

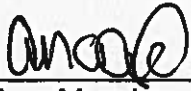


AGENDA
WASTEWATER SUBCOMMITTEE MEETING
MARCH 12, 2015, 8:30A.M.
PINOLE CITY HALL
2131 PEAR STREET
PINOLE, CA 94564

1.	CALL TO ORDER – PLEDGE OF ALLEGIANCE
2.	ROLL CALL
3.	CITIZENS TO BE HEARD – FOR ITEMS NOT ON THE AGENDA
4.	MINUTES <i>RECOMMENDATION: APPROVE THE DRAFT MINUTES FOR THE FEBRUARY 12, 2015 MEETING</i>
5.	PROJECT UPDATE: <i>RECEIVE AN UPDATE ON THE STATUS OF THE LOAN APPLICATIONS, PLANS AND SPECIFICATIONS, PERMITS, AND PROJECT SCHEDULE</i>
6.	COMMUNICATIONS WITH THE REGIONAL WATER QUALITY CONTROL BOARD <i>RECEIVE AN UPDATE ON RECENT COMMUNICATIONS WITH THE REGIONAL WATER QUALITY CONTROL BOARD</i>
7.	ADDITIONAL COMMENTS AND REQUESTS FROM THE SUBCOMMITTEE

8.	ADJOURN TO THE NEXT REGULAR COMMITTEE MEETING
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POSTED: Friday, March 6, 2015 at 4:00 p.m. at Pinole City Hall



Ana Morales, Secretary, City of Pinole

**PINOLE / HERCULES
Wastewater Subcommittee**

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**Draft 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:

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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

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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

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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.

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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.



AGENDA ITEM 5

TO: WASTEWATER SUBCOMMITTEE

SUBMITTED BY: DEAN ALLISON

MEETING DATE: MARCH 12, 2015

SUBJECT: PROJECT UPDATE

RECOMMENDATION

Receive an update on the loan applications, plans and specifications, permits, and project schedule.

ATTACHMENT

Attachment A – Bay Conservation and Development Commission Exhibit
Attachment B – Project Schedule

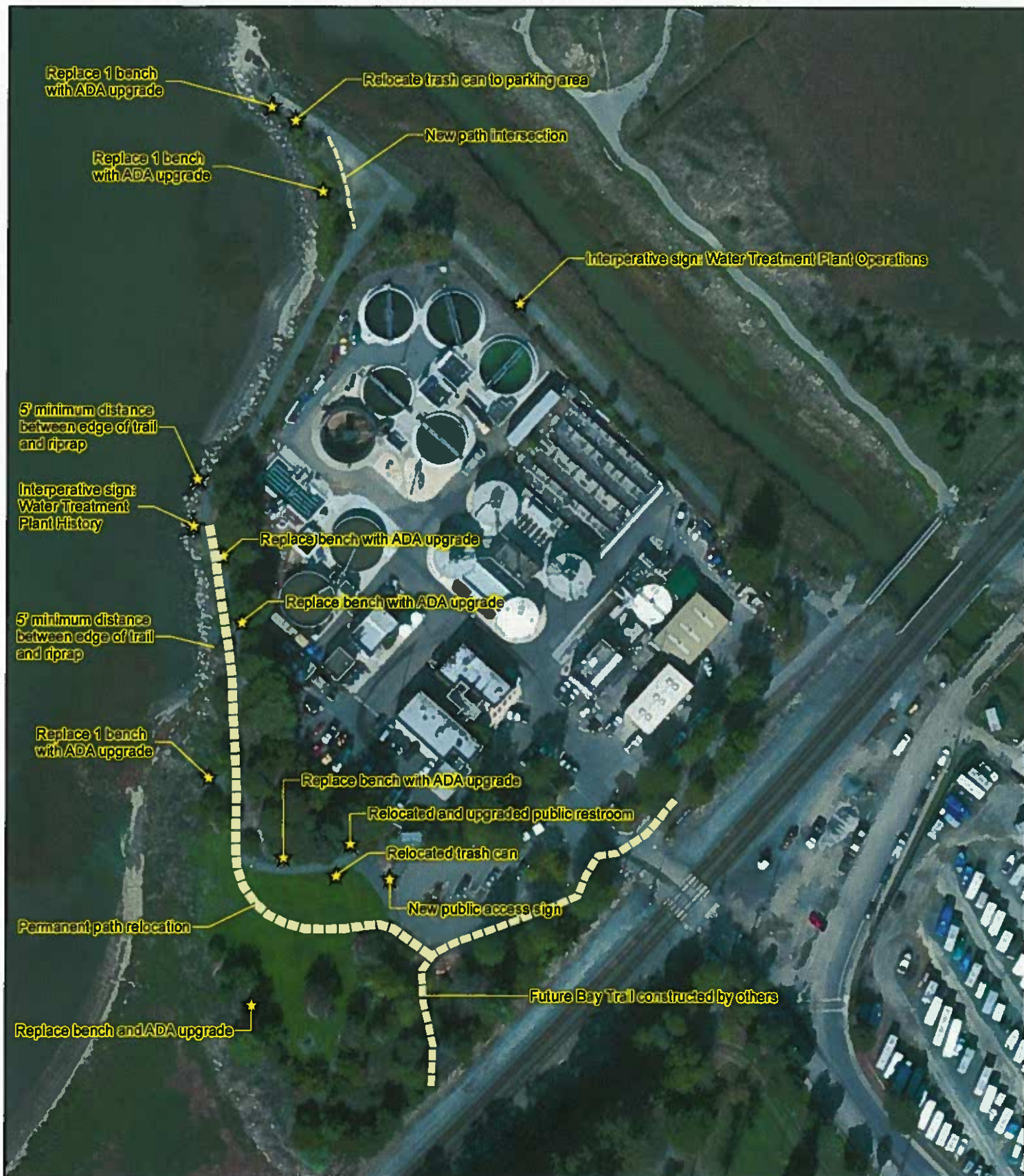
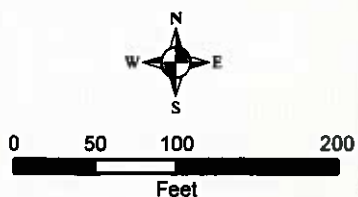


