

## SAN JOSÉ/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE

CHUCK REED, CHAIR  
PETE McHUGH, MEMBER  
KEVIN MOORE, MEMBER  
JAMIE MATTHEWS, MEMBER  
MADISON NGUYEN, MEMBER

KEN YEAGER, MEMBER  
JOHN GATTO, MEMBER  
ED SHIKADA, MEMBER  
KANSEN CHU, MEMBER

### AGENDA/TPAC

4:30p.m.

December 13, 2012

Room 1734

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1. **ROLL CALL**

2. **APPROVAL OF MINUTES**

A. November 8, 2012

3. **UNFINISHED BUSINESS/REQUEST FOR DRFERRALS**

4. **DIRECTOR'S REPORT** (verbal)

5. **AGREEMENTS/ACTION ITEMS**

A. **Water Pollution Control Plant CIP Update**

**Staff Recommendation:** TPAC recommendation to Council acceptance of:

Accept this report on implementation of the Water Pollution Control Plant capital improvement program and alternative project delivery strategies.

The Water Pollution Control Plant CIP Update was heard by the Transportation and Environment Committee on December 5, 2012, and will be considered by the San Jose City Council on December 18, 2012.

B. **San Jose/Santa Clara Water Pollution Control Plant Staffing Status Report**

**Staff Recommendation:** TPAC recommendation to Council acceptance of:

Accept this status report on the staffing situation at the San José/Santa Clara Water Pollution Control Plant (WPCP).

The San Jose/Santa Clara Water Pollution Control Plant Staffing Status Report was heard by the Transportation and Environment Committee on December 5, 2012, and will be considered by the San Jose City Council on December 18, 2012.

C. Open Purchase Order with Trendtec Inc. for Temporary Staffing

**Staff Recommendation:** TPAC recommendation to Council acceptance of:

Authorize the City Manager to amend the existing Open Purchase Order 47565 with Trendtec Inc. (San Jose, CA) to:

1. Increase the total compensation by \$210,055, for a revised total amount not to exceed \$291,055 for continued temporary employment services for five Assistant Environmental Inspectors (AEIs); and
2. Extend the term of the Purchase Order through June 30, 2013 to address staffing shortages at the WPCP.

The Open Purchase Order with Trendtec Inc., for Temporary Staffing will be considered by the San Jose City Council on December 18, 2012.

6. OTHER BUSINESS/CORRESPONDENCE

7. STATUS OF ITEMS PREVIOUSLY RECOMMENDED FOR APPROVAL BY TPAC

A. Plant Master Plan Update – November 2012

**Staff Recommendation:** TPAC recommend to Council acceptance of:

The Plant Master Plan progress report highlighting activities since December 2010 on the Plant Master Plan for the San Jose/Santa Clara Water Pollution Control Plant.

The Plant Master Plan Update was heard at the Transportation and Environment Committee on November 5, 2012, and will be considered by the San Jose City Council on November 27, 2012:

8. REPORTS

A. Open Purchase Orders Greater Than \$100,000

The attached monthly Procurement and Contract Activity Report summarizes the purchase and contracting of goods with an estimated value between \$100,000 and \$1 million and of services between \$100,000 and \$250,000.

B. Tributary Agencies Available Plant Capacity – 2012

9. MISCELLANEOUS

- A. The next TPAC meeting is January 10, 2013, at 4:30 p.m. City Hall, City Manager's Office, 17<sup>th</sup> Floor, Room 1734.

10. OPEN FORUM

## 11. ADJOURNMENT

NOTE: If you have any changes or questions, please contact Monica Perras, Environmental Services, 408-975-2515.

To request an accommodation or alternative format for City-sponsored meetings, events or printed materials, please call Monica Perras at (408) 975-2515 or (408) 294-9337 (TTY) as soon as possible, but at least three business days before the meeting/event.

**Availability of Public Records.** All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at San Jose City Hall, 200 East Santa Clara Street, 10<sup>th</sup> Floor, Environmental Services at the same time that the public records are distributed or made available to the legislative body.

**AMENDED MINUTES OF THE  
SAN JOSE/SANTA CLARA  
TREATMENT PLANT ADVISORY COMMITTEE**  
City Hall, City Manager's Office, 17<sup>th</sup> Floor, Room 1734  
Thursday, November 8, 2012 at 4:30 p.m.

1. **ROLL CALL**

Minutes of the Treatment Plant Advisory Committee convened this date at 4:30 p.m. Roll call was then taken, with the following members in attendance:

Committee members: Pete McHugh, John Gatto, Patricia Mahan (Alternate for Jamie Matthews), Kevin Moore, Madison Nguyen, Ed Shikada, Ken Yeager, Kansen Chu

Staff present: Monica Perras, Rosa Tsongtaatarii, Ashwini Kantak, Joanna De Sa, Rene Eyerly

Others present: Ed Oyama (West Valley Sanitation), Hany Gerges (HDR), Mike O'Connor (City of San Jose), David Wall (Member of the public).

2. **APPROVAL OF MINUTES**

A. **October 11, 2012**

**Item 2.A was approved unanimously.**

3. **UNFINISHED BUSINESS/REQUEST FOR DEFERRALS**

4. **DIRECTORS REPORT** (verbal)

5. **AGREEMENTS/ACTION ITEMS**

A. **Plant Master Plan Update – November 2012**

**Staff Recommendation:** TPAC recommend to Council acceptance of:

The Plant Master Plan progress report highlighting activities since December 2010 on the Plant Master Plan for the San Jose/Santa Clara Water Pollution Control Plant.

The Plant Master Plan Update was heard at the Transportation and Environment Committee on November 5, 2012, and will be considered by the San Jose City Council on November 27, 2012:

**Item 5.A was approved unanimously.**

**Committee Member Gatto requested staff insert the word "Draft" before the title "Plant Master Plan" going forward.**

6. **OTHER BUSINESS/CORRESPONDENCE**

7. **STATUS OF ITEMS PREVIOUSLY RECOMMENDED FOR APPROVED BY TPAC**

- A. Agreement with the Santa Clara Valley Water District for the operation and maintenance of the Silicon Valley Advanced Water Purification Center

**Recommendation:** TPAC Approval of:

Adopt a resolution authorizing the City Manager to execute an agreement between the City of San José and the Santa Clara Valley Water District for the operation and maintenance of the Silicon Valley Advance Water Purification Center.

The San Jose City Council approved this matter on October 16, 2012.

