



Agenda Date: 3/13/2025

Agenda Item: 3B

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

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 February 13, 2025, at 3:30 p.m.

1. ROLL CALL OF DIRECTORS

PRESENT: Directors Brian A. Danley, Marjan Javadi, and Vice President Jared Ruddell.

ABSENT: Director Julia R. Halsne, and President Gregory T. Pyka,
Also Present: STAFF – General Manager Lilia M. Corona, Deputy General Manager Stacey Ambrose, District Engineer Chris D. Elliott, CFO/ Administrative Services Manager Denise D. Gray, Board Secretary Stephanie Seregin, and District Legal Counsel J. Daniel Adams.

PUBLIC: None

2. PUBLIC COMMENT

None

3. CONSENT CALENDAR

- A. APPROVE THE MINUTES OF THE JANUARY 9, 2025, REGULAR BOARD MEETING
- B. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 62652 THROUGH 62712 DATED JANUARY 7, 2025
- C. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 62713 THROUGH 62782 DATED JANUARY 21, 2025
- D. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 62783 THROUGH 62824 DATED FEBRUARY 4, 2025

- E. RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBER 724, DATED JANUARY 7, 2025
- F. RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBER 725, DATED JANUARY 21, 2025
- G. RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBER 726, DATED FEBRUARY 4, 2025
- H. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBER 3246 DATED JANUARY 21, 2025

It was moved by Director Danley, seconded by Director Javadi, to approve Consent Calendar Items 3A to 3H.

Motion carried by the following vote:

AYES:	Directors Danley, Javadi, and Vice President Ruddell.
NOES:	None
ABSENT:	Director Halsne, and President Pyka.
ABSTAIN:	None

4. CONTINUED PUBLIC HEARING

A. HOLD THE CONTINUED PUBLIC HEARING FOR THE SALE OF THE BILLBOARD LEASES AND ASSIGN EASEMENT TO ACCELERATE

1. RECEIVE REPORT FROM STAFF

General Manager Corona reported.

2. CONDUCT CONTINUED PUBLIC HEARING

a. OPEN CONTINUED PUBLIC HEARING

Vice President Ruddell opened the continued hearing.

b. RECEIVE PUBLIC TESTIMONY

There was no public testimony.

c. CLOSE PUBLIC HEARING

Vice President Ruddell closed the Public Hearing.

3. CONSIDER ADOPTION OF RESOLUTION 1616-2025, MAKING THE NECESSARY FINDINGS UNDER CALIFORNIA HEALTH AND SAFETY CODE 6514.1 AND AUTHORIZING THE BOARD PRESIDENT TO EXECUTE THE ACCELERATE TERMS OF AGREEMENT FOR THE SALE OF THE CLEAR CHANNEL BILLBOARD LEASES AND THE CELL SITE SUBLEASE TO AT&T MOBILITY ON THE MT. VIEW SANITARY DISTRICT PROPERTY AT 3800 ARTHUR RD., MARTINEZ, CA

It was moved by Director Danley, seconded by Vice President Ruddell, to adopt Resolution No. 1616-2025, making the necessary findings under California Health and Safety Code 6514.1 and authorizing the Board President to execute the Accelerate Terms of Agreement for the sale of the Clear Channel Billboard Leases and the Cell Site Sublease to AT&T Mobility on the Mt. View Sanitary District property at 3800 Arthur Rd., Martinez, CA.

Motion carried by the following vote:

AYES:	Directors Danley, Javadi, and Vice President Ruddell.
NOES:	None
ABSENT:	Director Halsne, and President Pyka.
ABSTAIN:	None

5. NEW BUSINESS

A. INTER-FUND TRANSFER OF SEWER SERVICE CHARGES (SSC) FROM FUND 3409 TO FUND 3412

1. RECEIVE REPORT FROM STAFF

CFO/Administrative Services Manager, Gray reported.

2. CONSIDER ADOPTION OF RESOLUTION NO. 1617-2025, AUTHORIZING THE TRANSFER OF \$1,900,000 FROM FUND 3409 TO FUND 3412.

It was moved by Vice President Ruddell, seconded by Director Danley, to adopt resolution no. 1617-2025, authorizing the transfer of \$1,900,000 from fund 3409 to fund 3412.

