



A Friend to the Environment

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

6:30 P.M. JUNE 12, 2014

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 MEETING

6. 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 MAY 8, 2014 REGULAR BOARD MEETING
- B. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 48662 THROUGH 48739 DATED MAY 9, 2014
(See Purchase Journal following this item for details.)
- C. RATIFY APPROVAL OF FACILITIES REHABILITATION FUND 3410 PAYMENT ORDER NUMBERS 440 THROUGH 443 DATED MAY 9, 2014
(See Purchase Journal following this item in packet for details.)
- D. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 2346 THROUGH 2349 DATED MAY 9, 2014
(See Purchase Journal following this item in packet for details.)
- E. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 48740 THROUGH 48742 DATED MAY 12, 2014
- F. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 48743 THROUGH 48748 DATED MAY 29, 2014
(See Purchase Journal following this item for details.)
- G. AFFIRMATION OF OFFICES OF DISTRICT ENGINEER, DISTRICT LEGAL COUNSEL AND BOARD SECRETARY
- H. ACKNOWLEDGE WRITTEN REPORT FROM SECRETARY VERIFYING POSTING AND PUBLICATION OF NOTICE OF ADOPTION OF ORDINANCE NO. 2014-112 (GENERAL REGULATION NO. 112) AND FINDING THAT THE PUBLICATION AND POSTING WERE PROPERLY MADE

7. NEW BUSINESS

- A. FISCAL YEAR BUDGET 2014-2015
 - 1. REVIEW 2014-2015 FISCAL YEAR BUDGETS
 - a) OPERATIONS & MAINTENANCE FUND 3409
 - b) FACILITIES REHABILITATION FUND 3410
 - c) CAPITAL OUTLAY FUND 3412
 - 2. CONSIDER ADOPTION OF A MOTION APPROVING FISCAL YEAR 2014-2015 BUDGETS FOR FUNDS 3409, 3410, and 3412

B. DISTRICT POLICY 2305 – SALARY WAGE SCHEDULES

1. REPORT FROM STAFF
2. CONSIDER ADOPTION DISTRICT Policy 2305 – SALARY WAGE SCHEDULES TO PROVIDE A 2.242% COST OF LIVING ADJUSTMENT TO ALL STAFF POSITIONS, AND TO MAKE ADJUSTMENTS TO SALARY WAGE SCHEDULES FOR THE DISTRICT MANAGER, ASSISTANT DISTRICT MANAGER, AND WASTEWATER OPERATIONS SUPERVISOR POSITIONS AND DIRECT STAFF TO MAKE THE DISTRICT SALARY WAGE SCHEDULE AVAILABLE ON THE DISTRICT'S WEBPAGE

C. LINDSAY WILDLIFE MUSEUM CONSULTING SERVICES AGREEMENT

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE BOARD PRESIDENT TO EXECUTE A CONSULTING SERVICES AGREEMENT WITH LINDSAY WILDLIFE MUSEUM FOR WETLANDS FIELDTRIP PROGRAM SERVICES IN AN AMOUNT NOT EXCEED \$28,600 FOR THE 2014-2015 FISCAL YEAR

D. ADVANCEMENT OF WASTEWATER OPERATIONS SUPERVISOR MICHAEL J. RODERICK

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING ADVANCEMENT OF WASTEWATER OPERATIONS SUPERVISOR MICHAEL J. RODERICK TO STEP 5 EFFECTIVE JULY 1, 2014

E. ADVANCEMENT OF WASTEWATER OPERATOR II STEVEN P. THOMPSON

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING ADVANCEMENT OF WASTEWATER OPERATOR II STEVEN P. THOMPSON TO STEP 4 EFFECTIVE JULY 1, 2014

F. ADVANCEMENT OF DISTRICT CHEMIST LILIA M. CORONA

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING ADVANCEMENT OF DISTRICT CHEMIST LILIA M. CORONA TO STEP 5 EFFECTIVE JULY 1, 2014

G. ADVANCEMENT OF DISTRICT BIOLOGIST KELLY A. DAVIDSON

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING ADVANCEMENT OF DISTRICT BIOLOGIST KELLY A. DAVIDSON TO STEP 5 EFFECTIVE JULY 1, 2014

