



2. CONSIDER ADOPTION OF RESOLUTION NO. 1550-2022 AUTHORIZING THE DISTRICT TO CONTINUE TO CONDUCT VIRTUAL BOARD AND COMMITTEE MEETINGS

It was moved by President Maggi, seconded by Vice President Danley, to adopt Resolution No. 1550-2022, authorizing the District to continue to conduct Virtual Board and Committee meetings.

Motion carried by the following vote:

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

The Board adjourned to a meeting of the Board of Directors of the Dorothy M. Sakazaki Environmental Endowment Fund at 6:34 p.m.

3. ADJOURN TO A MEETING OF THE BOARD OF DIRECTORS OF THE DOROTHY M. SAKAZAKI ENVIRONMENTAL ENDOWMENT FUND NONPROFIT PUBLIC BENEFIT CORPORATION ([SEE SEPARATE AGENDA](#))

4. RECONVENE THE REGULAR MT. VIEW SANITARY DISTRICT BOARD MEETING

The Board reconvened the regular Mt. View Sanitary District Board Meeting at 7:04 p.m.

5. CONSENT CALENDAR

- A. RECEIVE THE MINUTES FROM THE FEBRUARY 23, 2022 PLANNING COMMITTEE
- B. RECEIVE THE MINUTES FROM THE FEBRUARY 24, 2022 PERSONNEL COMMITTEE
- C. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 59271 THROUGH 59307 DATED FEBRUARY 22, 2022
- D. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 59308 THROUGH 59383 DATED MARCH 8, 2022
- E. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 59384 THROUGH 59414 DATED MARCH 22, 2022

- F. RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBER 670 DATED FEBRUARY 22, 2022
- G. RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBER 671 DATED MARCH 8, 2022
- H. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3068 THROUGH 3070 DATED FEBRUARY 22, 2022
- I. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3071 THROUGH 3072 DATED MARCH 8, 2022
- J. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3073 THROUGH 3074 DATED MARCH 22, 2022

Director LaBella advised District Manager Corona that Item 5B, Minutes of the February 24, 2022, Personnel Committee, excluded her comment of support for a 4.264% COLA increase for staff as well as her suggestion to solicit input from staff regarding the type of "soft benefits" they would like to see.

It was also noted that Item 5E included employee's medical information, which constitutes a HIPPA violation. This item should be revised and brought back for approval at the May 12<sup>th</sup> Board meeting.

It was moved by Director Caldwell, seconded by Director LaBella, to adopt a motion approving Consent Calendar Agenda Items 5A through 5I, excluding Items 5B and 5E.

Motion carried by the following vote:

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

## 6. PUBLIC HEARING

### A. BOARD MEMBER COMPENSATION

#### 1. REPORT FROM STAFF

District Manager Corona reported that on February 10, 2022, the Board conducted its annual review of Board Member Compensation and determined they would calculate their increase at 5% for a daily compensation of \$255.00 to be effective July 1, 2022. By consensus, the Board directed the District Manager to call for a public hearing to consider an increase to Board Member compensation by an amount proportionate to the change in CPI to be effective July 1, 2022.

2. CONDUCT PUBLIC HEARING

a. OPEN PUBLIC HEARING

President Maggi opened the Public Hearing.

b. RECEIVE PUBLIC TESTIMONY

There was no public testimony.

c. CLOSE PUBLIC HEARING

President Maggi closed the Public Hearing.

3. CONSIDER ADOPTION OF ORDINANCE NO. 2022-135 ADOPTING GENERAL REGULATION NO. 135 INCREASING THE COMPENSATION TO BE PAID MEMBERS OF THE BOARD OF DIRECTORS FOR A DAY'S SERVICES AS A DIRECTOR FROM \$243.00 TO NOT GREATER THAN \$255.00 FOR EACH DAY'S SERVICE NOT EXCEEDING A TOTAL OF SIX (6) DAYS IN ANY CALENDAR MONTH TO BE EFFECTIVE JULY 1, 2022.

It was moved by Director Caldwell, seconded by Vice President Danley, to adopt Ordinance No. 2022-135 adopting General Regulation No. 135 increasing the compensation to be paid members of the Board of Directors for a day's services as a Director from \$243.00 to \$255.00 for each day's service not exceeding a total of six (6) days in any calendar month to be effective July 1, 2022.

Motion carried by the following vote:

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

## 7. NEW BUSINESS

### **B. POLICIES: ACCOUNTS RECEIVABLE WRITE-OFF POLICY, COMPENSATION & EXPENSE REIMBURSEMENT, DISTRICT BUSINESS EXPENSE REIMBURSEMENT, FINANCIAL RESERVES, AND RECORDS RETENTION POLICY**

#### 1. REPORT FROM STAFF

Administrative Services Manager Denise Gray reported policy review and revision is intended to bring the District practices in line with industry best practices and Federal and State law and streamline processes to increase efficiency and effectiveness. Therefore, the following policy revisions are recommended.

