

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

**BOARD OF DIRECTORS MEETING  
June 25, 2014**

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, Steven Leonardis, Chuck Page, Ken Yeager, and Evan Low, Chairperson.

Absent: None.

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

**Approval of Minutes of Previous Meeting**

2. Approve the minutes of the Regular Meeting of the Board of Directors of May 14, 2014.

Mover/Seconder: Leonardis/Page – to approve the minutes of the previous meeting. Motion passed unanimously.

**Oral Communications**

3. None.

**Written Communications**

4. None.

**Reports (Items to be taken in one motion)**

5. San Jose/Santa Clara Regional Wastewater Facility: Minutes of the April 17, 2014 special meeting of the Treatment Plant Advisory Committee.
6. Investment of District Funds: Report on Comingled Funds Invested by the County of Santa Clara for West Valley Sanitation District, as of April 30, 2014.
7. Consolidated Income and Expense Statement of West Valley Sanitation District for the period ended April 30, 2014.
8. Status report on district goals and manager's objectives.

**WEST VALLEY SANITATION DISTRICT  
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9. Residential wastewater flow rate analysis.

Mover/Seconder: Leonardis/Page – to accept the Reports, items 5-9. Motion passed unanimously.

**Unfinished Business**

10. None

**Public Hearings**

11. Public Hearing to consider the collection of delinquent fees and charges. (A) Open the hearing and receive comments on the collection of certain delinquent fees and charges for Fiscal Year 2014-2015. (B) Adopt Resolution No. 14.06.17, RESOLUTION OF THE BOARD OF DIRECTORS OF WEST VALLEY SANITATION DISTRICT OF SANTA CLARA COUNTY, CALIFORNIA, PROVIDING FOR THE COLLECTION OF CERTAIN DELINQUENT FEES AND CHARGES ON THE 2014-2015 FISCAL YEAR TAX ROLL. Public Hearing opened for comments from public and staff. There were no comments.

Mover/Seconder: Yeager/Page to close the public hearing. Leonardis/Yeager to approve resolution providing for collection of certain delinquent fees and charges on the 2014-2015 fiscal year tax roll. Motion passed unanimously.

**Consent Calendar (Items to be taken in one motion)**

12. Approval of payment of invoices, May 15, 2014 – June 25, 2014.

Item 13 was removed from Consent Calendar for separate vote:

13. Reauthorization of the Retiree Medical Benefits Policy for Fiscal Year 2014-2015. Approve the renewal of Policy Statement No. 8, Post-Retirement Health Insurance Benefits for Fiscal Year 2014-2015, setting the maximum monthly benefit at \$682.63, the lowest-cost plan available to the District, for each eligible retiree. All questions and concerns of Board were satisfied by staff.

Mover/Seconder: Leonardis/Page to approve the renewal of Policy Statement No. 8. Motion passed unanimously.

14. July – December 2014 board meeting schedule. Adopt the proposed board meeting schedule for July – December 2014, including the cancellation of the July meetings.

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15. California Association of Sanitation Agencies Conference. Authorize directors and executive staff to attend the California Association of Sanitation Agencies Conference, August 20-22, 2014, in Monterey, California.
16. Fiscal Year 2014-2015 blanket purchase orders. Approve the issuance of Fiscal Year 2014-2015 Blanket Purchase Orders \$30,000 and over to the following vendors for the amounts shown and ratify the increase of Fiscal Year 2013-2014 Blanket Purchase Order to Valley Oil Company from \$75,000 to \$90,000. (1) County of Santa Clara Communications - \$32,000; (2) DKF Solutions Group, LLC -\$35,000; (3) Stepford Inc. - \$86,976; (4) Valley Oil Company - \$90,000; (5) WECO Industries, LLC - \$55,000.

Item 17 was removed from Consent Calendar for separate vote:

17. Award of janitorial services contract. Award the multi-year Janitorial Services Contract to Professional Cleaning Systems (PCS) in the amount of \$14,304 and \$14,592 per fiscal year, respectively, for the initial two-fiscal year contract period (ending June 30, 2016) plus an additional annual allowance of \$4,500 for Optional Services and other miscellaneous work. Provide authorization to the District Manager and Engineer to extend this contract for up to three additional one-year terms (for a maximum contract period of five fiscal years ending June 30, 2019) in an amount not to exceed \$20,000 per fiscal year. All questions and concerns of Board were satisfied by staff.

Mover/Second: Page/Anstandig to approve janitorial services contract. Motion passed unanimously.

