



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

6:30 P.M. JULY 13, 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. 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 JUNE 8, 2017, REGULAR BOARD MEETING
- B. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 52482 THROUGH 52563 DATED JUNE 15, 2017  
(See Purchase Journal following this item for details.)
- C. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBER 52564 THROUGH 52567 DATED JUNE 15, 2017
- D. RATIFY APPROVAL OF FACILITIES REHABILITATION FUND 3410 PAYMENT ORDER NUMBERS 550 THROUGH 554 DATED JUNE 15, 2017  
(See Purchase Journal following this item for details.)
- E. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 2635 THROUGH 2643 DATED JUNE 15, 2017  
(See Purchase Journal following this item in packet for details.)
- F. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 52568 THROUGH 52576 DATED JUNE 30, 2017  
(See Purchase Journal following this item in packet for details.)
- G. CONSIDER ADOPTION OF A MOTION ACKNOWLEDGING REPORT FROM SECRETARY VERIFYING POSTING AND PUBLICATION OF NOTICE OF ADOPTION OF ORDINANCE NO. 2017-120 (GENERAL REGULATION NO. 120) AND FINDING THAT THE PUBLICATION AND POSTING WERE PROPERLY MADE

## 7. PUBLIC HEARING

- A. COLLECTION OF SEWER SERVICE CHARGES FOR FISCAL YEAR 2017-18 WITH THE GENERAL TAXES
  - 1. REPORT FROM STAFF
  - 2. PUBLIC HEARING
    - a) OPEN PUBLIC HEARING
    - b) RECEIVE PUBLIC TESTIMONY
    - c) CLOSE PUBLIC HEARING
  - 3. CONSIDER ADOPTION OF A MOTION, OVERRULING OBJECTIONS, ADOPTING THE REPORT OF THE ENGINEER AND ORDERING THE COLLECTION OF SEWER SERVICE CHARGES FOR THE FISCAL YEAR 2017-

2018 IN THE SAME MANNER, BY THE SAME PERSON AND AT THE SAME TIME TOGETHER WITH THE GENERAL TAXES

8. NEW BUSINESS

A. CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) 2017 BOARD OF DIRECTORS ELECTION – SEATS C AND A

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION VOTING FOR TWO CANDIDATES TO FILL CSDA 2017 BOARD OF DIRECTORS, BAY AREA NETWORK, SEAT C (2018-2020 TERM) AND SEAT A (TERM ENDS DECEMBER 31, 2018), AND AUTHORIZING PRESIDENT TO EXECUTE BALLOT

B. ADVANCEMENT OF ACCOUNTING TECHNICIAN SVETLANA GOLOBORODKO

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING ADVANCEMENT OF ACCOUNTING TECHNICIAN SVETLANA GOLOBORODKO TO SALARY STEP 5 EFFECTIVE JULY 1, 2017

C. DISTRICT APPROVED POSITIONS – POLICY AND PROCEDURE 2300

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION ADOPTING POLICY AND PROCEDURE 2300 – DISTRICT APPROVED POSITIONS AND DIRECTING THE DISTRICT MANAGER TO DEVELOP THE NECESSARY JOB CLASSIFICATION DESCRIPTION, RECOMMENDED SALARY RANGE AND RECRUITMENT MATERIALS FOR PRESENTATION THROUGH THE DISTRICT PERSONNEL COMMITTEE TO THE FULL BOARD FOR CONSIDERATION AND APPROVAL AT A FUTURE REGULAR MEETING

D. [ADVANCEMENT OF OPERATOR JESSE THOMPSON](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION GRANTING JESSE THOMPSON REGULAR EMPLOYEE STATUS AND AUTHORIZING THE ADVANCEMENT FROM STEP 1 TO STEP 2 OF THE WASTEWATER OPERATOR II CLASSIFICATION EFFECTIVE JULY 16, 2017

E. [CALL FOR BIDS FOR BIOTOWER/BIOFILTER EQUIPMENT REPLACEMENT PROJECT - CONTRACT NO. 3-17](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE DISTRICT MANAGER TO CALL FOR PUBLIC BIDS TO BE ADVERTISED AND RECEIVED FOR THE BIOTOWER/BIOFILTER EQUIPMENT REPLACEMENT PROJECT CONTRACT NO. 3-17

F. [AMENDMENTS TO POLICIES & PROCEDURES MANUAL OF THE BOARD OF DIRECTORS](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING AMENDMENTS TO POLICIES B-10, B-30, B-50, B-60, B-100, B-140 AND B-200 OR ANY OF THEM. IN THE ALTERNATIVE, PROVIDE DIRECTION

G. [TASK ORDERS NO. 22-24 FOR LCC ENGINEERING & SURVEYING, INC. PROFESSIONAL SERVICES AGREEMENT 15-0008 FOR FISCAL YEAR 2017-2018](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION A MOTION APPROVING TASK ORDERS NO. 22-24 TO PROFESSIONAL SERVICES AGREEMENT 15-0008 WITH LCC ENGINEERING & SURVEYING, INC. FOR DISTRICT ENGINEER SERVICES AND AUTHORIZING THE BOARD PRESIDENT TO EXECUTE TASK ORDERS NO. 22-24 WITH AN AGGREGATE TOTAL NOT-TO-EXCEED AMOUNT OF \$141,860.