2110 – Compensation & Expense Reimbursement - revisions to this policy include the removal of consulting/contracted titles referencing District Engineer and District Consulting Engineer and a change from an expense reimbursement amount of \$60.00 per day to the maximum allowed according to the District Business Expense Reimbursement Policy.

2105 – District Business Expense Reimbursement – revisions to this policy include incorporating Uber and Lyft rideshare services, changes were made under "meals" to align the meal rates in accordance with the IRS standard and published recommendations, and reference was made to the United States Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the Urban Consumers for San Francisco-Oakland -San Jose, CA.

3125 – Financial Reserves - revisions to this policy include adding Fund 3415 (Debt Service), and language was added for clarity under "Definitions" with each of the District's four Funds (3409, 3410, 3412, and 3415), and formatting changes were made.

3310 – Records Retention - revisions to this policy include updates to the retention of documents according to the US Department of Labor Fair Labor Standards Act (FLSA) and the retention of Accounting Records based on best management practices suggested by the Government Finance Officers Association (GFOA). For clarity, specifically named documents were added in Appendix B, Records Retention & Storage Summary, and references to keep duplicate files were extracted.

Policy and Procedure 4200 – Accounts Receivable Write-offs Policy is a new policy being presented for adoption as recommended by the Auditor in the District's FY 2020-2021 Annual Audit.

2. CONSIDER ADOPTION OF A MOTION APPROVING REVISIONS TO POLICIES AND PROCEDURES:
  - a. 2110 – COMPENSATION & EXPENSE REIMBURSEMENT (01/10/2002)
  - b. 2105 – DISTRICT BUSINESS EXPENSE REIMBURSEMENT (12/14/2006)
  - c. 3125 – FINANCIAL RESERVES (10/10/2013)
  - d. 3310 – RECORDS RETENTION (10/10/2013)
  
3. CONSIDER ADOPTION OF A MOTION ADOPTING A NEW POLICY AND PROCEDURE:
  - a. 4200 – ACCOUNTS RECEIVABLE WRITE-OFF

It was moved by Director Pyka, seconded by Director LaBella, to adopt a motion approving revisions to policies and procedures: 2110 – Compensation & Expense Reimbursement, 2105 – District Business Expense Reimbursement, 3125 – Financial Reserves, 3310 – Records Retention, and adopt a motion adopting a new Policy and Procedure 4200 – Accounts Receivable Write-offs, once additional language is added indicating that every effort will be made to contact payee prior to write-off.

Motion carried by the following vote:

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

## **C. COST OF LIVING ADJUSTMENT & DISTRICT INFLATION INDEX**

### **1. REPORT FROM STAFF**

Administrative Services Manager Gray reported the District Manager presents to the Board the calculation used to determine the District Inflation Index. The District Code subsection 7.17.2 states in relevant part, "... unless otherwise determined by the Board, adjustments for inflation shall be the average annual increase in the CPI for the previous (January through December) calendar year."

Applying the methodology as prescribed in the District Code, staff has determined that the District's Inflation Index for Fiscal Year 2022-2023 is 3.211%. The District Manager recommends a 4.264% COLA,

2. CONSIDER ADOPTION OF A MOTION APPROVING A 4.264% COST OF LIVING ADJUSTMENT TO ALL DISTRICT POSITIONS AND;
3. PROVIDE DIRECTION TO REVISE THE DISTRICT POLICY AND PROCEDURE 2305 – SALARY & WAGE SCHEDULES AND PRESENT TO THE BOARD FOR APPROVAL AT THE JUNE 9, 2022, REGULAR BOARD MEETING.

It was moved by Director LaBella, seconded by Vice President Danley, to adopt a motion approving a 4.264% cost of living adjustment to all District positions and to revise the District Policy and Procedure 2305 – Salary & Wage Schedules and present to the Board for approval at the June 9, 2022, Regular Board Meeting.

Motion carried by the following vote:

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

#### **D. AWARD OF CONSTRUCTION CONTRACT FOR THE PIPELINE CLEANING & TELEVISIONING PHASE 2**

##### **1. REPORT FROM STAFF**

District Engineer Chris Elliott reported the District is required by the State Water Resources Control Board to develop and implement a Sewer System Management Plan (SSMP) that includes a plan to identify, prioritize, and correct collection system deficiencies. This program must include regular television inspection of sewer pipes and a system for ranking their condition. The District's current SSMP commits to implementing a comprehensive condition assessment program to clean and televise each and every pipeline in its collection system.

NPSI is a General Engineering Class A licensed contractor who is constructing or has constructed numerous similar projects, including the ongoing

CCTV Inspection for the City of Los Angeles Bureau of Sanitation and the Cleaning and CCTV Inspection of various diameter sewer lines for the Cities of Simi Valley, Gardena, Monterey, and Mountain View. Staff has checked references and received satisfactory responses.

