

MINUTES OF THE PLANNING COMMITTEE
OF MT. VIEW SANITARY DISTRICT
DECEMBER 4, 2019

The Planning Committee of the Mt. View Sanitary District convened a duly Noticed Committee Meeting at the Mt. View Sanitary District Conference Room, 3800 Arthur Road, Martinez, County of Contra Costa, and State of California on December 4, 2019 at 9:00 a.m.

1. CALL TO ORDER

PRESENT: Chairman Brian A. Danley and Director David P. Maggi

ABSENT: None

Also Present: STAFF – District Manager Lilia M. Corona, District Engineer Christopher D. Elliott, Administrative Services Manager Denise D. Gray, Board Secretary Stephanie L. Seregin

2. PUBLIC COMMENT

None

3. NEW BUSINESS

A. PROFESSIONAL SERVICES REQUISITIONING POLICY

1. RECEIVE REPORT FROM STAFF

District Engineer Elliott reported District staff routinely engage professional services for a wide variety of services. At the October 10, 2019, regular Board meeting, the Board requested staff to recommend a dollar limit above which professional services requisitioning would be handled via a formal process.

Staff consulted with legal counsel and also researched other agencies' best management practices related to professional services requisitioning policies and found that many agencies require a formal requisition process for nearly all professional services.

Past practice at the District was to select only professional service providers that had already worked for or were currently working for the District. Beginning recently and going forward into the future, staff's intent is to work with a much wider selection of professional service providers and bring a broader spectrum of competencies, qualifications, and experience to the District. For small to medium-sized facilities rehabilitation and capital projects contracts, staff have continued to follow existing policy guidelines by meeting with prospective firms, review statements of qualifications and experience, and checking references in order to make these selections. For larger projects, staff has conducted a Request For Proposals (RFP) or Qualification Based Selection (QBS) process.

Several alternatives may be considered for professional services requisitioning.

1. Maintain current policy: This alternative provides the most streamlined approach to professional services requisitioning as it has no requirements for a formal requisition other than those self-imposed by staff.
2. Implement a low, hard dollar limit over which professional services requisitioning would be required: This alternative provides the most bureaucratic approach to professional services requisitioning as a formal requisition is required for nearly all contracts.
3. Implement a high, adjustable dollar limit over which professional services requisitioning would be required: This alternative provides a hybrid approach to professional services requisitioning; contracts under the adjustable dollar limit are more streamlined while contracts over that limit are subject to the formal requisition requirement.

Chair Danley suggested the District develop a shortlist of consultants who can perform small jobs for the District. Director Maggi suggested the District develop a pool of Engineers that understand the District to utilize for quotes and proposals.

2. PROVIDE DIRECTION

After discussion, the Planning Committee's recommendation is to present to the BOD for its consideration a hard, non-adjustable dollar limit set at

\$250,000 with Professional Services of up to \$250,000 not requiring a formal requisition process.

During the Committee's discussion, it was determined the District Managers' signature authority has not seen an increase in over 15 years and is not adequate in today's economy. The Committee determined an appropriate amount for signature authority to be \$75,000. The Committee directed staff to present a resolution to the Board of Directors for its consideration updating District Purchasing Policy 2270, reflecting said increase.

4. FUTURE AGENDA ITEMS

A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

None

5. ADJOURNMENT – THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON THURSDAY, DECEMBER 12, AT 6:30 P.M.

Business concluded; the meeting was adjourned by Chair Danley at 9:55 a.m. The next scheduled board meeting is a regular board meeting on Thursday, December 12, 2018, at 6:30 p.m.

A handwritten signature in blue ink, reading "Stephanie Seregin", written over a horizontal line.

Stephanie Seregin, Board Secretary