

MINUTES OF THE REGULAR MEETING
OF THE DISTRICT BOARD
MT. VIEW SANITARY DISTRICT
DECEMBER 14, 2023

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 December 14, 2023, at 3:32 p.m.

1. ROLL CALL OF DIRECTORS

- PRESENT: Directors David P. Maggi, Gregory T. Pyka, Vice President Julia R. Halsne, and President Brian A. Danley
- ABSENT: None
- Also Present: STAFF – General Manager Lilia M. Corona, Deputy General Manager Stacey Ambrose, District Engineer Chris D. Elliott, Board Secretary Stephanie L. Seregin, Board Secretary Pro Tem Pam Christopher, and District Legal Counsel J. Daniel Adams
- PUBLIC: Representatives of Central Contra Costa Sanitary District (CCCSD): David Wyatt, HHW Program Supervisor, Lori Schectel, Environmental and Regulatory Compliance Division Manager, Geoff Niswander, Senior Household Hazardous Waste Technician, and Emily Barnett, Communications and Government Relations Manager. National Demographics Corporation representative Justin Levitt, and Bryce Rojas of Cropper Accountancy Corporation.

2. PUBLIC COMMENT

None

3. REORGANIZATION OF THE BOARD

A. REPORT FROM STAFF

General Manager Corona reported.

B. NOMINATE AND ELECT THE BOARD PRESIDENT FOR THE PERIOD COMMENCING DECEMBER 14, 2023 (CONDUCTED BY PRESIDENT DANLEY)

Director Pyka moved to nominate and elect Vice President Halsne as Board President.

Motion carried by the following vote:

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

The gavel was passed to newly elected President Halsne, who assumed the Presidency.

C. NOMINATE AND ELECT THE BOARD VICE PRESIDENT FOR THE PERIOD COMMENCING DECEMBER 14, 2023 (CONDUCTED BY THE NEWLY ELECTED BOARD PRESIDENT)

Director Danley moved to nominate and elect Director Pyka as Board Vice President.

Motion carried by the following vote:

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

General Manager Corona requested the Board take New Business Item 6A out of turn to accommodate representatives of Central Contra Costa Sanitary District. The Board agreed and proceeded to Item 6A.

6. NEW BUSINESS

A. HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY (HHWCF) ANNUAL REPORT PRESENTATION BY CENTRAL CONTRA COSTA SANITARY DISTRICT (CCCS)

1. REPORT FROM STAFF

General Manager Corona introduced Central Contra Costa Sanitary District (CCCSD) Household Hazardous Waste representatives Lori Schectel, Environmental and Regulatory Compliance Division Manager, Geoff Niswander, Senior Household Hazardous Waste Technician, David Wyatt, HHW Program Supervisor, and Emily Barnett, Communications and Government Relations Manager.

2. PRESENTATION BY CENTRAL CONTRA COSTA SANITARY DISTRICT

Geoff Niswander, Senior Household Hazardous Waste Technician, provided a presentation on the operations of the CCCSD/MVSD Household Hazardous Waste Collection Facility Annual Report for Fiscal Year 2022-2023.

Mr. Niswander responded to questions from the Board. Following the question and answer session, the Board thanked Mr. Niswander for the presentation, and the CCCSD representatives left the meeting.

3. PROVIDE DIRECTION AS NECESSARY

4. CONSENT CALENDAR

- A. APPROVE THE MINUTES OF THE NOVEMBER 9, 2023, REGULAR BOARD MEETING
- B. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 61398 THROUGH 61429 DATED NOVEMBER 15, 2023
- C. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 61430 THROUGH 61477 DATED NOVEMBER, 29 2023
- D. RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBER 0705 DATED NOVEMBER 29, 2023
- E. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBER 3201 DATED NOVEMBER 29, 2023

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

Motion carried by the following vote:

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

5. PUBLIC HEARING

A. COMPOSITION OF THE BOARD MEMBER ELECTION DISTRICTS WITHIN THE DISTRICT

1. REPORT FROM STAFF

District Legal Counsel Adams reported. Counselor Adams introduced Consultant Justin Levitt of National Demographics Corporation, who presented the Board with revised service area maps for consideration.