**David Wall presented a speaker card on Item 7.A regarding SVWPC & SSVC.**

- B. First Amendment to ESA + J&S Joint Venture Agreement to Expedite Plant Master Plan Implementation

**Recommendation:** TPAC Approval of:

Approve a First Amendment to the Agreement between the City of San José and Environmental Science Associates, Inc. and Jones & Stokes Associates, Inc. (ESA + J&S) to expand their services on the Plant Master Plan environmental documentation to include a) a separate CEQA process for a co-generation facility, b) coordination with regulatory agencies, and c) minor additional work within the original scope. The amendment would increase the maximum compensation by \$453,971 not to exceed \$2,453,971, and to extend the term through June 30, 2014.

The San Jose City Council approved this matter on October 16, 2012.

**Items 7.A & B were approved unanimously to note and file.**

**David Wall presented a speaker card on Item 7.B regarding CEQA permit explanation.**

8. **REPORTS**

- A. Open Purchase Orders Greater Than \$100,000  
The attached monthly Procurement and Contract Activity Report summarizes the purchase and contracting of goods with an estimated value between \$100,000 and \$1 million and of services between \$100,000 and \$250,000.

**Item 8.A was approved to note and file.**

**David Wall presented a speaker card on item 8.A regarding explaining DRAFT expenditure & Source Control Inspector Positions.**

9. **MISCELLANEOUS**

- A. The next TPAC meeting will be December 13, 2012, at 4:30p.m., City Hall, City Manager's Office, 17<sup>th</sup> Floor, Room 1734.

**Staff directed to take a poll of TPAC Members to see if there will be a quorum for the December 13<sup>th</sup> meeting.**

**10. PUBLIC COMMENT**

**David Wall presented a speaker card on Item 10 thanking Kevin Moore for his service on TPAC.**

**11. ADJOURNMENT**

A. The Treatment Plant Advisory Committee adjourned at 4:35 p.m.

Chuck Reed, Chair  
Treatment Plant Advisory Committee



# Memorandum

**TO:** TRANSPORTATION &  
ENVIRONMENT COMMITTEE

**FROM:** Kerrie Romanow  
David Sykes

**SUBJECT:** WATER POLLUTION CONTROL  
PLANT CIP UPDATE

**DATE:** 11-20-12

Approved

Date

11/21/12

## RECOMMENDATION

Accept this report on implementation of the Water Pollution Control Plant capital improvement program and alternative project delivery strategies.

## OUTCOME

Acceptance of this report will support the direction of the implementation of the CIP and the Plant Master Plan and will continue the course of organizational development, procurement and alternative project delivery necessary to rebuild the Plant.

## BACKGROUND

The Plant Master Plan envisions a \$2.2 billion investment over the next 30 years to rebuild the 167 MGD Plant by replacing aging infrastructure, addressing future needs and implementing technology upgrades. The facilities will be rebuilt to provide more efficient and cost-effective treatment by utilizing new technologies and maximizing the use of the existing infrastructure where possible. The Draft Environmental Impact Report (EIR) is targeted for circulation in early December 2012. The Planning Commission public hearing to certify the EIR is targeted for June 2013.

As reported to the Committee on November 5, 2012 in the staff report "Update on Plant Master Plan" (Item d(5)), a separate CEQA process has been initiated for the new co-generation facility in order to accelerate the replacement of outdated and unreliable electrical generation equipment. Staff anticipates that these new facilities will be designed in conjunction with the biosolids transition in order to maximize the utilization of heat and electrical generation capabilities, while accelerating the implementation of thermal drying of biosolids.

City is going to solicit an “Owner’s Engineer” consultant who will be retained to finalize the project delivery approach, define the project performance criteria and develop the bid documents necessary to procure the contractor for the project. The biosolids dewatering and drying facilities are targeted to come online in late 2018.

The acceleration of the co-generation and biosolids projects will require a commensurate acceleration in the required cash flow beginning in FY 2014-2015. Planning, coordination and authorization for funding has not been determined, and will be incorporated into upcoming budget planning cycles.

### *Organizational Structure*

With the recognition that the biosolids and co-generation projects are on accelerated schedules, staff has developed a plan and an organizational structure that will facilitate delivery of the Capital Improvement Program. **Attachment B** describes the functional structure that will be used to effectively integrate technical experts, operations and maintenance expertise, and project delivery teams. The general strategy is to utilize a combination of resources from both ESD and DPW, along with consultant support, for the initial phases of implementation. Consultant services will diminish significantly as the program matures, as the “Package 2” projects are completed, and as the institutional knowledge base is restored.

The following describes the significant roles of the individuals and teams required to deliver the program, all of whom will report to the Assistant Director of Environmental Services.

- Executive Program Advisor
  - The City has issued a Request for Qualifications (RFQ) to secure the services of an executive-level Engineer to provide expertise and recommendations for structuring and delivering a program of this breadth and complexity.
  - Staff anticipates entering into an agreement with the successful candidate in Spring 2013.
  
- Technical Coordinator
  - This position will work with the Technical teams, and be a resource to the Operations, Maintenance and Engineering staff to seamlessly define, deliver and commission projects.
  - This position will provide a more “hand’s on” approach and will provide day-to-day advice and mentoring for project management staff.
  - Staff anticipates selecting this consultant in December 2012.
  
- Technical Director and Subject Matter Experts
  - These consultants will provide technical recommendations, and assist Plant staff in defining, piloting, and selecting the appropriate technologies to successfully build out the Master Plan.

## ANALYSIS

### *Program Delivery and Funding*

**Attachment A** describes the three “Packages” of projects and the projected expenditures required to build out the Master Plan over the 30-year planning period. Staff is considering using a bond or alternative financing, in conjunction with existing revenue streams, to provide the funds necessary to plan, design and construct the recommended improvements.

The 2013-2017 Adopted 5-year CIP budget is approximately \$339 million, of which \$212 million is for capital improvements at the Plant. The majority of these funds are intended to fund the group of projects known as “Package 1” of the Plant Master Plan. These include critical rehabilitation projects in various process areas, including headworks, primary and secondary tanks, heating, cooling and ventilation systems and electrical distribution facilities. These projects are estimated to average \$40 million per year over the next ten years. “Package 3” projects describe ongoing repair, rehabilitation and regulatory-driven improvements beyond the 10-year timeframe. Funding for Package 1 and 3 projects are built into existing budget.