Figure 5. Conceptual Public Access Improvement Plan

City of Pinole WWTP
Contra Costa County, California



Map Date: October 2014
Map By: DC
Base Source: ESRI World Imagery

Pinole Hercules Wastewater Plant Upgrades

ID	Task Name	Text1	Start	Finish	Duration	Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st
1	FISCAL AGREEMENT		Tue 2/10/15	Tue 2/24/15	10 days	Feb	Mar	Apr	May	Jun
2	Approve Fiscal Agreement	CC City of Hercules	Tue 2/10/15	Tue 2/10/15	0 days		2/10			
3	Revise and Approve Fiscal Agreement	CC City of Pinole	Tue 2/17/15	Tue 2/17/15	0 days		2/17			
4	Approve Revised Fiscal Agreement	CC City of Hercules	Tue 2/24/15	Tue 2/24/15	0 days		2/24			
5										
6	PROJECT LABOR AGREEMENT		Tue 3/10/15	Mon 8/24/15	120 days					
7	Decision on PLA	CC City of Hercules	Tue 3/10/15	Tue 3/10/15	0 days		3/10			
8	Establish Working Committee of Elected C	CC Both Cities	Tue 3/10/15	Mon 3/30/15	3 wks					
9	Award Consultant for PLA Negotiations	CC City of Pinole	Tue 3/10/15	Mon 3/30/15	3 wks					
10	Assemble Deal Points	Working Committee	Tue 3/10/15	Mon 3/30/15	3 wks					
11	Approve Deal Points	CC City of Pinole	Tue 3/31/15	Mon 4/13/15	2 wks					
12	Approve Deal Points	CC City of Hercules	Tue 4/14/15	Mon 4/27/15	2 wks					
13	Negotiation Process	Staff and Subcom both citi	Tue 4/28/15	Mon 7/27/15	13 wks					
14	Approve PLA	CC City of Hercules	Tue 7/28/15	Mon 8/10/15	2 wks					
15	Approve PLA	CC City of Pinole	Tue 8/11/15	Mon 8/24/15	2 wks					
16										
17	FINAL PLANS AND SPECS		Tue 3/31/15	Tue 7/7/15	71 days?					
18	Submit 90% Plans and Specifications	HDR	Tue 3/31/15	Tue 3/31/15	1 day?					
19	Review Plans and Specifications	Carollo	Wed 4/1/15	Tue 4/28/15	4 wks					
20	Revise Plans and Specifications	HDR	Wed 4/29/15	Tue 6/2/15	5 wks					
21	Submit 100% Plans and Specifications	HDR	Tue 6/2/15	Tue 6/2/15	0 days		6/2			
22	Review Plans and Specifications	Staff both Cities	Wed 6/3/15	Tue 6/16/15	2 wks					
23	Accept Plans and Specifications	CC City of Hercules	Tue 6/23/15	Tue 6/23/15	0 days		6/23			
24	Accept Plans and Specifications	CC City of Pinole	Tue 7/7/15	Tue 7/7/15	0 days			7/7		
25										
26	ADVERTISE AND AWARD PLANS		Tue 8/25/15	Mon 1/11/16	100 days					
27	Combine Plans and Specifications and PL		Tue 8/25/15	Mon 9/7/15	2 wks					
28	Advertise		Tue 9/8/15	Mon 10/26/15	7 wks					
29	Open Bids		Mon 10/26/15	Mon 10/26/15	0 days					
30	Evaluate Bids		Tue 10/27/15	Mon 11/16/15	3 wks					
31	Review of Bids by SRLF		Tue 11/17/15	Mon 11/11/16	8 wks					
32	Award Construction		Mon 11/11/16	Mon 11/11/16	0 days					



