



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

JUNE 19, 2023, 10:00 AM 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." The 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 the purpose of public comment, question or input may request so through the Board President*

A. [APPROVE THE MINUTES OF THE MAY 11, 2023, REGULAR BOARD MEETING](#)

B. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 60809 THROUGH 60853 DATED MAY 2, 2023](#) *(See purchase journal following this item in packet for details.)*

C. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 60854 THROUGH 60900 DATED MAY 16, 2023](#) *(See purchase journal following this item in packet for details.)*

D. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 60901 THROUGH 60941 DATED MAY 31, 2023](#) *(See purchase journal following this item in packet for details.)*

E. [RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBER 695 DATED MAY 2, 2023](#) *(See purchase journal following this item in packet for details.)*

F. [RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBERS 696 THROUGH 697 DATED MAY 16, 2023](#) *(See purchase journal following this item in packet for details.)*

- G. RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBER 698 DATED MAY 31, 2023 (See purchase journal following this item in packet for details.)
- H. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3152 THROUGH 3154 DATED MAY 2, 2023 (See purchase journal following this item in packet for details.)
- I. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3155 THROUGH 3160 DATED MAY 16, 2023 (See purchase journal following this item in packet for details.)
- J. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3161 THROUGH 3162 DATED MAY 31, 2023 (See purchase journal following this item in packet for details.)

#### 4. PUBLIC HEARING

##### **A. PUBLIC HEARING TO ADOPT A MOTION ESTABLISHING SCHEDULES OF RATES, FEES, AND CAPACITY CHARGES FOR THE FISCAL YEAR 2023-2024**

- 1. REPORT FROM STAFF
- 2. CONDUCT PUBLIC HEARING
  - A. OPEN PUBLIC HEARING
  - B. RECEIVE PUBLIC COMMENT
  - C. CLOSE PUBLIC HEARING
- 3. CONSIDER ADOPTION OF A MOTION ESTABLISHING SCHEDULES OF RATES FEES AND CAPACITY CHARGES FOR FISCAL YEAR 2023-2024.

##### **B. PUBLIC HEARING TO CONSIDER COLLECTION OF SEWER SERVICE CHARGES FOR FISCAL YEAR 2023-24 WITH THE GENERAL TAXES**

- 1. REPORT FROM STAFF
- 2. CONDUCT PUBLIC HEARING
  - A. OPEN PUBLIC HEARING
  - B. RECEIVE PUBLIC COMMENT
  - C. CLOSE PUBLIC HEARING
- 3. CONSIDER ADOPTION OF RESOLUTION NO. \_\_\_-2023, OVERRULING OBJECTIONS, ADOPTING THE REPORT OF THE GENERAL MANAGER, AND

ORDERING THE COLLECTION OF SEWER SERVICE CHARGES FOR THE FISCAL YEAR 2023-2024 IN THE SAME MANNER, BY THE SAME PERSON AND AT THE SAME TIME TOGETHER WITH THE GENERAL TAXES.

5. NEW BUSINESS

**A. APPOINTMENT OF DIRECTOR FOR BOARD VACANCY**

1. REPORT FROM STAFF
2. CONDUCT CANDIDATE INTERVIEWS
3. INVITE CANDIDATES TO ADDRESS THE BOARD.
4. CONDUCT BOARD DELIBERATION
5. CONSIDER ADOPTION OF A MOTION APPOINTING THE NEW DIRECTOR TO THE VACANT POSITION TO SERVE UNTIL DECEMBER OF 2024 WHEN THE NEXT GENERAL ELECTION WINNER IS QUALIFIED AND TAKES OFFICE.
6. ADMINISTER THE OATH OF OFFICE TO THE NEW DIRECTOR

**B. AFFIRMATION OF OFFICES OF DISTRICT LEGAL COUNSEL AND BOARD SECRETARY**

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AFFIRMING J. DANIEL ADAMS TO THE OFFICE OF DISTRICT LEGAL COUNSEL
3. CONSIDER ADOPTION OF A MOTION AFFIRMING STEPHANIE L. SEREGIN TO THE OFFICE OF BOARD SECRETARY

**C. DELEGATION OF DISTRICT TREASURER DUTIES**

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION TO AUTO-RENEW THE DELEGATION OF GENERAL MANAGER AND CFO/ADMINISTRATIVE SERVICES MANAGER PER DISTRICT RESOLUTION \_\_\_\_\_-2023 AS THE AUTHORITIES TO INVEST AND REINVEST DISTRICT FUNDS TO THE CONTRA COSTA COUNTY TREASURER AS DISTRICT TREASURER FOR THE NEXT ONE-YEAR PERIOD UNTIL SUCH IS REVOKED.

