

MINUTES OF THE REGULAR MEETING
OF THE DISTRICT BOARD
MT. VIEW SANITARY DISTRICT
JANUARY 13, 2022

The District Board of the Mt. View Sanitary District convened a regular session of the Mt. View Sanitary District Board of Directors in a virtual meeting online via Zoom at [https://us02web.zoom.us/meeting/register/tZwscemsrT4uG9G38gZ_pyCQNXz6N869ZI3J](https://us02web.zoom.us/j/8443555133) on January 13, 2022, at 6:30 p.m.

1. ROLL CALL OF DIRECTORS

PRESENT: Directors Stanley R. Caldwell, Gregory T. Pyka, and Melody LaBella, Vice President Brian A. Danley, and President David P. Maggi
ABSENT: None
Also Present: STAFF –District Manager Lilia M. Corona, District Engineer Chris D. Elliott, CFO/Administrative Services Manager Denise D. Gray, Board Secretary Stephanie L. Seregin, and District Legal Counsel J. Daniel Adams
PUBLIC: None

2. PUBLIC COMMENT

None

3. CONSENT CALENDAR

- A. APPROVE THE MINUTES OF THE DECEMBER 9, 2021 REGULAR BOARD MEETING
- B. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 59042 THROUGH 59091 DATED DECEMBER 14, 2021
- C. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 59092 THROUGH 59123 DATED DECEMBER 28, 2021
- D. RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBER 668 DATED DECEMBER 28, 2021

- E. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3050 THROUGH 3056 DATED DECEMBER 14, 2021
- F. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3057 THROUGH 3059 DATED DECEMBER 28, 2021

It was moved by Director Pyka, seconded by Director Caldwell, to approve Consent Calendar Items 3A to 3F.

Motion carried by the following vote:

AYES:	Directors Caldwell, and Pyka, Vice President Danley and President Maggi
NOES:	None
ABSENT:	None
ABSTAIN:	Director LaBella

4. NEW BUSINESS

A. BOARD OF DIRECTORS VACANCY

New Business Item 4A was completed at the January 12th Special Board Meeting. The District's newly appointed Director is Ms. Melody LaBella.

B. APPOINTMENT OF STANDING COMMITTEES AND ALTERNATES

1. REPORT FROM STAFF

District Manager Corona reported the Board President is asked to consider appointments to the standing committees at the start of each calendar year.

2. THE BOARD PRESIDENT SOLICITS INTEREST AND APPOINTS COMMITTEE MEMBERS AND ALTERNATES TO THE FOLLOWING STANDING COMMITTEES:

- A. PLANNING COMMITTEE
- B. ORDINANCE COMMITTEE
- C. PERSONNEL COMMITTEE
- D. FINANCE COMMITTEE
- E. PUBLIC INFORMATION COMMITTEE

President Maggi inquired as to whether anyone desired to change committees. There were no requests for changes. President Maggi declared that the Committee assignments for each Committee for 2022 would remain the same as in 2021, with Director LaBella assuming the committee positions Director Schaal previously held with the modification that Director LaBella will be the second member on the Personnel and Finance Committees.

3. CONSIDER ADOPTION OF A MOTION CONFIRMING THE BOARD PRESIDENT'S APPOINTMENTS.

President Maggi noted Committee appointments, including their Chairs, are as follows:

Planning Committee –Director Danley (Chair) and Director Maggi
Alternate No. 1 = Director Caldwell
Alternate No. 2 = Director Pyka
Alternate No. 3 = Director LaBella

Ordinance Committee –Director Maggi (Chair) and Director Danley
Alternate No. 1 = Director Pyka
Alternate No. 2 = Director Caldwell
Alternate No. 3 = Director LaBella

Personnel Committee – Director Pyka (Chair) and Director LaBella
Alternate No. 1 = Director Maggi
Alternate No. 2 = Director Danley
Alternate No. 3 = Director Caldwell

Finance Committee – Director Caldwell (Chair) and Director LaBella
Alternate No. 1 = Director Danley
Alternate No. 2 = Director Maggi
Alternate No. 3 = Director Pyka

Public Information Committee – Director Caldwell (Chair) and Director Pyka
Alternate No. 1 = Director Maggi
Alternate No. 2 = Director Danley
Alternate No. 3 = Director LaBella

4. DIRECT BOARD SECRETARY TO POST FAIR POLITICAL PRACTICE COMMISSION FORM 806 TO THE DISTRICT WEBSITE AS REQUIRED BY STATE LAW

It was moved by Director Caldwell, seconded by Director Pyka, to adopt a motion confirming the Board President's appointments, and direct the Board Secretary to post the Fair Political Practice Commission Form 806 to the District website as required by state law.

Motion carried by the following vote:

AYES:	Directors Caldwell, Pyka, and LaBella, Vice President Danley, and President Maggi
NOES:	None
ABSENT:	None
ABSTAIN:	None

C. AUTHORIZATION OF MT. VIEW SANITARY DISTRICT (MVSD) VOTING DELEGATES FOR CONTRA COSTA SPECIAL DISTRICTS ASSOCIATION (CCSDA)

1. REPORT FROM STAFF

District Manager Corona reported that CCSDA President Chad Davisson sent out an email reminding members to ensure agency authorized voting delegates attend the January 24, 2022, meeting to elect the CCSDA executive team.

The current slate of nominees is President – Chad Davisson, Vice President – Susan Morgan, Members at Large (2) – Stan Caldwell, and Michael McGill.

The Board is asked to approve Stanley R. Caldwell and President Maggi, as an alternate, as MVSD's voting delegates to CCSDA.

