

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

**BOARD OF DIRECTORS MEETING
August 12, 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, Mike Kotowski, Ken Yeager and Steven Leonardis, Chairperson.

Absent: Manny Cappello.

Staff: Jon Newby, District Manager and Engineer; Sarah Quiter, Deputy 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 June 10, 2015.

Motion by/Second by: Kotowski/Yeager to approve the minutes of the previous meeting.
Motion passed unanimously.

Oral Communications

3. None.

Written Communications

4. Receipt of memorandum from Ms. Kerrie Romanow, Director of Environmental Services, City of San Jose, on Status of the San Jose-Santa Clara Regional Wastewater Facility Capital Improvement Program. There were no questions or comments from Board or staff.

Reports (Items to be taken in one motion)

5. San Jose/Santa Clara Regional Wastewater Facility: Minutes of the May 14, 2015 regular meeting of the Treatment Plant Advisory Committee.
6. Investment of District Funds: Reports on Commingled Funds Invested by the County of Santa Clara for West Valley Sanitation District, as of May 31, 2015 and June 30, 2015.

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7. Consolidated Income and Expense Statements of West Valley Sanitation District for the period ended May 31, 2015 and June 30, 2015.

Motion by/Second by: Yeager/Kotowski to approve the Reports, items 5-7. Motion passed unanimously.

Unfinished Business

8. None.

Public Hearings

9. None.

Consent Calendar (Items to be taken in one motion)

10. Approval of payment of invoices, June 11, 2015 – August 12, 2015.
11. Creation of the Geographic Information System classification and associated job positions. Authorize the District Manager and Engineer to: (A) Create a new Geographic Information System (GIS) Classification and approve the respective GIS Technician and GIS Analyst positions description in accordance with Merit System Rules Article 2 – Classification; (B) Establish the salary ranges for the GIS Technician and GIS Analyst positions at \$5,757-\$7,001 per month and \$6,621-\$8,051 per month, respectively; and, (C) Add the GIS Analyst position and delete the Associate Engineering Technician position from the Fiscal Year 2015-2016 budget.
12. University Avenue/Winchester Boulevard Sewer Rehabilitation Project. Authorize the District Manager to issue Task Order 15-01 to Brown and Caldwell for a not-to-exceed amount of \$205,940 for design services associated with the University Avenue/Winchester Boulevard Sewer Rehabilitation (Blossom Hill Road to Route 85) Project.
13. Annexation 2015-01, APNs 510-38-024 and 510-38-025. Adopt Resolution No. 15.08.17, 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 2015-01 (OVERLOOK ROAD), APNs 510-38-024, LANDS OF MESSER AND 510-38-025, LANDS OF ROGER AND STRAND.”
14. Quito Basin 5/7 Area 2 Sewer Replacement Project – Notice of Completion and Acceptance of Work. (A) Adopt Resolution No. 15.08.18, RESOLUTION OF THE BOARD OF DIRECTORS OF WEST VALLEY SANITATION DISTRICT OF SANTA CLARA COUNTY, CALIFORNIA, ACCEPTING COMPLETION OF WORK AND DIRECTING DISTRICT MANAGER AND ENGINEER TO FILE NOTICE OF COMPLETION – QUITO BASIN 5/7, AREA 2 SEWER REHABILITATION PROJECT. (B) Authorize

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the release of retention in the amount of \$10,000 sixty days after filing the Notice of Completion.

15. Common Interest, Privilege, and Confidentiality Agreement. Approve the terms of the draft Common Interest, Privilege, and Confidentiality Agreement with Cupertino Sanitary District, County Sanitation District 2-3, Burbank Sanitary District, and the City of Milpitas, and authorize District Manager and Engineer to execute the Agreement on behalf of the District.

Mover/Second: Anstandig/Yeager to approve Consent Calendar items 10-15. Motion passed unanimously.

New Business

16. Strategic plan and objectives for Fiscal Year 2015-2016. Adopt the annual objectives and action items for Fiscal Year 2015-2016. Manager reported that the District is in the third year of implementing a Five Year Strategic plan. The strategic plan establishes the goals and objectives for the District and provides the basis for setting annual objectives and action items. This fiscal year the District proposes 9 objectives and 18 action items. The objectives and action items focus on continuous improvement with an emphasis on gaining efficiency, staff development and training, fiscal and financial health, improving data and information management, and long range planning. The Board expressed questions on the District's six-month recycled water utilization pilot project for its sewer cleaning operation. All questions and concerns were satisfied by the Manager.

Mover/Second: Yeager/Anstandig to approve the Strategic Plan and adopt annual objectives and action items for Fiscal Year 2015-2016.

17. Status report on West Valley Sanitation District financing plan. Accept the Bartle Wells Associates (BWA) report and authorize staff to explore a commercial paper financing strategy with a delayed bond issuance and report back to the Board. Manager reported City of San Jose (City) financing and requirements for participation continue to evolve. BWA updated the financial models with short-term financing based on our latest understanding of the terms and conditions provided by the City. The updated models suggest that the commercial paper (CP) program and the use of state revolving fund (SRF) loans for the long term could result in a potential debt service savings of approximately \$6 million over ten years. Staff request Board's authorization to continue working with the City to explore participation in their CP program. Once staff has received detailed changes to the Master Agreement required for participation in the City's financing programs, the updated information and financing plan will be brought back to the Board for consideration.

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Mover/Seconder: Kotowski/Leonardis to accept the Bartle Wells Associates report and authorize staff to explore a commercial paper financing strategy with a delayed bond issuance.

Closed Session

18. None

Directors' Items

19. There are no Director's reports, announcements, or questions.

20. Manager reported that he will be on vacation from August 17 – September 3.

Adjournment

21. There being no further items of business, the meeting was adjourned at 6:17 p.m. The next Board Meeting is scheduled for September 16, 2015 at 9:00 a.m.

Signature on File

STEVEN LEONARDIS, CHAIRPERSON

Attest:

Signature on File

Secretary