

**WEST VALLEY SANITATION DISTRICT
OF SANTA CLARA COUNTY, CALIFORNIA**

**BOARD OF DIRECTORS MEETING
March 11, 2020**

The Board of Directors of West Valley Sanitation District of Santa Clara County, California, convenes this day in regular session at 5:00 p.m. at the district office, 100 East Sunnyoaks Avenue, Campbell, California.

Roll Call

1. Present: Directors—Barbara Spector, Rowena Turner, Mike Wasserman and Paul Resnikoff, Chairperson.

Absent: Director – Manny Cappello.

Staff: Jon Newby, District Manager and Engineer; Edward H. Oyama, Director of Engineering and Operations; Laura McKinney, District Counsel; and Lesha Luu, Secretary.

Oral Communications

2. None.

Written Communications

3. None.

Public Hearings

4. None.

Unfinished Business

5. Election of representative for advisory committee. Appoint a Treatment Plant Advisory Committee (TPAC) member from the Board of Directors to represent the District. Following discussion and questions for staff, the Board agreed to appoint the Chairperson of the Board of Directors on the TPAC moving forward and reappoint an alternate member when necessary, see motion made under New Business section.

Motion by/Second by: Spector/Wasserman to approve the nomination of Director Resnikoff as the primary member on the Treatment Plant Advisory Committee. Motion passed unanimously.

Consent Calendar (Items to be taken in one motion)

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6. Previous meeting minutes. Approve the minutes for the Regular Board of Directors Meeting on February 12, 2020.
7. Treatment Plant Advisory Committee meeting minutes. Accept the minutes for the Regular Meeting of the Treatment Plant Advisory Committee of the San Jose/Santa Clara Regional Wastewater Facility on December 12, 2019.
8. Investment Report. Approve the report on commingled funds invested by the County of Santa Clara for West Valley Sanitation District, as of January 31, 2020; and report from County Controller as of December 31, 2019.
9. Consolidated Income and Expense Statement. Approve the Consolidated Income and Expense Statement for the period ended January 31, 2020.
10. Payment of invoices. Approve the payment of invoices for February 13, 2020 to March 11, 2020.
11. Proposed Operations Budget for Fiscal Year 2020-2021. Adopt Resolution No. 20.03.01, RESOLUTION OF THE BOARD OF DIRECTORS OF WEST VALLEY SANITATION DISTRICT OF SANTA CLARA COUNTY, CALIFORNIA, SETTING A TIME AND PLACE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE DISTRICT'S PROPOSED OPERATIONS BUDGET FOR FISCAL YEAR 2020-2021. The first hearing is scheduled for April 8, 2020; the second hearing and adoption is scheduled for May 13, 2020.
12. Annexation 2020-01 (Suview Drive), APN 537-24-023 and 537-24-024. Adopt Resolution No. 20.03.02, RESOLUTION OF THE BOARD OF DIRECTORS OF WEST VALLEY SANITATION DISTRICT OF SANTA CLARA COUNTY, CALIFORNIA, SUPPORTING THE ANNEXATION DESIGNATED "WEST VALLEY SANITATION DISTRICT ANNEXATION 2020-01 (SUVIEW DRIVE), APN 537-24-023, LANDS OF THE OLSEN 1997 REVOCABLE TRUST AND APN 537-24-024 LANDS OF VERGARA ET UX".
13. University Avenue ACP Sewer Rehabilitation – Notice of completion and acceptance of work.
 - A. Adopt Resolution No 20.03.03, RESOLUTION OF THE BOARD OF DIRECTORS OF WEST VALLEY SANITATION DISTRICT OF SANTA CLARA COUNTY, CALIFORNIA, ACCEPTING COMPLETION OF WORK AND DIRECTING THE DISTRICT MANAGER AND ENGINEER TO FILE A NOTICE OF COMPLETION FOR THE UNIVERSITY AVENUE ACP SEWER REHABILITATION PROJECT.
 - B. Authorize the release of retention in the amount of \$128,565.97 after the filing of the Notice of Completion.

Motion by/Second by: Wasserman/Spector to approve the Consent Calendar Items 6 to 13.
Motion passed unanimously.

New Business

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**BOARD OF DIRECTORS MEETING
March 11, 2020**

14. None.

Motion by/Second by: Wasserman/Spector to add an item on the agenda to rescind and appoint an alternate TPAC member when both the primary and the current alternate members are not able to attend scheduled TPAC meetings. Motion passed unanimously.

Directors' Items

15. In anticipating the impact of coronavirus, the Board discussed logistics on holding future Board Meetings with teleconference or video conference. All Board's questions and concerns were satisfied by staff.

16. District Manager and Engineer reported that the District has enacted its Pandemic Response Plan (Plan). The Plan is designed to be flexible and direct to aid in the swift implementation. The Plan directs staff to implement measures designed to reduce the spread of the COVID-19 virus. These measures consist of social distancing techniques and implementation of enhanced hygiene practices. Enhanced cleaning has been introduced at District facilities to reduce the possibility of spreading the virus. All District travel has been canceled along with in-person meetings. The District is closely monitoring employees for symptoms or viral sickness such as coughing, fever, and shortness of breath. Employees encountered these conditions will be sent home and instructed to follow the County Health Officer's guideline for possible infection. Employees are instructed to use sick leave balances for their time away from the office. If the employee needs more time than available sick leave balance, the District will allow the negative balance. In the event of self-quarantine by a federal, state, or local authority, the District will allow the employee to work from home. If this is not viable, the employee will be placed on paid administrative leave until they are allowed to return to work. If the District encounters a catastrophic loss of employees due to illness or quarantine, District services will be reduced to those that are critical for conveyance and treatment of wastewater. The District has retained back-up contractors to provide emergency services to respond to stoppages in the system or need for emergency repairs if District employees are not available. Services will be brought back on line as the availability of staff returns to normal. A copy of the Plan was presented to the Board. All Board's questions and concerns were satisfied by staff.

Adjournment

17. There being no further items of business, the meeting was adjourned at 5:28 p.m. The next Board Meeting is scheduled for April 8, 2020, at 5:00 p.m.

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Signature on File

PAUL RESNIKOFF, CHAIRPERSON

Attest:

Signature on File

Secretary