2. CONSIDER ADOPTION OF A MOTION AUTHORIZING MVSD BOARD MEMBER STANLEY R. CALDWELL, OR IN HIS ABSENCE, AN ALTERNATE REPRESENTATIVE, TO VOTE IN CCSDA ELECTIONS

It was moved by President Maggi, seconded by Director LaBella, to adopt a motion authorizing MVSD Board Member Stanley R. Caldwell, or in his absence, President Maggi as an alternate representative, to vote in CCSDA elections.

Motion carried by the following vote:

AYES: Directors Caldwell, Pyka, and LaBella, Vice President Danley,
and President Maggi
NOES: None
ABSENT: None
ABSTAIN: None

D. ACCEPTANCE OF THE PIPELINE CLEANING & TELEVISION PHASE 1

1. REPORT FROM STAFF

District Engineer Elliott reported that in order to facilitate proper funding and management of its collection system, the District is required by the State Water Resources Control Board under Order No. 2006-0003-DWQ to develop and implement a system-specific Sewer System Management Plan (SSMP). This plan must include regular television inspection of sewer pipes and a system for ranking their condition.

On October 8, 2020, the Board of Directors awarded the construction contract for the Pipeline Cleaning & Televising Phase 1 Project to Hoffman Southwest Corporation, dba Professional Pipe Services (Pro-Pipe), in the amount of \$356,724.00. Pro Pipe substantially completed the Project on June 30, 2021.

Mr. Elliott's recommendation is for the Board to Adopt Resolution No. 1546-2022, approving and accepting as complete the Pipeline Cleaning & Televising Phase 1 and directing the Board Secretary to file a Notice of Completion.

2. CONSIDER ADOPTION OF RESOLUTION NO. 1546-2022 APPROVING AND ACCEPTING AS COMPLETE THE PIPELINE CLEANING & TELEVISION PHASE 1 (PROJECT) AND DIRECTING THE BOARD SECRETARY TO FILE A NOTICE OF COMPLETION.

It was moved by Director Pyka, seconded by President Maggi, to adopt Resolution No. 1546-2022, approving and accepting as complete the Pipeline Cleaning & Televising Phase 1 and directing the Board Secretary to file a Notice of Completion.

Motion carried by the following vote:

AYES: Directors Caldwell, Pyka, and LaBella, Vice President Danley,
and President Maggi

NOES: None
ABSENT: None
ABSTAIN: None

E. BOARD MEMBERS ETHICS AND HARASSMENT TRAINING OPTIONS

1. RECEIVE REPORT

District Manager Corona reported California Assembly Bill 1234 requires Special District officials to complete two hours of Ethics training every two years. The Board of Directors' last training was in 2020.

The staff report provided to the Board offered multiple options for the Board to consider in order to satisfy this requirement.

2. PROVIDE DIRECTION TO BOARD SECRETARY AS NECESSARY

The Board considered the options provided, and by consensus, determined that the Directors would individually complete the California Sanitary District Association (CSDA) AB1234 Ethics Compliance training.

5. REPORTS

R-1. DISTRICT MANAGER

District Manager Corona provided updates on the following:

- Cancellation of California Association of Cleanwater Agencies (CASA) Winter Conference.
- On-site US Postal Delivery

R-2. DISTRICT ENGINEER

District Engineer Elliott provided updates on the following:

- 888 Howe Road Sanitary Sewer Replacement
- UV Disinfection Replacement
- Influent Flow Meter Study

R-3. CFO/ADMINISTRATIVE SERVICES MANAGER

Administrative Services Manager Gray provided the Board with an update on the District's purchase of accounting software.

R-4. ENVIRONMENTAL SERVICES MANAGER

Environmental Services Manager Ambrose provided the Board with an update on the Environmental Education Programs.

R-5. WASTEWATER OPERATIONS MANAGER

District Manager Corona and Environmental Services Manager Ambrose answered the Boards questions on the following items from the Wastewater Operations Manager's report:

- Wastewater Operator recruitment
- Inline Instrumentation cabinet Installation

R-6. DISTRICT LEGAL COUNSEL

District Legal Counsel Adams addressed the Board's questions regarding Mt. View Sanitary District's claim against the City of Martinez.

R-7. BOARD SECRETARY

Board Secretary Seregin advised the Board that she would email the Ethics training information to them.

R-8. DIRECTORS

R 8.01 DIRECTOR BRIAN A. DANLEY

Director Danley thanked staff for the condolence arrangement.

R 8.02 DIRECTOR DAVID P. MAGGI

President Maggi thanked Director LaBella for joining the MVSD Board of Directors.

R 8.03 DIRECTOR GREGORY T. PYKA

Director Pyka advised the Board he will most likely not be available for February's Board of Directors Meeting because he is unsure he will have good connectivity.

R 8.04 DIRECTOR STANLEY R. CALDWELL

Director Caldwell provided an update on his health.

R 8.05 DIRECTOR MELODY LABELLA

Director LaBella advised the Board she would not be in attendance at the February meeting due to previously scheduled travel plans.

6. COMMUNICATIONS

- A. BANK OF THE WEST MONTHLY STATEMENT
- B. LAIF MONTHLY STATEMENT

7. FUTURE BOARD ITEMS

- A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

None

8. ADJOURNMENT

- A. THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON THURSDAY, FEBRUARY 10, 2022 AT 6:30 P.M. THE NEXT MEETING IS A PUBLIC INFORMATION COMMITTEE MEETING ON JANUARY, 25, 2022 AT 9:00 AM.

President Maggi adjourned the meeting at 7:38 p.m. The next scheduled board meeting is a regular board meeting on Thursday, February 10, 2022, at 6:30 p.m. The next meeting is a public information committee meeting on January 25, 2022, at 9:00 a.m.



Stephanie L. Seregin, Board Secretary