Mr. Levitt responded to questions from the Board.

2. CONDUCT PUBLIC HEARING

a) OPEN PUBLIC HEARING

President Halsne opened the Public Hearing.

b) RECEIVE PUBLIC COMMENT

There was no public testimony.

c) CLOSE PUBLIC HEARING

President Halsne closed the Public Hearing.

3. DETERMINE THE PREFERRED MAP AND CONSIDER ADOPTION OF RESOLUTION 1593-2023 TO TRANSITION FROM AT LARGE TO DISTRICT BASED ELECTIONS PURSUANT TO CALIFORNIA ELECTIONS CODE SECTION 10010.

By consensus, the Board determined the preferred map to be Orange Map 2. It was then moved by Vice President Pyka, seconded by Director Maggi, to adopt Resolution No. 1593-2023 to transition from At-large to District Based Elections pursuant to California Elections Code Section 10010.

Motion carried by the following vote:

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

6. NEW BUSINESS

B. FISCAL YEAR 2022-2023 FINANCIAL AUDIT

1. REPORT FROM STAFF

General Manager Corona introduced Bryce Rojas of Cropper Accountancy Corporation, who presented the Fiscal Year 2022-2023 Financial Audit to the Board of Directors.

Mr. Rojas was thanked for his presentation and then left the meeting.

2. CONSIDER ADOPTION OF A MOTION ACCEPTING THE FISCAL YEAR 2022-2023 FINANCIAL AUDIT REPORT; AND
3. DIRECT THE GENERAL MANAGER TO MAKE THE REPORT AVAILABLE TO THE PUBLIC ON THE DISTRICT WEBSITE.

It was moved by Director Danley, seconded by Director Maggi, to adopt a motion accepting the Fiscal Year 2022-2023 Financial Audit Report; and direct the General Manager to make the report available to the public on the District website.

Motion carried by the following vote:

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

C. POLICY REVISIONS FOR WORK SCHEDULES, OVERTIME, TIMEKEEPING, DRUG AND ALCOHOL-FREE WORKPLACE, AND ADDITION OF STANDARDS OF CONDUCT

1. REPORT FROM STAFF

General Manager Corona reported.

2. CONSIDER ADOPTION OF A MOTION APPROVING THE RECOMMENDED REVISIONS TO POLICIES AND PROCEDURES:
 - a) 2005 –WORK SCHEDULES

- b) 2010 – OVERTIME
- c) 2007 – TIMEKEEPING
- d) 3215 – DRUG AND ALCOHOL-FREE WORKPLACE

It was moved by Vice President Pyka, seconded by Director Danley, to adopt a motion approving the recommended revisions to Policies and Procedures: 2005 –Work Schedules, 2010 – Overtime, 2007 – Timekeeping, and 3215 – Drug and Alcohol-free Workplace.

Motion carried by the following vote:

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

3. CONSIDER ADOPTION OF A MOTION APPROVING POLICY AND PROCEDURE-CODE OF CONDUCT

It was moved by Director Danley, seconded by Director Maggi, to adopt a motion approving Policy and Procedure-Code of Conduct.

Motion carried by the following vote:

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

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

1. REPORT FROM STAFF

General Manager Corona reported.

2. CONSIDER ADOPTION OF RESOLUTION NO. 1594-2023, AUTHORIZING THE TRANSFER OF \$445,046 FROM FUND 3409 TO FUND 3410

It was moved by Director Danley, seconded by Director Maggi, to adopt Resolution No. 1594-2023, authorizing the transfer of \$445,046 from Fund 3409 to Fund 3410.