“Package 2” projects will be delivered utilizing an alternative project delivery approach and will have the most significant impact in meeting the priorities set out in the Master Plan. These projects address deteriorating power generation capacity, transition of the biosolids dewatering and drying process, and reconstruction of the filter facility, including disinfection and pump station improvements required to address future sea level rise. The estimated 5-year CIP costs for “Package 2” projects is between \$475 million to \$525 million. The majority of funding for Package 2 projects is not included in the existing 5-year CIP budget

The co-generation project is a “Package 2” project that will be accelerated using an alternative project delivery approach and will require significant funding in FY 2013-2014 in order to fund early procurement and design of the gas turbines and standby generators. It is anticipated that the City will utilize existing Plant Capital funds for the initial phase of this \$100 million project, and our partner agencies are encouraged to leverage FY 2011-12 and previously issued 3<sup>rd</sup> quarter credits to fund their proportionate share. A second round of funding may be required in FY 2014-2015 to finance the construction, installation and commissioning of the facility. The City is going to solicit an “Owner’s Engineer” a consultant who will be retained to finalize the project delivery approach, define the project performance criteria and develop the bid documents necessary to procure the contractor for the project. The co-generation facility is targeted to come online in late 2015.

The biosolids transition program is being developed to address timing, regional coordination (Shoreline Study, Bay Area Biosolids to Energy program, odor management, Zero Waste) and operational changes. The biosolids transition timeline and CIP delivery approach were approved by TPAC and Council in February 2012. The main elements of the program include legacy lagoon remediation, construction of a dewatering facility, and a combination of drying technologies (thermal dryers, greenhouses, gasification). As with the co-generation project, the

- Staff is developing the scopes of required services for these positions and anticipates releasing RFQs in Spring 2013.
- Program Management Staff
  - A significant level of program support will be required to deliver the program. This will include a combination of City staff and consultant teams to provide design and construction management, cost estimating, scheduling, document control, change management, budgeting and reporting.
  - The City staff on the program management team will be co-located at the Plant in order to effectively manage the program, ensure coordination with Operations and Maintenance staff and facilitate knowledge transfer.
  - The Scope of Services has been drafted and the RFQ is being developed. Staff anticipates issuing the RFQ in Spring 2013.

### *Procurement Strategy*

The level of effort necessary to deliver this ambitious program will require a significant reliance on outside consultants, technical experts, contractors, vendors and suppliers. On November 14, 2012, the City conducted an Open House at the Plant to discuss upcoming procurement opportunities for consultants, contractors and suppliers. The intent of this event was to generate interest and involvement from the wastewater community as well as outline opportunities for small and local business participation. Almost 100 people attended the Open House.

**Attachment C** describes upcoming procurements that will be required to supply the necessary technical expertise, program management, design consultants, construction contractors and design-builders essential to the successful implementation of the program. The Department of Public Works is seeking approval of a “procurement manager” position to coordinate the significant workload associated with preparing, evaluating and processing the necessary documents, contracts and schedules.

### **EVALUATION AND FOLLOW-UP**

The Committee and the Treatment Plant Advisory Committee (TPAC) will receive semiannual updates in the Spring and Fall on the status of the Plant CIP including energy generation projects and the transition of the biosolids transition process. Proposals for project and program development will be included in the development of the FY 2013-2014 Capital Improvement Program and the 5-year CIP.

**PUBLIC OUTREACH/INTEREST**

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

This report does not meet the criteria above. Direct engagement with the public and the Plant's many stakeholder groups has been an essential component in developing the Plant Master Plan over the past four years. Staff met with stakeholders interested in the transition of the biosolids dewatering and drying process on November 13, 2012, and received strong support in the accelerated transition plan described in this report.

**COORDINATION**

This report has been coordinated with the City Attorney's Office, Department of Finance and the City Manager's Budget Office, and will be presented to the Treatment Plant Advisory Committee (TPAC) at its December 13, 2012 meeting.

**CEQA**

Not a Project, File No. PP10-069 (a) Staff Reports.

/s/  
KERRIE ROMANOW  
Director, Environmental Services

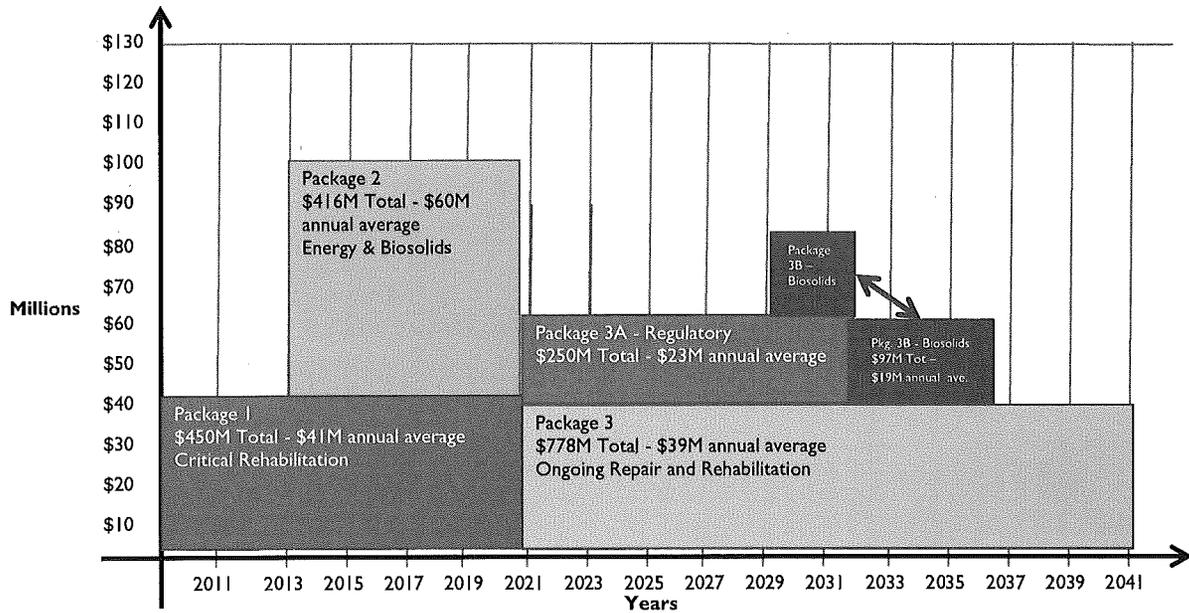
/s/  
DAVID SYKES  
Director, Public Works

- Attachment A: Master Plan Implementation Phases and Expenditure Schedule
- Attachment B: CIP Program Delivery Team
- Attachment C: Upcoming Procurements

For questions please contact Ashwini Kantak, Acting Assistant Director (ESD), at 535-8147 or Michael O'Connell, Deputy Director (PW), at 975-7333.