H. 2014 STRATEGIC PLAN UPDATE

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING THE STRATEGIC PLAN FOR THE MT. VIEW SANITARY DISTRICT – JUNE 2014

I. APPROVE MANAGERS GOALS AND OBJECTIVES

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING THE MANAGER'S GOALS AND OBJECTIVES FOR FISCAL YEAR 2014-2015

J. COLLECTION OF SEWER SERVICE CHARGES FOR FISCAL YEAR 2014-2015 ON THE COUNTY PROPERTY TAX ROLL

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF RESOLUTION NO. _____-2014 RELATING TO THE COLLECTION OF SEWER SERVICE CHARGES WITH THE GENERAL TAXES FOR FISCAL YEAR 2014-15, SETTING THE TIME AND PLACE FOR PUBLIC HEARING ON THE REPORT OF THE ENGINEER, AND DIRECTING PUBLICATION OF NOTICE

K. 2014 ELECTION

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF RESOLUTION NO. ____-2014 CALLING FOR THE GENERAL ELECTION AND DIRECTING THE SECRETARY TO PROVIDE REQUESTED DOCUMENTS TO THE COUNTY

L. PROPOSED CASA BYLAWS UPDATE

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE BOARD PRESIDENT TO CAST THE DISTRICT'S VOTE {IN FAVOR OR NOT IN FAVOR OF} THE CHANGES TO THE CASA BYLAWS VIA MAIL-IN BALLOT

M. APPROVE SPECIAL CONNECTION PROCEDURE FOR COURTYARD TYPE DEVELOPMENTS

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF RESOLUTION NO. _____ - 2014 APPROVING SPECIAL CONNECTION PROCEDURE FOR COURTYARD STYLE DEVELOPMENTS

N. PASEOS SUBDIVISION MAINLINE IMPROVEMENTS

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF RESOLUTION NO. ____-2014 APPROVING AND ACCEPTING MAINLINE IMPROVEMENTS SUBDIVISION 9089, THE PASEOS
3. CONSIDER ADOPTION OF RESOLUTION NO. ____-2014 APPROVING AND ACCEPTING OFFER OF DEDICATION OF PERMANENT SEWER EASEMENTS OVER SUBDIVISION 9089, THE PASEOS

O. PEYTON SLOUGH HYDRAULIC RELIEF PROJECT DESIGN AND ENVIRONMENTAL PERMITTING AGREEMENT WITH HDR ENGINEERING, INC.

1. REPORT FROM STAFF

2. CONSIDER ADOPTION OF A MOTION APPROVING THE AMENDMENT TO TASK ORDER NO. 1, CONTRACT NO. 13-0005 WITH HDR ENGINEERING, INC. FOR THE DESIGN AND ENVIRONMENTAL PERMITTING OF THE PEYTON SLOUGH HYDRAULIC RELIEF PROJECT (UPRR BRIDGE REPLACEMENT), NOT TO EXCEED \$25,000 AND AUTHORIZING THE BOARD PRESIDENT TO EXECUTE THE AMENDMENT TO TASK ORDER NO. 1, CONTRACT 13-0005. THIS AMENDMENT INCREASES THE NOT TO EXCEED LIMIT OF TASK ORDER NO. 1 \$25,000 TO \$197,875
- P. GEOGRAPHIC INFORMATION SYSTEM (GIS) HOSTING, LICENSE, MAINTENANCE, AND SUPPORT AGREEMENT WITH WEBSOFT DEVELOPERS, INC.
1. REPORT FROM STAFF
 2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE BOARD PRESIDENT TO EXECUTE TASK ORDER NO. 10 OF THE CONSULTING SERVICES AGREEMENT (CONTRACT NO. 11-0004) WITH WEBSOFT DEVELOPERS, INC. FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$12,000
- Q. INTERFUND TRANSFER FROM FUND 3409 TO FUND 3410
1. REPORT FROM STAFF
 2. CONSIDER ADOPTION OF RESOLUTION NO. ____-2013 AUTHORIZING THE TRANSFER OF \$117,521.35 FROM FUND 3409 TO FUND 3410
- R. INTERFUND TRANSFER FROM FUND 3409 TO FUND 3412
1. REPORT FROM STAFF
 2. CONSIDER ADOPTION OF RESOLUTION NO. ____-2013 AUTHORIZING THE TRANSFER OF \$358,740.00 FROM FUND 3409 TO FUND 3412
- S. CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION ANNOUNCEMENT OF SPECIAL DISTRICT VACANCY ON LAFCO, CALL FOR NOMINATIONS AND FOR NAMES OF VOTING DELEGATES
1. REPORT FROM STAFF

