

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

**BOARD OF DIRECTORS MEETING
April 8, 2015**

The Board of Directors of West Valley Sanitation District of Santa Clara County, California, convenes this day in regular session at 6:00 p.m. at the district office, 100 East Sunnyoaks Avenue, Campbell, California.

Roll Call

1. Present: Directors: Marshall Anstandig, Manny Cappello, Mike Kotowski, Ken Yeager and Steven Leonardis, Chairperson.

Absent: None.

Staff: Jon Newby, District Manager and Engineer; Edward H. Oyama, Director of Engineering and Operations; Sarah Quiter, Deputy District Counsel; Lesha Luu, Secretary; and Lil Iida, Administrative Assistant.

Approval of Minutes of Previous Meeting

2. Approve the minutes of the regular meeting of the Board of Directors of March 25, 2015.

Motion by/Second by: Anstandig/Cappello to approve the minutes of the previous meeting.
Motion passed unanimously.

Oral Communications

3. None.

Written Communications

4. None.

Reports

5. San Jose/Santa Clara Regional Wastewater Facility: Minutes of the February 12, 2015 regular meeting of the Treatment Plant Advisory Committee.

Motion by/Second by: Cappello/Yeager to approve San Jose/Santa Clara Regional Wastewater Facility: Minutes of the February 12, 2015 regular meeting of the Treatment Plant Advisory Committee. Motion passed unanimously.

Unfinished Business

6. None.

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Public Hearings

7. Public Hearing to consider the consideration of the Hillside Sewer Maintenance Zone Fee for Fiscal Year 2015-2016. Open the public hearing, receive comments, and adopt Resolution No. 15.04.08, RESOLUTION OF THE BOARD OF DIRECTORS OF WEST VALLEY SANITATION DISTRICT OF SANTA CLARA COUNTY, CALIFORNIA, APPROVING CONTINUATION OF THE HILLSIDE MAINTENANCE SEWER ZONE FEE for Fiscal Year 2015-2016. All questions and concerns of Board were answered by staff.

Motion by/Second by: Cappello/Kotowski to approve continuation of the Hillside Maintenance Sewer Zone Fee for Fiscal Year 2015-2016 and adopt Resolution No. 15.04.08. Motion passed unanimously.

8. First of the two Public Hearings to consider the District's Proposed Budget for Fiscal Year 2015-2016. The second hearing and adoption is scheduled for May 13, 2015. Open the hearing and receive comments on the West Valley Sanitation District Proposed Budget for Fiscal Year 2015-2016. Continue the hearing to the Board Meeting of Wednesday, May 13, 2015, to allow for further comments or modifications. All questions and concerns of Board were answered by staff.

Motion by/Second by: Yeager/Cappello to approve continuation of the second hearing and adoption of the West Valley Sanitation District Proposed Budget for Fiscal Year 2015-2016 to the Board Meeting of Wednesday, May 13, 2015. Motion passed unanimously.

Consent Calendar (Items to be taken in one motion)

9. Approval of payment of invoices, March 12, 2015 – April 8, 2015.
10. Resolution to set a time and place of public hearing to consider placing delinquent fees and charges on the Fiscal Year 2015-2016 Tax Roll. Adopt Resolution No. 15.04.09, RESOLUTION SETTING A TIME AND PLACE OF PUBLIC HEARING TO CONSIDER PLACING DELINQUENT FEES AND CHARGES FOR FISCAL YEAR 2014-2015 ON THE FISCAL YEAR 2015-2016 TAX ROLL. The resolution sets June 10, 2015, as the date of hearing.
11. District policies regarding harassment and bullying. (A) Approve the updated Policy and Complaint Procedure Against Harassment, Discrimination, and Retaliation. (B) Approve the Anti-Bullying Policy.
12. Purchase of 2016 Ford F-350 service truck. Authorize the purchase of a 2016 Ford F-350 service truck from Downtown Ford Sales for the amount of \$62,607.32 and provide authorization of \$1,000.00 in contingency for possible adjustments in DMV fees, taxes, or necessary addition of optional equipment and features.

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13. Sanitary Sewer Management Plan. (A) Approve the District's updated Sanitary Sewer Management Plan (SSMP), dated March 31, 2015, and authorize staff to certify to the State Water Resources Control Board that it is complete and in compliance with the Sanitary Sewer System Waste Discharge Requirements; and (B) Authorize staff to revise the approved District SSMP and any of its individual elements, as necessary, to reflect future changes in the program or new regulatory requirements.

14. Multi-year sewer repair contract. Authorize the District Manager and Engineer to execute Change Order No. 1 to Pacific Underground Construction, Inc. for a not-to-exceed amount of \$750,000.00 for a total contract amount of \$1,550,000.00.

Motion by/Second by: Yeager/Anstandig to approve Consent Calendar items 9-14. Motion passed unanimously.

New Business

15. None

Closed Session

16. None.

Director's Items

17. Director Anstandig reported that he and the District Manager attended the San Jose West Valley Sanitation District Sewer Advisory Board Meeting on March 19. It was discussed that San Jose is undergoing major interceptor projects, and the District has budgeted approximately \$1.5 million annually for the District's portion of capital costs. The District owns joint capacity in the interceptors that goes through San Jose and District's service area. The District participates in the cost of capital improvements in proportion to the District's allocation of capacity in each pipeline. This meeting is held annually.

18. Manager reported he was pleased to share the resolution of the Pruneyard Shopping Center (Pruneyard) connection and capacity delinquent fees. The District received full payment of \$288,000.00 for the change in use that had occurred without the District's knowledge. This payment brings the Pruneyard into compliance with its current use. Any subsequent changes in use will be adjusted through new permits issued as necessary.

Manager also reported that annually the Board of Directors review the District Manager's performance and compensation. Consistent with the policy adopted in January 2005 titled "Compensation Policy for District Manager and Engineer" the policy states that "*an ad hoc subcommitteeshall meet as necessary with the manager to review performance and compensation. The subcommittee will report to the Board of Directors and make*

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recommendations in a timely manner for adjusting the manager's compensation. The subcommittee shall consist of the Board Chair and Vice-Chair or their designated alternates." To accommodate the schedule for adoption of the District's objectives and proposed budget, the Manager requested the Board Chair and Vice-Chair, or designated alternates, meet as a subcommittee with the Manager in May to review his performance and compensation and report to the Board with the subcommittee's recommendations in closed session, at the scheduled Board Meeting on June 10th. The Board appointed Directors Leonardis and Cappello as the ad hoc committee and Director Kotowski as their alternate.

Adjournment

13. There being no further items of business, the meeting was adjourned at 6:28 p.m. The next Board Meeting is scheduled for May 13, 2015.

Signature on File

STEVEN LEONARDIS, CHAIRPERSON

Attest:

Signature on File

Secretary