AGENDA ITEM 6

TO: WASTEWATER SUBCOMMITTEE

SUBMITTED BY: DEAN ALLISON

MEETING DATE: MARCH 12, 2015

SUBJECT: COMMUNICATION WITH REGIONAL WATER QUALITY CONTROL BOARD

RECOMMENDATION

Receive an update on recent discussions with the Regional Water Quality Control Board on project status.

DISCUSSION

In December 2014 staff met with Regional Water Quality Board staff to discuss project status and the fact that two future milestones would not be met. The City of Pinole was requested to prepare a letter requesting new project milestones, and the reason for the delays. The Subcommittee discussed this matter at the February 12, 2015 meeting after which the following letter was prepared.

Follow-up conversations with Board staff have taken place, and the Board has indicated that a follow-up letter approving the new milestones is forthcoming. As of February 5, 2015 a follow-up letter has not been received.

ATTACHMENT

Attachment A – February 13, 2015 letter to Jessica Watkins



CITY OF PINOLE

2131 Pear Street
Pinole, CA 94564

Tel: (510) 724-9000
Fax: (510) 724-9826

February 13, 2015

Ms. Jessica Watkins
California Regional Water Quality Control
1515 Clay Street
Suite 1400
Oakland, CA 94612

**Subject: ORDER NO. R2-2012-0059, NPDES NO. CA0037796, Pinole-Hercules
Water Pollution Control Plant and its wastewater collection system**

The purpose of this letter is to provide the Regional Water Quality Control Board an update on the progress of plant upgrades and to satisfy provision VI.C.-Table 10, Task 9 of the plant's operational permit.

As indicated in our letter to the Board dated February 24, 2014, the cities have completed the first four milestones in accordance with the schedule included in the permit. The milestone date of November 4, 2014 to complete design was not met and the milestone of March 1, 2015 to begin construction will also not be met.

There are three primary reasons for the project delays. 1) There were lengthy discussions between the two cities on how to best obtain final engineering services as well as the form of contract for final engineering services. This resulted in a significant gap (eight months) between the time the preliminary engineering was completed and the time final engineering began. 2) HDR Engineering did not complete the final engineering in accordance with the schedule. We expect the final engineering to be completed by June 1, 2015, approximately six months behind schedule. 3) The Cities of Pinole and Hercules are negotiating a fiscal agreement regarding the payment and cash management during the construction contract. In addition the cities are pursuing the option of a Project Labor Agreement. These two activities have and will require considerable City Council input, and will add several months to the schedule.

Based on the above the cities of Pinole and Hercules respectfully request the following changes to intermediate milestones numbers 5, 6, and 7:

Item	Per Permit	Requested revision
Develop Plans for Plant Upgrades Submit Engineering Report describing Plant upgrades to increase secondary treatment capacity.	May 2009	Completed May 2009
2. Evaluate Environmental Impacts of Upgrades Provide Environmental Impact Report for Plant upgrades described in Task 1.	July 2010	Completed July 2010
3. Secure Funding for Upgrades Secure funding for Plant upgrades described in Task 1.	August 2011	Completed August 2011
4. Start Plant Upgrade Design Issue Request for Proposals for Plant upgrades in Task 1.	October 2011	Completed August 2011
5. Complete Plant Upgrade Design Provide documentation of complete final design, including, but not limited to, construction specifications, cost estimates, implementation schedule, etc. List hydraulic capacity of all components in treatment train prior to upgrades.	November 1, 2014	<u>(June 1 2015)</u>
6. Start Construction of Plant Upgrades Provide documentation of any revisions to final designs previously submitted and submit final stepwise implementation schedule.	March 1, 2015	<u>January 1, 2016</u>
7. Complete Construction of Plant Upgrades Provide documentation verifying completion, including inspections, performance tests, and quality assurance/quality control checks for upgraded components. Provide confirmed hydraulic capacity of all components in treatment train. Provide anticipated date upgrades will be online.	March 1, 2017	<u>May 1, 2017</u>
8. Bring Plant Upgrades Online Update Operations & Maintenance manuals as necessary and notify Executive Officer 30 days prior to going online of specific date Plant upgrades will go online. Bring upgrades online by date specified.	June 1, 2017	June 1, 2017

Should you have any questions please contact me at City Hall.

Sincerely;



Dean E. Allison
Director of Development Services
City of Pinole

Copies:

Chronology
Project File
Belinda Espinosa
Ron Tobey
David Biggs
Mike Roberts

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