



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

February 10, 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/tZEucOGorTwoHtDb4pZGlcboIHUxJLd_GqXA

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 JANUARY 12, 2022 SPECIAL BOARD MEETING](#)

B. [APPROVE THE MINUTES OF THE JANUARY 13, 2022 REGULAR BOARD MEETING](#)

- C. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 59124 THROUGH 59176 DATED JANUARY 11, 2022 \(See purchase journal following this item in packet for details.\)](#)
 - D. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 59177 THROUGH 59222 DATED JANUARY 27, 2022 \(See purchase journal following this item in packet for details.\)](#)
 - E. [RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3060 THROUGH 3063 DATED JANUARY 11, 2022 \(See purchase journal following this item in packet for details.\)](#)
 - F. [RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3064 THROUGH 3065 DATED JANUARY 27, 2022 \(See purchase journal following this item in packet for details.\)](#)
 - G. [REVISED FUTURE BOARD AND COMMITTEE MEETINGS](#)
4. [NEW BUSINESS](#)
- A. [POLICIES: CUSTOMER RELATIONS & PUBLIC COMPLAINTS, INFORMATION TECHNOLOGY & ELECTRONIC COMMUNICATION, SOCIAL MEDIA & WEBSITE, PUBLIC RECORDS ACCESS](#)
 - 1. REPORT FROM STAFF
 - 2. CONSIDER ADOPTION OF A MOTION APPROVING POLICIES AND PROCEDURES:
 - a. 1030 – CUSTOMER RELATIONS & PUBLIC COMPLAINTS
 - b. 2700 – INFORMATION TECHNOLOGY & ELECTRONIC COMMUNICATION
 - c. 2710 – SOCIAL MEDIA & WEBSITE
 - d. 3320 – PUBLIC RECORDS ACCESS
 - 3. CONSIDER ADOPTION OF A MOTION DELETING POLICIES AND PROCEDURES 3600 – WEBSITE, WHICH WAS CONSOLIDATED TO 2710 – SOCIAL MEDIA & WEBSITE

**B. CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION
ANNOUNCEMENT OF UPCOMING SPECIAL DISTRICT VACANCY'S ON
LAFCO, CALL FOR NOMINATIONS AND FOR NAMES OF VOTING DELEGATES**

1. REPORT FROM STAFF
2. DISCUSS AND CONSIDER NOMINATION OF CANDIDATE(S) TO FILL ONE SPECIAL DISTRICT MEMBER REGULAR SEAT AND ALTERNATE SPECIAL DISTRICT SEAT ON CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION (LAFCO)
3. CONSIDER ADOPTION OF RESOLUTION NO. ____-2022 NOMINATING A CANDIDATE TO FILL THE SPECIAL DISTRICT REGULAR SEAT AND/OR THE ALTERNATE SPECIAL DISTRICT SEAT ON LAFCO
4. CONSIDER ADOPTION OF A MOTION DESIGNATING PRESIDENT MAGGI AS THE INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE (ISDSC) REPRESENTATIVE AND ANOTHER MVSD DIRECTOR AS MVSD'S ALTERNATE TO THE LAFCO INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE (ISDSC)

C. FISCAL YEAR 2021-2022 – 2ND QUARTER BUDGET REPORT

1. REPORT FROM STAFF
2. PROVIDE DIRECTION AS NECESSARY

D. ANNUAL REVIEW OF BOARD MEMBER COMPENSATION AND BENEFITS

1. REPORT FROM STAFF
2. REVIEW AND DETERMINE THE FOLLOWING:
 - a) WHETHER THE DISTRICT'S CURRENT BOARD MEMBER COMPENSATION FOR EACH DAY'S ATTENDANCE AT MEETINGS AND/OR SERVICES RENDERED, BOARD MEMBER HEALTH CARE INSURANCE COSTS AND BENEFITS, BOARD MEMBER PENSION/DEFERRED COMPENSATION BENEFITS, AND BOARD MEMBER EXPENSE REIMBURSEMENTS ARE REASONABLE, IN LINE WITH THOSE OF OTHER SPECIAL DISTRICTS, AND WHETHER ANY CHANGES SHOULD BE MADE; AND,

