

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

**BOARD OF DIRECTORS MEETING
November 13, 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: Marshall Anstandig, Steven Leonardis, Chuck Page, and Ken Yeager, Chairperson. Director Evan Low is absent. Staff present are Jon Newby, District Manager and Engineer; Edward H. Oyama, Director of Engineering 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: No written communications have been received.

Reports:

San Jose/Santa Clara Water Pollution Control Plant: minutes of the September 12, 2013 regular meeting of the Treatment Plant Advisory Committee. The report is accepted.

Investment of District Funds: Report on Commingled Funds Invested by the County of Santa Clara for West Valley Sanitation District, as of September 30, 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: Approval of payment of invoices, October 10, 2013 – November 13, 2013. The item is approved unanimously.

The following item was removed from the Consent Calendar for separate vote:

Rainfall and flow monitoring services for fiscal year 2013-2014. Authorize District Manager and Engineer to issue Task Order 13-01 to V&A Engineering, Inc. in the amount of \$75,000 for rainfall and flow monitoring services. All questions and concerns of the Board were answered by Director of Engineering & Operations to board's satisfaction. After discussion, the item is approved.

New Business:

**WEST VALLEY SANITATION DISTRICT
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**BOARD OF DIRECTORS MEETING
November 13, 2013 (Continued)**

Annual Report/Audit: Annual Report and Memorandum on Internal Control of West Valley Sanitation District for Fiscal Year 2012-2013. Accept the Annual Report and the Memorandum on Internal Control and Required Communications of West Valley Sanitation District for Fiscal Year 2012-2013. Grace Zhang, auditor from the firm Maze and Associates is present to address the Board, provide a summary of the Annual Report, and answer any questions the Board may have in regards to the report of the independent auditor. District Manager and District Secretary answered all questions and concerns of the Board regarding the Annual Report to Board's satisfaction. The item is approved unanimously.

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

District Manager's Report:

Report was given on the near adoption of the City of San Jose's Plant Master Plan, the uncertainty of the Capital Improvement Plan budget, and the necessary update of the Master Agreement to cover the implementation of the Plant Master Plan financing. District Manager will continue to work with San Jose on a solution that will work for the District and the Board, and to provide periodical report to the Board.

Discussion was made on the Board meeting schedule for January due to the Cities' and County reaffirm or appointment of Board members. A Board meeting schedule for January-June 2014 will be presented at the next Board meeting. January meeting remains unchanged.

Report was given on the proposed assignment for the District's Transparency Certification. In order to achieve the certification, the District needs to (1) Review the District Ordinance Code, (2) Adopt policy related to handling public record act requests, (3) Adopt the policy to address the code of ethics/values/norms of Board conduct, (4) Adopt the financial reserves policy, (5) Update website with required information, (6) Conduct community transparency review by LAFCO Executive Officer and GM of peer agency, and (7) Generate community notification through press release on upcoming consideration of new appointments. A written report will be presented at the next meeting to include revision of the current year's goals and objectives.

There being no further items of business, the meeting is adjourned at 6:24 p.m.

Signature on File

KEN YEAGER, CHAIRPERSON

Attest:

Signature on File

Secretary