



A Friend to the Environment

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

6:30 P.M. JUNE 11, 2015
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. CONVENE THE REGULAR MEETING OF THE MT. VIEW SANITARY DISTRICT BOARD OF DIRECTORS

2. ROLL CALL OF DIRECTORS

3. PUBLIC COMMENT

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

5. RECONVENE THE REGULAR MT. VIEW SANITARY DISTRICT BOARD MEETING6. 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. RECEIVE THE MINUTES OF THE MAY 6, 2015, FINANCE COMMITTEE MEETING
- B. RECEIVE THE MINUTES OF THE MAY 7, 2015, PUBLIC INFORMATION COMMITTEE MEETING
- C. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 49840 THROUGH 49946 DATED MAY 15, 2015
(See Purchase Journal following this item for details.)
- D. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 49947 THROUGH 49949 DATED MAY 15, 2015
- E. RATIFY APPROVAL OF FACILITIES REHABILITATION FUND 3410 PAYMENT ORDER NUMBERS 477 THROUGH 479 DATED MAY 15, 2015
(See Purchase Journal following this item in packet for details.)
- F. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 2421 THROUGH 2430 DATED MAY 15, 2015
(See Purchase Journal following this item in packet for details.)
- G. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBER 49950 DATED May 18, 2015
(See Purchase Journal following this item for details.)
- H. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 49951 THROUGH 49959 DATED MAY 29, 2015
(See Purchase Journal following this item for details.)
- I. ACKNOWLEDGE WRITTEN REPORT FROM SECRETARY VERIFYING POSTING AND PUBLICATION OF NOTICE OF ADOPTION OF ORDINANCE NO. 2015-114 (GENERAL REGULATION NO. 114) AND FINDING THAT THE PUBLICATION AND POSTING WERE PROPERLY MADE
- J. ACKNOWLEDGE WRITTEN REPORT FROM SECRETARY VERIFYING POSTING AND PUBLICATION OF NOTICE OF ADOPTION OF ORDINANCE NO. 2015-115 (GENERAL REGULATION NO. 115) AND FINDING THAT THE PUBLICATION AND POSTING WERE PROPERLY MADE
- K. APPROVE THE MINUTES OF THE MAY 14, 2015, REGULAR BOARD MEETING

7. PUBLIC HEARING

A. COLLECTION OF SEWER SERVICE CHARGES FOR 3910 PACHECO BOULEVARD FOR THE 2011-12, 2012-13 AND 2013-14 FISCAL YEARS

1. RECEIVE REPORT FROM STAFF
2. PUBLIC HEARING
 - a) OPEN CONTINUED PUBLIC HEARING
 - b) RECEIVE PUBLIC TESTIMONY
 - c) CONTINUE PUBLIC HEARING TO JULY 9, 2015

8. NEW BUSINESS

A. DISTRICT CLASSIFICATION / JOB DESCRIPTIONS

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING ONE NEW JOB CLASSIFICATION AND DESCRIPTION, AND REVISING TEN EXISTING JOB CLASSIFICATIONS AND DESCRIPTIONS AND DIRECTING STAFF TO INCLUDE THE NEW AND REVISED JOB CLASSIFICATION AND DESCRIPTIONS IN THE DISTRICT'S POLICY AND PROCEDURE MANUAL AND TO DISTRIBUTE TO ALL DISTRICT STAFF

B. ANNUAL REVIEW OF DISTRICT STAFF POSITIONS

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF REVISED POLICY AND PROCEDURE 2300 – AUTHORIZED POSITIONS, ADDING THE POSITIONS OF ENGINEERING TECHNICIAN AND LABORATORY ANALYST, ELIMINATING THE POSITION OF DISTRICT CHEMIST, AND REVISING POSITION TITLES FOR CONSISTENCY WITH CLASSIFICATION/JOB DESCRIPTIONS AND INCREASING TOTAL AUTHORIZED STAFF POSITIONS FROM 14 TO 15

3. CONSIDER ADOPTION OF A MOTION APPROVING A REVISED DISTRICT ORGANIZATION CHART DEPICTING THE POSITIONS IDENTIFIED IN POLICY AND PROCEDURE 2300 AS PRESENTED

C. [DISTRICT EMPLOYEE COST OF LIVING ADJUSTMENTS](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING A COST OF LIVING ADJUSTMENT OF 2% FOR ALL DISTRICT EMPLOYEES, EFFECTIVE JULY 1, 2015

D. [ANNUAL REVIEW OF DISTRICT EMPLOYEE COMPENSATION](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF DISTRICT POLICY 2305 – SALARY & WAGE SCHEDULES, EFFECTIVE JULY 1, 2015, MAKING LABOR MARKET BASED ADJUSTMENTS TO ALL DISTRICT SALARIES AND WAGES, INCLUDING COST OF LIVING ADJUSTMENT AS PREVIOUSLY APPROVED
3. PROVIDE DIRECTION TO STAFF TO MAKE THE DISTRICT SALARY WAGE SCHEDULE AVAILABLE ON THE DISTRICT'S WEBPAGE

