



A Friend to the Environment

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

6:30 P.M., THURSDAY, JUNE 13, 2013
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. 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 APRIL 11, 2013, REGULAR BOARD MEETING
- B. APPROVE THE MINUTES OF THE MAY 9, 2013, REGULAR BOARD MEETING
- C. APPROVE THE MINUTES OF THE MAY 23, 2013, FINANCE COMMITTEE MEETING

- D. APPROVE THE MINUTES OF THE MAY 23, 2013, ORDINANCE COMMITTEE MEETING
- E. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 47490 THROUGH 47577 DATED MAY 10, 2013
(See Purchase Journal following this item for details.)
- F. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 47578 THROUGH 47582 DATED MAY 31 , 2013
(See Purchase Journal following this item for details.)
- G. RATIFY APPROVAL OF FACILITIES REHABILITATION FUND 3410 PAYMENT ORDER NUMBERS 398 THROUGH 400 DATED MAY 10, 2013
(See Purchase Journal following this item in packet for details.)
- H. RATIFY APPROVAL OF FACILITIES REHABILITATION FUND 3410 PAYMENT ORDER NUMBER 401 DATED MAY 22, 2013
(See Purchase Journal following this item in packet for details.)
- I. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 2305 THROUGH 2307 DATED MAY 10, 2013
(See Purchase Journal following this item in packet for details.)

4. OLD BUSINESS

A. AMENDMENT TO BOARD POLICIES AND PROCEDURES

- 1. REPORT FROM STAFF
- 2. CONSIDER ADOPTION OF A MOTION AMENDING BOARD OF DIRECTORS POLICIES AND PROCEDURES B-50-50 AND B-50-110 ADDING THE FOLLOWING PHRASE TO EACH SUB SECTION "EACH MEMBER OF THE PUBLIC SHALL BE LIMITED TO NO MORE THAN THREE (3) MINUTES SUBJECT TO REASONABLE MODIFICATION BY THE BOARD PRESIDENT."
- 3. CONSIDER ADOPTION OF A MOTION AMENDING BOARD OF DIRECTORS POLICIES AND PROCEDURES B-50-60 ADDING THE FOLLOWING PHRASE "A MOTION TO TABLE SHALL TAKE PRECEDENCE AND IS NOT SUBJECT TO DEBATE."
- 4. CONSIDER ADOPTION OF A MOTION AMENDING BOARD OF DIRECTORS POLICIES AND PROCEDURES B-50-60 ADDING THE FOLLOWING PHRASE "A MOTION TO RECONSIDER IS LIMITED TO THE SAME MEETING OR THE FOLLOWING MEETING. IT MAY ONLY BE MADE BY A MEMBER OF THE BOARD WHO ORIGINALLY VOTED WITH THE MAJORITY ON THE MATTER THAT IS THE SUBJECT OF THE RECONSIDERATION MOTION."

B. UNIVERSITY OF CALIFORNIA SANTA CRUZ – RESEARCH AGREEMENT – ALGAE ISSUES

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION RATIFYING PRESIDENT MAGGI'S EXECUTION OF THE RESEARCH AGREEMENT WITH UNIVERSITY OF CALIFORNIA – SANTA CRUZ IN THE AMOUNT OF \$68,071 FOR INVESTIGATING THE ENVIRONMENTAL FACTORS DRIVING THE McNABNEY MARSH AND AUTHORIZING THE BOARD PRESIDENT TO EXECUTE THE FIRST AMENDMENT TO RESEARCH AGREEMENT

5. NEW BUSINESS

A. AFFIRMATION OF OFFICES OF DISTRICT ENGINEER, DISTRICT LEGAL COUNSEL AND BOARD SECRETARY

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AFFIRMING OFFICE OF DISTRICT ENGINEER
3. CONSIDER ADOPTION OF A MOTION AFFIRMING OFFICE OF DISTRICT LEGAL COUNSEL
4. CONSIDER ADOPTION OF A MOTION AFFIRMING OFFICE OF DISTRICT BOARD SECRETARY

B. ORDINANCE COMMITTEE MEETING – PROPOSED 2013 AMENDMENTS TO DISTRICT CODE

1. REPORT FROM STAFF
2. CONSIDER RECOMMENDATIONS OF THE ORDINANCE COMMITTEE
3. ADOPT A MOTION PROVIDING DIRECTION TO STAFF AS FOLLOWS:
 - a) DIRECT STAFF TO PUBLISH A NOTICE OF PREPARATION OF THE DRAFT CODE AMENDMENTS AND RELATED DOCUMENTS, REQUESTING WRITTEN PUBLIC COMMENTS ON OR BEFORE JULY 25, 2013 AND TO RETAIN NUTE ENGINEERING TO CONDUCT A PEER REVIEW OF THE DRAFT CODE AMENDMENTS.

