



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

June 10, 2021 6:30 PM 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/tZEIfumpqD4rGtSFv2kMI_vzBtuwlmm_XpLJ

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. 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. [APPROVE THE MINUTES OF THE MAY 13, 2021 REGULAR BOARD MEETING](#)

B. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 58350 THROUGH 58403 DATED MAY 18, 2021](#) (See purchase journal following this item in packet for details.)

- C. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 58404 THROUGH 58445 DATED JUNE 1, 2021](#) (See purchase journal following this item in packet for details.)
- D. [RATIFY APPROVAL OF FACILITIES REHABILITATION FUND 3410 PAYMENT ORDER NUMBER 654 DATED MAY 19, 2021](#) (See purchase journal following this item in packet for details.)
- E. [RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3007 THROUGH 3011 DATED MAY 19, 2021](#) (See purchase journal following this item in packet for details.)
- F. [RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 3012 THROUGH 3015 DATED JUNE 1, 2021](#) (See purchase journal following this item in packet for details.)

4. PUBLIC HEARINGS

A. PUBLIC HEARING FOR COLLECTION OF SEWER SERVICE CHARGES FOR FISCAL YEAR 2021-22 WITH THE GENERAL TAXES

- 1. REPORT FROM STAFF
- 2. CONDUCT PUBLIC HEARING
 - a. OPEN PUBLIC HEARING
 - b. RECEIVE PUBLIC TESTIMONY
 - c. CLOSE PUBLIC HEARING
- 3. CONSIDER ADOPTION OF RESOLUTION NO. ___-2021, OVERRULING OBJECTIONS, ADOPTING THE REPORT OF THE DISTRICT MANAGER, AND ORDERING THE COLLECTION OF SEWER SERVICE CHARGES FOR THE FISCAL YEAR 2021-2022 IN THE SAME MANNER, BY THE SAME PERSON AND AT THE SAME TIME TOGETHER WITH THE GENERAL TAXES

5. NEW BUSINESS

A. ADVANCEMENT OF CHIEF PLANT OPERATOR/WASTEWATER OPERATIONS MANAGER JEFFREY GREER

- 1. REPORT FROM STAFF
- 2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE ADVANCEMENT OF WASTEWATER OPERATIONS MANAGER JEFFREY GREER FROM STEP 2 TO STEP 3 EFFECTIVE JULY 1, 2021

B. INTER-FUND TRANSFER OF AD VALOREM FROM FUND 3409 TO FUND 3410; AND OF PROJECT FUNDS FROM FUND 3415 TO FUND 3412

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF RESOLUTION NO. ____-2021, AUTHORIZING THE TRANSFER OF \$421,097 FROM FUND 3409 TO FUND 3410; AND AUTHORIZING THE TRANSFER OF \$1,190,739 FROM FUND 3415 TO FUND 3412

C. DELEGATION OF DISTRICT TREASURER DUTIES

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING RESOLUTION NO. ____-2021 DELEGATING THE AUTHORITY TO INVEST AND REINVEST DISTRICT FUNDS TO THE CONTRA COSTA COUNTY TREASURER AS DISTRICT TREASURER FOR A ONE-YEAR PERIOD AND SUBJECT TO THE BOARD'S ANNUAL REVIEW, TO CONTINUE THE DELEGATION FROM YEAR TO YEAR UNTIL SUCH DELEGATION IS REVOKED
3. AUTHORIZE THE BOARD PRESIDENT TO EXECUTE THE CONTRA COSTA COUNTY TREASURER'S AUTHORIZATION CERTIFICATE DESIGNATING THE DISTRICT MANAGER AND THE CFO/ADMINISTRATIVE SERVICES MANAGER AS AUTHORIZED TO ACT ON BEHALF OF DISTRICT TO PROVIDE DIRECTIONS, INSTRUCTIONS, AND NOTICES WITH RESPECT TO INVESTMENT ACTIVITIES, WIRE TRANSFERS, AND OTHER OPERATIONAL ISSUES

D. ADVANCE STEP APPOINTMENT OF ASSOCIATE ENGINEER – RUBY VICENCIO, PE

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE APPOINTMENT OF ASSOCIATE ENGINEER RUBY VICENCIO, PE, AT THE ADVANCED STEP 2

