



- G. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 59655 THROUGH 59700 DATED MAY 31, 2022
- H. RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBERS 672 THROUGH 674 DATED MAY 31, 2022
- I. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3081 THROUGH 3083 DATED MAY 18, 2022
- J. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3084 THROUGH 3085 DATED MAY 31, 2022
- 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

Director LaBella advised staff that Item 3E 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 3E.

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

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 Vice President Danley, seconded by Director Caldwell, to approve Consent Calendar Item 3E.

Motion carried by the following vote:

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

4. PUBLIC HEARING

**A. COLLECTION OF SEWER SERVICE CHARGES FOR FISCAL YEAR 2022-23 WITH THE GENERAL TAXES**

1. REPORT FROM STAFF

CFO/Administrative Services Manager Gray reported the sole purpose and subject of this public hearing is limited to whether the Sewer Service Charges should be collected on the County Tax Roll or in some other manner. The amount of the individual charges and the amount of charges in aggregate is not the subject of this hearing.

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 RESOLUTION NO. 1556-2022, 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.

It was moved by Director Caldwell, seconded by President Maggi, to adopt Resolution No. 1556-2022, 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.

Motion carried by the following vote:

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

## 5. NEW BUSINESS

### **A. AFFIRMATION OF OFFICES OF DISTRICT LEGAL COUNSEL AND BOARD SECRETARY**

#### 1. REPORT FROM STAFF

District Manager Corona reported Board Policy B-60 establishes the rules for the election of Board officers and sets forth the duties of the officers. The policy requires that the Board, at its regular meeting of each year, consider, and if appropriate, affirm the offices of District Legal Counsel and Board Secretary for the coming Fiscal Year.

Ms. Corona's recommendation is the Board adopt a motion affirming J. Daniel Adams to the office of District Legal Counsel and; Stephanie L. Seregin to the office of Board Secretary.

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

It was moved by Director Caldwell, seconded by Vice President Danley, to adopt a motion affirming J. Daniel Adams to the office of District

Legal Counsel, and affirming Stephanie L. Seregin to the office of Board Secretary

Motion carried by the following vote:

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

**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

District Manager Corona presented her review of District Legal Counsel's performance of services at the May 12, 2022 Board meeting. Ms. Corona reported that she was pleased with the services of District Legal Counsel and recommended the District continue its contractual relationship with Turner, Huguet, Adams, and Farr as District Legal Counsel.

Ms. Corona and J. Daniel Adams negotiated Task Order No. 19 to incorporate the desired scope of services and budget for all routine District Legal Counsel services to be performed under retainer during Fiscal Year 2022-2023, which includes a 3.264% increase in the monthly retainer amount.

Ms. Corona's recommendation is for the Board to adopt 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.

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

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

Motion carried by the following vote:

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

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

1. REPORT FROM STAFF

CFO/Administrative Services Manager Gray presented the proposed FY 2022-2023 Budget to the Board of Directors.

Staff's recommendation is for the Board to adopt a motion approving the Fiscal Year 2022-2023 Annual Budget for Funds 3409, 3410, 3412, and 3415

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

The Board thanked Ms. Gray and expressed their appreciation for the work done to tighten the budget.

It was moved by President Maggi, seconded by Vice President Danley, to adopt a motion approving the Fiscal Year 2022-2023 Annual Budget for Funds 3409, 3410, 3412, and 3415

Motion carried by the following vote:

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

#### **D. 10-YEAR CIP**

##### **1. RECEIVE REPORT FROM STAFF ON THE FISCAL YEAR 2022-2023 (FY23) CAPITAL IMPROVEMENT PROGRAM (CIP) WORK PLAN**

District Engineer Elliott summarized the FY23 CIP work plan for the Board of Directors as follows:

UV Disinfection Replacement: This project will primarily replace the existing UV disinfection equipment and controls with new equipment and controls.

Plant Improvements: This project will improve aging infrastructure in a number of plant process areas, replace or upgrade old equipment, install some new equipment, make various electrical and SCADA upgrades, and address a diverse backlog of other high-priority issues around the plant.

Pipeline Cleaning & Televising / Condition Assessment Program: This program is the ongoing hydro-cleaning, televising, and condition assessment of each and every pipeline in the District's collection system.

888 Howe Road Sanitary Sewer Replacement: This project will resolve right-of-way issues, obtain a new easement if necessary, and either replace the sewer in its existing alignment or construct a new sewer alignment and abandon the old alignment in place.

