

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

**BOARD OF DIRECTORS MEETING
September 11, 2013**

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, with the following members present: Evan Low, Chuck Page and Ken Yeager, Chairperson. Directors Marshall Anstandig and Steven Leonardis are absent. Staff present are Jon Newby, District Manager and Engineer; Edward H. Oyama, Director of Engineer and Operations; Steven R. Meyers, District Counsel; and Lesha Luu, Secretary.

The minutes of the previous meeting are approved as presented.

Oral communications: This portion of the meeting is set aside for persons wishing to address the Board on any matter not on the agenda. There is no public comment.

Written communications:

Request from Town of Los Gatos business owner, Ms. Lynn Magnoli of Icing on the Cake, to reduce a portion of the connection and treatment plant capacity fees. All questions and concerns of the Board are answered by District Manager.

Letters from business owners commending staff for excellent services. Letters to be noted and filed.

Receipt of second demand for reimbursement from Law Offices of Bustamante & Gagliasso on behalf of Mr. Sandy Harris.

Reports: California Association of Sanitation Agencies – Report on the annual conference held on August 21-24, 2013. The report is accepted.

Unfinished business: There is no unfinished business to come before the Board.

Public Hearings: There are no public hearings to come before the Board.

Consent Calendar: The following items are submitted for action in one motion:

Approval of payment of invoices, August 8, 2013 – September 11, 2013.

Ratify Change Order No. 1 in the amount of \$27,400.00 for extra work related to the completion of the Project and approve Progress Payment No. 1 to Trinet Construction, Inc. in the amount of \$224,397.50 for the University Avenue Sewer Lateral Replacement Project.

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Authorize District Manager and Engineer to issue Task Order 13-02 to Brown & Caldwell for the Trunk Sewer Condition Assessment Project (Stage 3) for a not-to-exceed amount of \$125,653.00.

The Consent Calendar is approved.

New business: The following items are brought before the Board:

Delegation of authority to the District Manager and Engineer to execute Septic System Abandonment Program Agreements (SSAP). District Manager stated the purpose and process of the SSAP program and indicated that the District processes approximately six agreements per year and a similar amount of release of liens. The procedures are well defined and have become routine in nature. The typical agreement amount range between \$10,000 to \$20,000 per agreement. The delegation of authority will streamline the SSAP process and decrease the amount of staff time in processing documents. All questions and concerns of the Board are answered by the District Manager to Board's satisfaction. The item is approved unanimously.

Compensation of Benefits Plan for Director of Engineering and Operations and Director of Administration and Information Services and amend the District Manager's Employment Agreement to incorporate the terms and conditions of the Compensation and Benefits Plan, except the provision related to vacation and (A) Adopt Resolution No. 13.09.18, RESOLUTION OF THE BOARD OF DIRECTORS OF WEST VALLEY SANITATION DISTRICT OF SANTA CLARA COUNTY APPROVING A COMPENSATION AND BENEFITS PLAN FOR WEST VALLEY SANITATION DISTRICT MANAGEMENT (UNREPRESENTED) EMPLOYEES, EFFECTIVE SEPTEMBER 16, 2013 and (B) Adopt Resolution No. 13.09.19, RESOLUTION OF THE BOARD OF DIRECTORS OF WEST VALLEY SANITATION DISTRICT OF SANTA CLARA COUNTY AMENDING THE DISTRICT MANAGER'S EMPLOYMENT AGREEMENT TO INCORPORATE TERMS AND CONDITIONS OF THE COMPENSATION AND BENEFITS PLAN FOR MANAGEMENT (UNREPRESENTED) EMPLOYEES, EFFECTIVE JULY 1, 2013. District Manager stated that the staff report is submitted on the findings and recommendations per Board's desire, during discussion at the last meeting. There has been no changes from the last discussion. The item is approved unanimously.

Report and recommendation to amend District Manager and Engineer's Employment Agreement to revise compensation for 2013-2014 and adopt Resolution No. 13.09.20, RESOLUTION OF THE BOARD OF DIRECTORS OF WEST VALLEY SANITATION OF SANTA CLARA COUNTY AMENDING THE DISTRICT MANAGER AND ENGINEER'S EMPLOYMENT AGREEMENT TO REVISE SECTIONS 5.1 AND 5.11 RELATED TO SALARY AND ADDITIONAL BENEFITS, EFFECTIVE JULY 1, 2013. The item is approved unanimously.

Adoption of the District's Objectives for Fiscal Year 2013-2014 and District's 2013 Strategic Plan. District Manager stated that on August 7th, the Board reviewed the Vision, Mission, Values, and Goals for the District's Strategic Plan. The Board provided input and directed staff to continue the development of the objectives and action items to support the Goals. Staff has

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completed the objectives and action items and incorporated them into the final Strategic Plan for the Board's consideration. The annual objectives for the current fiscal year, derived from the strategic plan, are also presented for Board's consideration. The District will have a Strategic Planning Orientation Workshop on October 4th and invited all Board members to attend. All Boards questions and concerns were answered to Board's satisfaction. The Board commended staff for the good work on the Strategic Plan. The goals and objectives and the Strategic Plan are adopted and approved unanimously.

Closed Session: There is no closed session to come before the board.

Director's Items:

Board referenced that at the CASA Conference, CASA has implemented a Transparency Award and the Board would like the District to pursue the Transparency Award. District Manager was asked to report in the District's Manager's Report at the next meeting, identifying the necessary effort to accomplish this project.

District Manager's report: District Manager reported that the draft service review report has been put out for public review last Friday and asked Board to review the report and make comments.

There being no further items of business, the meeting is adjourned at 6:20 p.m.

Signature on File

KEN YEAGER, CHAIRPERSON

Attest:

Signature on File

Secretary