AGENDA DATE: 11/12/2026

AGENDA ITEM: 3A

# MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD MT. VIEW SANITARY DISTRICT OCTOBER 8, 2026

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 October 8, 2026, at 3:30 p.m.

1. ROLL CALL OF DIRECTORS

| | |
|---|---|
| PRESENT: | Directors Brian A. Danley, Caitlin Wiley-Walker, Vice President Halsne, and President Ruddell |
| ABSENT: | Director Gregory T. Pyka |
| Also Present: | STAFF – General Manager Corona, Deputy General Manager Ambrose, District Engineer Elliott, Board Secretary Pam Christopher, Outreach and Administrative Services Supervisor Robin Mitchell, Grants and Contracts Administrator Kyle Pickett, District Legal Counsel Dan Adams. |
| PUBLIC: | None |

2. PUBLIC COMMENT

None

3. CONSENT CALENDAR

A. APPROVE THE MINUTES OF THE OCTOBER 8, 2026, REGULAR BOARD MEETING

B. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBER 63245 DATED JULY 8, 2025 (See purchase journal following this item in packet for details.)

C. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 63279 THROUGH 63331 DATED JULY 22, 2025 (See purchase journal following this item in packet for details.)

D. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 63510 THROUGH 63553 DATED SEPTEMBER 16, 2025 (See purchase journal following this item in packet for details.)

E. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBER 63587 DATED OCTOBER 14, 2025 (See purchase journal following this item in packet for details.)

F. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBER 63740 DATED DECEMBER 9, 2025 (See purchase journal following this item in packet for details.)

G. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 63952 THROUGH 63988 DATED FEBRUARY 17, 2026 (See purchase journal following this item in packet for details.)

H. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBER 64247 DATED JUNE 9, 2026 (See purchase journal following this item in packet for details.)

I. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBER 64280 DATED JUNE 23, 2026 (See purchase journal following this item in packet for details.)

J. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 64405 THROUGH 64442 DATED AUGUST 4, 2026 (See purchase journal following this item in packet for details.)

K. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 64443 THROUGH 64482 DATED AUGUST 18, 2026 (See purchase journal following this item in packet for details.)

L. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 64483 THROUGH 64513 DATED SEPTEMBER 1, 2026 (See purchase journal following this item in packet for details.)

M. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 64514 THROUGH 64553 DATED SEPTEMBER 15, 2026 (See purchase journal following this item in packet for details.)

N. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 64554 THROUGH 64594 DATED SEPTEMBER 29, 2026 (See purchase journal following this item in packet for details.)

O. RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBERS 781 THROUGH 783 DATED AUGUST 4, 2026 (See purchase journal following this item in packet for details.)

P. RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBER 784 DATED SEPTEMBER 15, 2026 (See purchase journal following this item in packet for details.)

Q. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBER 3325 DATED AUGUST 18, 2026 (See purchase journal following this item in packet for details.)

R. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBER 3326 DATED SEPTEMBER 1, 2026 (See purchase journal following this item in packet for details.)

S. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3327 THROUGH 3328 DATED SEPTEMBER 15, 2026 (See purchase journal following this item in packet for details.)

T. RATIFY APPROVAL OF ACH DEBIT PAYMENTS 900066 THROUGH 900101 DATED JULY 1, 2026, THROUGH OCTOBER 7, 2026. (See check register report following this item in packet for details.)

It was moved by Director Danley, seconded by Director Wiley-Walker, to approve Consent Calendar Items 3A to 3T.

Motion carried by the following vote:

| | |
|---|---|
| AYES: | Directors Brian A. Danley, Caitlin Wiley-Walker, Vice President Halsne, and President Ruddell |
| NOES: | None |
| ABSENT: | Director Gregory T. Pyka |
| ABSTAIN: | None |

4. NEW BUSINESS

**A. SIGNATURE OF AUTHORITY LETTER FOR CONTRA COSTA COUNTY AUDITOR-CONTROLLER**

1. RECEIVE REPORT FROM STAFF

2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE BOARD PRESIDENT TO EXECUTE THE SIGNATURE OF AUTHORITY LETTER REFLECTING THE GENERAL MANAGER, DEPUTY GENERAL MANAGER, BOARD SECRETARY/EXECUTIVE ASSISTANT, AND BOARD MEMBERS' AUTHORITY TO SIGN WARRANTS AND PAYMENT ORDERS ISSUED BY AND ON BEHALF OF MT. VIEW SANITARY DISTRICT AND AUTHORIZING FUTURE BOARD PRESIDENTS TO EXECUTE THE SIGNATURE OF AUTHORITY LETTER AS NEEDED DUE TO PERSONNEL CHANGES IN THESE DESIGNATED POSITIONS.