Pump Stations Condition Assessment: This study will evaluate each of the four pump stations and their major pieces of equipment and assets to identify those in need of repair, replacement, rehabilitation, or redundancy. The study



will also evaluate the feasibility to install telemetry and make SCADA system improvements at all four pump stations.

Inflow & Infiltration Reduction Program: This strategic initiative aims to reduce inflow and infiltration in the collection system, thereby alleviating and perhaps even eliminating capacity deficiencies while simultaneously improving the District's ability to adequately convey peak wet weather flows to the plant. It may also ultimately reduce or eliminate the need for future capacity-driven capital projects (e.g. upsizing pipelines), potentially resulting in significant financial savings for the District

Staff's recommendation is for the Board to adopt a motion approving the final 10-year CIP Update; and, adopt 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.

2. CONSIDER ADOPTION OF A MOTION APPROVING THE FINAL 10-YEAR CIP UPDATE

It was moved by Vice President Danley, seconded by President Maggi, to adopt a motion approving the final 10-year CIP update.

Motion carried by the following vote:

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

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

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

Motion carried by the following vote:



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

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

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

District Counsel Adams reported that at the February 10, 2022, Board Meeting the Board of Directors appointed President Maggi and Vice President Danley to negotiate compensation with the District Manager. The Negotiators have conducted negotiations, and their recommendation to the Board is to approve the Second Amendment to the District Manager's Employment Agreement.

The Second Amendment to the District Manager's Employment Agreement reflects the negotiated terms and conditions. It amends Subparagraph 4. a) i. increasing Ms. Corona's annual base salary to \$253,836.00, reflecting a 3% merit increase followed by a 4.264% Cost of Living Adjustment (COLA).

- 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.**

President Maggi expressed his appreciation for Ms. Corona's hard work.

It was moved by Director Caldwell, seconded by Vice President Danley, to adopt a motion authorizing the Board President to execute the Amendment and present it to the District Manager for her execution.

Motion carried by the following vote:

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

## **F. ANNUAL REVIEW OF DISTRICT POSITIONS AND SUCCESSION**

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

District Manager Corona reported the District Positions and Succession Plan are reviewed annually to ensure that employee skills are used to their best effect and that employees have growth pathways for succession.

The Board was asked to approve an additional Administrative Assistant position. Adding an additional Administrative Assistant position gives the District 20 authorized full-time positions.

During the April 19, 2022, Lab/Ops Meeting, Operators communicated confusion about the distinction between Operations Lead positions and asked for clarification. A thorough review of the Lead and Manager's Job Descriptions was performed, and revisions are presented here for consideration. The Collections Maintenance Lead & Lead Wastewater Operator Total Compensation Study recommends an increase of 2.4% for the Collections Lead and an increase for the Wastewater Operations Lead of 18.2%.

### **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

It was moved by Director Caldwell, seconded by Vice President Danley, to adopt a motion approving adding the temporary Administrative Assistant as a full-time permanent position; approving the proposed revisions to Policies and Procedures 2330 – MVSD Plant Supervisor, 2333 – MVSD Wastewater Operations Manager, 2420 – MVSD Collections Maintenance Lead, a Salary Increase of 2.4% for the Collections Maintenance Lead, a Salary Increase of 18.2% for the Plant Supervisor, Succession Plan, revised Policy and Procedure 2300 - Authorized Positions, revised Policy and Procedure 2305 – Salary Wage Schedule, and revised Organizational Chart.

Motion carried by the following vote:

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

**G. TELECOMMUTE POLICY**

1. REPORT FROM STAFF

Administrative Services Manager Gray reported Telecommuting allows eligible employees to work in a designated location away from the District office. This alternate worksite program can increase employee productivity and

satisfaction, help recruit and retain top talent, save employees hours spent commuting, and significantly reduce the District workforce's carbon footprint.

District management considers telecommuting a viable soft-benefit and flexible work option when both the employee and the job are suited to such an arrangement. In developing this policy, the District staff reviewed and considered telecommuting policies provided by the California Special Districts Association, and other governmental agency policy guidelines and conducted independent research.

Staff recommends the Board adopt new Policy and Procedure 3330-Telecommute/Telework.

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

a. 3330 – TELECOMMUTE / TELEWORK

It was moved by Director LaBella, seconded by Director Caldwell, to adopt a motion adopting a new Policy and Procedure 3330-Telecommute/Telework.

Motion carried by the following vote:

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

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

1. REPORT FROM STAFF

CFO/Administrative Services Manager Gray reported that Ad Valorem Tax funds the Facilities Rehabilitation Fund (3410). On April 18, 2022, the County credited the District's Fund 3409 with its Ad Valorem Tax. Staff has determined the need to transfer the Ad Valorem Tax from Fund 3409 in the amount of \$419,829 to Fund 3410 and recommends the Board adopt Resolution No. 1557-2022, authorizing the transfer of \$419,829 from Fund 3409 to Fund 3410.