- b) CLOSE THE PERIOD FOR RECEIPT OF WRITTEN PUBLIC COMMENTS AT 4:00 P.M. ON JULY 25, 2013.
 - c) FOLLOWING THE WRITTEN PUBLIC COMMENT PERIOD, DIRECT STAFF TO ASSEMBLE COMMENTS AND PROPOSED MODIFICATIONS FOR PRESENTATION TO THE ORDINANCE COMMITTEE.
 - d) SCHEDULE A SECOND MEETING WITH THE ORDINANCE COMMITTEE TO CONSIDER COMMENTS AND PROPOSED CHANGES.
 - e) THEREAFTER, UPON THE RECOMMENDATION OF THE ORDINANCE COMMITTEE, PRESENT THE FINAL DRAFT CODE AMENDMENTS AND RELATED DOCUMENTS TO THE FULL BOARD OF DIRECTOR FOR A DULY NOTICED PUBLIC HEARING TO ALLOW FOR THE RECEIPT OF ADDITIONAL PUBLIC COMMENT BEFORE BOARD CONSIDERATION FOR ADOPTION.
- C. COLLECTION OF SEWER SERVICE CHARGES FOR FISCAL YEAR 2013-2014 ON THE COUNTY PROPERTY TAX ROLL
1. REPORT FROM STAFF
 2. CONSIDER ADOPTION OF RESOLUTION NO. _____-2013 RELATING TO THE COLLECTION OF SEWER SERVICE CHARGES WITH THE GENERAL TAXES FOR FISCAL YEAR 2013-14, SETTING THE TIME AND PLACE FOR PUBLIC HEARING ON THE REPORT OF THE ENGINEER, AND DIRECTING PUBLICATION OF NOTICE
- D. FISCAL YEAR BUDGET 2013-2014
1. REVIEW 2013-2014 FISCAL YEAR BUDGETS
 - a) OPERATIONS & MAINTENANCE FUND 3409
 - b) FACILITIES REHABILITATION FUND 3410
 - c) CAPITAL OUTLAY FUND 3412
 2. CONSIDER ADOPTION OF A MOTION APPROVING FISCAL YEAR 2013-2014 BUDGETS FOR FUNDS 3409, 3410, and 3412
- E. DISTRICT POLICY 2305 – SALARY WAGE SCHEDULES
1. REPORT FROM STAFF
 2. CONSIDER ADOPTION DISTRICT POLICY 2305 – SALARY WAGE SCHEDULES AND DIRECT STAFF TO MAKE THE DISTRICT SALARY WAGE SCHEDULE AVAILABLE ON THE DISTRICT'S WEBPAGE

- F. ADVANCEMENT OF WASTEWATER OPERATIONS SUPERVISOR MICHAEL J. RODERICK
 - 1. REPORT FROM STAFF
 - 2. CONSIDER ADOPTION OF A MOTION AUTHORIZING ADVANCEMENT OF WASTEWATER OPERATIONS SUPERVISOR MICHAEL J. RODERICK TO STEP 4 EFFECTIVE JULY 1, 2013

- G. ADVANCEMENT OF WASTEWATER OPERATOR II STEVEN P. THOMPSON
 - 1. REPORT FROM STAFF
 - 2. CONSIDER ADOPTION OF A MOTION AUTHORIZING ADVANCEMENT OF WASTEWATER OPERATOR II STEVEN P. THOMPSON TO STEP 3 EFFECTIVE JULY 1, 2013

- H. ADVANCEMENT OF DISTRICT CHEMIST LILIA M. CORONA
 - 1. REPORT FROM STAFF
 - 2. CONSIDER ADOPTION OF A MOTION AUTHORIZING ADVANCEMENT OF DISTRICT CHEMIST LILIA M. CORONA TO STEP 4 EFFECTIVE JULY 1, 2013

- I. ADVANCEMENT OF DISTRICT BIOLOGIST KELLY A. DAVIDSON
 - 1. REPORT FROM STAFF
 - 2. CONSIDER ADOPTION OF A MOTION AUTHORIZING ADVANCEMENT OF DISTRICT BIOLOGIST KELLY A. DAVIDSON TO STEP 4 EFFECTIVE JULY 1, 2013