18. Multi-year open sanitary sewer repair contract. Award the construction contract for the Multi-Year Open Sanitary Sewer Repair Contract to Pacific Underground Construction, Inc. in the amount of \$800,000 per fiscal year for an initial two-fiscal year period ending June 30, 2016. Authorize the District Manager and Engineer to extend the contract for up to three additional one-year terms for \$800,000 per fiscal year (for a maximum contract period of five fiscal years ending June 30, 2019).

Item 19 was removed from the Consent Calendar for separate vote.

19. Hydraulic capacity study. Authorize the District Manager to issue Task Order 14-01 to RMC Water and Environment for a not-to-exceed amount of \$97,775 for updating the District's computer hydraulic model. All questions and concerns of Board were satisfied by staff.

Mover/Second: Page/Anstandig to authorize the District Manager to issue Task Order 14-01 to RMC Water and Environment for updating the District's computer hydraulic model. Motion passed unanimously.

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20. Annexation 2014-01 (Cypress Way), APNs 532-26-003 and 532-26-055. Adopt Resolution No. 14.06.18, RESOLUTION OF THE BOARD OF DIRECTORS OF WEST VALLEY SANITATION DISTRICT OF SANTA CLARA COUNTY, CALIFORNIA, SUPPORTING ANNEXATION DESIGNATED “WEST VALLEY SANITATION DISTRICT ANNEXATION 2014-01 (CYPRESS WAY), APNs 532-26-003, LANDS OF SAUCEDO AND 532-26-055, LANDS OF SUTHERLAND.”

Mover/Seconder: Page/Leonardis to approve Consent Calendar items 12, 14, 15, 16, 18, and 20.

Item 21 was removed from the Consent Calendar for separate vote after closed session.

21. Report of Ad Hoc Committee on District Manager’s performance and consideration of compensation adjustment. Adopt Resolution No. 14.06.19, RESOLUTION OF THE BOARD OF DIRECTORS OF WEST VALLEY SANITATION DISTRICT OF SANTA CLARA COUNTY, CALIFORNIA, AMENDING THE DISTRICT MANAGER AND ENGINEER’S EMPLOYMENT AGREEMENT TO REVISE SECTION 5.1 RELATED TO SALARY, EFFECTIVE JULY 1, 2014. Adjusting the compensation for the District Manager and Engineer by 5% increase to the salary beginning with the first pay period in fiscal year 2014-15. The annual salary will be \$213,660.72. See Item 24.

**New Business**

22. None.

**Closed Session**

23. The Board adjourns at 6:33 p.m. to closed session pursuant to Government Code Section 54957: Public Employee Performance Evaluation. Position: District Manager and Engineer.

**Reconvene in Open Session**

24. The Board reconvenes at 6:57 p.m. in open session moving to Item 21, Report of the Ad Hoc Committee on the District Manager’s performance and consideration of the compensation adjustment. The Board commends and congratulates the District Manager and Engineer on his overall exemplary performance and approves the adoption of Resolution No. 14.06.19, RESOLUTION OF THE BOARD OF DIRECTORS OF WEST VALLEY SANITATION DISTRICT OF SANTA CLARA COUNTY, CALIFORNIA, AMENDING THE DISTRICT MANAGER AND ENGINEER’S EMPLOYMENT AGREEMENT TO REVISE SECTION 5.1 RELATED TO SALARY, EFFECTIVE JULY 1, 2014, adjusting the compensation for the District Manager by 5% increase to the salary beginning with the first pay period in fiscal year 2014-15.

Mover/Seconder: Page/Anstandig to approve Resolution 14.06.19, amending the District Manager and Engineer’s employment agreement, effective July 1, 2014. Motion passed unanimously.

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**Directors' Items**

25. Board requests that the District Manager look into the County's living wage policy and State laws on minimum dollar amount limit for contracts applicable to prevailing wage and report to the Board at a later date.
26. District Manager reports on the residential wastewater flow rate analysis. In reference to Item 9, the District had an updated flow study completed in June 2014, performed by RMC to review the District's service area demographics, water consumption data, and flow monitoring data to determine and validate residential flow factors in the District. The District's current Single Family flow factor of 184 gpd/HH (gallons per day/household) was validated by the flow factor of 180 gpd/HH calculated in the 2014 study. However, Multi-Family and Mobile Home classifications were calculated to be significantly less than the current flow factors used. The District's 2014 study will be forwarded to the City of San Jose so that the report, data, and conclusions can be incorporated in the City's flow study. The District is confident of the results of its 2014 flow study and believes it accurately represents the District's service area. The District will use the information and update the District's flow parameters.

**Adjournment**

27. There being no further items of discussion, the meeting was adjourned at 7:09 p.m. The next board meeting is scheduled for August 27, 2014.

Signature on File

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STEVEN LEONARDIS, VICE-CHAIRPERSON

Attest:

Signature on File

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Secretary