



**MT. VIEW SANITARY DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING
AGENDA**

October 13, 2022, 06:30 Pacific Time (US and Canada)

Due to the ongoing health crisis, the Mt. View Sanitary District will hold its Board and Committee Meetings online until further notice.

**You may attend this virtual meeting via a Zoom meeting by calling
(253) 215-8782 or (929) 205-6099**

You may register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZAlcO2uqjoqE9W-IS-9hz6g0pLAJA45gKdC>

After registering, you will receive a confirmation email containing information about joining the meeting.

NOTICE:

Members of the public may address the Board of Directors on any item of interest that is within the subject matter jurisdiction of the Board. Individuals who wish to speak should furnish their name and address to the secretary and the agenda item number. Individuals will be heard during the Board's consideration of the item. If the item is not listed on the agenda, the individual should describe the subject matter to the secretary, and it will be called under agenda item "Public Comment." Time limit is three (3) minutes subject to reasonable modification by the Chairman. If you have a physical impairment that requires special accommodations to participate, please call the Board Secretary's office at least 24 hours in advance of the meeting at 925-228-5635.

Any writings or documents provided to the majority of the Board of Directors after distribution of the agenda packet regarding any item on the Agenda will be made available for public inspection in the Mt. View Sanitary District Office at 3800 Arthur Road during normal business hours.

1. ROLL CALL OF DIRECTORS

4. NEW BUSINESS

A. VIRTUAL MEETINGS

1. REPORT FROM STAFF

2. CONSIDER ADOPTION OF RESOLUTION NO. ____-2022 AUTHORIZING THE DISTRICT TO CONTINUE TO CONDUCT VIRTUAL BOARD AND COMMITTEE MEETINGS

2. PUBLIC COMMENT

3. CONSENT CALENDAR

Consent Calendar items are typically routine in nature and are considered for approval by the Board of Directors with one single motion. Members of the Board, Audience, or Staff wishing an item removed from the Consent Calendar for purpose of public comment, question or input may request so through the Board President

- A. APPROVE THE MINUTES OF THE SEPTEMBER 8, 2022 REGULAR BOARD MEETING
- B. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 59987 THROUGH 60027 DATED SEPTEMBER 6, 2022 *(see purchase journal following this item in packet for details.)*
- C. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 60028 THROUGH 60074 DATED SEPTEMBER 20, 2022 *(see purchase journal following this item in packet for details.)*
- D. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3104 THROUGH 3105 DATED SEPTEMBER 6, 2022 *(see purchase journal following this item in packet for details.)*
- E. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3106 THROUGH 3109 DATED SEPTEMBER 20, 2022 *(see purchase journal following this item in packet for details.)*
- F. ADOPT A MOTION ACKNOWLEDGING REPORT FROM BOARD SECRETARY VERIFYING POSTING AND PUBLICATION OF NOTICE OF ADOPTION OF ORDINANCE 2022-137 AND FINDING THAT THE PUBLICATION AND POSTING WERE PROPERLY MADE
- G. ADOPT A MOTION ACKNOWLEDGING REPORT FROM BOARD SECRETARY VERIFYING POSTING AND PUBLICATION OF SUMMARY NOTICE OF ADOPTION OF ORDINANCE 2022-138 AND FINDING THAT THE PUBLICATION AND POSTING WERE PROPERLY MADE

4. NEW BUSINESS

- B. AGREEMENT WITH KENNEDY / JENKS CONSULTANTS, INC., AND TASK ORDER FOR THE PUMP STATIONS CONDITION ASSESSMENT STUDY

1. REPORT STAFF

2. CONSIDER ADOPTION OF A MOTION APPROVING CONTRACT NO. 22-0012 WITH KENNEDY / JENKS CONSULTANTS, INC. (KJ) WITH A TOTAL CONTRACT AMOUNT OF \$236,641 AND AUTHORIZING THE BOARD PRESIDENT TO EXECUTE CONTRACT NO. 22-0012.
3. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 1 TO CONTRACT NO. 22-0012 IN THE AMOUNT OF \$236,641 AUTHORIZING KJ TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE PUMP STATIONS CONDITION ASSESSMENT STUDY (STUDY) AND AUTHORIZING THE BOARD PRESIDENT TO EXECUTE TASK ORDER NO. 1 TO CONTRACT NO. 22-0012.

