



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

6:30 P.M. FEBRUARY 13, 2020
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. PRESENTATIONS

A. SPECIAL DISTRICT LEADERSHIP FOUNDATION TRANSPARENCY CERTIFICATE OF EXCELLENCE

1. REPORT FROM STAFF

2. CERTIFICATE PRESENTATION BY CSDA FIELD COORDINATOR, COLLEEN HALEY

4. 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. RECEIVE THE MINUTES OF THE JANUARY 7, 2020 FINANCE COMMITTEE MEETING
- B. APPROVE THE MINUTES OF THE JANUARY 9, 2020 REGULAR BOARD MEETING
- C. APPROVE THE MINUTES OF THE JANUARY 28, 2020 ADJOURNED REGULAR BOARD MEETING
- D. RECEIVE THE MINUTES OF THE JANUARY 28, 2020 PUBLIC INFORMATION COMMITTEE MEETING
- E. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 55732 THROUGH 55806 DATED JANUARY 15, 2020 (See Purchase Journal following this item for details.)
- F. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 55807 THROUGH 55812 DATED JANUARY 15, 2020
- G. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3410 PAYMENT ORDER NUMBERS 619 THROUGH 620 JANUARY 15, 2020 (See Purchase Journal following this item in packet for details.)
- H. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 2887 THROUGH 2895 JANUARY 15, 2020 (See Purchase Journal following this item in packet for details.)
- I. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 55813 THROUGH 55861 DATED JANUARY 31, 2020 (See Purchase Journal following this item for details.)
- J. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 55862 THROUGH 55870 DATED JANUARY 31, 2020
- K. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3410 PAYMENT ORDER NUMBERS 621 THROUGH 622 JANUARY 31, 2020 (See Purchase Journal following this item in packet for details.)
- L. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 2896 THROUGH 2900 JANUARY 31, 2020 (See Purchase Journal following this item in packet for details.)

5. NEW BUSINESS

- A. LYSTEK MEMORANDUM OF UNDERSTANDING FOR BIOSOLIDS
 - 1. REPORT FROM STAFF
 - 2. CONSIDER ADOPTION OF A MOTION APPROVING THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN MT. VIEW SANITARY DISTRICT AND LYSTEK INTERNATIONAL LIMITED (LYSTEK).

B. ACCEPT THE FINAL 2020 SEWER SERVICE CHARGES STUDY, CALL FOR PUBLIC HEARING, AND APPROVE NOTICE OF INTENT TO ADOPT SCHEDULE OF FEES AND CHARGES FOR FISCAL YEARS 2020-2021 THROUGH 2024-2025

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION ACCEPTING THE FINAL 2020 SEWER SERVICE CHARGES STUDY
3. CONSIDER ADOPTION OF RESOLUTION ____ - 2020 CALLING FOR A PUBLIC HEARING TO BE HELD APRIL 9, 2020, AND PROVIDING NOTICE OF INTENT TO ADOPT A SCHEDULE OF DISTRICT FEES AND CHARGES FOR THE FISCAL YEARS 2020-2021 THROUGH 2024-2025; AND DIRECTING THE SECRETARY TO MAIL WRITTEN NOTICE AS REQUIRED BY PROPOSITION 218

C. ADVANCEMENT OF CFO/ADMINISTRATIVE SERVICES MANAGER DENISE GRAY

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE ADVANCEMENT OF CFO/ADMINISTRATIVE SERVICES MANAGER DENISE GRAY FROM STEP 2 TO STEP 3 EFFECTIVE FEBRUARY 16, 2020; AND,
3. CONSIDER ADOPTION OF A MOTION TO RETAIN DENISE GRAY AT THE END OF HER FIRST TWELVE MONTHS OF SERVICE AND GRANT HER REGULAR EMPLOYEE STATUS ACCORDING TO DISTRICT POLICY AND PROCEDURE NO. 2091

D. FISCAL YEAR 2019-2020 – 1ST AND 2ND QUARTER BUDGET REPORT

1. REPORT FROM STAFF
2. PROVIDE DIRECTION AS NECESSARY

E. PURCHASING POLICY UPDATE

1. REPORT FROM STAFF

2. CONSIDER ADOPTION OF RESOLUTION NO. ____-2020 APPROVING REVISIONS TO DISTRICT POLICY NO. 2270 PURCHASING POLICIES AND PROCEDURES AND ADOPTING THE UPDATED POLICY, AND DIRECTING THE DISTRICT MANAGER TO INCLUDE THE REVISED POLICY IN THE DISTRICT'S POLICY AND PROCEDURE MANUAL AND TO DISTRIBUTE IT TO DISTRICT STAFF

F. EQUIPMENT PRE-SELECTION FOR THE UV DISINFECTION REPLACEMENT PROJECT

1. REPORT FROM STAFF
2. AUTHORIZE THE PRE-SELECTION OF CALGON CARBON AS THE PREFERRED EQUIPMENT VENDOR FOR THE ULTRA-VIOLET (UV) DISINFECTION REPLACEMENT PROJECT (PROJECT)