Engineer Elliott's recommendation is the Board adopt Resolution No. 1551 -2022, awarding Contract 21-2 for the Pipeline Cleaning & Televising Phase 2 (project) to National Plant Services, Inc. (NPSI) in the amount of \$588,568.70, and authorizing the Board President to execute the contract.

2. CONSIDER ADOPTION OF RESOLUTION NO. 1551 -2022, AWARDING CONTRACT 21-2 FOR THE PIPELINE CLEANING & TELEVISIONING PHASE 2 (PROJECT) TO NATIONAL PLANT SERVICES, INC. (NPSI) IN THE AMOUNT OF \$588,568.70, AND AUTHORIZING THE BOARD PRESIDENT TO EXECUTE THE CONTRACT

It was moved by Director LaBella, seconded by Director Pyka, to adopt Resolution No. 1551 -2022, awarding Contract 21-2 for the Pipeline Cleaning & Televising Phase 2 (project) to National Plant Services, Inc. (NPSI) in the amount of \$588,568.70, and authorizing the Board President to execute the contract.

Motion carried by the following vote:

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

#### **E. CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION (LAFCO) REQUESTING VOTE FOR SPECIAL DISTRICT MEMBER REGULAR SEAT**

##### **1. REPORT FROM STAFF**

District Manager Corona reported in January, LAFCO announced two Special District Vacancies on LAFCO in conjunction with the expiring terms of Commissioner Igor Skaredoff (Regular Member) and Commissioner Stan Caldwell (Alternate Member) and called for nominations.



Only one candidate was nominated for the alternate seat – Stan Caldwell, incumbent. Therefore, no election is required for this seat, and Stan Caldwell will retain his seat. Regarding the Regular seat, LAFCO received five nominations for this seat, including the nomination of incumbent Igor Skaredoff. LAFCO is asking that each District complete and return its signed ballot to the Contra Costa LAFCO office no later than April 15<sup>th</sup>.

Director Caldwell recommends the District support incumbent Igor Skaredoff of Contra Costa Resource Conservation District.

2. DISCUSS AND CONSIDER THE LIST OF CANDIDATES TO FILL THE SPECIAL DISTRICT MEMBER REGULAR SEAT ON THE CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION (LAFCO), AND BY CONSENSUS, DIRECT THE BALLOT TO BE COMPLETED, SIGNED, AND RETURNED TO LAFCO NO LATER THAN APRIL 15, 2022

It was moved by Vice President Danley, seconded by President Maggi, to discuss and consider the list of candidates to fill the Special District member regular seat on the Contra Costa Local Agency Formation Commission (LAFCO), and by consensus, direct the ballot to be completed, signed, and returned to LAFCO no later than April 15, 2022.

Motion carried by the following vote:

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

#### **F. RATIFICATION OF SUPPORT LETTER FOR A.B. 2247 PFAS DISCLOSURE AND SIGN ON TO PROPPER WIPES LABELING LETTER**

##### **1. REPORT FROM STAFF**

District Manager Corona reported that District Resolution, 1249-2010, authorizes the District Manager, under certain circumstances when time is of the essence and with the consent of the Board President, to prepare and distribute an official District Position on legislative and other matters of importance to the District. Resolution 1249-2010 requires that any such letter be brought before the

Board of Directors for ratification at the next regularly scheduled Board meeting after its distribution.

A.B. 2247 requires the manufacturers of products containing PFAS to disclose the presence of PFAS in a publicly accessible database. PFAS is a ubiquitous and biopersistent compound that can have harmful impacts to human health and the environment.

The letter to producers of wipe products requests that products that do not meet the International Water Services Flushability Group (IWSFG) standard for "dispersibility" be properly labeled as "DO NOT FLUSH."

President Maggi provided his approval to submit the Letter of Support for A.B. 2247 PFAS Disclosure and Sign on to Proper Wipes Labeling Letter.

2. CONSIDER ADOPTION OF A MOTION RATIFYING:

- a. A.B. 2247 PER- AND POLYFLUOROALKYL SUBSTANCES (PFAS) DISCLOSURE SUPPORT LETTER
- b. SIGNING ON TO PROPER WIPES LABELING LETTER

It was moved by President Maggi, seconded by Director LaBella, to adopt a motion ratifying A.B. 2247 per- and polyfluoroalkyl substances (PFAS) disclosure support letter and signing on to proper wipes labeling letter.

Motion carried by the following vote:

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

**G. BOARD RESOLUTION IN OPPOSITION TO INITIATIVE 21-0042A1**

1. REPORT FROM STAFF

District Manager Corona reported that CSDA has joined a coalition of local government leaders to adopt an Oppose position on Initiative 21-0042A1 and encourages all special districts, partners, and community leaders to join the coalition by passing a board resolution. The initiative is officially known as: Limits

ability of voters and state and local governments to raise revenues for government services - Initiative Constitutional Amendment.

