinole staff was learning about the operations and maintenance manuals for all of the equipment, HDR was part of the review of those manuals, Carollo Engineers had helped to review the manuals, City of Pinole staff reviewed the manuals, and the vendor showed up on site to train the manuals; all were involved in a participatory process. She added that HDR was present when needed for certain aspects of the equipment.

Action: Motion by Hercules Vice Mayor Romero, seconded by Pinole Councilmember Long to recommend to the Pinole City Council that the additional 25 percent of the contract be honored, carried by the following vote:

Ayes:	Boulanger, Long, Romero, Murray
Noes:	None
Abstain:	None
Absent:	None

b. LOAN STATUS

Andrea Miller, Finance Director, Pinole, stated that payments of vendor invoices through the Wells Fargo escrow accounts for both agencies through January 31, 2018 had totaled \$25,251,904, with half from each agency.

Total reimbursement from the State Revolving Loan Fund was \$25,230,492 with 50 percent going back to each agency. Disbursement Request No. 9 from the State had been submitted in February in the amount \$1,178,494 per agency and was currently being processed. The Third Party Fiscal Administrator continued to be instrumental in the process, and each agency was still receiving the checks directly, which were being deposited into the respective escrow accounts.

c. CONSTRUCTION STATUS

Mike Warriner, Carollo Engineers, provided a PowerPoint presentation on the status of the project and reported that the work had gone on to the new electrical building, the solids handling facilities were progressing, the electrical panels had been installed, and some of the equipment was beginning to be set up, including the centrifuge. Work continued on the new aeration basin extension and on the secondary clarifier; the chlorine contact basin extension walls had been formed; and the new public works building and bathroom were being constructed. He provided before and after pictures of the site and reported that Phase I facilities were now complete and in operation including the heads work structure, the grit structure, the standby generator was ready, and the electrical building was now powering the entire facility. Phase 3 facilities under construction were also identified and the components of the project expected to be completed this quarter were described as were start-ups planned for this quarter. He reported that construction was somewhat behind schedule due to delays encountered with PG&E, which remained an issue, and described what was being done to recover lost time and move forward as soon as possible.

Mr. Warriner described the problem with PG&E and identified the additional work involved, explaining that gas service remained to be installed and there was no date for PG&E to do that. While they were working with PG&E to resolve the issues with respect to the gas service, he noted that because of those issues additional costs had been incurred and there was a delay in the overall project schedule. At this point, the actual delay was unknown pending PG&E's schedule.

Mr. Warriner identified the change orders and stated the change orders represented 2.2 percent of the project. Given the delays because of PG&E, a new estimated substantial completion date had been identified at January 22, 2019, with a final completion date at March 20, 2019.

Comments from Subcommittee members:

- Extreme concern expressed for the delays caused by PG&E, with a discussion of how to address that issue and how to see if the cost of the delay could be recovered, whether legal efforts should be pursued at this

point, and suggested that PG&E be invited to a Pinole City Council meeting to respond to the concerns;

- Complimented the process to keep change orders in check;
- Verified that there were 20 rain days per season in the schedule and so far this year there had been 5 rain days; and
- The Subcommittee also complimented Kiewit, HDR, and Carollo Engineers for the work being done and the ongoing efforts to address the current challenges.

9. FUTURE MEETING LOCATION

Ms. Fitzer explained that City of Pinole could no longer broadcast the Wastewater Subcommittee meetings from the City of Hercules Council Chambers because that City had disconnected from the PC-TV service. As a result, if wanting Pinole residents to still be able to see the broadcasts live, the meetings would have to be held in Pinole.

Hercules Vice Mayor Romero recommended scheduling the June and September 2018 meetings in Pinole and to revisit the issue after that time.

10. ADJOURN TO THE NEXT REGULAR SUBCOMMITTEE MEETING

The meeting adjourned at 9:51 A.M. to a special quarterly meeting date scheduled for Thursday, June 14, 2018 at 8:30 A.M. in Pinole.