2. CONSIDER ADOPTION OF RESOLUTION NO. 1557-2022, AUTHORIZING THE TRANSFER OF \$419,829 FROM FUND 3409 TO FUND 3410

It was moved by President Maggi, seconded by Vice President Danley, to adopt Resolution No. 1557-2022, authorizing the transfer of \$419,829 from Fund 3409 to Fund 3410.

Motion carried by the following vote:

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

**I. CONSIDERATION OF SURPLUS BIOASSAY EQUIPMENT**

1. REPORT FROM STAFF

District Manager Corona reported The District purchased bioassay equipment more than 13 years ago to perform bioassay testing. The equipment is no longer necessary, has not been in use for the past 15 months, and is taking up valuable laboratory space. After consultation between the Environmental Services Manager and the District Manager, it has been determined that the equipment is surplus and has no other District use.

Staff recommends the Board adopt a motion declaring the bioassay equipment surplus property and directing District staff to dispose of it per District Code Section 2.12.

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.

It was moved by President Maggi, seconded by Director LaBella, to adopt a motion declaring the bioassay equipment surplus property and directing District staff to dispose of it per District Code Section 2.12.

Motion carried by the following vote:

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

## **J. 2022 GENERAL ELECTION**

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

District Manager Corona reported The Contra Costa County Clerk-Recorder-Elections Department is preparing for the General Election to be held on November 8, 2022. The Mt. View Sanitary District has three (3) positions that are up for election. The terms of office for Directors Stanley R. Caldwell, Gregory T. Pyka, and Melody LaBella will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November, 2022.

Staff recommends the Board adopt Resolution 1558-2022 calling for the General Election and direct the Board Secretary to provide requested documents to the County.

### **2. CONSIDER ADOPTION OF RESOLUTION NO. 1558-2022 CALLING FOR THE GENERAL ELECTION AND DIRECT THE SECRETARY TO PROVIDE REQUESTED DOCUMENTS TO THE COUNTY**

It was moved by President Maggi, seconded by Vice President Danley, to adopt Resolution No. 1558-2022, calling for the general election and directing the Secretary to provide requested documents to the County.

Motion carried by the following vote:

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

### **6. REPORTS**

#### **R-1. DISTRICT MANAGER**

District Manager Corona advised the Board of her upcoming scheduled time off and provided an update on the District's culture initiative. Director LaBella stated she appreciated that Ms. Corona was taking time off as work/life balance is essential, and she was pleased the District was undertaking the culture initiative.

R-2. DISTRICT ENGINEER

District Engineer Elliott referenced his report and said he would be happy to answer any questions. There were no questions; however, the Board did wish to recognize and thank Mr. Elliott for his hard work.

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

District Legal Counsel Adams thanked the Board for affirming him as District Counsel and approving the 2022/2023 Turner, Huguet, Adams, and Farr Task Order.

R-7. BOARD SECRETARY

None

R-8. DIRECTORS

R 8.01 DIRECTOR BRIAN A. DANLEY

Director Danley reported he had received his AB3030 notice in the mail and wondered whether we had any irate callers. We had not. He informed the Board he would be attending the Annual CASA Conference in Squaw Valley. He then spoke of his participation on the CASA Scholarship Committee.



R 8.02 DIRECTOR DAVID P. MAGGI  
None

R 8.03 DIRECTOR GREGORY T. PYKA  
Absent

R 8.04 DIRECTOR STANLEY R. CALDWELL  
Director Caldwell provided updates on the following items:

- LAFCO Meeting Attendance / MSR's
- CSDA Professional Services Committee
- CSDA General Manager Awards

R 8.05 DIRECTOR MELODY LABELLA  
None

7. COMMUNICATIONS

- A. BANK OF THE WEST MONTHLY STATEMENT
- B. LAIF MONTHLY STATEMENT

8. FUTURE BOARD ITEMS

- A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

Vice President Danley suggested we research how other agencies manage public comments during Board meetings.

9. CLOSED SESSION

At 8:09 p.m., President Maggi announced the below closed session and dismissed Administrative Services Manager Gray and Board Secretary Seregin from the meeting.

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

The Board returned to Open Session at 8:56 p.m., and President Maggi reported that "no reportable action was taken."

10. ADJOURNMENT

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

President Maggi adjourned the meeting at 8:57 p.m.

  
Stephanie Seregin, Board Secretary