

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
CASTRO VALLEY SANITARY DISTRICT
HELD ON MARCH 30, 2004**

[1. Call to order and Roll Call, Pledge of Allegiance.]

The special meeting of the Board of Directors of the Castro Valley Sanitary District was called to order by President Johnson at 5:05 p.m., Tuesday, March 30, 2004 at the District Office. The pledge of allegiance was led by Ralph Johnson.

ROLL CALL:

PRESENT: DIRECTORS Daniel Akagi, Meyer Elkaim, Harry Francis, Ralph Johnson, and Dennis Waespi

ABSENT: None

LATE: None

Staff in attendance:

Roland Williams, General Manager
Anthony Varni, Attorney

Two members of the public were present

[2. Items from the public.]

There were no items from the public.

[3. Oro Loma Sanitary District Treatment Plant Capacity Restoration Project Agreement.]

General Manager Williams reported that the General Managers of the District's had met and reviewed and amended a draft agreement for the Treatment Plant Capacity Restoration Project. The agreement, known as draft #4, was transmitted to CVSD counsel for comments. Manager Williams also stated that OLSD has made some additional amendments per continued conversations between the Managers and that the most recent draft, known as draft #5, will be sent to OLSD counsel for review and comments this week. Manager Williams stated the agreement will not be finalized until after bids have been received on April 13, 2004 for the project. However, in the meantime both agencies should continue to work on the agreement to have resolution prior to the bid opening date.

The Board questioned how many bidders attended the pre-bid conferences for the project. It was reported that five (5) bidders have attended and obtained plans for the job.

A five minute break was taken from 6:05 p.m. to 6:10 p.m.

[4. Adjournment to Closed Session (one item).]

A motion to adjourn to Closed Session to conduct annual evaluation of the General Manager was made by Member Waespi, seconded by Member Elkaim and passed 5-0.

[A. A motion was made by Member Francis, seconded by Member Elkaim and passed 5-0 to reconvene to open meeting and report on any action taken in Closed Session.]

President Johnson stated the General Manager presented his goals and accomplishments for the past year and the Board is to review the provided information including a salary survey of other local sanitary district General Manager's pay. The General Manager was directed to obtain additional information regarding the other General Managers' tenure, last year's salary and, size of agency operating budget for comparison. The Board is to develop a formula to rate the goals and accomplishments and establish a salary adjustment. Board Members were also requested to develop three goals each they would like to see the General Manager accomplish in the next year. The evaluation will be continued until the next regular meeting of the Board of Directors scheduled for April 8, 2004 at 6:30 pm.

[5. Miscellaneous Items from Board Members and Staff.]

Member Francis stated that conducting a Board meeting at 5:00 p.m. may be inconvenient for Boards Members and the public and should be conducted at 6:00 p.m. or later. Also Member Francis expressed that two meetings one hour apart is not a good practice and should be avoided in the future.

Member Elkaim stated that he requested attendance at a CSDA conference be placed on the Board agenda. To date that request has not come before the Board for action. Manager Williams stated the request will be placed on the next meeting's agenda.

Member Elkaim stated that he would most likely be unable to attend the CVSD Master Planning consultant presentation and interview session scheduled for April 7, 2004. Manager Williams stated the session will be conducted with five panelist instead of six unless Member Elkaim is able to change his schedule.

Member Elkaim questioned why Board Member payments are not at the Board meetings as in the past. Manager Williams stated it is due to the agreed procedure, by the Board, that Board Member

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payment would not be paid until approval by the Board. After some discussion it was agreed that payment would be made after the Board meeting once the meeting attendance and expenses were approved by the Board.

[6. *Adjournment of Meeting.*]

There being no further business to come before the Board, the special meeting was adjourned by President Johnson at approximately 6:50 p.m.

Respectfully submitted,

Meyer S. Elkaim,
Secretary of the Sanitary Board