Motion carried by the following vote:

AYES: Directors Danley, Javadi, and Vice President Ruddell.
NOES: None
ABSENT: Director Halsne, and President Pyka.
ABSTAIN: None

B. FISCAL YEAR 2024-2025 – 2ND QUARTER BUDGET REPORT

1. RECEIVE REPORT FROM STAFF

CFO/Administrative Services Manager, Gray reported.

2. PROVIDE DIRECTION AS NECESSARY.

The Board thanked Ms. Gray for her presentation and directed her to keep up the excellent work.

C. DESIGNATION OF LABOR NEGOTIATOR(S)

1. RECEIVE REPORT FROM STAFF

General Manager Corona reported.

2. APPOINT ONE OR MORE MEMBERS OF THE BOARD OF DIRECTORS AS ITS NEGOTIATOR(S) FOR THE PURPOSE OF NEGOTIATIONS WITH THE GENERAL MANAGER REGARDING COMPENSATION. RECENT PRACTICE OF THE DISTRICT HAS BEEN THAT THE BOARD PRESIDENT AND VICE PRESIDENT HAVE BEEN APPOINTED AS THE NEGOTIATORS; HOWEVER, THE BOARD MAY DESIGNATE UP TO ALL MEMBERS OF THE BOARD AS NEGOTIATORS.

It was moved by Vice President Ruddell, seconded by Director Danley, to appoint President Pyka and Vice President Ruddell as its negotiators for the purpose of negotiations with the General Manager regarding compensation.

Motion carried by the following vote:

AYES: Directors Danley, Javadi, and Vice President Ruddell.
NOES: None
ABSENT: Director Halsne, and President Pyka.
ABSTAIN: None

D. SELECTION OF GENERAL MANAGER'S 2025 EVALUATION REVIEW INSTRUMENT

1. RECEIVE REPORT FROM STAFF

General Manager Corona reported.

2. CONSIDER ADOPTION OF A MOTION ACCEPTING THE GENERAL MANAGER'S RECOMMENDATION TO CONDUCT THE MANAGER'S ANNUAL EVALUATION DURING THE REGULAR BOARD MEETING ON APRIL 10, 2025, AGREEING TO THE USE OF THE ATTACHED GENERAL MANAGER'S EVALUATION FORM AS THE METHOD OF EVALUATION AND ADOPTING THE EVALUATION PROCESS DESCRIBED ON THE ATTACHED DOCUMENT ENTITLED "PROPOSED APRIL 2025 GENERAL MANAGER'S EVALUATION PROCEDURE".

It was moved by Director Danley, seconded by Vice President Ruddell to adopt a motion accepting the General Manager's recommendation to conduct the Manager's Annual Evaluation during the Regular Board meeting on April 10, 2025, agreeing to the use of the attached General Manager's Evaluation Form as the method of evaluation and adopting the evaluation process described on the attached document entitled "Proposed April 2025 General Manager's Evaluation Procedure".

Motion carried by the following vote:

AYES:	Directors Danley, Javadi, and Vice President Ruddell.
NOES:	None
ABSENT:	Director Halsne, and President Pyka.
ABSTAIN:	None

E. PRIVATE METER AGREEMENT FOR DIVERSION WITH MARTINEZ UNIFIED SCHOOL DISTRICT

Item 5E was pulled from the agenda.

F. SIGNATURE AUTHORITY LETTER – CONTRA COSTA COUNTY AUDITOR-CONTROLLER

1. RECEIVE REPORT FROM STAFF

CFO/Administrative Services Manager, Gray reported.

2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE BOARD PRESIDENT TO EXECUTE THE SIGNATURE AUTHORITY LETTER REFLECTING THE GENERAL MANAGER, DEPUTY GENERAL MANAGER, CFO/ADMINISTRATIVE SERVICES MANAGER, BOARD SECRETARY/EXECUTIVE ASSISTANT, BOARD SECRETARY PRO TEM, 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 AUTHORITY LETTER AS NEEDED DUE TO PERSONNEL CHANGES IN THESE DESIGNATED POSITIONS.

It was moved by Director Danley, seconded by Vice President Ruddell, to adopt a motion authorizing the Board President to execute the Signature Authority letter reflecting the General Manager, Deputy General Manager, CFO/Administrative Services Manager, Board Secretary/Executive Assistant, Board Secretary Pro Tem, 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 Authority letter as needed due to personnel changes in these designated positions.