# Attachment A - Master Plan Implementation Phases and Expenditure Schedule

## PROJECT PHASES (PACKAGES)



### Package 1 (2011-2021) \$450M Current CIP

- Headworks Rehabilitation
- Primary Rehabilitation
- Secondary Rehabilitation
- Digester Rehabilitation
- Energy Distribution

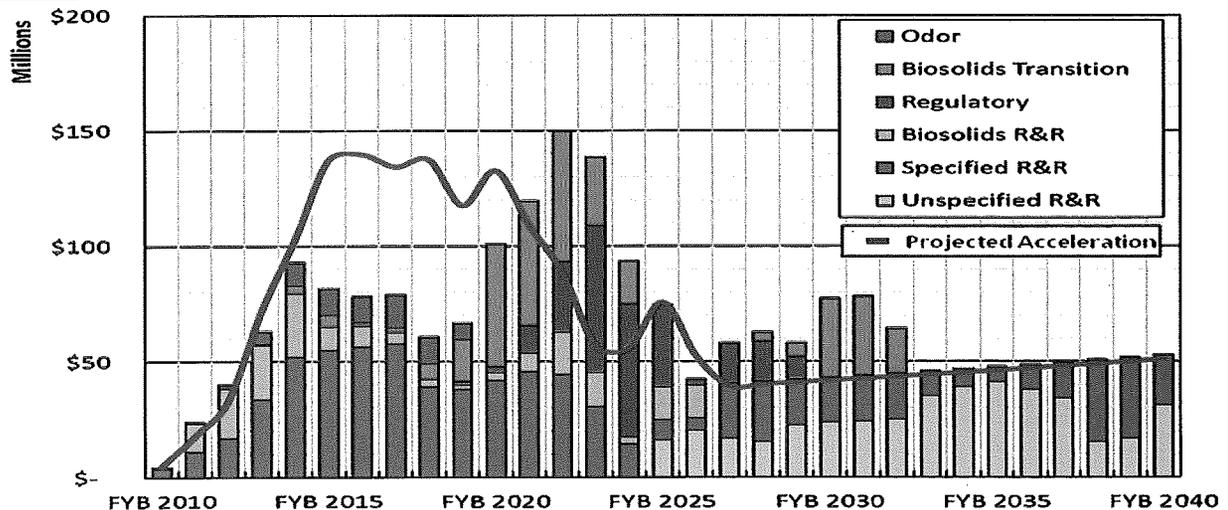
### Package 2 (2013-2021) \$416M Project Level

- Legacy Lagoon Clean-up
- Solids Dewatering and Drying
- Energy Generation
- Filter Reconstruction

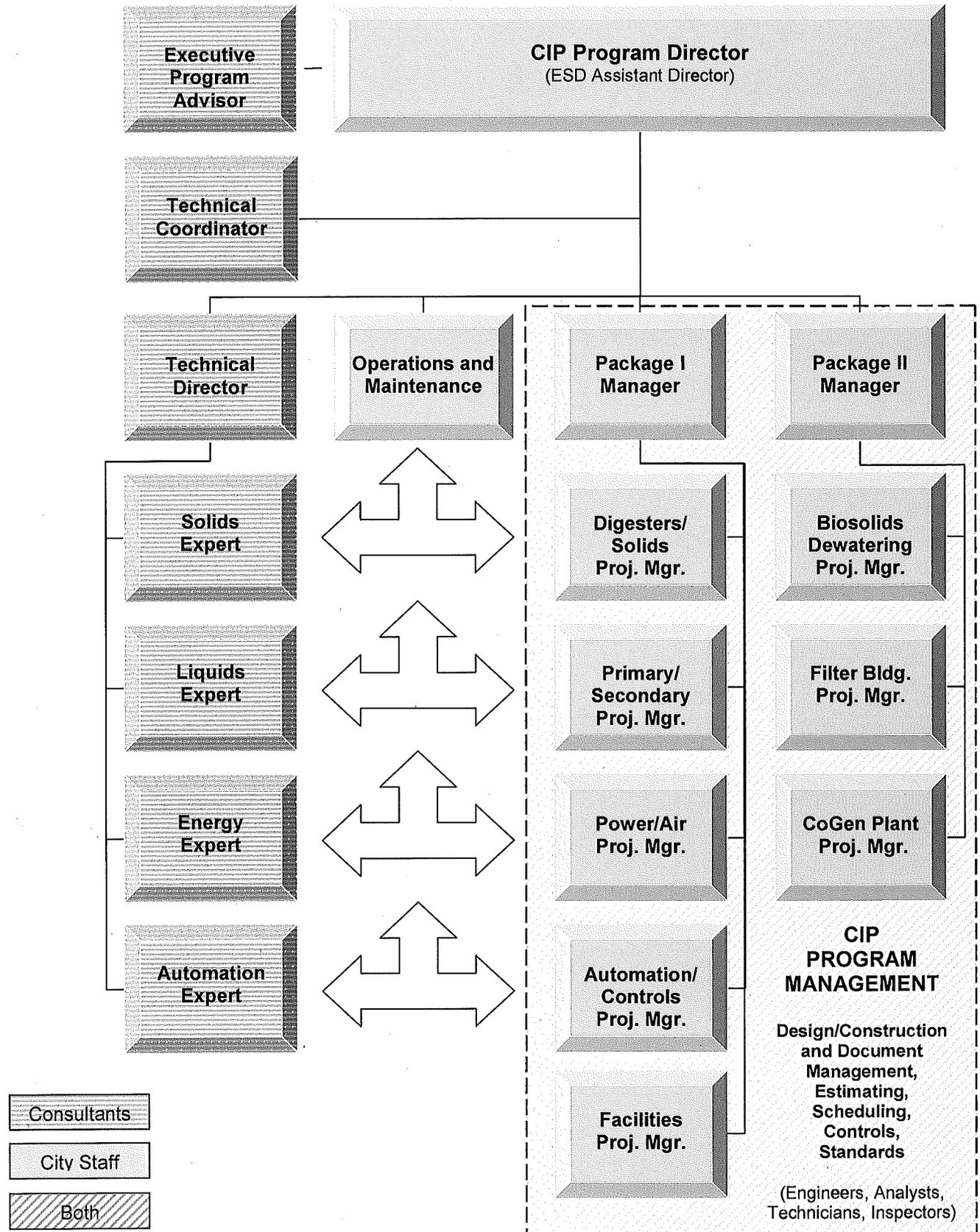
### Package 3 (2021-2040) \$1,124M Program Level

- Ongoing Repair and Rehabilitation
- Regulatory Driven Improvements to Secondary and Filtration (\$250M from 2021 to 2029)
- Flow Driven Improvements to Solids Dewatering and Drying
- Flow Driven Improvements to Energy Generation

