



Agenda Date: 3/14/2024

Agenda Item: 4A

**MINUTES OF THE REGULAR MEETING  
OF THE DISTRICT BOARD  
MT. VIEW SANITARY DISTRICT**

February 8, 2024

The District Board of the Mt. View Sanitary District convened in a regular session at its regular place of meeting, Mt. View Sanitary District Board Room, 3800 Arthur Road, Martinez, County of Contra Costa, State of California, on February 8, 2024, at 3:30 p.m.

1. ROLL CALL OF DIRECTORS

PRESENT: Directors David P. Maggi, Brian A. Danley, newly appointed Jared Ruddell, Vice President Gregory T. Pyka, and President Julia R. Halsne

ABSENT:  
Also Present: STAFF –District Engineer Chris D. Elliott, Board Secretary Pro Tem Pam Christopher, CFO/ Administrative Services Manager Denise Gray, Deputy General Manager Stacey Ambrose, and District Legal Counsel J. Daniel Adams. General Manager Lilia M. Corona was absent.

PUBLIC: None

2. PUBLIC COMMENT

None

3. PUBLIC HEARING

A. BOARD OF DIRECTORS VACANCY

1. RECEIVE STAFF REPORT AND SUGGESTED PROCESS

Deputy General Manager Ambrose reported that since the resignation of Director LaBella in May 2023, the board has been functioning with only 4 directors. Effective December 31, 2023, by the adoption of Resolution 1593-2023, the District transitioned from At-Large to District-based Election of Directors. There being one

applicant, the Board received comments from Jared Ruddell and moved to appoint Mr. Ruddell to fill the Director vacancy in Area 1.

Motion carried by the following vote:

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

President Halsne administered the Oath of Office to Jared Ruddell.

#### 4. CONSENT CALENDAR

*Consent Calendar items are typically routine 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 the purpose of public comment, question or input may request so through the Board President*

- A. APPROVE THE MINUTES OF THE JANUARY 11, 2024, REGULAR BOARD MEETING
- B. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 61552 THROUGH 61597 DATED JANUARY 9, 2024 *(See purchase journal following this item in packet for details.)*
- C. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 61598 THROUGH 61626 DATED JANUARY 23, 2024 *(See purchase journal following this item in packet for details.)*
- D. RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBER 709 THROUGH 710 DATED JANUARY 9, 2024 *(See purchase journal following this item in packet for details.)*
- E. RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBER 711 DATED JANUARY 23, 2024 *(See purchase journal following this item in packet for details.)*
- F. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBER 3207 THROUGH 3209 DATED JANUARY 9, 2024 *(See purchase journal following this item in packet for details.)*
- G. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBER 3210 THROUGH 3212 DATED JANUARY 23, 2024 *(See purchase journal following this item in packet for details.)*

It was moved by Director Danley and seconded by Vice President Pyka to approve Consent Calendar Items 4A to 4G.

Motion carried by the following vote:

AYES: Directors Maggi, Danley, and Ruddell, Vice President Pyka,  
and President Halsne  
NOES: None  
ABSENT: None  
ABSTAIN: None

5. NEW BUSINESS

**A. ANNUAL REVIEW OF BOARD MEMBER COMPENSATION AND BENEFITS**

By Consensus, item 5A was tabled to the March 14, 2024, Board Meeting. Director Danley requested the District 2024-2025 COLA figure be provided, and President Halsne requested a Benchmark Study of similar Districts' board compensation be provided.

**B SELECTION OF GENERAL MANAGER'S EVALUATION REVIEW INSTRUMENT1.REPORT FROM STAFF- Deputy General Manager Ambrose Reported. CONSIDER ADOPTION OF A MOTION ACCEPTING THE GENERAL MANAGER'S RECOMMENDATION TO CONDUCT THE MANAGER'S ANNUAL EVALUATION DURING THE REGULAR BOARD MEETING ON APRIL 11, 2024, AGREEING TO THE USE OF THE ATTACHED GENERAL MANAGER'S EVALUATION FORM AS THE METHOD OF EVALUATION AND ADOPTING THE EVALUATION PROCESS DESCRIBED ON THE ATTACHED DOCUMENT ENTITLED "*PROPOSED APRIL 2024 GENERAL MANAGER'S EVALUATION PROCEDURE*".**

Deputy General Manager Ambrose reported.