- J. INTERFUND TRANSFER FROM FUND 3409 TO FUND 3410
 - 1. REPORT FROM STAFF
 - 2. CONSIDER ADOPTION OF RESOLUTION NO. ____-2013 AUTHORIZING THE TRANSFER OF \$244,980.00 FROM FUND 3409 TO FUND 3410

- K. INTERFUND TRANSFER FROM FUND 3409 TO FUND 3412
 - 1. REPORT FROM STAFF

2. CONSIDER ADOPTION OF RESOLUTION NO. ____-2013 AUTHORIZING THE TRANSFER OF \$500,000.00 FROM FUND 3409 TO FUND 3412
- L. INTERFUND TRANSFER FROM CONSTRUCTION FUND 3415 TO CAPITAL OUTLAY FUND 3412 AND ELIMINATION OF CONSTRUCTION FUND 3415
1. REPORT FROM STAFF
 2. CONSIDER ADOPTION OF RESOLUTION NO. ____-2013 AUTHORIZING THE TRANSFER OF APPROXIMATELY \$1,483,403.40 IN CASH AND INVESTMENTS FROM CONSTRUCTION FUND 3415 TO CAPITAL OUTLAY FUND 3412 AND APPROVING THE CLOSING OF CONSTRUCTION FUND 3415. THE EXACT AMOUNT OF TRANSFER WILL BE DETERMINED ON THE DATE OF TRANSFER
- M. HYDRAULIC PIPELINE TABLE
1. REPORT FROM STAFF
 2. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 4 TO CONSULTANT SERVICES AGREEMENT WITH CAROLLO ENGINEERS, INC. FOR THE DEVELOPMENT OF A HYDRAULIC PIPELINE TABLE
- N. FINAL DESIGN OF INFLUENT PUMP STATION IMPROVEMENTS PROJECT
1. REPORT FROM STAFF
 2. CONSIDER ADOPTION OF A MOTION APPROVING THE PROPOSED SCOPE OF WORK AND FEE FROM WEST YOST ASSOCIATES, INC., FOR THE FINAL DESIGN OF THE INFLUENT PUMP STATION IMPROVEMENTS PROJECT, AND AUTHORIZING PRESIDENT TO EXECUTE A STANDARD CONSULTANT SERVICES AGREEMENT AND TASK ORDER FOR AN AMOUNT NOT TO EXCEED \$134,500.
- O. 2013-14 SMOKE TESTING
1. REPORT FROM STAFF
 2. CONSIDER ADOPTION OF A MOTION APPROVING THE PROPOSED SCOPE OF WORK AND FEE FROM V&A CONSULTING ENGINEERS FOR THE 2013 SMOKE TESTING PROGRAM AND AUTHORIZE BOARD PRESIDENT TO EXECUTE STANDARD CONSULTANT SERVICES AGREEMENT AND TASK ORDER(S) FOR AN AMOUNT NOT TO EXCEED \$44,000 SUBJECT TO REVIEW BY DISTRICT LEGAL COUNSEL

P. LINDSAY WILDLIFE MUSEUM CONSULTING SERVICES AGREEMENT

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE BOARD PRESIDENT TO EXECUTE A CONSULTING SERVICES AGREEMENT WITH LINDSAY WILDLIFE MUSEUM FOR WETLANDS FIELDTRIP PROGRAM SERVICES IN AN AMOUNT NOT EXCEED \$26,000

6. REPORTS

- R-1. DISTRICT MANAGER
- R-2. ASSISTANT DISTRICT MANAGER
- R-3. DISTRICT ENGINEER
- R-4. DISTRICT LEGAL COUNSEL
- R-5. SECRETARY
- R-6. DIRECTORS
 - R 6.01 VICE PRESIDENT STANLEY R. CALDWELL
 - A) REPORT ON SPECIAL DISTRICT MATTERS
 - R 6.02 DIRECTOR GREGORY T. PYKA
 - R 6.03 DIRECTOR ELMER J. SCHAAL
 - R 6.04 DIRECTOR RANDELL E. WILLIAMS
 - R 6.05 PRESIDENT DAVID P. MAGGI

7. COMMUNICATIONS

- A. JANUARY 2013 CONTRA COSTA CSDA DRAFT MINUTES
- B. LOCAL AGENCY INVESTMENT FUND – MAY 2013 STATEMENT FOR MVSD'S ACCOUNT 70-07-008
- C. THANK YOU FROM THE GROVES FAMILY

8. FUTURE BOARD ITEMS

- A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

9. ADJOURNMENT – THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON THURSDAY, JULY 11, 2013, AT 6:30 P.M.