



A Friend to the Environment

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

6:30 P.M. March 13, 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 FEBRUARY 13, 2014, REGULAR BOARD MEETING
- B. APPROVE THE MINUTES OF THE FEBRUARY 22, 2013, SPECIAL BOARD MEETING
- C. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 48407 THROUGH 48484 DATED FEBRUARY 14, 2014
(See Purchase Journal following this item for details.)
- D. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 48485 THROUGH 48491 DATED FEBRUARY 14, 2014
- E. RATIFY APPROVAL OF FACILITIES REHABILITATION FUND 3410 PAYMENT ORDER NUMBERS 433 THROUGH 435 DATED FEBRUARY 14, 2014
(See Purchase Journal following this item in packet for details.)
- F. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 2336 THROUGH 2340 DATED FEBRUARY 14, 2014
(See Purchase Journal following this item in packet for details.)
- G. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 48492 THROUGH 48496 DATED FEBRUARY 28, 2014
(See Purchase Journal following this item for details.)

7. OLD BUSINESS

- A. BOARD OF DIRECTORS VACANCY
 - 1. REPORT FROM STAFF
 - 2. PROVIDE DIRECTION TO STAFF

8. NEW BUSINESS

- A. REVISED JOB DESCRIPTIONS FOR DISTRICT MANAGER, ASSISTANT DISTRICT MANAGER AND WASTEWATER OPERATIONS SUPERVISOR
 - 1. REPORT FROM STAFF

2. CONSIDER ADOPTION OF A MOTION APPROVING THE FOLLOWING REVISED JOB DESCRIPTIONS FOR INCLUSION IN DISTRICT'S POLICY AND PROCEDURE MANUAL:

2310 – DISTRICT MANAGER
2315 – ASSISTANT DISTRICT MANAGER
2330 – WASTEWATER OPERATIONS SUPERVISOR

B. ASSISTANT DISTRICT LEGAL COUNSEL

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF RESOLUTION NO. _____-2014 ACCEPTING THE RESIGNATION OF MAURICE E. HUGUET JR. AS ASSISTANT DISTRICT LEGAL COUNSEL AND APPOINTING DEBORAH MORITZ-FARR

C. POTENTIAL INCREASE OF DISTRICT CHARGES AND FEES FOR FISCAL YEAR 2014-2015

1. REPORT FROM STAFF
2. PROVIDE DIRECTION TO STAFF

D. ANNUAL REVIEW OF DISTRICT STAFF POSITIONS AND COMPENSATION

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF REVISED POLICY AND PROCEDURE 2300 – AUTHORIZED POSITIONS, REDUCING THE TOTAL NUMBER OF AUTHORIZED POSITIONS FROM 16 TO 14
3. PROVIDE DIRECTION TO STAFF ON WHETHER TO INCLUDE IN THE PROPOSED FY 2014-2015 ANNUAL BUDGET, A COST OF LIVING ADJUSTMENT FOR ALL DISTRICT EMPLOYEES OF 2.2% PER THE DISTRICT MANAGER'S RECOMMENDATION

E. ADVANCEMENT OF WASTEWATER OPERATOR GRADE II MARK J. GONZALEZ

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE ADVANCEMENT OF WASTEWATER OPERATOR GRADE II MARK J. GONZALEZ FROM STEP 2

TO STEP 3 AT A MONTHLY SALARY OF \$5,799.94 EFFECTIVE MARCH 16, 2014

F. 2104 CALIFORNIA ASSOCIATION OF SANITATION AGENCIES PUBLIC POLICY FORUM

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION DETERMINING WHETHER ATTENDANCE AT THE 2014 CASA PUBLIC POLICY FORUM ON APRIL 28 AND 29, 2014, IN SACRAMENTO, CALIFORNIA, IS A SIGNIFICANT BENEFIT TO THE DISTRICT DIRECTING DISTRICT REPRESENTATIVE(S) TO ATTEND

G. CSDA - SPECIAL DISTRICTS LEGISLATIVE DAYS

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION DETERMINING WHETHER ATTENDANCE AT THE CSDA LEGISLATIVE DAYS ON MAY 20-21, 2014, IN SACRAMENTO, CALIFORNIA, IS A SIGNIFICANT BENEFIT TO THE DISTRICT DIRECTING DISTRICT REPRESENTATIVE(S) TO ATTEND

H. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BOARD OF DIRECTORS CALL FOR NOMINATIONS SEAT C

1. REPORT FROM STAFF
2. DETERMINE WHETHER THE BOARD WOULD LIKE TO NOMINATE A CANDIDATE FOR SEAT C OF THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS.
3. IF THE BOARD WISHES TO NOMINATE A CANDIDATE, CONSIDER ADOPTION OF A MOTION NOMINATING THE CANDIDATE AND AUTHORIZING THE BOARD SECRETARY TO FORWARD A COPY OF THE MINUTES FOR THIS MEETING TO CSDA AFTER THEY ARE APPROVED AT THE APRIL 10, 2014 REGULAR BOARD MEETING, TOGETHER WITH THE NOMINATION FORM. ALTERNATIVELY, THE BOARD MAY CHOOSE NOT TO TAKE ANY ACTION ON THIS MATTER AT THIS TIME.

I. ENGINEERING SERVICES FOR DIGESTER CLEANING AND REPAIRS

1. REPORT FROM STAFF

2. CONSIDER ADOPTION OF A MOTION APPROVING PROPOSAL FOR ENGINEERING SERVICES FOR DIGESTER CLEANING AND REPAIRS AND AUTHORIZING BOARD PRESIDENT TO EXECUTE STANDARD CONSULTING SERVICES AGREEMENT WITH NUTE ENGINEERING FOR AN AMOUNT NOT TO EXCEED \$60,000
- J. GEOGRAPHIC INFORMATION SYSTEM (GIS) AGREEMENT WITH WEBSOFT DEVELOPERS, INC.
1. REPORT FROM STAFF
 2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE BOARD PRESIDENT TO EXECUTE TASK ORDERS NO. 8 AND 9 OF THE CONSULTING SERVICES AGREEMENT (CONTRACT NO. 11-0004) WITH WEBSOFT DEVELOPERS, INC. FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$20,000
- K. MVSD DISTRICT INTERN PROGRAM
1. REPORT FROM STAFF
 2. CONSIDER ADOPTION OF REVISED POLICY NO. 2150 DISTRICT UNPAID STUDENT INTERN PROGRAM
- L. APPROVAL OF UNPAID WETLAND RESOURCES INTERNS
1. REPORT FROM STAFF
 2. CONSIDER ADOPTION OF A MOTION APPROVING JANE LIEN TO FILL AN UNPAID WETLAND RESOURCES INTERNSHIP POSITION
 3. CONSIDER ADOPTION OF A MOTION APPROVING MARK MUMMERT TO FILL AN UNPAID WETLAND RESOURCES INTERNSHIP POSITION
9. 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 RANDELL E. WILLIAMS

R 6.04 VICE PRESIDENT GREGORY T. PYKA

R 6.05 PRESIDENT STANLEY R. CALDWELL

10. COMMUNICATIONS

A. LOCAL AGENCY INVESTMENT FUND – FEBRUARY 28, 2014, STATEMENT

B. LOCAL AGENCY INVESTMENT FUND – INTEREST EARNED – DECEMBER 31, 2013, QUARTERLY STATEMENT

11. FUTURE BOARD ITEMS

A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

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