## PROJECT CASH FLOW SCHEDULE



# Attachment B - Water Pollution Control Plant CIP Program Delivery Team



## Water Pollution Control Plant Upcoming Procurements

Type of Solicitation	Services Required	Advertising Date	Award Date	Term
<b>PROGRAM SUPPORT</b>				
RFQ	Executive Program Advisor	Sept. 28, 2012	Spring, 2013	3 yrs plus two 1-yr options
Unique Services	Program Technical Coordinator	N/A	Dec-12	1 year plus three 1-yr options
RFQ	Program Technical Director (Chief Engineer)	Winter, 2012	Spring, 2013	3 years plus two 1-yr options
RFQ	CIP Program Manager	Winter, 2012	Spring, 2013	7 yrs plus three 1-yr options
RFQ	Program Technical Experts (4 Total)	Spring, 2013	Spring, 2013	3 years plus two 1-yr options
RFQ	As-Needed Design Consultant Master Service Agreements (6 Total)	Spring, 2013	Summer, 2013	5 yrs
RFP	Special Counsel for Design-Build procurements (CAO)	Spring, 2013	Spring, 2013	4 yrs
<b>BIOSOLIDS</b>				
Task Order	Owner's Representative through procurement	N/A	Winter, 2012	2 yrs
RFQ	DB(O) entities for biosolids process and lagoon remediation	Spring, 2013	N/A	3 teams short-listed
RFP	DB(O) entities for biosolids process and lagoon remediation	Winter, 2013	Fall, 2014	4 yrs plus 3 yr commissioning
RFQ	Owner's Agent for Post-Award Construction Administration (unless provided by Program Manager)	Spring, 2014	Summer, 2014	5 yrs - DB 20 yrs - DBO
<b>ENERGY</b>				
Task Order	Co-Generation Owner's Representative through procurement	N/A	Winter, 2012	18 months
RFQ	Pre-qualify DB(O) entities for Energy Generation Facility	Spring, 2013	N/A	3 teams short-listed
RFP	DB(O) for Energy Generation Facility	Spring, 2013	Fall, 2013	2 yrs plus 2 yr commissioning
RFQ	Owner's Agent for Post-Award Construction Administration (unless provided by Program Manager)	Spring, 2013	Summer, 2013	4 yrs - DB 20 yrs - DBO
<b>FILTERS</b>				
RFQ	Pre-qualify DB entities for New Filter Facility	Winter, 2015	Spring, 2016	3 teams short-listed
RFP	DB for New Filter Facility	Spring, 2016	Summer, 2016	3 yrs plus 2 yr commissioning
<b>FACILITIES</b>				
RFQ - Task Order RFP	On-Call DB Services for RRR projects (3 teams)	Spring, 2013	Spring, 2013	3 yrs
Construction Bid	Bid and award construction of Capital Improvements Headworks Enhancements	Spring, 2013	Spring, 2013	2 yrs
<b>DIGESTERS</b>				
RFP	Design of Digesters, Bid Package and CM support	Winter, 2012	Spring, 2013	4 yrs



# Memorandum

**TO:** TRANSPORTATION AND  
ENVIRONMENT COMMITTEE

**FROM:** Kerrie Romanow

**SUBJECT:** SEE BELOW

**DATE:** 11-16-2012

Approved

Date

11/21/12

**SUBJECT: SAN JOSE/SANTA CLARA WATER POLLUTION CONTROL PLANT  
STAFFING STATUS REPORT**

## RECOMMENDATION

Accept this status report on the staffing situation at the San José/Santa Clara Water Pollution Control Plant (WPCP).

## OUTCOME

Acceptance of the report will update the Committee on WPCP staffing activity since the August 2012 Audit Report.

## BACKGROUND

On August 28, 2012 the City Auditor presented her findings, at the Council meeting, from the recent audit report titled "Environmental Services: A Department at a Critical Juncture." It was reported that "the Plant has experienced significant workforce losses in operations and maintenance." Employee separations, including retirements and resignations, have resulted in falling experience levels and increasing overtime hours.

## ANALYSIS

In conjunction with ongoing recruitment efforts, ESD has been making substantial efforts in coordination with Human Resources and Office of Employee Relations to strategize and manage the WPCP staffing challenges.

1. As a short term contingency plan, ESD worked to identify temporary operations, maintenance, instrumentation, and industrial electrician labor for the WPCP. On August 14, 2012, Council approved a contract for temporary staffing to fill critical vacancies in the industrial electrician and instrument control technician positions. Further, Council directed Staff to continue efforts to identify temporary staffing resources to provide temporary operations and maintenance staff and/or recruiting. Staff recently identified two additional vendors that can provide recruiting services for temporary operations and maintenance staff, and are proceeding with the appropriate next steps including returning to Council for final approval.
  - o There are currently three temporary instrument control trades staff employed at the WPCP.
  - o Negotiations are in progress with two third-party vendors to provide either temporary staffing resources or supplemental recruitment services to fill critical vacancies in the Plant Operator and Plant Mechanic positions.

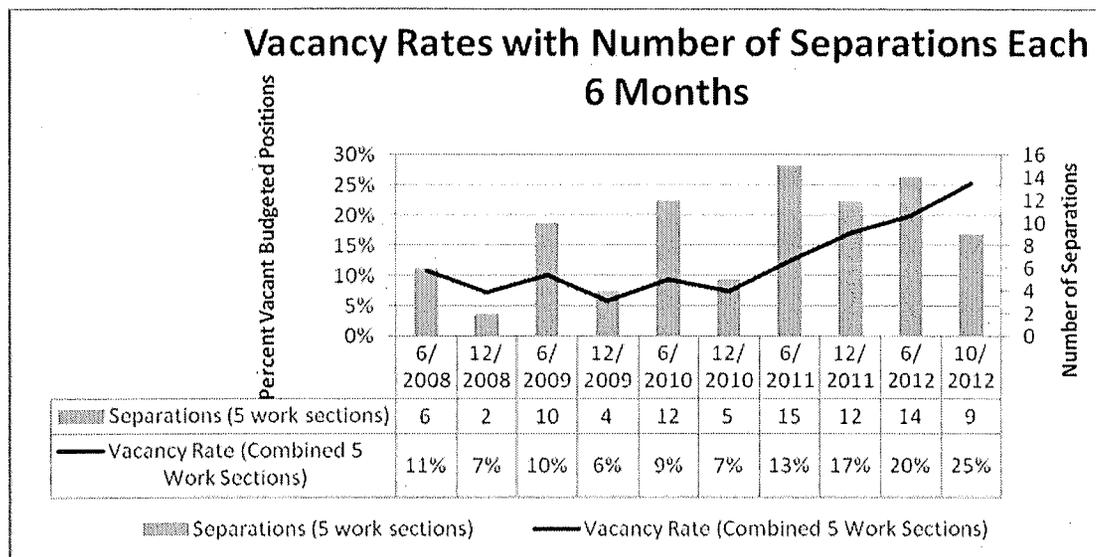
Discussion with neighboring wastewater plants has been agendized for the next publicly owned treatment works (POTW) Forum in late November (whose membership represents City of San Jose, City of Palo Alto and City of Sunnyvale) to initiate a mutual aid agreement.
2. Additional supervisory positions were created to supervise new and temporary entry level staff.
3. In September 2012, the Industrial Electrician job classification series was established to recognize the specialized training, experience and duties required to maintain high-voltage electrical power generation equipment at the WPCP.