E. [FISCAL YEAR 2015-2016 BUDGETS FOR FUNDS 3409, 3410 AND 3412](#)

1. REPORT FROM STAFF
2. ADOPT THE FISCAL YEAR 2015-2016 BUDGETS FOR FUNDS 3409, 3410 AND 3412

F. [ADVANCEMENT OF WASTEWATER OPERATOR GRADE II KEITH RAYNOR TO STEP 2](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE ADVANCEMENT OF WASTEWATER OPERATOR GRADE II KEITH RAYNOR FROM STEP 1 TO STEP 2 EFFECTIVE JULY 1, 2015

G. [ADVANCEMENT OF ASSISTANT DISTRICT MANAGER LILIA M. CORONA](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE ADVANCEMENT OF ASSISTANT DISTRICT MANAGER LILIA M. CORONA TO STEP 2 EFFECTIVE JULY 1, 2015

H. [AFFIRMATION OF OFFICES OF DISTRICT ENGINEER, DISTRICT LEGAL COUNSEL AND BOARD SECRETARY](#)

1. REPORT FROM STAFF
2. ADOPT A MOTION AFFIRMING THE CURRENT INCUMBENTS FOR OFFICES OF THE DISTRICT ENGINEER, DISTRICT LEGAL COUNSEL, AND BOARD SECRETARY FOR THE NEXT FISCAL YEAR

I. [DELEGATION OF TREASURERS DUTIES TO THE CONTRA COSTA COUNTY TREASURER AS DISTRICT TREASURER FOR A ONE YEAR PERIOD](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF RESOLUTION NO. ____-2015 DELEGATING THE AUTHORITY TO INVEST AND REINVEST DISTRICT FUNDS TO THE CONTRA COSTA COUNTY TREASURER AS DISTRICT TREASURER FOR A ONE YEAR PERIOD

J. [FIRST AMENDMENT TO DISTRICT MANAGER EMPLOYMENT AGREEMENT WITH NEAL ALLEN](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING, AND AUTHORIZING THE BOARD PRESIDENT TO EXECUTE, THE FIRST AMENDMENT TO DISTRICT MANAGER EMPLOYMENT AGREEMENT WITH NEAL ALLEN

K. [COLLECTION OF SEWER SERVICE CHARGES FOR FISCAL YEAR 2015-16 ON THE COUNTY PROPERTY TAX ROLL](#)

1. REPORT FROM STAFF

2. CONSIDER ADOPTION OF RESOLUTION NO. ____-2015 RELATING TO THE COLLECTION OF SEWER SERVICE CHARGES WITH THE GENERAL TAXES FOR FISCAL YEAR 2015-16, SETTING TIME AND PLACE FOR PUBLIC HEARING ON THE REPORT OF THE ENGINEER, AND DIRECTING PUBLICATION OF NOTICE
- L. [AMENDMENT OF CONSULTING SERVICES AGREEMENT WITH EL DORADO ENGINEERING AND ARCHITECTURE FOR DESIGN OF FERROUS CHLORIDE TANK REPLACEMENT, CONTRACT NO. 3-15](#)
1. REPORT FROM STAFF
 2. APPROVE AMENDMENT NO. 1 TO THE CONSULTING SERVICES AGREEMENT WITH EL DORADO ENGINEERING AND ARCHITECTURE FOR ENGINEERING DESIGN SERVICES DURING CONSTRUCTION FOR THE FERROUS CHLORIDE REPLACEMENT TANK, CONTRACT NO. 3-15, AN ADDITIONAL AMOUNT NOT TO EXCEED \$19,150
- M. [AMENDMENT OF CONSULTING SERVICES AGREEMENT WITH HULTGREN-TILLIS ENGINEERS TO PROVIDE GEOTECHNICAL ENGINEERING SERVICES DURING CONSTRUCTION FOR THE FERROUS CHLORIDE TANK REPLACEMENT, CONTRACT NO. 3-15](#)
1. REPORT FROM STAFF
 2. APPROVE AMENDMENT NO. 1 TO THE CONSULTING SERVICES AGREEMENT WITH HULTGREN-TILLIS ENGINEERS TO PROVIDE GEOTECHNICAL ENGINEERING SERVICES DURING CONSTRUCTION FOR THE FERROUS CHLORIDE REPLACEMENT TANK, CONTRACT NO. 3-15 FOR AN ADDITIONAL AMOUNT NOT TO EXCEED \$9,500
- N. [AMENDMENT NO. 3 TO CONSULTING SERVICES AGREEMENT WITH WEST YOST ASSOCIATES FOR DESIGN OF INFLUENT PUMP STATION IMPROVEMENTS TO PROVIDE ENGINEERING SERVICES DURING CONSTRUCTION \(ESDC\)](#)
1. REPORT FROM STAFF
 2. ADOPT A MOTION APPROVING AMENDMENT NO. 3 TO THE CONSULTING SERVICES AGREEMENT WITH WEST YOST ASSOCIATES FOR ADDITIONAL ENGINEERING DESIGN SERVICES DURING CONSTRUCTION FOR AN ADDITIONAL AMOUNT NOT TO EXCEED \$17,550

