



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

6:30 P.M. JUNE 8, 2017
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. 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 APRIL 13, 2017, REGULAR BOARD MEETING](#)

B. [APPROVE THE MINUTES OF THE MAY 11, 2017, REGULAR BOARD MEETING](#)

C. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 52385 THROUGH 52464 DATED MAY 15, 2017](#)

(See Purchase Journal following this item for details.)

D. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBER 52465 THROUGH 52472 DATED MAY 15, 2017](#)

- E. RATIFY APPROVAL OF FACILITIES REHABILITATION FUND 3410 PAYMENT ORDER NUMBERS 547 THROUGH 549 DATED MAY 15, 2017
(See Purchase Journal following this item for details.)
- F. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 2624 THROUGH 2634 DATED MAY 15, 2017
(See Purchase Journal following this item in packet for details.)
- G. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 52473 THROUGH 52481 DATED MAY 31, 2017
(See Purchase Journal following this item in packet for details.)
- H. CONSIDER ADOPTION OF A MOTION ACKNOWLEDGING REPORT FROM SECRETARY VERIFYING POSTING AND PUBLICATION OF NOTICE OF ADOPTION OF ORDINANCE NO. 2017-119 (GENERAL REGULATION NO. 119) AND FINDING THAT THE PUBLICATION AND POSTING WERE PROPERLY MADE
- I. CONSIDER ADOPTION OF A MOTION DECLARING THE INTENTION OF THE DISTRICT TO COLLECT SEWER SERVICE CHARGES (SSC) WITH THE GENERAL TAXES FOR FISCAL YEAR 2017-18, SETTING TIME AND PLACE FOR PUBLIC HEARING ON THE REPORT OF THE ENGINEER, AND DIRECTING PUBLICATION OF NOTICE

4. COMBINED PUBLIC HEARINGS

- A. PUBLIC HEARINGS ON INTENT TO ADOPT CAPACITY FEES AND ADOPTION OF A SCHEDULE OF DISTRICT FEES NOT COLLECTED ON THE PROPERTY TAX ROLL FOR FISCAL YEARS 2017-18 THROUGH 2021 AND ALSO ON APPROVAL OF DISTRICT CODE INCORPORATING EXISTING GENERAL REGULATIONS AND ORDINANCES OF THE DISTRICT, REVISING CERTAIN EXISTING PROVISIONS AND ADDING NEW PROVISIONS
 - 1. REPORT FROM STAFF
 - 2. PUBLIC HEARING
 - a) OPEN COMBINED PUBLIC HEARINGS
 - b) RECEIVE PUBLIC TESTIMONY
 - c) CONTINUE COMBINED PUBLIC HEARINGS TO SEPTEMBER 14, 2017
 - 3. DIRECT STAFF TO FILE A NOTICE OF EXEMPTION PURSUANT TO CEQA GUIDELINES

4. REFER DRAFT STUDY AND DRAFT ORDINANCE TO THE DISTRICT ORDINANCE COMMITTEE FOR FURTHER REVIEW AND RECOMMENDATION(S)

5. NEW BUSINESS

A. AFFIRMATION OF OFFICES OF DISTRICT ENGINEER, DISTRICT LEGAL COUNSEL AND BOARD SECRETARY

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AFFIRMING OFFICE OF DISTRICT ENGINEER
3. CONSIDER ADOPTION OF A MOTION AFFIRMING OFFICE OF DISTRICT LEGAL COUNSEL
4. CONSIDER ADOPTION OF A MOTION AFFIRMING OFFICE OF DISTRICT BOARD SECRETARY

B. EMPLOYEE COST OF LIVING ADJUSTMENT AND ADOPTION OF REVISED SALARY AND WAGE SCHEDULE (POLICY AND PROCEDURE 2305)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING REVISED DISTRICT POLICY AND PROCEDURE 2305 – SALARY & WAGE SCHEDULES, EFFECTIVE JULY 1, 2017 PROVIDING A 3.000% COST OF LIVING ADJUSTMENT TO ALL DISTRICT POSITIONS AND ADJUSTMENT TO THE DISTRICT MANAGER'S SALARY
3. PROVIDE DIRECTION TO MAKE THE DISTRICT SALARY WAGE SCHEDULE AVAILABLE ON THE DISTRICT'S WEBPAGE

C. INTER-FUND TRANSFER FROM FUND 3409 TO FUND 3412

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF APPROVING RESOLUTION NO. ____-2017 AUTHORIZING THE TRANSFER OF \$2,000,000.00 FROM FUND 3409 TO FUND 3412

D. [PROPOSED FISCAL YEAR 2017-2018 BUDGETS FOR FUNDS 3409, 3410 AND 3412](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING THE FISCAL YEAR 2017-2018 (FY 17-18) BUDGETS FOR FUNDS 3409, 3410 AND 3412

E. [TASK ORDERS NO. 6 THROUGH 10 – AGREEMENT 16-0013 WITH CIRCLEPOINT FOR COMMUNICATION CONSULTANT PROFESSIONAL SERVICES](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE BOARD PRESIDENT TO EXECUTE TASK ORDERS 6 THROUGH 10 TO AGREEMENT 16-0013 WITH CIRCLEPOINT FOR COMMUNICATION CONSULTING SERVICES FOR FISCAL YEAR 2017-2018, WITH A TOTAL NOT TO EXCEED AMOUNT OF \$81,097.50

