

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

**BOARD OF DIRECTORS MEETING
August 27, 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, Chuck Page, and Ken Yeager. The meeting is chaired by Vice-Chairperson Steven Leonardis.

Absent: Evan Low, Chairperson.

Staff: Jon Newby, District Manager and Engineer; Edward H. Oyama, Director of Engineering and Operations; 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 25, 2014.

Mover/Seconder: Page/Yeager 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 May 15, 2014 and June 12, 2014 regular meetings of the Treatment Plant Advisory Committee.
6. Investment of District Funds: Reports on Comingled Funds Invested by the County of Santa Clara for West Valley Sanitation District, as of May 31, 2014 and June 30, 2014; and report from County Controller as of June 30, 2014.
7. Consolidated Income and Expense Statements of West Valley Sanitation District for the period ended May 31, 2014 and June 30, 2014.

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8. 2010 Sanitary Sewer Repair Project update as of June 30, 2014.

Mover/Second: Page/Anstandig to accept the Reports, items 5-8. Motion passed unanimously.

Unfinished Business

9. None

Public Hearings

10. None

Consent Calendar (Items to be taken in one motion)

11. Approval of payment of invoices, June 26, 2014 – August 27, 2014.
12. Conflict of Interest Code Update. Adopt Resolution No. 14.08.20, RESOLUTION OF THE BOARD OF DIRECTORS OF WEST VALLEY SANITATION DISTRICT OF SANTA CLARA COUNTY, CALIFORNIA, REVISING THE CONFLICT OF INTEREST CODE FOR OFFICIALS AND DESIGNATED EMPLOYEES AND RESCINDING FORMER RESOLUTION NO. 12.10.19.
13. Brown and Caldwell task order for trunk sewer condition assessment project. Authorize the District Manager to issue Task Order 14-02 to Brown & Caldwell for a not-to-exceed amount of \$212,549 for Trunk Sewer Assessment Project (Stage 4).

Mover/Second: Page/Anstandig to approve Consent Calendar items 11-13. Motion passed unanimously.

New Business

14. Strategic plan and objectives for Fiscal Year 2014-2015. Adopt the Annual Objectives for Fiscal Year 2014-2015. Manager reported this fiscal year the District proposes 10 objectives and 15 action items in aligning with the District's strategic plan. The focus of the objectives is to support the District's goals to: (1) provide cost-effective, financially sustainable, and quality services through improved business and work processes; (2) promote continuous improvement of our services through the optimization of the maintenance and capital improvement programs; (3) enhance collaboration and communication to continuously improve the District's understanding and responsiveness to customers and employees; and (4) continue to provide a safe work environment and meet the challenges of a changing workforce, retaining, attracting and motivating high quality staff. The annual objectives for this year are aggressive and ambitious, demonstrating a commitment to change and

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positioning the District to support the Cities' commitment to improving the local communities' quality of life.

Manager also reports of a need for the District's sewer permits to be updated due to significant changes that have occurred in the property use of commercial establishments. The District has learned that in the past a significant number of properties have undergone improvements without obtaining District permits, resulting in properties that do not conform to District code and do not have approved permits that correspond to their current uses. Currently, the District does not have a means for carrying out a comprehensive audit of its 1300 commercial connections. In response, the District has included the development of a work plan in the fiscal year's annual objectives. The work plan will identify the budget, scope of work, schedule and resources needed to update the District's permitting system to an electronic database. The work plan will focus on initially updating the information management systems to facilitate auditing of permits and to reduce the staff time required in preparing the annual tax roll. All questions and concerns of Board were satisfied by staff.

Mover/Seconder: Yeager/Page to approve the Annual Objectives for Fiscal Year 2014-2015. Motion passed unanimously.

Closed Session

15. None.

Director's Items

16. There are no Directors' reports, announcements, and questions to come before the Board.

17. There is no District Manager's report.

Adjournment

18. There being no further items of business, the meeting was adjourned at 6:32 p.m. The next board meeting is scheduled for September 10, 2014.

Signature on File

STEVEN LEONARDIS, VICE-CHAIRPERSON

Attest:

Signature on File

Secretary