

MINUTES OF THE REGULAR MEETING
OF THE DISTRICT BOARD
MT. VIEW SANITARY DISTRICT
OCTOBER 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/tZAlcO2uqjoqE9W-IS-9hz6g0pLAJA45qKdC>

on October 13, 2022, at 6:36 p.m.

1. ROLL CALL OF DIRECTORS

PRESENT: Directors Stanley R. Caldwell, and Melody LaBella, Vice President Brian A. Danley, and President David P. Maggi
ABSENT: Director Gregory T. Pyka
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: Tommy Pavletic with Municipal Financial Services

2. PUBLIC COMMENT

None

4. NEW BUSINESS

A. VIRTUAL MEETINGS

1. REPORT FROM STAFF

District Legal Counsel Adams reported.

2. CONSIDER ADOPTION OF RESOLUTION NO. 1568-2022 AUTHORIZING THE DISTRICT TO CONTINUE TO CONDUCT VIRTUAL BOARD AND COMMITTEE MEETINGS

It was moved by Director Caldwell, seconded by Director LaBella, to adopt Resolution No. 1568-2022, authorizing the District to continue to conduct virtual Board and Committee Meetings.

Motion carried by the following vote:

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

2. PUBLIC COMMENT

None

3. CONSENT CALENDAR

- A. APPROVE THE MINUTES OF THE AUGUST 18, 2022 REGULAR BOARD MEETING
- B. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 59987 THROUGH 60027 DATED SEPTEMBER 6, 2022
- C. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 60028 THROUGH 60074 DATED SEPTEMBER 20, 2022
- D. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3104 THROUGH 3105 DATED SEPTEMBER 6, 2022
- E. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3106 THROUGH 3109 DATED SEPTEMBER 20, 2022
- 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

Director LaBella advised staff that Item 3C includes an accounts payable item to Central Contra Costa Sanitary District; considering Central Contra Costa Sanitary District is her employer, she views this as a conflict of interest and will abstain on Item 3C.

It was moved by Director LaBella, seconded by Vice President Danley, to approve Consent Calendar Items 3A to 3G, excluding Item 3C.

Motion carried by the following vote:

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

It was moved by Director Caldwell, seconded by Vice President Danley, to approve Consent Calendar Item 3C.

Motion carried by the following vote:

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

District Manager Corona requested the Board take New Business Item 4G out of turn to accommodate consultant Tommy Pavletic with Municipal Financial Services. The Board agreed and proceeded to Item 4G.

4. NEW BUSINESS

G. DIRECTION FOR RATE STUDY

1. REPORT FROM STAFF

District Manager Corona introduced Tommy Pavletic with Municipal Financial Services. Mr. Pavletic presented cash flow scenarios to the Board of Directors. Mr. Pavletic responded to questions from the Board.

2. PROVIDE DIRECTION TO THE DISTRICT MANAGER

After discussion, the Board indicated they would like to see additional scenarios first reflecting the use of only 80-90% of our projected capital to account for a non-use factor, second a snapshot of what 12% over five years would look like, as well as a comparison of our rates with other Bay Area agencies.

Director LaBella suggested the District attempt to educate the public on our aging infrastructure needs and recommended utilizing the 100th anniversary celebration as a platform to do so.

The Board thanked Mr. Pavletic for the presentation, and he left the meeting.

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

1. REPORT STAFF

Associate Engineer Ruby Vicencio reported.

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.

It was moved by Vice President Danley, seconded by President Maggi, to adopt 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.

Motion carried by the following vote:

AYES: Director Caldwell, and LaBella, Vice President Danley, and President Maggi
NOES: None

ABSENT: Director Pyka
ABSTAIN: None

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.

It was moved by Vice President Danley, seconded by Director LaBella, to adopt 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.

Motion carried by the following vote:

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

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

1. REPORT FROM STAFF

District Engineer Elliott reported.

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.

It was moved by Vice President Danley, seconded by Director LaBella, to adopt a motion approving Amendment No. 1 to Contract No. 21-0010 with West Yost Associates increasing the total contract amount by \$260,294 from \$45,342 to \$305,636, extending the expiration date to June 30, 2023, and authorizing the Board President to execute Amendment No. 1; and, to adopt 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.

Motion carried by the following vote:

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

D. REVISION TO EXISTING PERSONNEL POLICIES AND PROCEDURES

1. REPORT FROM STAFF

Administrative Services Manager Gray reported.

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

It was moved by Director Caldwell, seconded by Director LaBella, to adopt a motion approving the revisions to Policies and Procedures: Work Schedule – Policy 2005, Timekeeping – Policy 2007, Overtime – Policy 2010, Benefits – Policy 2015, Holidays – Policy 2030.

Motion carried by the following vote:

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

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

1. STAFF REPORT

Administrative Services Manager Gray reported.

2. CONSIDER ADOPTION OF A MOTION APPROVING THE REVISIONS TO POLICIES AND PROCEDURES:

- a. 2115 – INVESTMENT POLICY
- b. 3125 – FINANCIAL RESERVE POLICY

3. CONSIDER ADOPTION OF A MOTION ADOPTING A NEW POLICY AND PROCEDURE:

- a. 4300 – FIXED CAPITAL ASSETS (NEW)

It was moved by President Maggi, seconded by Director LaBella, to adopt a motion approving the revisions to Policies and Procedures: 2115 – Investment Policy, 3125 – Financial Reserve Policy; and to adopt new Policy and Procedure 4300 – Fixed Capital Assets.

Motion carried by the following vote:

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

F. JOB DESCRIPTIONS

1. REPORT FROM STAFF

District Manager Corona reported. Ms. Corona advised the Board if Item F2 "removing all job descriptions from the policy manual," is approved, Item F3 would be moot.

2. CONSIDER ADOPTION OF A MOTION REMOVING ALL JOB DESCRIPTIONS FROM THE POLICY MANUAL

It was moved by Director LaBella, seconded by Vice President Danley, to adopt a motion removing all job descriptions from the policy manual.

Motion carried by the following vote:

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

5. REPORTS

R-1. DISTRICT MANAGER

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

R-2. DISTRICT ENGINEER

His written report was referenced, and he responded to questions .

R-3. CFO/ADMINISTRATIVE SERVICES MANAGER

Her written report was referenced, and there were no questions. However, Director LaBella indicated she was pleased that our audit was approached so rigorously. President Maggi commented that he was even asked to contribute to the audit this year.

R-4. ENVIRONMENTAL SERVICES MANAGER

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

R-5. WASTEWATER OPERATIONS SUPERVISOR'S

District Manager Corona reported to the Board that we currently have an interim CPO/Operations Manager, and the recruitment for a permanent replacement is underway.

R-6. DISTRICT LEGAL COUNSEL

The status of in-person vs. virtual meetings was discussed.

R-7. BOARD SECRETARY

Secretary Seregin reminded the Board of the deadline to complete their harassment training.

R-8. DIRECTORS

R 8.01 DIRECTOR BRIAN A. DANLEY

Vice President Danley discussed the current supply chain demand issues and how they affect project completion.

R 8.02 DIRECTOR DAVID P. MAGGI

President Maggi commended staff on their hard work.

R 8.03 DIRECTOR GREGORY T. PYKA

Absent

R 8.04 DIRECTOR STANLEY R. CALDWELL

None

R 8.05 DIRECTOR MELODY LABELLA

Director LaBella agreed with President Maggi that staff did a great job. She also shared that she attended the WEFTEC conference in New Orleans.

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 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.

President Maggi adjourned the meeting at 8:28 pm



Stephanie L. Seregina, Board Secretary