



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

6:30 P.M. DECEMBER 12, 2019  
BOARD ROOM, 3800 ARTHUR ROAD, MARTINEZ, CALIFORNIA

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. REORGANIZATION OF THE BOARD
  - A. NOMINATE AND ELECT THE BOARD PRESIDENT FOR THE PERIOD COMMENCING DECEMBER 12, 2019  
(Conducted by President Caldwell)
  
  - B. NOMINATE AND ELECT THE BOARD VICE PRESIDENT FOR THE PERIOD COMMENCING DECEMBER 12, 2019  
(Conducted by the newly elected Board President)
  
4. ADJOURN TO A MEETING OF THE BOARD OF DIRECTORS OF THE DOROTHY M. SAKAZAKI ENVIRONMENTAL ENDOWMENT FUND NONPROFIT PUBLIC BENEFIT CORPORATION (SEE SEPARATE AGENDA)

## 5. RECONVENE THE REGULAR MT. VIEW SANITARY DISTRICT BOARD MEETING

### 6. 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 NOVEMBER 13, 2019 SPECIAL BOARD MEETING
- B. APPROVE THE MINUTES OF THE NOVEMBER 14, 2019 REGULAR BOARD MEETING
- C. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBER 55507 DATED NOVEMBER 4, 2019 (See Purchase Journal following this item for details.)
- D. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 55508 THROUGH 55599 DATED NOVEMBER 15, 2019
- E. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 55600 THROUGH 55606 DATED NOVEMBER 15, 2019 (See Purchase Journal following this item for details.)
- F. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 2875 THROUGH 2879 DATED NOVEMBER 15, 2019(See Purchase Journal following this item in packet for details.)
- G. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 55607 THROUGH 55617 DATED NOVEMBER 27, 2019 (See Purchase Journal following this item in packet for details.)

### 7. PUBLIC HEARING

#### A. CALIFORNIA VOTING RIGHTS ACT

- 1. REPORT FROM STAFF
- 2. PUBLIC HEARING
  - a) OPEN PUBLIC HEARING
  - b) RECEIVE PUBLIC TESTIMONY
  - c) CLOSE PUBLIC HEARING
- 3. DISCUSS FURTHER BOARD ACTION AND EITHER PROVIDE DIRECTION TO THE DISTRICT MANAGER OR ADOPT THE PROPOSED RESOLUTION \_\_\_\_\_ - 2019 DETERMINING THERE IS CURRENTLY AN ABSENCE OF THE NUMBERS AND CONCENTRATIONS OF CALIFORNIA VOTING RIGHTS ACT

PROTECTED GROUP MEMBERS WITHIN THE MT. VIEW SANITARY DISTRICT THAT WOULD REQUIRE A CHANGE FROM THE DISTRICT'S CURRENT "AT LARGE" ELECTION OF DIRECTORS TO DISTRICT BASED ELECTIONS.

8. NEW BUSINESS

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

1. REPORT FROM STAFF
2. PRESENTATION BY CENTRAL CONTRA COSTA SANITARY DISTRICT
3. PROVIDE DIRECTION AS NECESSARY

B. FISCAL YEAR 2018-2019 FINANCIAL AUDIT

1. REPORT FROM STAFF
2. PRESENTATION – CROPPER ACCOUNTANCY
3. CONSIDER ADOPTION OF A MOTION ACCEPTING FISCAL YEAR 2018-2019 AUDITOR'S REPORT; AND, DIRECT THE DISTRICT MANAGER TO MAKE THE REPORT AVAILABLE TO THE PUBLIC ON THE DISTRICT WEBSITE

C. PRESENTATION ON FINANCING OPTIONS WITH MUNICIPAL FINANCING CORPORATION (MFC)

1. REPORT FROM STAFF
2. PROVIDE DIRECTION AS NECESSARY

D. AGREEMENT WITH HARRIS & ASSOCIATES AND TASK ORDER FOR ENGINEERING STAFF AUGMENTATION AND THE PAVEMENT MANAGEMENT PROGRAM CONDITION ASSESSMENT STUDY

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING CONTRACT NO. 19-0021 WITH HARRIS & ASSOCIATES (H&A) WITH A TOTAL CONTRACT AMOUNT OF \$86,590

3. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 1 TO CONTRACT NO. 19-0021 IN THE AMOUNT OF \$86,590 AUTHORIZING H&A TO PROVIDE PROFESSIONAL ENGINEERING SERVICES.

E. DISTRICT CLASSIFICATIONS / JOB DESCRIPTIONS – POLICY NO. 2410  
ADMINISTRATIVE ASSISTANT

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING THE REVISIONS TO POLICY 2410, THE JOB CLASSIFICATION AND DESCRIPTION FOR THE ADMINISTRATIVE ASSISTANT; AND DIRECTING THE DISTRICT MANAGER TO INCLUDE THE REVISED JOB CLASSIFICATION AND DESCRIPTION IN THE DISTRICT'S POLICY AND PROCEDURE MANUAL AND TO DISTRIBUTE TO ALL DISTRICT STAFF.

9. REPORTS

- R-1. DISTRICT MANAGER
- R-2. DISTRICT ENGINEER
- R-3. CFO/ADMINISTRATIVE SERVICES MANAGER
- R-4. WASTEWATER OPERATIONS MANAGER
- R-5. DISTRICT LEGAL COUNSEL
- R-6. BOARD SECRETARY
- R-7. DIRECTORS
  - R 7.01 DIRECTOR BRIAN A. DANLEY
  - R 7.02 DIRECTOR DAVID P. MAGGI
  - R 7.03 DIRECTOR GREGORY T. PYKA
  - R 7.04 DIRECTOR ELMER J. SCHAAL
  - R 7.05 DIRECTOR STANLEY R. CALDWELL

10. COMMUNICATIONS

- A. LAIF MONTHLY STATEMENT - NOVEMBER 5, 2019
- B. DISTRICT CAPACITY FEES REPORT – FISCAL YEAR 18-19

11. FUTURE BOARD ITEMS

- A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

12. ADJOURNMENT

- A. THE NEXT SCHEDULED MEETING IS A REGULAR BOARD MEETING ON THURSDAY, JANUARY 9, 2020 AT 6:30 P.M.