Motion carried by the following vote:

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

E. AMENDMENT OF AGREEMENT WITH KENNEDY / JENKS CONSULTANTS, INC. AND TASK ORDER FOR ADDITIONAL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR SUBDIVISION DEVELOPMENTS

1. REPORT FROM STAFF

District Engineer Elliott reported.

2. CONSIDER ADOPTION OF A MOTION APPROVING AMENDMENT NO. 1 TO CONTRACT NO. 23-0010 WITH KENNEDY / JENKS CONSULTANTS, INC. (KJ) INCREASING THE TOTAL CONTRACT AMOUNT BY \$80,000 FROM \$51,106 TO \$131,106; AND

It was moved by Director Maggi, seconded by Vice President Pyka, to adopt a motion approving Amendment No. 1 to Contract No. 23-0010 with Kennedy / Jenks Consultants, Inc. (KJ), increasing the total Contract amount by \$80,000 from \$51,106 to \$131,106.

Motion carried by the following vote:

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

3. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 2 TO CONTRACT NO. 23-0010 IN THE AMOUNT OF \$80,000 AUTHORIZING KJ TO PROVIDE ADDITIONAL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR SUBDIVISION DEVELOPMENTS

It was moved by Director Maggi, seconded by Vice President Pyka, to adopt a motion approving Task Order No. 2 to Contract No. 23-0010 in the amount of \$80,000 authorizing KJ to provide additional construction management and inspection services for subdivision developments.

Motion carried by the following vote:

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

F. PRIVATE METER AGREEMENT FOR DIVERSION WITH CAMPESTRE CORPORATION

1. REPORT FROM STAFF

District Engineer Elliott reported.

2. CONSIDER ADOPTION OF RESOLUTION NO. 1595-2023, APPROVING A PRIVATE METER AGREEMENT FOR DIVERSION WITH CAMPESTRE CORPORATION

It was moved by Vice President Pyka, seconded by Director Danley, to adopt Resolution No. 1595-2023, approving a Private Meter Agreement for diversion with Campestre Corporation.

Motion carried by the following vote:

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

7. REPORTS

R-1. GENERAL MANAGER

General Manager Corona reported on the following items:

- Lease Bids

- Performance Metrics
- Feasibility Study

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

General Manager Corona advised budget amendments are forthcoming due to cost increases.

R-5. WASTEWATER OPERATIONS MANAGER

General Manager Corona responded to questions regarding work orders and magnesium hydroxide.

R-6. DISTRICT LEGAL COUNSEL

District Legal Counsel Adams reported he is monitoring the River Watch item and will provide updates as they become available.

R-7. BOARD SECRETARY

None

R-8. DIRECTORS

R 8.01 PRESIDENT BRIAN A. DANLEY

Director Danley reported his attendance at the upcoming CASA Winter Conference.

R 8.02 DIRECTOR JULIA R. HASLNE

President Haslne thanked Director Danley for his leadership as Board President this past year, thanked staff for their hard work, and wished everyone Happy Holidays!

R 8.03 DIRECTOR DAVID P. MAGGI

Director Maggi wished everyone Happy Holidays!

R 8.04 DIRECTOR GREGORY T. PYKA

Vice President Pyka wished everyone Happy Holidays!

8. COMMUNICATIONS

- A. LAIF MONTHLY STATEMENT
- B. LAIF QUARTERLY STATEMENT
- C. BMOQ MONTHLY STATEMENTS
- D. UPCOMING AGENDA ITEMS AND SCHEDULE OF EVENTS

9. FUTURE BOARD ITEMS

- A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

None

10. ADJOURNMENT – THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON THURSDAY, JANUARY 11, 2024, AT 3:30 P.M.

President Halsne adjourned the meeting at 4:49 p.m. The next scheduled Board meeting is a regular board meeting on Thursday, January 11, 2024, at 3:30 p.m.



Stephanie L. Seregin, Board Secretary