b) WHETHER THE DISTRICT'S CURRENT POLICY ON BOARD MEMBER PARTICIPATION ON "OTHER" BOARDS REQUIRES ANY CHANGE

1. PROVIDE DIRECTION AS NECESSARY OR, IN THE ALTERNATIVE, ADOPT A MOTION DECLARING THAT THE BOARD HAS CONDUCTED ITS ANNUAL REVIEW AND DETERMINED THAT THE CURRENT BOARD MEMBER COMPENSATION FOR EACH DAY'S ATTENDANCE AT MEETINGS AND/OR SERVICES RENDERED IS REASONABLE.
2. PROVIDE DIRECTION AS NECESSARY OR, IN THE ALTERNATIVE, ADOPT A MOTION DECLARING THAT THE BOARD HAS CONDUCTED ITS ANNUAL REVIEW AND DETERMINED THAT THE CURRENT BOARD MEMBER HEALTH CARE INSURANCE COSTS AND BENEFITS ARE REASONABLE.
3. PROVIDE DIRECTION AS NECESSARY OR, IN THE ALTERNATIVE, ADOPT A MOTION DECLARING THAT THE BOARD HAS CONDUCTED ITS ANNUAL REVIEW AND DETERMINED THAT THE CURRENT BOARD MEMBER PENSION/DEFERRED COMPENSATION BENEFITS ARE REASONABLE.
4. PROVIDE DIRECTION AS NECESSARY OR, IN THE ALTERNATIVE, ADOPT A MOTION DECLARING THAT THE BOARD HAS CONDUCTED ITS ANNUAL REVIEW AND DETERMINED THAT THE CURRENT BOARD MEMBER EXPENSE REIMBURSEMENT STANDARDS ARE REASONABLE.
5. PROVIDE DIRECTION AS NECESSARY OR, IN THE ALTERNATIVE, ADOPT A MOTION CONTINUING THE DISTRICT'S CURRENT POLICY ON BOARD MEMBER PARTICIPATION ON "OTHER" BOARDS.
6. DETERMINE IF THE BOARD WANTS TO INCREASE BOARD MEMBER COMPENSATION OR BENEFITS, AND IF SO, PROVIDE DIRECTION TO CALL FOR A PUBLIC HEARING ON THE MATTER.

E. SELECTION OF DISTRICT MANAGER'S EVALUATION REVIEW INSTRUMENT

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION ACCEPTING THE DISTRICT MANAGER'S RECOMMENDATION TO CONDUCT THE MANAGER'S ANNUAL EVALUATION DURING THE REGULAR BOARD MEETING ON APRIL 14, 2022, AGREEING TO THE USE OF THE ATTACHED DISTRICT MANAGER'S EVALUATION FORM AS THE METHOD OF EVALUATION

AND ADOPTING THE EVALUATION PROCESS DESCRIBED ON THE ATTACHED DOCUMENT ENTITLED "PROPOSED APRIL 2022 DISTRICT MANAGER'S EVALUATION PROCEDURE".

F. DESIGNATION OF LABOR NEGOTIATOR(S)

1. REPORT FROM STAFF
2. APPOINT ONE OR MORE MEMBERS OF THE BOARD OF DIRECTORS AS ITS NEGOTIATOR(S) FOR THE PURPOSE OF NEGOTIATIONS WITH THE DISTRICT MANAGER REGARDING COMPENSATION. THE BOARD MAY DESIGNATE UP TO ALL MEMBERS OF THE BOARD AS NEGOTIATORS

G. RATIFICATION OF H.R. 2467 COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION AND LIABILITY ACT (CERCLA) EXEMPTION REQUEST FOR CLEAN WATER PUBLIC OWNED TREATMENT WORKS (POTWS) LETTERS

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF MOTION RATIFYING THE DISTRICT'S H.R. 2467 COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION AND LIABILITY ACT (CERCLA) EXEMPTION REQUEST FOR CLEAN WATER POTWS WRITTEN TO U.S. SENATORS FEINSTEIN AND PADILLA

5. 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

6. COMMUNICATIONS

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

7. FUTURE BOARD ITEMS

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

8. ADJOURNMENT

- A. THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON THURSDAY, MARCH 10, 2022 At 6:30 P.M. THE NEXT MEETINGS ARE A PLANNING COMMITTEE MEETING ON FEBRUARY, 23, 2022 AT 1:00 P.M. AND A PERSONNEL COMMITTEE MEETING ON FEBRUARY, 24, 2022 AT 10:00 A.M.