It was moved by Director Danley and seconded by Director Maggi, to approve Item 5B.

Motion carried by the following vote:

AYES: Directors Maggi, Danley, and Ruddell, Vice President Pyka,  
and President Halsne  
NOES: None  
ABSENT: None  
ABSTAIN: None

President Halsne's recommendation is to have a metric of goals and numbers to be included in the evaluation procedure.

**B. CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION  
ANNOUNCEMENT OF SPECIAL ELECTION TO FILL A SPECIAL DISTRICT  
VACANCY, CALL FOR NOMINATIONS, AND FOR NAMES OF VOTING  
DELEGATES**

RECEIVE REPORT BY STAFF- Deputy General Manager Ambrose reported.

1. DISCUSS AND CONSIDER THE NOMINATION OF CANDIDATE(S) TO FILL ONE SPECIAL DISTRICT ALTERNATE SEAT ON CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION (LAFCO)
2. CONSIDER ADOPTION OF RESOLUTION NO. 1596-2024 NOMINATING A CANDIDATE TO FILL THE SPECIAL DISTRICT ALTERNATE SEAT ON LAFCO

It was moved by Director Danley and seconded by Director Pyka to approve Resolution No. 1596-2024 in support of the nomination of Michael R. McGill as a candidate for the position of Special District Member Alternate for Contra Costa LAFCO

Motion carried by the following vote:

AYES:	Directors Maggi, Danley, and Ruddell, Vice President Pyka, and President Halsne
NOES:	None
ABSENT:	None
ABSTAIN:	None

3. CONSIDER ADOPTION OF A MOTION DESIGNATING A DIRECTOR AS THE INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE (ISDSC) REPRESENTATIVE AND ANOTHER DIRECTOR AS MVSD'S ALTERNATE TO THE LAFCO (ISDSC)

It was moved by Director Maggi and seconded by Director Pyka to approve Item 5B. 3. to hold the Independent Special District Selection Committee as is.

Motion carried by the following vote:

AYES: Directors Maggi, Danley, and Ruddell, Vice President Pyka,  
and President Halsne  
NOES: None  
ABSENT: None  
ABSTAIN: None

### **C. DESIGNATION OF LABOR NEGOTIATOR(S)**

RECEIVE REPORT FROM STAFF- Deputy General Manager Ambrose reported.

1. APPOINT ONE OR MORE MEMBERS OF THE BOARD OF DIRECTORS AS ITS NEGOTIATOR(S) FOR THE PURPOSE OF NEGOTIATIONS WITH THE GENERAL MANAGER REGARDING COMPENSATION. RECENT PRACTICES OF THE DISTRICT HAS BEEN THAT THE BOARD PRESIDENT AND VICE PRESIDENT HAVE BEEN APPOINTED AS THE NEGOTIATORS; HOWEVER, THE BOARD MAY DESIGNATE UP TO ALL MEMBERS OF THE BOARD AS NEGOTIATORS.

It was moved by Director Maggi and seconded by Director Danley to approve Item 5C. 1. By motion, President Halsne and Vice President Pyka have been appointed as the Labor Negotiators.

Motion carried by the following vote:

AYES: Directors Maggi, Danley, and Ruddell, Vice President Pyka,  
and President Halsne  
NOES: None  
ABSENT: None  
ABSTAIN: None

### **D. FIRST AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING (MOU) WITH CCCSD FOR THE FEASIBILITY STUDY**

RECEIVE REPORT FROM STAFF- DGM Ambrose reported. A partially executed copy of the First Amendment to the Memorandum of Understanding was made available for the Board's review and consideration.