**D. BENEFITS POLICY NO. 2015 REVISION**

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING REVISIONS TO POLICY NO. 2015

**E. FY 2023-2024 LEGAL SERVICES TASK ORDER NO. 20 TO PROFESSIONAL LEGAL SERVICES AGREEMENT (AMENDED AGREEMENT 11-0002) WITH TURNER, HUGUET, ADAMS AND FARR**

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 20 TO THE AMENDED AGREEMENT FOR PROFESSIONAL LEGAL SERVICES (AGREEMENT NO. 11-0002) WITH TURNER, HUGUET, ADAMS AND FARR FOR DISTRICT LEGAL COUNSEL SERVICES, EFFECTIVE JULY 1, 2023, NOT-TO-EXCEED \$154,128.00 ROUTINE DISTRICT LEGAL COUNSEL SERVICES FOR FISCAL YEAR 2023-2024 AND AUTHORIZING THE BOARD PRESIDENT TO EXECUTE THE TASK ORDER

**F. THIRD AMENDMENT TO GENERAL MANAGER EMPLOYMENT AGREEMENT**

1. REPORT FROM STAFF
2. IN OPEN SESSION CONSIDER THE PROPOSED THIRD AMENDMENT TO THE GENERAL MANAGER EMPLOYMENT AGREEMENT AND IF ACCEPTABLE, ADOPT A MOTION AUTHORIZING THE BOARD PRESIDENT TO EXECUTE THE AMENDMENT AND PRESENT IT TO THE GENERAL MANAGER FOR HER EXECUTION

AND

3. PROVIDE DIRECTION TO REVISE THE DISTRICT POLICY AND PROCEDURE 2305 – SALARY & WAGE SCHEDULES
4. IN THE ALTERNATIVE, PROVIDE DIRECTION TO DISTRICT LEGAL COUNSEL

**G. PROPOSED FISCAL YEAR 2023-2024 BUDGET FOR FUNDS 3409, 3410, 3412 AND 3415**

1. REPORT FROM STAFF

2. CONSIDER ADOPTION OF A MOTION TO APPROVE THE FISCAL YEAR 2023-2024 ANNUAL BUDGET FOR FUNDS 3409, 3410, 3412, AND 3415

OR ALTERNATELY:

3. PROVIDE DIRECTION TO THE GENERAL MANAGER TO PROVIDE A REVISED BUDGET FOR APPROVAL IN JULY

**H. PROFESSIONAL SERVICES REQUISITIONING AND PURCHASING POLICY UPDATE**

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF RESOLUTION NO. \_\_\_\_-2023 APPROVING REVISIONS TO DISTRICT POLICY NO. 2270 PURCHASING POLICIES AND PROCEDURES AND ADOPTING THE UPDATED POLICY, AND DIRECTING THE GENERAL MANAGER TO INCLUDE THE REVISED POLICY IN THE DISTRICT'S POLICY AND PROCEDURE MANUAL AND TO DISTRIBUTE IT TO DISTRICT STAFF.

**I. APPOINT AD HOC COMMITTEE REGARDING THE MERGER FEASIBILITY STUDY**

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION DIRECTING THE BOARD PRESIDENT TO APPOINT 2 BOARD MEMBERS TO AN AD HOC COMMITTEE ENTITLED "AD HOC COMMITTEE ON POTENTIAL CONSOLIDATION WITH CENTRAL SAN"
3. UPON ADOPTION OF THE MOTION, PRESIDENT DANLEY APPOINTS 2 BOARD MEMBERS TO THE COMMITTEE
4. PROVIDE DIRECTION AS MAY BE APPROPRIATE

**J. VERIZON CELL TOWER LEASE NEGOTIATION**

1. REPORT FROM STAFF
2. PROVIDE DIRECTION

**K. CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION (LAFCO)  
SPECIAL DISTRICT MEMBER ALTERNATE SEAT RUN-OFF ELECTION**

1. REPORT FROM STAFF
2. DISCUSS AND CONSIDER THE TWO RUN-OFF CANDIDATES TO FILL THE SPECIAL DISTRICT MEMBER ALTERNATE SEAT ON THE CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION (LAFCO), AND BY CONSENSUS, DIRECT THE BALLOT TO BE COMPLETED, SIGNED, AND RETURNED TO LAFCO NO LATER THAN JULY 10, 2023

6. 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 HALSNE
  - R 8.03 DIRECTOR DAVID P. MAGGI
  - R 8.04 DIRECTOR GREGORY T. PYKA

7. COMMUNICATIONS

- A. BANK OF THE WEST MONTHLY STATEMENTS
- B. LAIF MONTHLY STATEMENT

8. FUTURE BOARD ITEMS

- A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

9. ADJOURNMENT

- A. THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON THURSDAY, JULY 13, 2023, At 6:30 P.M.