

MINUTES OF THE REGULAR MEETING
OF THE DISTRICT BOARD
MT. VIEW SANITARY DISTRICT
DECEMBER 8, 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/j/8447929343>

on December 8, 2022, at 6:33 p.m.

1. ROLL CALL OF DIRECTORS

- PRESENT: Directors Melody LaBella, and Gregory T. Pyka, Vice President Brian A. Danley, and President David P. Maggi, Director Stanley R. Caldwell joined the meeting at 6:45 p.m.
- ABSENT: None
- Also Present: STAFF –District Manager Lilia M. Corona, District Engineer Chris D. Elliott, Associate Engineer Ruby Vicencio, Administrative Services Manager Denise D. Gray, Environmental Services Manager Stacey Ambrose, Board Secretary Stephanie L. Seregin, and District Legal Counsel J. Daniel Adams
- PUBLIC: Representatives of Central Contra Costa Sanitary District (CCCSD): David Wyatt, HHW Program Supervisor, Mariah Lauritzen, CCCSD Board Member, Lori Schectel, Environmental and Regulatory Compliance Division Manager, and Geoff Niswander, Senior Household Hazardous Waste Technician. District Residents Cody Thompson and Allen Ergo.

2. SWEARING IN CEREMONY

THE BOARD PRESIDENT ADMINISTERS THE OATHS OF DIRECTORS CALDWELL, LABELLA, AND PYKA

The Swearing-in Ceremony was continued until Director Caldwell entered the meeting.

3. PUBLIC COMMENT

None

4. REORGANIZATION OF THE BOARD

A. REPORT STAFF

District Manager Corona reported.

B. NOMINATE AND ELECT THE BOARD PRESIDENT FOR THE PERIOD COMMENCING DECEMBER 8, 2022 (CONDUCTED BY PRESIDENT MAGGI)

C. NOMINATE AND ELECT THE BOARD VICE PRESIDENT FOR THE PERIOD COMMENCING DECEMBER 8, 2022 (CONDUCTED BY THE NEWLY ELECTED BOARD PRESIDENT)

Director Pyka moved to nominate and elect Vice President Danley as Board President.

Motion carried by the following vote:

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

The gavel was passed to newly elected President Danley, who assumed the Presidency.

The Chair moved to nominate and elect Director Caldwell as Board Vice President.

Motion carried by the following vote:

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

5. CONSENT CALENDAR

- A. APPROVE THE MINUTES OF THE NOVEMBER 10, 2022 REGULAR BOARD MEETING
- B. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 60163 THROUGH 60202 DATED NOVEMBER 1, 2022
- C. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 60203 THROUGH 60251 DATED NOVEMBER 15, 2022
- D. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 60252 THROUGH 60284 DATED NOVEMBER 29, 2022
- E. RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBER 683 DATED NOVEMBER 15, 2022
- F. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3116 THROUGH 3117 DATED NOVEMBER 1, 2022)
- G. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3118 THROUGH 3122 DATED NOVEMBER 15, 2022

It was moved by Director LaBella, seconded by Director Pyka, to approve Consent Calendar Items 5A to 5G, excluding Item 5C.

Motion carried by the following vote:

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

It was moved by Director Pyka, seconded by Director Maggi, to approve Consent Calendar Item 5C.

Motion carried by the following vote:

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

6. PUBLIC HEARING

A. COLLECTION OF UNPOSTED SEWER SERVICE CHARGES

1. REPORT FROM STAFF

District Legal Counsel Adams reported.

2. CONDUCT PUBLIC HEARING

a. OPEN PUBLIC HEARING

President Danley opened the Public Hearing.

b. RECEIVE PUBLIC TESTIMONY

The Board received public testimony from District residents Cody Thompson of 1320 Veale Avenue and Allen Ergo of 1000 Delacy Avenue.

c. CONTINUE THE PUBLIC HEARING TO JANUARY 12, 2023

President Danley continued the Public Hearing to January 12, 2023.

At 6:45 p.m. Vice President Caldwell joined the meeting.

CONTINUED AGENDA ITEM 2. SWEARING IN CEREMONY

THE BOARD PRESIDENT ADMINISTERS THE OATHS OF DIRECTORS CALDWELL, LABELLA, AND PYKA

The 2022 Board President, David Maggi, administered the Ceremonial Oath of Office prescribed in the California State Constitution to Directors Caldwell, LaBella, and Pyka.

7. NEW BUSINESS

A. HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY (HHWCF) ANNUAL REPORT PRESENTATION BY CENTRAL CONTRA COSTA SANITARY DISTRICT (CCCSD)

1. REPORT FROM STAFF

District Manager Corona introduced Central Contra Costa Sanitary District (CCCSD) Household Hazardous Waste representatives Mariah Lauritzen, CCCSD Board Member, Lori Schectel, Environmental and Regulatory Compliance Division Manager, Geoff Niswander, Senior Household Hazardous Waste Technician, and David Wyatt, HHW Program Supervisor.