1. CONSIDER ADOPTION OF A MOTION APPROVING THE FIRST AMENDMENT TO THE FEASIBILITY STUDY MOU WITH CENTRAL SAN AND AUTHORIZE THE BOARD PRESIDENT TO EXECUTE THE AMENDMENT.

It was moved by Director Danley and seconded by Director Ruddell to approve Item 5D.

Motion carried by the following vote:

AYES: Directors Maggi, Danley, and Ruddell, Vice President Pyka, and President Halsne  
NOES: None  
ABSENT: None  
ABSTAIN: None

**E. AMENDMENT OF AGREEMENT WITH V.W. HOUSEN & ASSOCIATES AND TASK ORDER FOR THE PIPELINE CLEANING & TELEVISION PHASE 3**

1. REPORT FROM STAFF-District Engineer Elliott Reported
2. CONSIDER ADOPTION OF A MOTION APPROVING AMENDMENT NO. 2 TO CONTRACT NO. 19-0013 WITH V. W. HOUSEN & ASSOCIATES (VWH) INCREASING THE TOTAL CONTRACT AMOUNT BY \$154,936 FROM \$420,064 TO \$575,000 AND EXTENDING THE CONTRACT EXPIRATION DATE TO DECEMBER 31, 2025.
3. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 3 TO CONTRACT NO. 19-0013 IN THE AMOUNT OF \$203,223 AUTHORIZING VWH TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE PIPELINE CLEANING & TELEVISION PHASE 3.

It was moved by Director Pyka and seconded by Director Maggi to approve Item 2 and 3 of 5E.

Motion carried by the following vote:

AYES: Directors Maggi, Danley, and Ruddell, Vice President Pyka, and President Halsne  
NOES: None  
ABSENT: None  
ABSTAIN: None

Director Maggi inquired about the total mileage covered by the pipeline cleaning phase and how many years it will take to complete. District Engineer Elliott advised there are 73 miles and Task Order 3 is estimated to be completed in 2025.

**F. AMENDMENT OF AGREEMENT WITH WEST YOST ASSOCIATES AND TASK ORDERS FOR THE 888 HOWE ROAD SANITARY SEWER REPLACEMENT**

District Engineer Elliott Reported.

1 CONSIDER ADOPTION OF A MOTION APPROVING AMENDMENT NO. 7 TO CONTRACT NO. 19-0018 WITH WEST YOST ASSOCIATES (WEST YOST) INCREASING THE TOTAL CONTRACT AMOUNT BY \$141,706 FROM \$621,776 TO \$763,482 AND EXTENDING THE CONTRACT EXPIRATION DATE TO JUNE 30, 2025.

2. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 9 TO CONTRACT NO. 19-0018 IN THE AMOUNT OF \$75,719 AUTHORIZING WEST YOST TO PROVIDE ADDITIONAL DESIGN SERVICES FOR THE 888 HOWE ROAD SANITARY SEWER REPLACEMENT.

3. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 10 TO CONTRACT NO. 19-0018 IN THE AMOUNT OF \$65,987 AUTHORIZING WEST YOST TO PROVIDE ENGINEERING SERVICES DURING CONSTRUCTION FOR THE 888 HOWE ROAD SANITARY SEWER REPLACEMENT.

It was moved by Director Ruddell, and seconded by Director Maggi to approve Items 1, 2 and 3 of 5 F.

Motion carried by the following vote:

AYES:	Directors Maggi, Danley, and Ruddell, Vice President Pyka, and President Halsne
NOES:	None
ABSENT:	None
ABSTAIN:	None

**G. AUTHORIZATION TO ADVERTISE THE 888 HOWE ROAD SANITARY SEWER REPLACEMENT FOR BIDDING**

District Engineer Elliott Reported.

1. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE GENERAL MANAGER TO ADVERTISE THE 888 HOWE ROAD SANITARY SEWER REPLACEMENT FOR BIDDING.

It was moved by Director Danley and seconded by Director Maggi to approve Item 5G.