G. SELECTION OF DISTRICT MANAGER'S EVALUATION REVIEW INSTRUMENT

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION ACCEPTING THE DISTRICT MANAGER'S RECOMMENDATION TO CONDUCT THE MANAGER'S ANNUAL EVALUATION DURING THE REGULAR BOARD MEETING ON APRIL 9, 2020, AGREEING TO THE USE OF THE ATTACHED DISTRICT MANAGER'S EVALUATION FORM AS THE METHOD OF EVALUATION AND ADOPTING THE EVALUATION PROCESS DESCRIBED ON THE ATTACHED DOCUMENT ENTITLED "PROPOSED APRIL 2020 DISTRICT MANAGER'S EVALUATION PROCEDURE"

H. CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION ANNOUNCEMENT OF UPCOMING 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 SPECIAL DISTRICT MEMBER REGULAR SEAT ON CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION (LAFCO)
3. CONSIDER ADOPTION OF RESOLUTION NO. ____-2020 NOMINATING A CANDIDATE TO FILL SPECIAL DISTRICT REGULAR SEAT ON LAFCO

4. CONSIDER ADOPTION OF A MOTION DESIGNATING DIRECTORS AS MVSD'S REPRESENTATIVE AND ALTERNATE TO THE LAFCO INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE (ISDSC)
- I. ANNUAL REVIEW OF BOARD MEMBER COMPENSATION AND BENEFITS
 1. REPORT FROM STAFF
 2. REVIEW AND DETERMINE THE FOLLOWING:
 - a) WHETHER THE DISTRICT'S CURRENT BOARD MEMBER COMPENSATION FOR EACH DAY'S ATTENDANCE AT MEETINGS AND/OR SERVICES RENDERED, BOARD MEMBER HEALTH CARE INSURANCE COSTS AND BENEFITS, BOARD MEMBER PENSION/DEFERRED COMPENSATION BENEFITS, AND BOARD MEMBER EXPENSE REIMBURSEMENTS ARE REASONABLE, IN LINE WITH THOSE OF OTHER SPECIAL DISTRICTS, AND WHETHER ANY CHANGES SHOULD BE MADE; AND,
 - b) WHETHER THE DISTRICT'S CURRENT POLICY ON BOARD MEMBER PARTICIPATION ON "OTHER" BOARDS REQUIRES ANY CHANGE
 3. PROVIDE DIRECTION AS NECESSARY OR CONSIDER ADOPTION OF A MOTION DECLARING THAT THE BOARD HAS CONDUCTED ITS ANNUAL REVIEW AND DETERMINED THAT THE CURRENT BOARD MEMBER COMPENSATION FOR EACH DAY'S ATTENDANCE AT MEETINGS AND/OR SERVICES RENDERED IS REASONABLE
 4. PROVIDE DIRECTION AS NECESSARY OR CONSIDER ADOPTION OF A MOTION DECLARING THAT THE BOARD HAS CONDUCTED ITS ANNUAL REVIEW AND DETERMINED THAT THE CURRENT BOARD MEMBER HEALTH CARE INSURANCES COSTS AND BENEFITS ARE REASONABLE
 5. PROVIDE DIRECTION AS NECESSARY OR CONSIDER ADOPTION OF A MOTION DECLARING THAT THE BOARD HAS CONDUCTED ITS ANNUAL REVIEW AND DETERMINED THAT THE CURRENT BOARD MEMBER PENSION/DEFERRED COMPENSATION BENEFITS ARE REASONABLE
 6. PROVIDE DIRECTION AS NECESSARY OR CONSIDER ADOPTION OF A MOTION DECLARING THAT THE BOARD HAS CONDUCTED ITS ANNUAL REVIEW AND DETERMINED THAT THE CURRENT BOARD MEMBER EXPENSE REIMBURSEMENT STANDARDS ARE REASONABLE

7. PROVIDE DIRECTION AS NECESSARY OR CONSIDER ADOPTION OF A MOTION CONTINUING THE DISTRICT'S CURRENT POLICY ON BOARD MEMBER PARTICIPATION ON "OTHER" BOARDS

6. REPORTS

- R-1. DISTRICT MANAGER
- R-2. DISTRICT ENGINEER
- R-3. CFO/ADMINISTRATIVE SERVICES MANAGER
- R-4. WASTEWATER OPERATIONS MANAGER
- R-5. DISTRICT LEGAL COUNSEL
- R-6. BOARD SECRETARY
- R-7. DIRECTORS
 - R 7.01 DIRECTOR BRIAN A. DANLEY
 - R 7.02 DIRECTOR DAVID P. MAGGI
 - R 7.03 DIRECTOR GREGORY T. PYKA
 - R 7.04 DIRECTOR ELMER J. SCHAAL
 - R 7.05 DIRECTOR STANLEY R. CALDWELL

7. COMMUNICATIONS

- A. LAIF MONTHLY STATEMENT – JANUARY 2, 2020

8. FUTURE BOARD ITEMS

- A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

9. ADJOURNMENT

- A. THE NEXT SCHEDULED MEETING IS A REGULAR BOARD MEETING ON THURSDAY, MARCH 12, 2020 AT 6:30 P.M.