- H. APPROVAL OF CHANGE ORDER AND ACCEPTANCE AS COMPLETE THE PRIMARY SLUDGE DIGESTER PAINTING CONTRACT NO. 6-15
1. REPORT FROM STAFF
  2. CONSIDER ADOPTION OF A MOTION APPROVING CHANGE ORDER NO. 9 FOR PRIMARY SLUDGE DIGESTER PAINTING CONTRACT NO. 6-15
  3. CONSIDER ADOPTION OF RESOLUTION NO. \_\_\_\_-2017 APPROVING AND ACCEPTING AS COMPLETE THE PRIMARY SLUDGE DIGESTER PAINTING CONTRACT NO. 6-15 AND DIRECTING BOARD SECRETARY TO RECORD NOTICE OF COMPLETION
- I. APPROVAL AND ACCEPTANCE AS COMPLETE THE SLUDGE EQUIPMENT BUILDING BOILER AND VALVE REPLACEMENT, CONTRACT 5-15
1. REPORT FROM STAFF
  2. CONSIDER ADOPTION OF RESOLUTION \_\_\_\_-2017 APPROVING AND ACCEPTING AS COMPLETE THE SLUDGE EQUIPMENT BUILDING BOILER AND VALVE REPLACEMENT, CONTRACT NO. 5-15 AND DIRECTING BOARD SECRETARY TO RECORD NOTICE OF COMPLETION
- J. AMENDMENT NO. 2 TO CONTRACT 15-0004 AND TASK ORDER NO. 4 WITH NUTE ENGINEERING - BIOTOWER AND BIOFILTER ROTATIONAL ASSEMBLIES
1. REPORT FROM STAFF
  2. CONSIDER ADOPTION OF A MOTION APPROVING AMENDMENT NO. 2 TO CONTRACT NO. 15-0004 WITH NUTE ENGINEERING INCREASING THE TOTAL AMOUNT OF THE CONTRACT BY \$29,192 FROM \$128,703 TO \$157,875 FOR ADDITIONAL DESIGN SERVICES FOR THE BIOTOWER ROTARY MECHANISM REPLACEMENT AND DESIGN OF THE REPLACEMENT OF THE BIOFILTER ROTARY MECHANISM
  3. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 4 TO CONTRACT NO. 15-004 IDENTIFYING THE SCOPE AND COST OF ENGINEERING SERVICES FOR THE ADDITIONAL DESIGN SERVICES FOR THE BIOTOWER ROTARY MECHANISM AND FOR REPLACEMENT OF THE BIOFILTER ROTARY MECHANISM

- K. CONSIDER ADOPTION OF A MOTION DETERMINING ATTENDANCE AT THE JULY 17, 2017, CONTRA COSTA SPECIAL DISTRICTS ASSOCIATION QUARTERLY MEETING IS OF SIGNIFICANT BENEFIT TO THE DISTRICT AND THEREFORE ITS OFFICIAL BUSINESS AND DIRECTING DISTRICT REPRESENTATIVE(S) TO ATTEND
1. REPORT FROM STAFF
  2. CONSIDER ADOPTION
- L. SIGNATURE AUTHORITY UPDATE – CONTRA COSTA COUNTY TREASURER – DELEGATION OF AUTHORITY TO ORDER THE DEPOSIT OR WITHDRAWAL OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND
1. REPORT FROM STAFF
  2. CONSIDER ADOPTION OF A MOTION APPROVING RESOLUTION NO. \_\_\_\_-2017 AUTHORIZING THE DEPOSIT AND WITHDRAWAL OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF) IN THE STATE TREASURY AND DELEGATING AUTHORITY TO ORDER THE DEPOSIT OR WITHDRAWAL OF MONIES IN LAIF
- M. AGREEMENT 17-0012 WITH WATERTALENT, LLC. FOR WASTEWATER OPERATIONS ORGANIZATIONAL EVALUATION AND TEMPORARY SERVICES
1. REPORT FROM STAFF
  2. CONSIDER ADOPTION OF A MOTION APPROVING AGREEMENT 17-0012 WITH WATERTALENT, LLC. TO PROVIDE PROFESSIONAL SERVICES RELATED TO THE WASTEWATER OPERATIONS ORGANIZATIONAL EVALUATION AND TEMPORARY SERVICES AND AUTHORIZING THE BOARD CHAIR TO EXECUTE AGREEMENT 17-0012 NOT-TO-EXCEED \$130,000; AND,
  3. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 1 TO AGREEMENT 17-0012 FOR THE PERFORMANCE OF THE WASTEWATER OPERATIONS ORGANIZATIONAL EVALUATION AND AUTHORIZING THE BOARD CHAIR TO EXECUTE TASK ORDER NO. 1 NOT-TO-EXCEED \$56,000; AND,
  4. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 2 TO AGREEMENT 17-0012 FOR TEMPORARY SERVICES AND AUTHORIZING THE BOARD CHAIR TO EXECUTE TASK ORDER NO. 2 NOT-TO-EXCEED \$64,800.

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 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

10. COMMUNICATIONS

A. [LOCAL AGENCY INVESTMENT FUND – MAY 31, 2017 – MONTHLY STATEMENT](#)

B. [LOCAL AGENCY INVESTMENT FUND – JUNE 30, 2017 – MONTHLY STATEMENT](#)

C. [CORRESPONDENCE FROM MARINE SCIENCE INSTITUTE DATED JUNE 8, 2017](#)

D. [EMAIL FROM ECOSERVICES DATED JUNE 1, 2017 REGARDING CORRESPONDENCE RECEIVED FROM THE CITY OF MARTINEZ DATED JUNE 1, 2017 REGARDING TIDE GATE OPERATION](#)

11. FUTURE BOARD ITEMS

A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

12. ADJOURNMENT

- A. THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON THURSDAY, AUGUST 10, 2017 AT 6:30 P.M.