2. PRESENTATION BY CENTRAL CONTRA COSTA SANITARY DISTRICT

Geoff Niswander, Senior Household Hazardous Waste Technician, provided a presentation on the operations of the CCCSD/MVSD Household Hazardous Waste Collection Facility Annual Report for Fiscal Year 2021-2022.

Mr. Niswander responded to questions from the Board. Following the question and answer session, the Board thanked Mr. Niswander for the presentation, and the CCCSD representatives left the meeting.

3. PROVIDE DIRECTION AS NECESSARY

B. REVISION TO EXISTING POLICIES AND PROCEDURES

1. REPORT FROM STAFF

Administrative Services Manager Gray reported.

2. ADOPT A MOTION APPROVING THE REVISIONS TO POLICIES AND PROCEDURES:

- a. 3125 – FINANCIAL RESERVE POLICY
- b. 2045 – LEAVES OF ABSENCE
- c. 2060 – BEREAVEMENT LEAVE

It was moved by Vice President Caldwell, seconded by Director Maggi, to adopt a motion approving the revisions to Policies and Procedures 3125 – Financial Reserve Policy, 2045 – Leaves of Absence, and 2060 – Bereavement Leave.

Motion carried by the following vote:

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

C. TITLE CHANGES & AUTHORIZATION OF THE DEPUTY GENERAL MANAGER POSITION

1. REPORT FROM STAFF

District Manager Corona reported.

2. CONSIDER ADOPTION OF A MOTION:

- a. AUTHORIZING THE CHANGE IN TITLE FROM DISTRICT MANAGER TO GENERAL MANAGER AND AUTHORIZING STAFF TO MAKE THE CHANGE IN ALL APPROPRIATE DOCUMENTATION INCLUDING POLICIES, CONTRACTS, JOB DESCRIPTIONS AND OTHER DISTRICT PAPERWORK.
- b. AUTHORIZING THE DEPUTY GENERAL MANAGER (FORMERLY ASSISTANT DISTRICT MANAGER) AS A FULL-TIME PERMANENT POSITION
- c. APPROVING THE REVISED POLICY AND PROCEDURE 2300 - AUTHORIZED POSITIONS FTE. THIS CHANGE MAINTAINS THE AUTHORIZED HEADCOUNT AT 20 FTE.
- d. APPROVING THE REVISED POLICY AND PROCEDURE 2305 – SALARY WAGE SCHEDULE SETTING THE SALARY FOR THE DEPUTY GENERAL MANAGER POSITION.
- e. APPROVING THE REVISED ORGANIZATIONAL CHART

It was moved by Vice President Caldwell, seconded by Director Pyka, to adopt a motion authorizing the change in title from District Manager to General Manager and authorizing staff to make the change in all appropriate documentation, including policies, contracts, job descriptions, and other District paperwork.

Motion carried by the following vote:

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

It was moved by Vice President Caldwell, seconded by Director Pyka, to adopt a motion authorizing the Deputy General Manager (formerly Assistant District Manager) as a full-time permanent position.

Motion carried by the following vote:

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

It was moved by Director Pyka, seconded by Vice President Caldwell, to adopt a motion approving the revised Policy and Procedure 2300 - Authorized Positions FTE. This change maintains the authorized employee headcount at 20 FTE.

Motion carried by the following vote:

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

It was moved by Director Pyka, seconded by Vice President Caldwell, to adopt a motion approving the revised policy and procedure 2305 – Salary Wage Schedule setting the salary for the Deputy General Manager position, and approving the revised Organizational Chart.

Motion carried by the following vote:

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

NOES: None
ABSENT: None
ABSTAIN: None

D. SEWER SERVICE CHARGE REFUNDS FOR FIVE (5) PARCELS

Item 7D was pulled from the agenda.

E. STRATEGIC PLANNING WORKSHOP

1. REPORT FROM STAFF

General Manager Corona reported.

2. CONSIDER ADOPTION OF A MOTION ESTABLISHING THE STRATEGIC PLANNING WORKSHOP DATE.

It was moved by Director Maggi, seconded by Director LaBella, to adopt a motion establishing the Strategic Planning Workshop date as March 4, 2023.

Motion carried by the following vote:

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

3. MAKE A DETERMINATION REGARDING WHETHER THE STRATEGIC PLANNING WORKSHOP WILL BE HELD IN PERSON OR VIRTUALLY.

By consensus, the Board determined the Strategic Planning Workshop would be held in person.

F. FISCAL YEAR 2022-2023 1ST QUARTER BUDGET REPORT

1. REPORT FROM STAFF

Administrative Services Manager Gray reported.

2. PROVIDE DIRECTION AS NECESSARY

The Board thanked Ms. Gray for her presentation.

G. VIRTUAL MEETINGS

1. REPORT FROM STAFF

District Legal Counsel Adams reported.