F. [ADVANCEMENT OF ASSISTANT DISTRICT MANAGER LILIA M. CORONA](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING ADVANCEMENT OF ASSISTANT DISTRICT MANAGER LILIA M. CORONA TO SALARY STEP 4 EFFECTIVE JULY 1, 2017

G. [ADVANCEMENT OF WASTEWATER OPERATOR GRADE II KEITH RAYNOR](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE ADVANCEMENT OF WASTEWATER OPERATOR GRADE II KEITH RAYNOR TO STEP 4 EFFECTIVE JULY 1, 2017

H. [FY 2017-2018 LEGAL SERVICES TASK ORDER NO. 13 TO PROFESSIONAL LEGAL SERVICES AGREEMENT \(AGREEMENT 11-0002\) WITH TURNER, HUGUET, ADAMS AND FARR](#)

1. REPORT FROM STAFF

2. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 13 TO THE AGREEMENT FOR PROFESSIONAL LEGAL SERVICES (AGREEMENT NO. 11-0002) WITH TURNER, HUGUET, ADAMS AND FARR FOR DISTRICT LEGAL COUNSEL SERVICES, EFFECTIVE JULY 1, 2017, AND AUTHORIZING THE BOARD PRESIDENT TO EXECUTE TASK ORDER NO. 13 NOT-TO-EXCEED \$124,726 FOR ROUTINE DISTRICT LEGAL COUNSEL SERVICES FOR FISCAL YEAR 2017-2018

I. DELEGATION OF DISTRICT TREASURER DUTIES

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF RESOLUTION NO. ____-2017 DELEGATING THE AUTHORITY TO INVEST AND REINVEST DISTRICT FUNDS TO THE CONTRA COSTA COUNTY TREASURER AS DISTRICT TREASURER FOR A ONE YEAR PERIOD

J. AMENDMENT OF AGREEMENT WITH NUTE ENGINEERING FOR PROFESSIONAL ENGINEERING SERVICES FOR ENGINEERING SERVICES DURING CONSTRUCTION OF THE MOORHEN MARSH WESTERN POND TURTLE HABITAT ENHANCEMENT PROJECT

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING AMENDMENT NO. 1 TO CONTRACT NO. 15-0013 WITH NUTE ENGINEERING INCREASING THE TOTAL AMOUNT OF THE CONTRACT BY \$39,000 FROM \$305,800 TO \$344,800 AND AUTHORIZING NUTE ENGINEERING TO PROVIDE ENGINEERING SERVICES DURING CONSTRUCTION
3. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 2 TO CONTRACT NO. 15-0013 IDENTIFYING THE SCOPE AND COST OF ENGINEERING SERVICES DURING CONSTRUCTION

K. DISTRICT MANAGER'S VACATION

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING THE DISTRICT MANAGER'S SCHEDULED VACATION FOR 2017

L. [THE WILDLIFE PROJECT CONSULTING SERVICES AGREEMENT 17-0010 FOR BIOLOGICAL MONITORING AND RELATED SERVICES DURING PRECONSTRUCTION ACTIVITIES FOR THE MOORHEN MARSH WESTERN POND TURTLE HABITAT ENHANCEMENT PROJECT](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING AGREEMENT 17-0010 WITH THE WILDLIFE PROJECT TO PROVIDE PRECONSTRUCTION BIOLOGICAL MONITORING AND RELATED SERVICES FOR PHASE A AND PHASE B OF THE MOORHEN MARSH WESTERN POND TURTLE HABITAT ENHANCEMENT PROJECT AND AUTHORIZING THE BOARD CHAIR TO EXECUTE AGREEMENT 17-0010 WITH A NOT-TO-EXCEED LIMIT OF \$88,500.00
3. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 1 TO AGREEMENT 17-0010 FOR PRECONSTRUCTION BIOLOGICAL MONITORING AND RELATED SERVICES FOR PHASE A OF THE MOORHEN MARSH WESTERN POND TURTLE HABITAT ENHANCEMENT PROJECT AUTHORIZING THE BOARD CHAIR TO EXECUTE TASK ORDER NO. 1 WITH A NOT-TO-EXCEED LIMIT OF \$27,300 FOR FISCAL YEAR 2016-2017

M. [APPROVAL OF AGREEMENT WITH DUCKS UNLIMITED, INC. FOR PERMITTING AND DESIGN OF MCNABNEY MARSH ENHANCEMENT PROJECT](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING AGREEMENT 17-0009 WITH DUCKS UNLIMITED, INC. TO PROVIDE PERMITTING AND DESIGN SERVICES FOR THE MCNABNEY MARSH ENHANCEMENT PROJECT AND AUTHORIZING THE BOARD PRESIDENT TO EXECUTE AGREEMENT 17-0009 NOT-TO-EXCEED \$280,000.00 AND TASK ORDER NO. 1 NOT-TO-EXCEED \$280,000.00

6. [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 STANLEY R. CALDWELL

R 6.02 DIRECTOR GREGORY T. PYKA

R 6.03 DIRECTOR ELMER J. SCHAAL

R 6.04 DIRECTOR BRIAN A. DANLEY

R 6.05 DIRECTOR DAVID P. MAGGI

7. [COMMUNICATIONS](#)

8. [FUTURE BOARD ITEMS](#)

A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

9. [ADJOURNMENT](#)

A. [ADJOURNMENT TO AN ADJOURNED REGULAR BOARD MEETING ON SATURDAY, JUNE 24, 2017 AT 8:00 A.M.](#)