



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

DECEMBER 14, 2023, 3:30 PM PACIFIC TIME
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. REPORT FROM STAFF
 - B. NOMINATE AND ELECT THE BOARD PRESIDENT FOR THE PERIOD COMMENCING DECEMBER 14, 2023 (CONDUCTED BY PRESIDENT DANLEY)
 - C. NOMINATE AND ELECT THE BOARD VICE PRESIDENT FOR THE PERIOD COMMENCING DECEMBER 14, 2023 (CONDUCTED BY THE NEWLY ELECTED BOARD PRESIDENT)
4. CONSENT CALENDAR

Consent Calendar items are typically routine 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 the purpose of public comment, question or input may request so through the Board President

 - 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** *(See purchase journal following this item in packet for details.)*
- C. **RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 61430 THROUGH 61477 DATED NOVEMBER, 29 2023** *(See purchase journal following this item in packet for details.)*
- D. **RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBER 0705 DATED NOVEMBER 29, 2023** *(See purchase journal following this item in packet for details.)*
- E. **RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBER 3201 DATED NOVEMBER 29, 2023** *(See purchase journal following this item in packet for details.)*

5. PUBLIC HEARING

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

- 1. REPORT FROM STAFF
- 2. CONDUCT PUBLIC HEARING
 - a) OPEN PUBLIC HEARING
 - b) RECEIVE PUBLIC COMMENT
 - c) CLOSE PUBLIC HEARING
- 3. DETERMINE THE PREFERRED MAP AND CONSIDER ADOPTION OF RESOLUTION ____-2023 TO TRANSITION FROM AT LARGE TO DISTRICT BASED ELECTIONS PURSUANT TO CALIFORNIA ELECTIONS CODE SECTION 10010.

6. NEW BUSINESS

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

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

B. FISCAL YEAR 2022-2023 FINANCIAL AUDIT

1. REPORT FROM STAFF
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.

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

1. REPORT FROM STAFF
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
3. CONSIDER ADOPTION OF A MOTION APPROVING POLICY AND PROCEDURE-CODE OF CONDUCT

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

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

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

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
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

F. PRIVATE METER AGREEMENT FOR DIVERSION WITH CAMPESTRE CORPORATION

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF RESOLUTION NO. _____ -2023, APPROVING A PRIVATE METER AGREEMENT FOR DIVERSION WITH CAMPESTRE CORPORATION

7. REPORTS

- R-1. GENERAL MANAGER
- R-2. DEPUTY GENERAL MANAGER
- R-3. DISTRICT ENGINEER
- R-4. CFO/ADMINISTRATIVE SERVICES MANAGER
- R-5. WASTEWATER OPERATIONS MANAGER
- R-6. DISTRICT LEGAL COUNSEL
- R-7. BOARD SECRETARY
- R-8. DIRECTORS
 - R 8.01 PRESIDENT BRIAN A. DANLEY
 - R 8.02 DIRECTOR JULIA R. HALSNE
 - R 8.03 DIRECTOR DAVID P. MAGGI
 - R 8.04 DIRECTOR GREGORY T. PYKA

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

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