Motion carried by the following vote:

AYES:	Directors Danley, Javadi, and Vice President Ruddell.
NOES:	None
ABSENT:	Director Halsne, and President Pyka.
ABSTAIN:	None

G. NEW DRAFT POLICY 4310 – DISTRICT CREDIT CARDS AND CARDHOLDER ACKNOWLEDGEMENT FORM (4310A)

1. RECEIVE REPORT FROM STAFF

CFO/Administrative Services Manager, Gray reported.

2. CONSIDER ADOPTION OF A MOTION APPROVING THE NEW POLICY AND PROCEDURE 4310 – DISTRICT CREDIT CARDS AND CARDHOLDER ACKNOWLEDGEMENT FORM (4310A).

It was moved by Director Danley, seconded by Director Javadi, to adopt a motion approving the new Policy and Procedure 4310 – District Credit Cards and Cardholder Acknowledgement Form (4310A).

Motion carried by the following vote:

AYES: Directors Danley, Javadi, and Vice President Ruddell.
NOES: None
ABSENT: Director Halsne, and President Pyka.
ABSTAIN: None

H. DISTRICT VISION

1. RECEIVE REPORT FROM STAFF

Deputy General Manager Ambrose reported.

2. PARTICIPATE IN A VISION WORKSHOP AND PROVIDE DIRECTION.

The Board requested Ms. Ambrose add this item to the March agenda as well.

6. REPORTS

R-1. GENERAL MANAGER

General Manager Corona provided updates on the following items:

- Feasibility Study
- Performance Metrics
- Cash Flow Scenarios

R-2. DEPUTY GENERAL MANAGER

Deputy General Manager Ambrose provided updates on the following items:

- Valero Pipeline
- Gate Signage

R-3. DISTRICT ENGINEER

His written report was referenced, and there were no questions.

R-4. CFO/ADMINISTRATIVE SERVICES MANAGER

Her written report was referenced, and there were no questions.

R-5. WASTEWATER OPERATIONS MANAGER

His written report was referenced, and there were no questions.

R-6. DISTRICT LEGAL COUNSEL

District Legal Counsel Adams reported on the following items:

- Attendance at the Virtual CASA Attorney's Meeting
- The Closed Session Item has been pulled

R-7. BOARD SECRETARY

Secretary Seregin advised the Board she had items for them to sign before leaving the meeting and reminded them to update their vacation schedules.

R-8. DIRECTORS

R 8.01 PRESIDENT GREGORY T. PYKA
Excused

R 8.02 VICE PRESIDENT JARED RUDELL
None

R 8.03 DIRECTOR BRIAN A. DANLEY
Director Danley reported on the following items:

- CASA Conference Attendance
- PFAS Products

R 8.04 DIRECTOR JULIA HALSNE
Excused

R 8.05 DIRECTOR MARJAN JAVADI
Director Javadi advised she may not attend the March Board meeting; she will provide an update once she knows.

7. COMMUNICATIONS

- A. BMO MONTHLY STATEMENT
- B. LAIF MONTHLY STATEMENTS
- C. LAIF QUARTERLY STATEMENT
- D. UPCOMING AGENDA ITEMS AND SCHEDULE OF EVENTS

8. FUTURE BOARD ITEMS

- A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

None

9. ADJOURN TO A MEETING OF THE BOARD OF DIRECTORS OF THE DOROTHY M. SAKAZAKI ENVIRONMENTAL ENDOWMENT FUND NONPROFIT PUBLIC BENEFIT CORPORATION (SEE SEPARATE AGENDA)

The Board adjourned to a meeting of the Board of Directors of the Dorothy M. Sakazaki Environmental Endowment Fund at 4:36 p.m.

10. RECONVENE THE REGULAR MT. VIEW SANITARY DISTRICT BOARD MEETING

The Board reconvened the regular Mt. View Sanitary District Board Meeting at 4:38 p.m.

11. CLOSED SESSION

The closed session was pulled from the agenda.

12. ADJOURNMENT

- A. THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON THURSDAY, MARCH 13, 2025, AT 3:30 P.M.

Vice President Ruddell adjourned the meeting at 4:39 p.m. The next scheduled Board meeting is a regular board meeting on Thursday, March 13, 2025, at 3:30 p.m.

Stephanie L. Seregin, Board Secretary