



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

**6:30 P.M., THURSDAY, AUGUST 27, 2009
MEETING ROOM, 3800 ARTHUR ROAD, MARTINEZ, CALIFORNIA**

NOTICE:

Members of the public may address the Board of Directors on any item on this agenda. 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. 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 72 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.

ROLL CALL OF DIRECTORS

PUBLIC COMMENT

MINUTES, CHECKS, AND PAYMENT ORDERS

1. GENERAL FUND NO. 3409 - CONSIDER ADOPTION OF A MOTION APPROVING CHECK NUMBERS 43003 THROUGH 43006 DATED AUGUST 28, 2009

NEW BUSINESS

2. AMENDMENTS TO THE POSITION OF ASSISTANT DISTRICT MANAGER AND ITS JOB DESCRIPTION (MT. VIEW SANITARY DISTRICT POLICY AND PROCEDURE MANUAL POLICY NO. 2315)
 - A. REPORT FROM STAFF
 - B. CONSIDER ADOPTION OF A MOTION AMENDING THE POSITION OF THE ASSISTANT DISTRICT MANAGER AND ITS JOB DESCRIPTION, (MT. VIEW SANITARY DISTRICT POLICY AND PROCEDURE MANUAL POLICY NUMBER 2315) AND DIRECTING STAFF TO INCORPORATE THE AMENDED JOB DESCRIPTION INTO THE DISTRICT'S POLICY AND PROCEDURE MANUAL

3. AMENDMENTS TO THE POSITION OF SENIOR ADMINISTRATIVE ASSISTANT AND ITS JOB DESCRIPTION (MT. VIEW SANITARY DISTRICT POLICY AND PROCEDURE MANUAL POLICY NO. 2430)
 - A. REPORT FROM STAFF
 - B. CONSIDER ADOPTION OF A MOTION AMENDING THE POSITION OF SENIOR ADMINISTRATIVE ASSISTANT AND ITS JOB DESCRIPTION (MT. VIEW SANITARY DISTRICT POLICY AND PROCEDURE MANUAL POLICY NO. 2430) AND DIRECTING STAFF TO INCORPORATE THE AMENDED JOB DESCRIPTION INTO THE DISTRICT'S POLICY AND PROCEDURE MANUAL
4. SCHEDULING OF STUDY SESSION FOR BOARD POLICIES AND POLICY AND PROCEDURES MANUAL
 - A. REPORT FROM STAFF
 - B. PROVIDE DIRECTION TO STAFF REGARDING SCHEDULING OF STUDY SESSION WITH BRENT IVES OF BHI, INC.
5. BIENNIAL AB1234 ETHICS TRAINING CONDUCTED BY CONSULTANT BRENT IVES

COMMUNICATIONS – INFORMATION ONLY – NO ACTION NECESSARY

6. EMAIL FROM KELLY DAVIDSON, ENVIRONMENTAL EDUCATION COORDINATOR, REGARDING DELTA DISCOVERY VOYAGE TRIP ON SEPTEMBER 16, 2009

ADJOURNMENT – THE NEXT REGULARLY SCHEDULED MEETING IS THURSDAY, SEPTEMBER 10, 2009