



**MT. VIEW SANITARY DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING  
AGENDA**

**June 9, 2022 06:30 PM Pacific Time (US and Canada)**

**Due to the ongoing health crisis, the Mt. View Sanitary District will hold its Board and Committee Meetings online until further notice.**

**You may attend this virtual meeting via a Zoom meeting by calling  
(253) 215-8782 or (929) 205-6099**

You may register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZctdO6qrjguGdyxLlvsxFSmKoOugcgpOX3>

After registering, you will receive a confirmation email containing information about joining the meeting.

NOTICE: Members of the public may address the Board of Directors on any item of interest that is within the subject matter jurisdiction of the Board. Individuals who wish to speak should furnish their name and address to the secretary and the agenda item number. Individuals will be heard during the Board's consideration of the item. If the item is not listed on the agenda, the individual should describe the subject matter to the secretary, and it will be called under agenda item "Public Comment." Time limit is three (3) minutes subject to reasonable modification by the Chairman. If you have a physical impairment that requires special accommodations to participate, please call the Board Secretary's office at least 24 hours in advance of the meeting at 925-228-5635.

Any writings or documents provided to the majority of the Board of Directors after distribution of the agenda packet regarding any item on the Agenda will be made available for public inspection in the Mt. View Sanitary District Office at 3800 Arthur Road during normal business hours.

1. ROLL CALL OF DIRECTORS

2. PUBLIC COMMENT

3. CONSENT CALENDAR

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

**A. APPROVE THE MINUTES OF THE MARCH 12, 2022 SPECIAL BOARD MEETING**

**B. APPROVE THE MINUTES OF THE MAY 12, 2022 REGULAR BOARD MEETING**

- C. RECEIVE THE MINUTES OF THE MARCH 15, 2022 FINANCE COMMITTEE MEETING
- D. RECEIVE THE MINUTES OF THE APRIL 26, 2022 FINANCE COMMITTEE MEETING
- E. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 59564 THROUGH 59605 DATED MAY 3, 2022 (See purchase journal following this item in packet for details.)
- F. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 59606 THROUGH 59654 DATED MAY 18, 2022 (See purchase journal following this item in packet for details.)
- G. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 59655 THROUGH 59700 DATED MAY 31, 2022 (See purchase journal following this item in packet for details.)
- H. RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBERS 672 THROUGH 674 DATED MAY 31, 2022 (See purchase journal following this item in packet for details.)
- I. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3081 THROUGH 3083 DATED MAY 18, 2022 (See purchase journal following this item in packet for details.)
- J. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3084 THROUGH 3085 DATED MAY 31, 2022 (See purchase journal following this item in packet for details.)
- K. DELEGATION OF DISTRICT TREASURER DUTIES - CONSIDER ADOPTION OF A MOTION TO AUTO-RENEW THE DELEGATION OF DISTRICT MANAGER AND CFO/ADMINISTRATIVE SERVICES MANAGER PER DISTRICT RESOLUTION 1533-2021 AS THE AUTHORITIES TO INVEST AND REINVEST DISTRICT FUNDS TO THE CONTRA COSTA COUNTY TREASURER AS DISTRICT TREASURER FOR THE NEXT ONE-YEAR PERIOD UNTIL SUCH IS REVOKED
- L. CONSIDER ADOPTION OF RESOLUTION NO. 1555-2022 AUTHORIZING THE DISTRICT TO CONTINUE TO CONDUCT VIRTUAL BOARD AND COMMITTEE MEETINGS

#### 4. PUBLIC HEARING

- A. COLLECTION OF SEWER SERVICE CHARGES FOR FISCAL YEAR 2022-23 WITH THE GENERAL TAXES
  - 1. REPORT FROM STAFF
  - 2. CONDUCT PUBLIC HEARING

- a. OPEN PUBLIC HEARING
  - b. RECEIVE PUBLIC TESTIMONY
  - c. CLOSE PUBLIC HEARING
3. CONSIDER ADOPTION OF RESOLUTION NO. \_\_\_-2022, OVERRULING OBJECTIONS, ADOPTING THE REPORT OF THE DISTRICT MANAGER, AND ORDERING THE COLLECTION OF SEWER SERVICE CHARGES FOR THE FISCAL YEAR 2022-2023 IN THE SAME MANNER, BY THE SAME PERSON AND AT THE SAME TIME TOGETHER WITH THE GENERAL TAXES.
5. NEW BUSINESS
- A. AFFIRMATION OF OFFICES OF DISTRICT LEGAL COUNSEL AND BOARD SECRETARY**
1. REPORT FROM STAFF
  2. CONSIDER ADOPTION OF A MOTION AFFIRMING J. DANIEL ADAMS TO THE OFFICE OF DISTRICT LEGAL COUNSEL
  3. CONSIDER ADOPTION OF A MOTION AFFIRMING STEPHANIE L. SEREGIN TO THE OFFICE OF BOARD SECRETARY
- B. FY 2022-2023 LEGAL SERVICES TASK ORDER NO. 19 TO PROFESSIONAL LEGAL SERVICES AGREEMENT (AMENDED AGREEMENT 11-0002) WITH TURNER, HUGUET, ADAMS AND FARR**
1. REPORT FROM STAFF
  2. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 19 TO THE AMENDED AGREEMENT FOR PROFESSIONAL LEGAL SERVICES (AGREEMENT NO. 11-0002) WITH TURNER, HUGUET, ADAMS AND FARR FOR DISTRICT LEGAL COUNSEL SERVICES, EFFECTIVE JULY 1, 2022, NOT-TO-EXCEED \$145,957.34 FOR ROUTINE DISTRICT LEGAL COUNSEL SERVICES FOR FISCAL YEAR 2022-2023, AND AUTHORIZING THE BOARD PRESIDENT TO EXECUTE THE TASK ORDER