Motion carried by the following vote:

AYES:	Directors Maggi, Danley, and Ruddell, Vice President Pyka, and President Halsne
NOES:	None
ABSENT:	None
ABSTAIN:	None

#### **H. FISCAL YEAR 2023-2024-2<sup>ND</sup> QUARTER BUDGET REVIEW**

1. RECEIVE REPORT FROM STAFF AND PROVIDE DIRECTION, AS NECESSARY-Administrative Services Manager Gray Reported.

Director Danley and Director Maggi commented that we are in good shape.

#### **I. MEMORIAL PLAQUE RECOGNIZING STANLEY R. CALDWELL FOR TWENTY-NINE YEARS OF SERVICE TO MT. VIEW SANITARY DISTRICT**

1. RECEIVE REPORT FROM STAFF- Deputy General Manager Ambrose Reported.
2. CONSIDER ADOPTION OF A MOTION APPROVING STANLEY CALDWELL'S MEMORIAL PLAQUE AND ITS PLACEMENT IN THE ADMINISTRATION BUILDING FOYER

It was moved by Director Pyka and seconded by Director Maggi to approve Item 5I.

Motion carried by the following vote:



AYES: Directors Maggi, Danley, and Ruddell, Vice President Pyka,  
and President Halsne  
NOES: None  
ABSENT: None  
ABSTAIN: None

## 6. REPORTS

### R-1. GENERAL MANAGER

Deputy General Manager Ambrose reported on General Manager Corona's report. Danley inquired about updates to the MSR. As of today, there have been none.

### R-2. DEPUTY GENERAL MANAGER

Her written report was referenced, and she responded to questions.

### R-3. DISTRICT ENGINEER

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

### R-4. CFO/ADMINISTRATIVE SERVICES MANAGER

CFO/Administrative Services Manager Gray reported that today, we mailed out 43 SSCRAP reimbursements to our recipients.

### R-5. WASTEWATER OPERATIONS MANAGER

Deputy General Manager Ambrose reported on the Wastewater Operations Manager's behalf. Director Pyka inquired about the street sweepers servicing the District.

### R-6. DISTRICT LEGAL COUNSEL

District Legal Counsel reported that negotiations are ongoing on the Riverwatch matter. No closed session for tonight regarding 888 Howe Road is required.

### R-7. BOARD SECRETARY

None

R-8. DIRECTORS

R 8.01 PRESIDENT JULIA R. HALSNE

Board and Staff participation in 2024 conferences was addressed by President Halsne.

R 8.02 VICE PRESIDENT GREGORY T. PYKA

Director Pyka Reported that he will not be in attendance for the March 14<sup>th</sup> Board Meeting.

R 8.03 DIRECTOR DAVID P. MAGGI

None

R 8.04 DIRECTOR BRIAN A. DANLEY

Director Danley reported that he attended the CASA conference in January.

R 8.05 DIRECTOR JARED RUDDLELL

None

7. COMMUNICATIONS

- A. BMOQ MONTHLY STATEMENT
- B. LAIF QUARTERLY STATEMENT
- C. LAIF MONTHLY STATEMENTS
- D. ALTERNATE PUBLIC MEMBER – ANNOUNCEMENT
- E. UPCOMING AGENDA ITEMS AND SCHEDULE OF EVENTS

8. FUTURE BOARD ITEMS

- A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

9. CLOSED SESSION

- A. REAL PROPERTY NEGOTIATIONS-NEGOTIATORS: CHRIS ELLIOTT AND STEVE CASTELLANO ARWS-PROPERTY: 888 HOWE ROAD, MARTINEZ CA, OWNER: BARRY THOMPSON

B. REPORT OUT OF CLOSED SESSION

10. ADJOURNMENT – THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON THURSDAY, MARCH 14, 2024, AT 3:30 P.M.

President Halsne adjourned the meeting at 4:45 p.m. The next scheduled Board meeting is a regular Board meeting on Thursday, March 14, 2024, at 3:30 p.m.

A handwritten signature in black ink, appearing to read "Pamela Christopher", written over a horizontal line.

Pamela L. Christopher Board Secretary Pro Tem