



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

December 8, 2022, 06:30 Pacific Time (US and Canada)

Due to the ongoing health crisis, the Mt. View Sanitary District will hold its Board and Committee Meetings online until further notice.

**You may attend this virtual meeting via a Zoom meeting by calling
(253) 215-8782 or (929) 205-6099**

You may register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZYrceyhqDksGNc5iSN1-KvT7dRyUNgLN8Ko>

After registering, you will receive a confirmation email containing information about joining the meeting.

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. SWEARING IN CEREMONY

THE BOARD PRESIDENT ADMINISTERS THE OATHS OF DIRECTORS CALDWELL,
LABELLA, AND PYKA

3. PUBLIC COMMENT

4. REORGANIZATION OF THE BOARD

A. REPORT STAFF

- B. NOMINATE AND ELECT THE BOARD PRESIDENT FOR THE PERIOD COMMENCING DECEMBER 8, 2022 (CONDUCTED BY PRESIDENT MAGGI)
- C. NOMINATE AND ELECT THE BOARD VICE PRESIDENT FOR THE PERIOD COMMENCING DECEMBER 8, 2022 (CONDUCTED BY THE NEWLY ELECTED BOARD PRESIDENT)

5. 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. [APPROVE THE MINUTES OF THE NOVEMBER 10, 2022 REGULAR BOARD MEETING](#)
- B. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 60163 THROUGH 60202 DATED NOVEMBER 1, 2022](#) *(see purchase journal following this item in packet for details.)*
- C. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 60203 THROUGH 60251 DATED NOVEMBER 15, 2022](#) *(see purchase journal following this item in packet for details.)*
- D. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 60252 THROUGH 60284 DATED NOVEMBER 29, 2022](#) *(see purchase journal following this item in packet for details.)*
- E. [RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBER 683 DATED NOVEMBER 15, 2022](#) *(See purchase journal following this item in packet for details.)*
- F. [RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3116 THROUGH 3117 DATED NOVEMBER 1, 2022](#) *(see purchase journal following this item in packet for details.)*
- G. [RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3118 THROUGH 3122 DATED NOVEMBER 15, 2022](#) *(see purchase journal following this item in packet for details.)*

6. PUBLIC HEARING

- A. [COLLECTION OF UNPOSTED SEWER SERVICE CHARGES](#)
 - 1. REPORT FROM STAFF

2. CONDUCT PUBLIC HEARING
 - a. OPEN PUBLIC HEARING
 - b. RECEIVE PUBLIC TESTIMONY
 - c. CONTINUE THE PUBLIC HEARING TO JANUARY 12, 2023

7. 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. REVISION TO EXISTING POLICIES AND PROCEDURES**
 1. REPORT FROM STAFF
 2. ADOPT A MOTION APPROVING THE REVISIONS TO POLICIES AND PROCEDURES:
 - a. 3125 – FINANCIAL RESERVE POLICY
 - b. 2045 – LEAVES OF ABSENCE
 - c. 2060 – BEREAVEMENT LEAVE

 - C. TITLE CHANGES & AUTHORIZATION OF THE DEPUTY GENERAL MANAGER POSITION**
 1. REPORT FROM STAFF
 2. CONSIDER ADOPTION OF A MOTION:
 - a. AUTHORIZING THE CHANGE IN TITLE FROM DISTRICT MANAGER TO GENERAL MANAGER AND AUTHORIZING STAFF TO MAKE THE CHANGE IN ALL APPROPRIATE DOCUMENTATION INCLUDING POLICIES, CONTRACTS, JOB DESCRIPTIONS AND OTHER DISTRICT PAPERWORK.

- b. AUTHORIZING THE DEPUTY GENERAL MANAGER (FORMERLY ASSISTANT DISTRICT MANAGER) AS A FULL-TIME PERMANENT POSITION
- c. APPROVING THE REVISED POLICY AND PROCEDURE 2300 - AUTHORIZED POSITIONS FTE. THIS CHANGE MAINTAINS THE AUTHORIZED HEADCOUNT AT 20 FTE.
- d. APPROVING THE REVISED POLICY AND PROCEDURE 2305 – SALARY WAGE SCHEDULE SETTING THE SALARY FOR THE DEPUTY GENERAL MANAGER POSITION.
- e. APPROVING THE REVISED ORGANIZATIONAL CHART