2. CONSIDER ADOPTION OF RESOLUTION 1570-2022 AUTHORIZING THE DISTRICT TO CONTINUE TO CONDUCT VIRTUAL BOARD AND COMMITTEE MEETINGS

It was moved by Director LaBella, seconded by Director Maggi, to adopt Resolution No. 1570-2022 authorizing the District to continue to conduct virtual Board and Committee Meetings.

Motion carried by the following vote:

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

H. AMENDMENT OF AGREEMENT WITH KENNEDY / JENKS CONSULTANTS, INC. AND TASK ORDER FOR ADDITIONAL CONSTRUCTION MANAGEMENT SERVICES FOR THE UV DISINFECTION REPLACEMENT PROJECT

1. REPORT FROM STAFF

District Engineer Elliott reported.

2. CONSIDER ADOPTION OF A MOTION APPROVING AMENDMENT NO. 2 TO CONTRACT NO. 22-0001 WITH KENNEDY / JENKS CONSULTANTS, INC. (KJ) INCREASING THE TOTAL CONTRACT AMOUNT BY \$252,635 FROM \$534,502 TO \$787,137, AND CHANGING THE TIME OF COMPLETION TO DECEMBER 31, 2023.
3. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 3 TO CONTRACT NO. 22-0001 IN THE AMOUNT OF \$252,635

AUTHORIZING KJ TO PROVIDE ADDITIONAL CONSTRUCTION
MANAGEMENT SERVICE

It was moved by Director LaBella, seconded by President Danley, to adopt a motion approving Amendment No. 2 to Contract No. 22-0001 with Kennedy / Jenks Consultants, Inc. (KJ) increasing the total contract amount by \$252,635 from \$534,502 to \$787,137, and changing the time of completion to December 31, 2023, and, approving Task Order No. 3 to Contract No. 22-0001 in the amount of \$252,635 authorizing KJ to provide additional construction management service.

Motion carried by the following vote:

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

8. REPORTS

R-1. DISTRICT MANAGER

District Manager Corona reported on the following items:

- U.V. Disinfection Project
- 100-Year Anniversary Celebration
- Wastewater Operations Manager Recruitment
- Operator Recruitment

R-2. DISTRICT ENGINEER

District Engineer Elliott responded to questions from the Board regarding the U.V. Disinfection Project.

R-3. CFO/ADMINISTRATIVE SERVICES MANAGER

Her written report was referenced, and there were no questions.

R-4. ENVIRONMENTAL SERVICES MANAGER

Her written report was referenced, and there were no questions.

R-5. WASTEWATER OPERATIONS SUPERVISOR'S

The written report was referenced, and there were no questions.

R-6. DISTRICT LEGAL COUNSEL

District Legal Counsel Adams informed the Board of the passing of his long-time law partner Maury Huguet. The Board expressed their condolences and thanked Mr. Adams for sharing.

R-7. BOARD SECRETARY

None

R-8. DIRECTORS

R 8.01 DIRECTOR BRIAN A. DANLEY

President Danley reported he would be attending the California Water Environment Association meeting next week.

R 8.02 DIRECTOR DAVID P. MAGGI

Director Maggi had nothing to report but expressed his thanks to staff for their hard work.

R 8.03 DIRECTOR GREGORY T. PYKA

Director Pyka reported receipt of spam emails to his District email account.

R 8.04 DIRECTOR STANLEY R. CALDWELL

Vice President Caldwell reported the next LAFCO meeting has been cancelled.

R 8.05 DIRECTOR MELODY LABELLA

Director LaBella thanked Director Maggi for his great work as President this year and expressed her condolences to Legal Counsel Adams for the loss of his law partner.

9. COMMUNICATIONS

A. BANK OF THE WEST MONTHLY STATEMENT

B. LAIF MONTHLY STATEMENT

10. FUTURE BOARD ITEMS

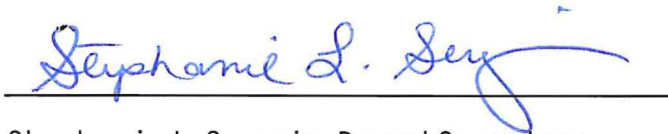
A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

None

11. ADJOURNMENT

- A. THE NEXT SCHEDULED BOARD MEETING IS A REGULAR MEETING ON THURSDAY, JANUARY 12, 2023, AT 6:30 P.M. THE NEXT SCHEDULED MEETING IS A PLANNING COMMITTEE MEETING ON WEDNESDAY, JANUARY 11, 2023, AT 11:00 A.M.

President Danley wished staff a happy and safe holiday, then adjourned the meeting in honor of former District Legal Counsel Maury Huguet at 8:33 p.m. The next scheduled Board meeting is a regular board meeting on Thursday, January 12, 2023, at 6:30 p.m. The next scheduled meeting is a Planning Committee Meeting on Wednesday, January 11, 2023 at 11:00 a.m.



Stephanie L. Sereg, Board Secretary