**C. PROPOSED FISCAL YEAR 2022-2023 BUDGET FOR FUNDS 3409, 3410, 3412 AND 3415**

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING THE FISCAL YEAR 2022-2023 ANNUAL BUDGET FOR FUNDS 3409, 3410, 3412, AND 3415
3. OR ALTERNATELY: PROVIDE DIRECTION TO THE DISTRICT MANAGER TO PROVIDE A REVISED BUDGET FOR APPROVAL IN JULY

**D. 10-YEAR CIP**

1. RECEIVE REPORT FROM STAFF ON THE FISCAL YEAR 2022-2023 (FY23) CAPITAL IMPROVEMENT PROGRAM (CIP) WORK PLAN
2. CONSIDER ADOPTION OF A MOTION APPROVING THE FINAL 10-YEAR CIP UPDATE
3. CONSIDER ADOPTION OF A MOTION DELEGATING AUTHORITY TO THE DISTRICT MANAGER TO ADVERTISE FOR BIDDING ALL PROJECTS NOTED IN THE FY23 WORK PLAN AS HAVING AN UPCOMING BID PERIOD

**E. SECOND AMENDMENT TO EMPLOYMENT AGREEMENT – DISTRICT MANAGER**

1. RECEIVE REPORT FROM STAFF
2. IN OPEN SESSION CONSIDER THE PROPOSED SECOND AMENDMENT TO THE DISTRICT MANAGER EMPLOYMENT AGREEMENT AND IF ACCEPTABLE, ADOPT A MOTION AUTHORIZING THE BOARD PRESIDENT TO EXECUTE THE AMENDMENT AND PRESENT IT TO THE DISTRICT MANAGER FOR HER EXECUTION.
3. IN THE ALTERNATIVE, PROVIDE DIRECTION TO DISTRICT LEGAL COUNSEL.

**F. Annual Review of District Staff Positions and Compensation AND SUCCESSION**

1. REPORT FROM STAFF

2. CONSIDER ADOPTION OF A MOTION APPROVING:

- a. ADDING THE TEMPORARY ADMINISTRATIVE ASSISTANT AS A FULL-TIME PERMANENT POSITION (FTE) ADDS ONE HEADCOUNT FOR 20 FTE
- b. THE PROPOSED REVISIONS TO POLICIES AND PROCEDURES:
  - i. 2330 – MVSD PLANT SUPERVISOR (FORMERLY LEAD WASTEWATER OPERATOR)
  - ii. 2333 – MVSD WASTEWATER OPERATIONS MANAGER
  - iii. 2420 – MVSD COLLECTIONS MAINTENANCE LEAD
- c. 2.4% SALARY INCREASE FOR THE COLLECTIONS MAINTENANCE LEAD
- d. 18.2% SALARY INCREASE FOR THE PLANT SUPERVISOR (FORMERLY LEAD WASTEWATER OPERATOR)
- e. THE SUCCESSION PLAN
- f. REVISED POLICY AND PROCEDURE 2300 - AUTHORIZED POSITIONS
- g. REVISED POLICY AND PROCEDURE 2305 – SALARY WAGE SCHEDULE
- h. REVISED ORGANIZATIONAL CHART

**G. TELECOMMUTE POLICY**

- 1. REPORT FROM STAFF
- 2. CONSIDER ADOPTION OF A MOTION ADOPTING A NEW POLICY AND PROCEDURE:
  - a. 3330 – TELECOMMUTE / TELEWORK

**H. INTER-FUND TRANSFER OF AD VALOREM FROM FUND 3409 TO FUND 3410**

- 1. REPORT FROM STAFF

2. CONSIDER ADOPTION OF RESOLUTION NO. \_\_\_\_-2022, AUTHORIZING THE TRANSFER OF \$419,829 FROM FUND 3409 TO FUND 3410

**I. CONSIDERATION OF SURPLUS BIOASSAY EQUIPMENT**

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION DECLARING THE BIOASSAY EQUIPMENT SURPLUS PROPERTY AND DIRECTING DISTRICT STAFF TO DISPOSE OF IT PER DISTRICT CODE SECTION 2.12.

**J. 2022 GENERAL ELECTION**

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF RESOLUTION NO. \_\_\_\_-2022 CALLING FOR THE GENERAL ELECTION AND DIRECT THE SECRETARY TO PROVIDE REQUESTED DOCUMENTS TO THE COUNTY

**6. REPORTS**

- R-1. DISTRICT MANAGER
- R-2. DISTRICT ENGINEER
- R-3. CFO/ADMINISTRATIVE SERVICES MANAGER
- R-4. ENVIRONMENTAL SERVICES MANAGER
- R-5. WASTEWATER OPERATIONS MANAGER
- R-6. DISTRICT LEGAL COUNSEL
- R-7. BOARD SECRETARY
- R-8. DIRECTORS

- R 8.01 DIRECTOR BRIAN A. DANLEY
- R 8.02 DIRECTOR DAVID P. MAGGI
- R 8.03 DIRECTOR GREGORY T. PYKA
- R 8.04 DIRECTOR STANLEY R. CALDWELL
- R 8.05 DIRECTOR MELODY LABELLA

7. COMMUNICATIONS

- A. [BANK OF THE WEST MONTHLY STATEMENT](#)
- B. [LAIF MONTHLY STATEMENT](#)

8. FUTURE BOARD ITEMS

- A. [REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS](#)

9. CLOSED SESSION

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

- B. REPORTS OUT OF CLOSED SESSION

10. ADJOURNMENT

- A. THE NEXT SCHEDULED BOARD MEETING IS A REGULAR MEETING ON THURSDAY, JULY 14, 2022 AT 6:30 P.M.