O. AMENDMENT NO. 1 TO CONSULTING SERVICES AGREEMENT (CSA) WITH WEST YOST ASSOCIATES FOR ADDITIONAL CONSTRUCTION MANAGEMENT SERVICES FOR THE INFLUENT PUMP STATION IMPROVEMENTS PROJECT

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING AMENDMENT NO. 1 TO CONSULTING SERVICES AGREEMENT WITH WEST YOST ASSOCIATES FOR ADDITIONAL CONSTRUCTION MANAGEMENT SERVICES FOR THE INFLUENT PUMP STATION IMPROVEMENTS, CONTRACT NO. 1-14 IN AMOUNT OF \$17,751.48 AND AUTHORIZING BOARD PRESIDENT TO EXECUTE AMENDMENT NO. 1

P. LINDSAY WILDLIFE EXPERIENCE CONSULTING SERVICES AGREEMENT

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING THE AGREEMENT WITH LINDSAY WILDLIFE EXPERIENCE AND AUTHORIZING THE BOARD PRESIDENT TO EXECUTE THE CONSULTING SERVICES AGREEMENT WITH LINDSAY WILDLIFE EXPERIENCE FOR WETLANDS FIELDTRIP PROGRAM SERVICES IN AN AMOUNT NOT TO EXCEED \$28,600

Q. HONORING LINDSAY WILDLIFE PROGRAM FOR 60 YEARS OF SERVICE

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF RESOLUTION NO. 1403-2015 CELEBRATING AND COMMENDING THE 60TH ANNIVERSARY OF THE LINDSAY WILDLIFE EXPERIENCE

R. SOURCE CONTROL & POLLUTION PREVENTION - RENEWAL OF SERVICES CONTRACT WITH CCCSD

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE BOARD PRESIDENT TO EXECUTE THE CONTRACT WITH CENTRAL CONTRA COSTA SANITARY DISTRICT FOR THE PERFORMANCE OF SOURCE CONTROL SERVICES ON BEHALF OF MT. VIEW SANITARY DISTRICT FOR THE PERIOD COVERING JULY 1, 2015 THROUGH JUNE 30, 2017

S. [DUCKS UNLIMITED INC. PROFESSIONAL SERVICES AGREEMENT \(CONTRACT NO. 15-0009\) FOR PREPARATION OF THE MCNABNEY MARSH MANAGEMENT PLAN](#)

1. REPORT FROM STAFF
2. ADOPT A MOTION AUTHORIZING THE BOARD PRESIDENT TO EXECUTE PROFESSIONAL SERVICES AGREEMENT 15-0009, AND TASK ORDER NO. 1 TO THE AGREEMENT WITH DUCKS UNLIMITED, INC. FOR THE PREPARATION OF THE MCNABNEY MARSH MANAGEMENT PLAN WITH A TOTAL NOT TO EXCEED LIMIT OF \$119,000

9. [REPORTS](#)

R-1. [DISTRICT MANAGER](#)

R-2. ASSISTANT DISTRICT MANAGER

R-3. [DISTRICT ENGINEER](#)

R-4. DISTRICT LEGAL COUNSEL

R-5. BOARD SECRETARY

R-6. DIRECTORS

R 6.01 [DIRECTOR STANLEY R. CALDWELL](#)

R 6.02 DIRECTOR DAVID P. MAGGI

R 6.03 DIRECTOR BEVERLI A. MARSHALL

R 6.04 VICE PRESIDENT ELMER J. SCHAAL

R 6.05 PRESIDENT GREGORY T. PYKA

10. [COMMUNICATIONS](#)

A. [ALLIED WASTE CORPORATE RESOLUTION](#)

B. [LOCAL AGENCY INVESTMENT FUND \(LAIF\) – MAY 31, 2015, STATEMENT](#)

11. [FUTURE BOARD ITEMS](#)

A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

12. CLOSED SESSION

A. PERSONNEL MATTERS – PUBLIC EMPLOYMENT- GOVERNMENT CODE
SECTION 54957

TITLE: DISTRICT MANAGER EMPLOYMENT CONTRACT

B. REPORT OUT OF CLOSED SESSION

13. ADJOURNMENT – THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD
MEETING ON THURSDAY, JULY 9, 2015, AT 6:30 P.M.