It was moved by Vice President Halsne, seconded by Director Danley, to adopt a motion authorizing Board President Ruddell to execute the Signature of Authority Letter reflecting the General Manager, Deputy General Manager, Board Secretary/Executive Assistant, and Board Members authorized to sign warrants and payment orders issued by and on behalf of Mt. View Sanitary District and authorizing future Board Presidents to execute the Signature of Authority Letter as needed due to personnel changes in these designated positions.

Motion carried by the following vote:

| | |
|---|---|
| AYES: | Directors Brian A. Danley, Caitlin Wiley-Walker, Vice President Halsne, and President Ruddell |
| NOES: | None |
| ABSENT: | Director Gregory T. Pyka |
| ABSTAIN: | None |

**B. POLICY REVISIONS FOR PUBLIC ACCESS TO DISTRICT PROPERTY, BENEFITS, TEMPORARY RECLASSIFICATION, AUTHORIZED POSITIONS, AND SALARY AND WAGE SCHEDULE**

1. RECEIVE REPORT FROM STAFF

2. CONSIDER ADOPTION OF A MOTION APPROVING THE RECOMMENDED REVISIONS TO POLICIES AND PROCEDURES:
   a. 3325 – PUBLIC ACCESS TO DISTRICT PROPERTY
   b. 2015 – BENEFITS
   c. 2150 – TEMPORARY RECLASSIFICATION
   d. 2300 – AUTHORIZED POSITION
   e. 2305 – SALARY AND WAGE SCHEDULE

It was moved by Vice President Halse, seconded by Director Danley, to adopt a motion approving the recommended revisions to Policies and Procedures 3325 – Public Access to District Property, 2015 – Benefits, 2300 – Authorized Positions, and 2305 Salary and Wage Schedule.

Motion carried by the following vote:

| | |
|---|---|
| AYES: | Directors Brian A. Danley, Caitlin Wiley-Walker, Vice President Halsne, and President Ruddell |
| NOES: | None |
| ABSENT: | Director Gregory T. Pyka |
| ABSTAIN: | None |

5. REPORTS

R-1. GENERAL MANAGER

General Manager Corona provided an update on the Feasibility Study letter MVSD sent to Central San and reviewed Central San's response.

R-2. DEPUTY GENERAL MANAGER

The Deputy General Manager provided an update on the previously received Notices of Violation related to H2S coming out of the manholes. As of now, there are no new updates. However, a settlement agreement is anticipated soon. President Ruddell thanked POAS Mitchell for organizing the Staff Appreciation Luncheon.

R-3. DISTRICT ENGINEER

The District Engineer responded to Board questions about who submitted proposals for the Biotower and Biofilter Rehabilitation project.

R-4. WASTEWATER OPERATIONS MANAGER

Deputy General Manager Ambrose responded to the Board's question about the newly refurbished lighting in the Administration parking lot.

R-5. DISTRICT LEGAL COUNSEL

Legal Counsel Adams reported that he would attend the 2026 Fall Attorneys meeting event hosted by CASA on October 9th, 2026.

R-6. BOARD SECRETARY

Secretary Christopher advised the board that she had one item requiring a signature. She also requested to continue being kept informed of board members' vacation schedules.

R-7. DIRECTORS

R 7.01 PRESIDENT JARED RUDDELL

None

R 7.02 VICE PRESIDENT JULIA HALSNE

None

R 7.03 DIRECTOR BRIAN A. DANLEY

None

R 7.04 DIRECTOR GREGORY PYKA

None

R7.04 DIRECTOR CAITLIN WILEY-WALKER

Director Wiley-Walker provided her availability for the 10/28/2026 Public Information Committee Meeting.

6. COMMUNICATIONS

A. BMO MONTHLY STATEMENT
B. LAIF MONTHLY STATEMENT
C. UPCOMING AGENDA ITEMS AND SCHEDULE OF EVENTS

7. FUTURE BOARD ITEMS

None

8. ADJOURNMENT

A. THE NEXT SCHEDULED MEETING IS A FINANCE COMMITTEE MEETING ON TUESDAY, OCTOBER 13, 2026, AT 3:30 P.M. THE NEXT SCHEDULED BOARD MEETINGS ARE A SPECIAL BOARD MEETING ON THURSDAY, OCTOBER 22, 2026, AT 8:00 AM AND A REGULAR BOARD MEETING ON THURSDAY, NOVEMBER 12, 2026, AT 3:30 P.M.

President Ruddell adjourned the meeting at 4:04 p.m. The next scheduled meeting is a Finance Committee Meeting on Tuesday, October 13, 2026, at 3:30 p.m. The next scheduled Board Meetings are a Special Board Meeting on Thursday, October 22, 2026, at 8:30 am and a Regular Board Meeting on Thursday, November 12, 2026, at 3:30 p.m.

Pamela Christopher, Board Secretary