The five job classes that were addressed in the City Auditor's report include: Plant Operators, Plant Mechanics, Industrial Electricians, Instrument Control Technicians, and Heavy Diesel Equipment Operator/Mechanics within the Plant's Operations and Maintenance (O&M) division. The combined vacancy rate of the five work sections was 20% in June 2012 and has currently risen to 25%.

The following table shows the number of full time equivalent (FTE) positions authorized in each work section and the current number of vacancies in each group.

Work Section	Authorized FTEs (FY 2012-13)	Current Vacancies (as of 10/27/12)	Vacancy Rate (as of 10/27/12)
Plant Operators	60	15	25%
Plant Mechanics	40	14	35%
Heavy Diesel Equipment Operator/Mechanics (HDEOMs)	20	2	10%
Instrumentation	11	2	18%
Electricians	11	3	27%
Combined 5 work sections	142	36	25%

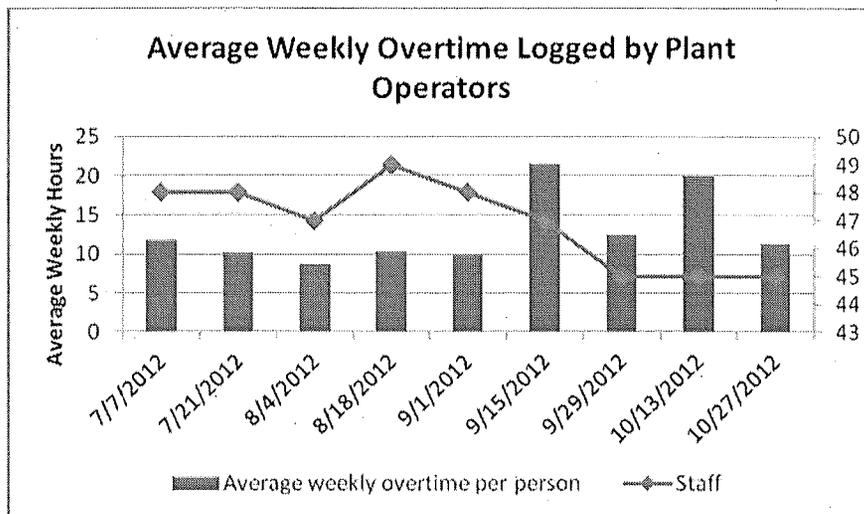
Between January, 2012 and June, 2012, 14 employee separations (retirements, resignations, and involuntary separations) occurred within the five work sections, and between July 2012 and October 2012, nine additional separations have occurred. The following chart illustrates the vacancy rate at a point during each six month period, and the number of separations during the corresponding 6 months.



In addition to the staffing level concerns in the five critical classifications, vacancies in the professional engineering classifications present challenges for the Plant and the CIP program. There are 19 authorized engineer positions in these programs of which seven (7) are vacant, equating to a 37% vacancy rate for Plant/CIP engineering staff.

Another work group not previously highlighted as a staffing challenge is the Heavy Equipment Operators (HEOs), who staff the residual solids management area of Plant Operations. This group operates the various pieces of equipment needed to pump, dry, and transport the biosolids generated on an annual basis by the Water Pollution Control Plant, and will be very important to the future biosolids transition project. In October, there was one resignation in this group of seven HEOs.

Overtime usage is another reflection of staffing shortages. As previously reported in the City Auditor’s report, “for fiscal year 2011-12, total overtime logged in operations can be equated to hiring nine additional full time employees.” In the first four months (July to October) of fiscal year 2012-13, the total overtime logged averaged from eight to 21 hours per week per operator. This can be equated to hiring 15 additional full time employees.



**EVALUATION AND FOLLOW-UP**

As indicated in the vacancy rate chart, the vacancy rate in the five critical classifications has risen from 17 percent in December 2011, to 20 percent in June 2012, and as of October 2012 is at 25 percent. The steps taken are not sufficient to attract and retain staff. Staff will continue to work with the Office of Employee Relations and the City Manager’s Office to improve staffing levels at the Plant.

Staff will give a quarterly Plant staffing status update to Transportation and Environment Committee.

**PUBLIC OUTREACH**

- Criterion 1: Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2: Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3: Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

This report does not meet the criteria above.

**COORDINATION**

This report has been coordinated with the City Manager's Office of Employee Relations.

**CEQA**

Not a Project, File No. PP10-069 (a) Staff Reports.

/s/

KERRIE ROMANOW

Director, Environmental Services

For question please contact Joanna De Sa, Acting Deputy Director, Environmental Services Department, at (408) 635-2039.

**CITY COUNCIL ACTION REQUEST**

<b>Department(s):</b> Finance	<b>CEQA:</b> Not a Project, File NO. PP10-066(a), Agreements and Contracts for Purchase of Supplies	<b>Coordination:</b> CAO, ESD and CMO Budget.  On 12-13-12 Treatment Plant Advisory Committee is scheduled to consider this action.	<b>Dept. Approval:</b> /s/ Julia H. Cooper  <b>CMO Approval:</b>  12/6/12
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**SUBJECT: OPEN PURCHASE ORDER WITH TRENDTEC INC. FOR TEMPORARY STAFFING**

**RECOMMENDATION:**

Authorize the City Manager to amend the existing Open Purchase Order 47565 with Trendtec Inc. (San José, CA) to:

1. Encumber an additional \$210,055 for a revised total amount not to exceed \$291,055 for continued temporary employment services for five Assistant Environmental Inspectors (AEIs); and
2. Extend the term of the Purchase Order through March 31, 2013; and
3. Extend the term of the Purchase Order beyond March 31, 2013 to address staffing shortages at the WPCP on an as required basis and subject to the appropriation of funds.