E. FINAL 10-YEAR CAPITAL IMPROVEMENT PROGRAM UPDATE AND FISCAL YEAR 2021-2022 WORK PLAN

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING THE FINAL 10-YEAR CIP UPDATE
3. CONSIDER ADOPTION OF A MOTION DELEGATING AUTHORITY TO THE DISTRICT MANAGER TO ADVERTISE FOR BIDDING ALL PROJECTS NOTED IN THE FY2021-2022 WORK PLAN AS HAVING AN UPCOMING BID PERIOD

F. AMENDMENT OF AGREEMENT WITH WEST YOST ASSOCIATES AND TASK ORDER FOR THE 888 HOWE RD. SANITARY SEWER REPLACEMENT

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING AND AUTHORIZING THE BOARD PRESIDENT TO EXECUTE AMENDMENT NO. 5 TO CONTRACT NO. 19-0018 WITH WEST YOST ASSOCIATES (WEST YOST), INCREASING THE TOTAL CONTRACT AMOUNT BY \$203,841 FROM \$377,330 TO \$581,171, AND EXTENDING THE CONTRACT EXPIRATION DATE TO DECEMBER 31, 2022
3. CONSIDER ADOPTION OF A MOTION APPROVING AND AUTHORIZING THE BOARD PRESIDENT TO EXECUTE TASK ORDER NO. 7 TO CONTRACT NO. 19-0018 IN THE AMOUNT OF \$203,841, AUTHORIZING WEST YOST TO PROVIDE DESIGN AND BID PERIOD SERVICES

G. FIRST AMENDMENT TO EMPLOYMENT AGREEMENT – DISTRICT MANAGER

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE BOARD PRESIDENT TO EXECUTE THE FIRST AMENDMENT TO EMPLOYMENT AGREEMENT WITH LILIA M. CORONA
3. CONSIDER ADOPTION OF A MOTION FINDING THAT THE AD HOC COMMITTEE HAS FULLY DISCHARGED ITS DUTY AND IS DISBANDED

H. NEW TIMEKEEPING POLICY, CONSOLIDATED WORK SCHEDULE POLICY, AND REVISED OVERTIME POLICY

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING POLICIES AND PROCEDURES:
 - a. 2007 - TIMEKEEPING (NEW)
 - b. 2010 - OVERTIME(SPLIT FROM OVERTIME AND ON-CALL)
 - c. 2008 – ON-CALL (SPLIT FROM OVERTIME AND ON-CALL)
 - d. 2005 – WORK SCHEDULE (CONSOLIDATED FROM 2005-HOURS OF WORK AND 2006-9/80 WORK SCHEDULE)
 - e. 2305 – SALARY AND WAGE SCHEDULE (REVISED TO INCLUDE THE 2% COLA & UPDATED DISTRICT MANAGER SALARY)

I. PROPOSED FISCAL YEAR 2021-2022 BUDGET FOR FUNDS 3409, 3410, 3412 AND 3415

1. REPORT FROM STAFF

2. CONSIDER ADOPTION OF A MOTION APPROVING THE FISCAL YEAR 2021-2022 ANNUAL BUDGET FOR FUNDS 3409, 3410, 3412, AND 3415

J. RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF AN INSTALLMENT PURCHASE CONTRACT FOR WASTEWATER SYSTEM IMPROVEMENTS

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF RESOLUTION NO. _____-2021 AUTHORIZING THE EXECUTION AND DELIVERY OF AN INSTALLMENT PURCHASE CONTRACT FOR WASTEWATER SYSTEM IMPROVEMENTS, AUTHORIZING AND DIRECTING CERTAIN ACTIONS IN CONNECTION THEREWITH

5. REPORTS

- R-1. DISTRICT MANAGER
- R-2. DISTRICT ENGINEER
- R-3. CFO/ADMINISTRATIVE SERVICES MANAGER
- R-4. ENVIRONMENTAL SERVICES MANAGER
- R-5. WASTEWATER OPERATIONS MANAGER
- 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 ELMER J. SCHAAL
 - R 8.05 DIRECTOR STANLEY R. CALDWELL

6. COMMUNICATIONS

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

C. CORRESPONDENCE FROM THE OFFICE OF THE GOVERNOR REGARDING
TRANSITION PERIOD PRIOR TO REPEAL OF COVID-RELATED EXECUTIVE
ORDERS

7. FUTURE BOARD ITEMS

A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

8. ADJOURNMENT

A. THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON
THURSDAY, JULY 8, 2021 At 6:30 P.M.