Ballot Initiative 21-0042A1 would result in the loss of billions of dollars annually in critical state and local funding, restricting the ability of local agencies and the State of California to fund services and infrastructure.

Ms. Corona recommends the Board adopt Resolution 1552-2022 in Opposition to Initiative 21-0042A1 and provide direction to send the resolution to the California Special Districts Association at [advocacy@cdda.net](mailto:advocacy@cdda.net).

2. CONSIDER ADOPTION OF RESOLUTION 1552-2022 IN OPPOSITION TO INITIATIVE 21-0042A1 AND PROVIDE DIRECTION TO SEND THE RESOLUTION TO THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION AT [ADVOCACY@CSDA.NET](mailto:ADVOCACY@CSDA.NET)

It was moved by Vice President Danley, seconded by Director LaBella, to adopt Resolution 1552-2022 in Opposition to Initiative 21-0042A1 and provide direction to send the resolution to the California Special Districts Association at [advocacy@cdda.net](mailto:advocacy@cdda.net).

Motion carried by the following vote:

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

## **H. 100 YEAR CELEBRATION**

### **1. REPORT FROM STAFF**

District Manager Corona reported the District was formed in 1923, making 2023 our 100th-year of providing wastewater collection, treatment, and disposal services while protecting public health and the environment.

Environmental Service Manager Ambrose and Public Outreach Coordinator Mitchell have been planning and preparing for this Celebration and provided an outline for discussion, comment, and direction topics. The suggested date for the Celebration is May 20, 2023.

2. PROVIDE DIRECTION

The Board provided their input, made activity suggestions, and approved the tentative date.

**I. RESOLUTION OF ACCEPTANCE-ANNEXATION OF 2984 AND 2994 UPTON ROAD**

1. REPORT FROM STAFF

District Manager Corona reported that the owner of 2984 and 2994 Upton Road applied to the Contra Costa Local Agency Formation Commission (LAFCO) to have his properties annexed to Mt. View Sanitary District in order to extend wastewater services to his properties.

On March 9, 2022, LAFCO considered and approved the application. The District previously issued a will serve letter stating it will serve the annexed properties, and staff recommends the adoption of Resolution No. 1553-2022 accepting the annexation.

2. CONSIDER ADOPTION OF RESOLUTION NO. 1553-2022 ACCEPTING THE ANNEXATION

It was moved by President Maggi, seconded by Vice President Danley, to adopt Resolution No. 1553-2022, accepting the annexation of 2984 and 2994 Upton Road.

Motion carried by the following vote:

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

8. REPORTS

R-1. DISTRICT MANAGER

District Manager Corona provided the Board with an update on the letter of support signed by the Mayor of Martinez.

R-2. DISTRICT ENGINEER

District Engineer Elliott answered the Board's questions regarding the UV Disinfection Replacement 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 MANAGER

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

R-6. DISTRICT LEGAL COUNSEL

None

R-7. BOARD SECRETARY

None

R-8. DIRECTORS

R 8.01 DIRECTOR BRIAN A. DANLEY

None

R 8.02 DIRECTOR DAVID P. MAGGI

None

R 8.03 DIRECTOR GREGORY T. PYKA

None

R 8.04 DIRECTOR STANLEY R. CALDWELL

Director Caldwell reported his attendance at the March LAFCO meeting.

R 8.05 DIRECTOR MELODY LABELLA

Director LaBella reported her attendance at the California Water Environmental Association Conference.

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. CLOSED SESSION

At 8:47 p.m., President Maggi announced the below closed session and dismissed District Engineer Elliott, Administrative Services Manager Gray, Environmental Services Manager Ambrose, and Board Secretary Seregin from the meeting.

- A. PERSONNEL MATTERS – PUBLIC EMPLOYMENT – GOVERNMENT CODE SECTION 54957 - TITLE: DISTRICT MANAGER'S ANNUAL EVALUATION

The Board came out of closed session at 9:27 p.m., and President Maggi announced that "The District Manager has received a satisfactory annual evaluation."

12. ADJOURNMENT

- A. THE NEXT SCHEDULED BOARD MEETING IS REGULAR MEETING ON THURSDAY, MAY 12, 2022 AT 6:30 P.M. THE NEXT SCHEDULED MEETINGS ARE A FINANCE COMMITTEE MEETING ON APRIL 26, 2022 AT 10:00 A.M., AND A PLANNING COMMITTEE MEETING ON APRIL 27, 2022 AT 12:30 P.M.

President Maggi adjourned the meeting at 9:28 pm



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Stephanie L. Seregin, Board Secretary