**Desired Outcome:** To provide ongoing environmental inspection services as required for compliance with the San José/Santa Clara Water Pollution Control Plant National Pollutant Discharge Elimination System (NPDES) permit, the City's stormwater NPDE permit, and/or federal regulations. Additionally, inadequate inspection coverage increases the risk of pollutants entering the storm and sanitary sewer systems and the bay.

**BASIS FOR RECOMMENDATION:**

Due to growing staffing vacancies caused by recent retirements, promotions, and resignations in the Watershed Protection Division's environmental enforcement programs, temporary staff is required to address staffing shortages to conduct permit-required environmental inspections and field sampling for the City's Pretreatment, Fats, Oils, & Grease (FOG), and Watershed Enforcement (stormwater) inspection programs. The Budget Office has approved exemption requests for all five positions for permanent hire; however, due to recruitment delays and the difficulty filling positions, it is projected that it will take several months before these positions are filled.

This recommendation is consistent with Budget Office approval to utilize temporary staff to complete these permit-required inspections as follows:

- Assist with industrial/commercial, illegal discharge, construction, and restaurant stormwater inspections
- Assist with source control and restaurant wastewater inspections and sampling
- Assist with environmental enforcement database management, data entry, and data analysis

Recruitment for this temporary classification is typically based on which temporary agency has the best qualified candidates for the required positions. Trendtec has a good track record with the City referring qualified candidates and Staff has negotiated a competitive markup of 38% over base pay which includes all statutory costs (such as workers compensation, payroll taxes), and profit.

This Council item is consistent with Council approved Budget Strategy General Principle #2: "We must focus on protecting our vital core City services."

**COST AND FUNDING SOURCE:**

Funds 513 and 446 Environmental Services Department Non-Personal/Equipment appropriation

**FOR QUESTIONS CONTACT:** Mark Giovannetti, Purchasing Division Manager at 408-535-7052

**City Manager's Contract Approval Summary**  
**For Procurement and Contract Activity between \$100,000 and \$1 Million for Goods and \$100,000 and \$250,000 for Services**

November 1 - November 30, 2012

Description of Contract Activity <sup>1</sup>	Fiscal Year	Req#/RFP#	PO#	Vendor/Consultant	Original \$ Amount	Start Date	End Date	Additional \$ Amount	Total \$ Amount	Comments
<b>NEW:</b>										
FUEL AND PETROLEUM PRODUCTS	FY12-13	15611	47099	COAST OIL CO	\$140,000	7/1/12	6/30/13	\$100,000	\$240,000	
										San Jose Storm Sewer
										Group
<b>ONGOING:</b>										
INSPECTIONS, TECHNICAL ASSISTANCE, RECONDITION & REPAIR ENGINE/ENGINE PARTS	FY12-13	15616		NRG ENERGY SERVICES LLC	\$150,000					
REPLACE DEHUMIDIFICATION UNITS	FY12-13	16332			\$100,000					
TEST, TROUBLESHOOT, REPAIR SERVICE	FY12-13	16583		VINCENT ELECTRIC	\$120,000					
PRIMARY TANK OVERHAUL	FY12-13	16654			\$520,000					
OVERHAUL OF TPS & FLOWAY PUMPS	FY12-13	16732		MARTECH INC (MECAHNICAL ANALYSIS REPAIR INC)	\$200,000					

<sup>1</sup> This report captures in process contract activity (Requisition Number or RFP Number) and completed contract activity (Purchase Order Number, Contract Term, and Contract Amount)

November 15, 2012

TO: Treatment Plant Advisory Committee

SJ: Tributary Agencies Available Plant Capacity - 2012

The Master Agreements require that the Treatment Plant Advisory Committee file annually with the legislative bodies of San Jose, Santa Clara and member agencies a report on plant capacity. The attached report, Tributary Agencies Available Plant Capacity - 2012, has been prepared to satisfy this requirement and to identify each agency's 2012 plant capacity as well as available (unused) capacity.

It is recommended that the Treatment Plant Advisory Committee approve the attached report.

Sincerely,



Kerrie Romanow  
Director  
Environmental Services Department

Attachment

**CITY OF SAN JOSE  
ENVIRONMENTAL SERVICES DEPARTMENT  
SAN JOSE/SANTA CLARA WATER POLLUTION CONTROL PLANT  
TRIBUTARY AGENCIES' AVAILABLE PLANT CAPACITY - 2012**

**November 2012**

**CITY OF SAN JOSE  
ENVIRONMENTAL SERVICES DEPARTMENT  
SAN JOSE/SANTA CLARA WATER POLLUTION CONTROL PLANT**

**TRIBUTARY AGENCIES' AVAILABLE PLANT CAPACITY - 2012**

This analysis was prepared to comply with the terms of the Master Agreements which require that the operational capacity and productive use of the treatment plant be determined annually. Tables I through IV contain the Plant Capacity, the 2012 Peak Week (5-day average) Flow, and the Remaining Available Capacity for the entire plant and for each individual member for 2012.

**2012 PLANT CAPACITY**

The nominal capacity of the treatment plant during the 2012 peak week is 167 MGD. The agencies' capacity rights in the 167 MGD plant are shown on Tables I through IV and were determined in accordance with the provisions of the Master Agreements.

**2012 PEAK WEEK FLOW**

The 2012 peak dry weather flow of 111.36 MGD occurred during the week of September 24 - 28. Tables I through IV contain the agencies' flow and loadings for the 2012 peak week which were obtained from the following sources:

- WEST VALLEY SANITATION DISTRICT - Wastewater Flow Report dated 10/9/12, submitted by the District.
- CUPERTINO SANITARY DISTRICT - Metered Flow Reports.
- CITY OF MILPITAS - Metered Flow Reports.
- COUNTY SANITATION DISTRICT 2-3 - 2012-2013 Revenue Program.
- BURBANK SANITARY DISTRICT - 2012-2013 Revenue Program.
- CITY of SAN JOSE and CITY of SANTA CLARA - The 2012 Peak Week flow and loadings remaining after subtracting the other agencies' reported flows and loadings are attributed to San Jose and Santa Clara as joint owners of the facilities. These were allocated, in accordance with the 1959 Agreement, to the two cities based on current assessed valuation ratios of 82.849% for San Jose and 17.151% for Santa Clara.

**2012 AVAILABLE CAPACITY**

The Agencies' peak week flows and loadings were subtracted from their capacities in the 167 MGD plant to obtain their 2012 available capacities.

