



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

MAY 11, 2023, 06:30 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. 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. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 60667 THROUGH 60757 DATED APRIL 4, 2023](#) (See purchase journal following this item in packet for details.)
- B. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 60758 THROUGH 60808 DATED APRIL 20, 2023](#) (See purchase journal following this item in packet for details.)
- C. [RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBER 692 DATED APRIL 4, 2023](#) (See purchase journal following this item in packet for details.)
- D. [RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBERS 693 THROUGH 694 DATED APRIL 20, 2023](#) (See purchase journal following this item in packet for details.)

- E. [RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3148 THROUGH 3149 DATED APRIL 4, 2023](#) (See purchase journal following this item in packet for details.)
- F. [RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3150 THROUGH 3151 DATED APRIL 20, 2023](#) (See purchase journal following this item in packet for details.)

4. NEW BUSINESS

A. ELECTION OF BOARD VICE PRESIDENT AND COMMITTEE APPOINTMENTS

- 1. REPORT FROM STAFF
- 2. NOMINATE AND ELECT THE BOARD VICE PRESIDENT FOR THE PERIOD COMMENCING APRIL 13, 2023 (CONDUCTED BY PRESIDENT DANLEY)
 - A. REQUEST NOMINATION(S)
 - B. CONDUCT ELECTION OR REQUEST MOTION APPOINTING THE NOMINEE AS VICE PRESIDENT
- 3. THE BOARD PRESIDENT SOLICITS INTEREST AND APPOINTS COMMITTEE MEMBERS AND ALTERNATES TO THE FOLLOWING STANDING COMMITTEES:
 - A. PLANNING COMMITTEE
 - B. ORDINANCE COMMITTEE
 - C. PERSONNEL COMMITTEE
 - D. FINANCE COMMITTEE
 - E. PUBLIC INFORMATION COMMITTEE
- 4. CONSIDER ADOPTION OF A MOTION CONFIRMING THE BOARD PRESIDENT'S COMMITTEE APPOINTMENTS.
- 5. DIRECT BOARD SECRETARY TO POST FAIR POLITICAL PRACTICE COMMISSION FORM 806 TO THE DISTRICT WEBSITE AS REQUIRED BY STATE LAW.

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

- 1. REPORT FROM STAFF

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.

C. CONTRA COSTA LOCAL AGENCY FORMATION (LAFCO) REQUESTING VOTE FOR SPECIAL DISTRICT MEMBER ALTERNATE SEAT

1. REPORT FROM STAFF
2. DISCUSS AND CONSIDER THE LIST OF 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 MAY 19, 2023.

D. BOARD OF DIRECTORS VACANCY

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION TO PROCEED BY APPOINTMENT TO FILL THE VACANCY ON THE BOARD.
3. CONSIDER ADOPTION OF A MOTION RATIFYING THE DISTRICT MANAGER'S TIMELY NOTICE TO THE COUNTY ELECTION OFFICIAL OF THE VACANCY AND TAKE THE NECESSARY ACTIONS TO FACILITATE THE APPOINTMENT OF A NEW DIRECTOR.
4. CONSIDER ADOPTION OF A MOTION RATIFYING THE DISTRICT MANAGER'S TIMELY POSTING OF THE NOTICE OF THE BOARD VACANCY.

E. FISCAL YEAR 2022-2023 – 3RD QUARTER BUDGET REPORT

1. REPORT FROM STAFF

2. PROVIDE DIRECTION, AS NECESSARY

F. COST OF LIVING ADJUSTMENT & DISTRICT INFLATION INDEX

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING A 5.598% COST OF LIVING ADJUSTMENT (COLA) FOR ALL DISTRICT POSITIONS AND;

PROVIDE DIRECTION TO REVISE THE DISTRICT POLICY AND PROCEDURE 2305 – SALARY & WAGE SCHEDULE.