2. DISCUSS AND CONSIDER NOMINATION OF CANDIDATE(S) TO FILL THE UPCOMING SPECIAL DISTRICT MEMBER REGULAR SEAT VACANCIES ON CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION (LAFCO)
 3. CONSIDER ADOPTION OF RESOLUTION NO. ____-2014 NOMINATING CANDIDATE TO FILL SPECIAL DISTRICT REGULAR SEAT VACANCY ON LAFCO
 4. CONSIDER ADOPTION OF A MOTION CONFIRMING OR DESIGNATING A DIRECTOR AS MVSD'S REPRESENTATIVE AND AN ALTERNATE TO THE LAFCO INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE (ISDSC)
- T. AWARD OF CONTRACT FOR "FURNISH TRAILER MOUNTED PUMP AND ACCESSORIES", CONTRACT NO. 2-14
1. REPORT FROM STAFF
 2. CONSIDER ADOPTION OF RESOLUTION NO. ____ -2014, AWARDING THE CONTRACT FOR "FURNISH TRAILER MOUNTED PUMP AND ACCESSORIES", CONTRACT NO. 2-14 TO PAC MACHINE COMPANY, INC. IN THE AMOUNT OF \$105,434
- U. APPOINT NEAL ALLEN AS ACTING DISTRICT MANAGER EFFECTIVE JUNE 13, 2014 THROUGH JUNE 30, 2014
1. REPORT FROM STAFF
 2. CONSIDER ADOPTION OF A MOTION APPOINTING ASSISTANT DISTRICT MANAGER NEAL ALLEN AS ACTING DISTRICT MANAGER EFFECTIVE JUNE 13, 2014 THROUGH JUNE 30, 2014, COMPLETE WITH ALL AUTHORITY AND RESPONSIBILITY OF THE DISTRICT MANAGER
8. 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 DAVID P. MAGGI
- R 6.02 DIRECTOR ELMER J. SCHAAL
- R 6.03 DIRECTOR BEVERLI A. MARSHALL
- R 6.04 VICE PRESIDENT GREGORY T. PYKA
- R 6.05 PRESIDENT STANLEY R. CALDWELL

9. COMMUNICATIONS

- A. LOCAL AGENCY INVESTMENT FUND – APRIL 30, 2014, STATEMENT
- B. LOCAL AGENCY INVESTMENT FUND – MAY 31, 2014, STATEMENT
- C. MVSD LETTER TO ADRIENNE GROVES – JUNE ____, 2014
- D. BENJAMIN P. FAY, JARVIS, FAY, DOPORTO & GIBSON, LLP, LETTER TO ROBERT R. CAMPBELL, AUDITOR-CONTROLLER OF CONTRA COSTA COUNTY – MAY 15, 2014
- E. CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION (LAFCO) LETTER DATED MAY 28, 2014 REGARDING COUNTYWIDE WATER/WASTEWATER MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE UPDATES (2ND ROUND)

10. FUTURE BOARD ITEMS

- A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

11. CLOSED SESSION

- A. PERSONNEL MATTERS – PUBLIC EMPLOYMENT– GOVERNMENT CODE SECTION 54957
TITLE: ASSISTANT DISTRICT MANAGER POSITION

12. REPORT OUT OF CLOSED SESSION

- 13. ADJOURNMENT – THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON THURSDAY, JULY 10, 2014, AT 6:30 P.M.