TABLE I

**CITY OF SAN JOSE  
ENVIRONMENTAL SERVICES DEPARTMENT  
SAN JOSE/SANTA CLARA WATER POLLUTION PLANT  
TRIBUTARY AGENCIES' AVAILABLE PLANT CAPACITY - 2012**

Agency	FLOW	2012 Plant Capacity MGD	2012 Peak Week Flow MGD	Available Capacity MGD
San Jose	82.849%	108.830	73.042	35.788
Santa Clara	17.151%	22.530	15.121	7.409
Subtotal	100.000%	131.360	88.163	43.197
West Valley Sanitation District (1) (3)		12.052	10.074	1.978
Cupertino Sanitary District (4)		7.850	4.726	3.124
City of Milpitas (3) (4)		14.250	7.020	7.230
County Sanitation District 2-3 (2)		1.088	1.088	0.000
Burbank Sanitary District		0.400	0.289	0.111
Subtotal		35.640	23.197	12.443
<b>Total</b>		<b>167.000</b>	<b>111.360</b>	<b>55.640</b>

(1) Reflects transfer of capacity from West Valley Sanitation District to San Jose/Santa Clara resulting from annexations as of June 2012.

(2) In January 1985, County Sanitation District 2-3 entered into an agreement with the Cities of San Jose and Santa Clara, as joint owners of the plant, electing not to participate in a fixed capacity. Capacity is determined annually in accordance with the methods and restrictions prescribed in the agreement.

(3) Reflects transfer of capacity from West Valley Sanitation District to Milpitas in July 2006.

(4) Reflects transfer of capacity from Cupertino to Milpitas in January 2009.

TABLE II

**CITY OF SAN JOSE  
ENVIRONMENTAL SERVICES DEPARTMENT  
SAN JOSE/SANTA CLARA WATER POLLUTION PLANT  
TRIBUTARY AGENCIES' AVAILABLE PLANT CAPACITY - 2012**

**BOD**

Agency		2012 Plant Capacity KLBS/D	2012 Peak Week Flow KLBS/D	Available Capacity KLBS/D
San Jose	82.849%	385.244	185.518	199.726
Santa Clara	17.151%	79.751	38.405	41.346
Subtotal	100.000%	464.995	223.923	241.072
West Valley Sanitation District	(1) (3)	29.283	22.061	7.222
Cupertino Sanitary District	(4)	16.419	11.788	4.631
City of Milpitas	(3) (4)	27.249	16.617	10.632
County Sanitation District 2-3	(2)	2.239	2.239	.000
Burbank Sanitary District		.815	.592	.223
Subtotal		76.005	53.297	22.708
<b>Total</b>		<b>541.000</b>	<b>277.220</b>	<b>263.780</b>

(1) Reflects transfer of capacity from West Valley Sanitation District to San Jose/Santa Clara resulting from annexations as of June 2012.

(2) In January 1985, County Sanitation District 2-3 entered into an agreement with the Cities of San Jose and Santa Clara, as joint owners of the plant, electing not to participate in a fixed capacity. Capacity is determined annually in accordance with the methods and restrictions prescribed in the agreement.

(3) Reflects transfer of capacity from West Valley Sanitation District to Milpitas in July 2006.

(4) Reflects transfer of capacity from Cupertino to Milpitas in January 2009.

TABLE III

**CITY OF SAN JOSE  
ENVIRONMENTAL SERVICES DEPARTMENT  
SAN JOSE/SANTA CLARA WATER POLLUTION PLANT  
TRIBUTARY AGENCIES' AVAILABLE PLANT CAPACITY - 2012**

**SUSPENDED SOLIDS**

Agency	2012 Plant Capacity KLBS/D	2012 Peak Week Flow KLBS/D	Available Capacity KLBS/D	
San Jose	82.849%	342.030	187.273	154.757
Santa Clara	17.151%	70.805	38.768	32.037
Subtotal	100.000%	412.835	226.041	186.794
West Valley Sanitation District (1) (3)		27.812	19.065	8.747
Cupertino Sanitary District (4)		16.299	9.548	6.751
City of Milpitas (3) (4)		25.990	11.891	14.099
County Sanitation District 2-3 (2)		2.211	2.211	.000
Burbank Sanitary District		.853	.584	.269
Subtotal		73.165	43.299	29.866
<b>Total</b>		<b>486.000</b>	<b>269.340</b>	<b>216.660</b>

(1) Reflects transfer of capacity from West Valley Sanitation District to San Jose/Santa Clara resulting from annexations as of June 2012.

(2) In January 1985, County Sanitation District 2-3 entered into an agreement with the Cities of San Jose and Santa Clara, as joint owners of the plant, electing not to participate in a fixed capacity. Capacity is determined annually in accordance with the methods and restrictions prescribed in the agreement.

(3) Reflects transfer of capacity from West Valley Sanitation District to Milpitas in July 2006.

(4) Reflects transfer of capacity from Cupertino to Milpitas in January 2009.

TABLE IV

**CITY OF SAN JOSE  
ENVIRONMENTAL SERVICES DEPARTMENT  
SAN JOSE/SANTA CLARA WATER POLLUTION PLANT  
TRIBUTARY AGENCIES' AVAILABLE PLANT CAPACITY - 2012**

**AMMONIA**

Agency		2012 Plant Capacity KLBS/D	2012 Peak Week Flow KLBS/D	Available Capacity KLBS/D
San Jose	82.849%	33.934	22.259	11.675
Santa Clara	17.151%	7.025	4.608	2.417
Subtotal	100.000%	40.959	26.867	14.092
West Valley Sanitation District	(1) (3)	2.914	2.462	.452
Cupertino Sanitary District	(4)	2.287	1.148	1.139
City of Milpitas	(3) (4)	2.847	1.476	1.371
County Sanitation District 2-3	(2)	.296	.296	.000
Burbank Sanitary District		.297	.081	.216
Subtotal		8.641	5.463	3.178
<b>Total</b>		<b>49.600</b>	<b>32.330</b>	<b>17.270</b>

(1) Reflects transfer of capacity from West Valley Sanitation District to San Jose/Santa Clara resulting from annexations as of June 2012.

(2) In January 1985, County Sanitation District 2-3 entered into an agreement with the Cities of San Jose and Santa Clara, as joint owners of the plant, electing not to participate in a fixed capacity. Capacity is determined annually in accordance with the methods and restrictions prescribed in the agreement.

(3) Reflects transfer of capacity from West Valley Sanitation District to Milpitas in July 2006.

(4) Reflects transfer of capacity from Cupertino to Milpitas in January 2009.