C. AMENDMENT OF AGREEMENT WITH WEST YOST ASSOCIATES AND TASK ORDER FOR PROFESSIONAL ENGINEERING SERVICES FOR THE PLANT IMPROVEMENTS

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING AMENDMENT NO. 1 TO CONTRACT NO. 21-0010 WITH WEST YOST ASSOCIATES (WEST YOST) INCREASING THE TOTAL CONTRACT AMOUNT BY \$260,294 FROM \$45,342 TO \$305,636, AND EXTENDING THE EXPIRATION DATE TO JUNE 30, 2023 AND AUTHORIZING THE BOARD PRESIDENT TO EXECUTE AMENDMENT NO. 1.
3. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 2 TO CONTRACT NO. 21-0010 IN THE AMOUNT OF \$260,294 AUTHORIZING WEST YOST TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE PRELIMINARY DESIGN OF THE PLANT IMPROVEMENTS (PROJECT) AND AUTHORIZING THE BOARD PRESIDENT TO EXECUTE TASK ORDER NO. 2 TO CONTRACT NO. 21-0010.

D. REVISION TO EXISTING PERSONNEL POLICIES AND PROCEDURES

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING THE REVISIONS TO POLICIES AND PROCEDURES:
 - a. WORK SCHEDULE – POLICY 2005
 - b. TIMEKEEPING – POLICY 2007
 - c. OVERTIME – POLICY 2010
 - d. BENEFITS – POLICY 2015
 - e. HOLIDAYS – POLICY 2030

E. NEW FIXED CAPITAL ASSETS POLICY AND REVISED INVESTMENT POLICY AND FINANCIAL RESERVE POLICY

1. CONSIDER ADOPTION OF A MOTION APPROVING THE REVISIONS TO POLICIES AND PROCEDURES:
 - a. 2115 – INVESTMENT POLICY
 - b. 3125 – FINANCIAL RESERVE POLICY
2. CONSIDER ADOPTION OF A MOTION ADOPTING A NEW POLICY AND PROCEDURE:
 - a. 4300 – FIXED CAPITAL ASSETS (NEW)

F. JOB DESCRIPTIONS

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION REMOVING ALL JOB DESCRIPTIONS FROM THE POLICY MANUAL
3. CONSIDER ADOPTION OF A MOTION APPROVING REVISED POLICIES AND PROCEDURE (P&P) 2333 – MVSD WASTEWATER OPERATIONS MANAGER

G. DIRECTION FOR RATE STUDY

1. REPORT FROM STAFF
2. PROVIDE DIRECTION TO THE DISTRICT MANAGER

5. REPORTS

- R-1. DISTRICT MANAGER
- R-2. DISTRICT ENGINEER
- R-3. CFO/ADMINISTRATIVE SERVICES MANAGER
- R-4. ENVIRONMENTAL SERVICES MANAGER

R-5. [WASTEWATER OPERATIONS SUPERVISOR'S](#)

R-6. DISTRICT LEGAL COUNSEL

R-7. BOARD SECRETARY

R-8. DIRECTORS

R 8.01 DIRECTOR BRIAN A. DANLEY

R 8.02 DIRECTOR DAVID P. MAGGI

R 8.03 DIRECTOR GREGORY T. PYKA

R 8.04 DIRECTOR STANLEY R. CALDWELL

R 8.05 DIRECTOR MELODY LABELLA

6. [COMMUNICATIONS](#)

A. [BANK OF THE WEST MONTHLY STATEMENT](#)

B. [LAIF MONTHLY STATEMENT](#)

7. [FUTURE BOARD ITEMS](#)

A. [REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS](#)

8. [ADJOURNMENT](#)

A. THE NEXT SCHEDULED BOARD MEETING IS A REGULAR MEETING ON THURSDAY, NOVEMBER 10, 2022, AT 6:30 P.M. THE NEXT MEETING IS A PUBLIC INFORMATION COMMITTEE MEETING TUESDAY, OCTOBER 18, 2022 AT 10:30 A.M.