G. ANNUAL REVIEW OF DISTRICT POSITIONS AND SUCCESSION

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING:
 - A. THE SUCCESSION PLAN
 - B. REVISED POLICY AND PROCEDURE 2300 - AUTHORIZED POSITIONS
 - C. REVISED POLICY AND PROCEDURE 2305 – SALARY WAGE SCHEDULE
 - D. REVISED ORGANIZATIONAL CHART

H. FISCAL YEAR 2023-2024 DRAFT BUDGET PRESENTATION

1. REPORT FROM STAFF
2. PROVIDE DIRECTION, AS NECESSARY

I. CALL FOR PUBLIC HEARING - DISTRICT FEES AND CAPACITY CHARGES FOR FISCAL YEAR 2023-2024

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION CONFIRMING THE INTENT TO INCREASE DISTRICT FEES AND CAPACITY CHARGES BY THE DISTRICT INFLATION FACTOR OF 5.598%

3. CONSIDER ADOPTION OF A MOTION DIRECTING STAFF TO PREPARE AND PUBLISH AS NECESSARY, THE DOCUMENTATION CALLING FOR A PUBLIC HEARING ON JUNE 8, 2023, AND FOLLOW THE REQUIRED PROCEDURES NECESSARY FOR THE BOARD OF DIRECTORS TO CONSIDER ADOPTION OF THE INCREASE IN DISTRICT FEES AND CAPACITY CHARGES, OTHER THAN SEWER SERVICE CHARGES, UP TO A 5.598 PERCENT INCREASE TO BE EFFECTIVE JULY 1, 2023

J. CALL FOR PUBLIC HEARING FOR COLLECTION OF SEWER SERVICE CHARGES FOR FISCAL YEAR 2023-2024 WITH THE GENERAL TAXES

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION DECLARING THE INTENTION OF THE DISTRICT TO COLLECT SEWER SERVICE CHARGES (SSC) WITH THE GENERAL TAXES FOR FISCAL YEAR 2023-2024, SETTING THE TIME AND PLACE FOR A PUBLIC HEARING ON THE PRELIMINARY REPORT FOR JUNE 8, 2023, AND DIRECTING PUBLICATION OF NOTICE OF THE PUBLIC HEARING.

K. RATIFICATION OF AB 557 EMERGENCY REMOTE BROWN ACT MEETING

1. REPORT FROM STAFF
2. RATIFICATION OF H.R. 2467 COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION AND LIABILITY ACT (CERCLA) EXEMPTION REQUEST FOR CLEAN WATER PUBLIC OWNED TREATMENT WORKS (POTWS) LETTERS

5. REPORTS

- R-1. GENERAL MANAGER
- R-2. DISTRICT ENGINEER
- R-3. CFO/ADMINISTRATIVE SERVICES MANAGER
- R-4. DEPUTY GENERAL 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

6. COMMUNICATIONS

- A. [BANK OF THE WEST MONTHLY STATEMENTS](#)
- B. [LAIF MONTHLY STATEMENT](#)
- C. [JOINT PFAS RECEIVERS LETTER ON CERCLA](#)

7. FUTURE BOARD ITEMS

- A. [REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS](#)

8. ADJOURN TO A MEETING OF THE BOARD OF DIRECTORS OF THE DOROTHY M. SAKAZAKI ENVIRONMENTAL ENDOWMENT FUND NONPROFIT PUBLIC BENEFIT CORPORATION ([SEE SEPARATE AGENDA](#))9. RECONVENE THE REGULAR MT. VIEW SANITARY DISTRICT BOARD MEETING10. CLOSED SESSION

- A. PERSONNEL MATTERS – PUBLIC EMPLOYMENT – GOVERNMENT CODE SECTION 54957 - TITLE: DISTRICT LEGAL COUNSEL ANNUAL REVIEW
- B. REAL PROPERTY NEGOTIATIONS-NEGOTIATORS: CHRIS ELLIOTT AND STEVE CASTAELLANO ARWS-PROPERTY: 888 HOWE ROAD, MARTINEZ CA, OWNER: BARRY THOMPSON
- C. REPORTS OUT OF CLOSED SESSION

11. ADJOURNMENT

- A. THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON THURSDAY, JUNE 8, 2023, At 6:30 P.M.