D. SEWER SERVICE CHARGE REFUNDS FOR FIVE (5) PARCELS

- 1. REPORT FROM STAFF
- 2. CONSIDER ADOPTION OF THE FOLLOWING RESOLUTIONS:
 - a) RESOLUTION NO. 1570-2022 AUTHORIZING THE REFUND OF EXCESS SEWER SERVICE CHARGES TO HEBO LLC OF 2520 AND 2530 PACHECO BLVD. FOR FISCAL YEAR 2018-2019 THROUGH FISCAL YEAR 2020-21 IN THE AMOUNT OF \$3,758.88.
 - b) RESOLUTION NO. 1571-2022 AUTHORIZING THE REFUND OF EXCESS SEWER SERVICE CHARGES TO THOMAS & LAURA MAZZA OF 2544 PACHECO BLVD. FOR FISCAL YEAR 2018-2019 THROUGH FISCAL YEAR 2020-21 IN THE AMOUNT OF \$1,879.44.
 - c) RESOLUTION NO. 1572-2022 AUTHORIZING THE REFUND OF EXCESS SEWER SERVICE CHARGES TO EQUILON ENTERPRISES, LLC OF 2505 PACHECO BLVD. FOR FISCAL YEARS 2018-2019 AND 2019-2020 IN THE AMOUNT OF \$1,206.60.
 - d) RESOLUTION NO. 1573-2022 AUTHORIZING THE REFUND OF EXCESS SEWER SERVICE CHARGES TO MARTINEZ REFINING COMPANY, LLC OF 2505 PACHECO BLVD. FOR FISCAL YEAR 2020-2021 IN THE AMOUNT OF \$672.84.
 - e) RESOLUTION NO. 1574-2022 AUTHORIZING THE REFUND OF EXCESS SEWER SERVICE CHARGES TO ROBERT & HEATHER FRYMAN OF 780-790 CENTRAL AVE. FOR FISCAL YEARS 2018-2019 AND 2019-2020 IN THE AMOUNT OF \$1,206.60.

- f) RESOLUTION NO. 1575-2022 AUTHORIZING THE REFUND OF EXCESS SEWER SERVICE CHARGES TO ERNESTO MAGANA OF 780-790 CENTRAL AVE. FOR FISCAL YEAR 2020-2021 IN THE AMOUNT OF \$672.84.
- g) RESOLUTION NO. 1576-2022 AUTHORIZING THE DISTRICT MANAGER TO MINISTERIALLY REVIEW AND APPROVE REQUESTS TO ISSUE SEWER SERVICE CHARGE REFUNDS

E. STRATEGIC PLANNING WORKSHOP

- 1. REPORT FROM STAFF
- 2. CONSIDER ADOPTION OF A MOTION ESTABLISHING THE STRATEGIC PLANNING WORKSHOP DATE.
- 3. MAKE A DETERMINATION REGARDING WHETHER THE STRATEGIC PLANNING WORKSHOP WILL BE HELD IN PERSON OR VIRTUALLY.

F. FISCAL YEAR 2022-2023 1ST QUARTER BUDGET REPORT

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

G. VIRTUAL MEETINGS

- 1. REPORT FROM STAFF
- 2. CONSIDER ADOPTION OF RESOLUTION ____-2022 AUTHORIZING THE DISTRICT TO CONTINUE TO CONDUCT VIRTUAL BOARD AND COMMITTEE MEETINGS

H. AMENDMENT OF AGREEMENT WITH KENNEDY / JENKS CONSULTANTS, INC. AND TASK ORDER FOR ADDITIONAL CONSTRUCTION MANAGEMENT SERVICES FOR THE UV DISINFECTION REPLACEMENT PROJECT

- 1. REPORT FROM STAFF

2. CONSIDER ADOPTION OF A MOTION APPROVING AMENDMENT NO. 2 TO CONTRACT NO. 22-0001 WITH KENNEDY / JENKS CONSULTANTS, INC. (KJ) INCREASING THE TOTAL CONTRACT AMOUNT BY \$252,635 FROM \$534,502 TO \$787,137, AND CHANGING THE TIME OF COMPLETION TO DECEMBER 31, 2023.
3. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 3 TO CONTRACT NO. 22-0001 IN THE AMOUNT OF \$252,635 AUTHORIZING KJ TO PROVIDE ADDITIONAL CONSTRUCTION MANAGEMENT SERVICE

8. REPORTS

R-1. [DISTRICT MANAGER](#)

R-2. [DISTRICT ENGINEER](#)

R-3. [CFO/ADMINISTRATIVE SERVICES MANAGER](#)

R-4. [ENVIRONMENTAL SERVICES MANAGER](#)

R-5. [WASTEWATER OPERATIONS SUPERVISOR'S](#)

R-6. DISTRICT LEGAL COUNSEL

R-7. BOARD SECRETARY

R-8. DIRECTORS

R 8.01 DIRECTOR BRIAN A. DANLEY

R 8.02 DIRECTOR DAVID P. MAGGI

R 8.03 DIRECTOR GREGORY T. PYKA

R 8.04 DIRECTOR STANLEY R. CALDWELL

R 8.05 DIRECTOR MELODY LABELLA

9. COMMUNICATIONS

A. [BANK OF THE WEST MONTHLY STATEMENT](#)

B. [LAIF MONTHLY STATEMENT](#)

10. FUTURE BOARD ITEMS

A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

11. ADJOURNMENT

- A. THE NEXT SCHEDULED BOARD MEETING IS A REGULAR MEETING ON THURSDAY, JANUARY 12, 2023, AT 6:30 P.M. THE NEXT SCHEDULED MEETING IS A PLANNING COMMITTEE MEETING ON WEDNESDAY, JANUARY 11, 2023, AT 11:00 A.M.